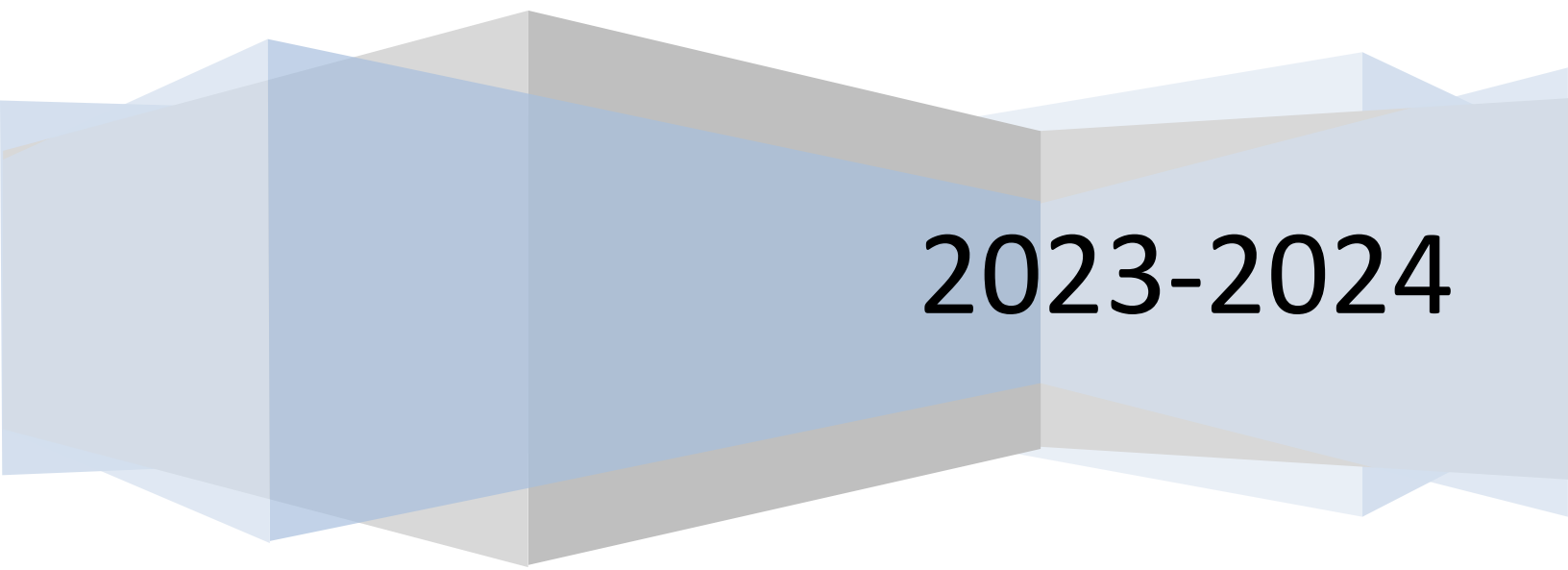


MGHS Revised 08/2023

Monona Grove High School

Student Handbook



2023-2024

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MONONA GROVE SCHOOL DISTRICT

Vision

Engaged learning where equity is prioritized.

Mission

To be a safe, equitable and inclusive learning environment for everyone.

Administration

Mitchal McGrath, Principal

Jason Kling, Associate Principal

Melissa Hahn, Associate Principal

Joseph Schneider, Activities Director

Student Services

Susan Bishop, Counselor (A-F)

Don Karsh (G-La)

Scott Groff, Counselor (Le-R)

Melissa Burke, Counselor (S-Z)

Kayla Barnes-Patrick, School Social Worker

Melissa Smith, School Psychologist

Jack Jackson, Student / Family

Engagement Specialist

Administrative Assistants

Julie Rozanski, Assistant to the Principal

Michelle Boyde, Student Services

Michelle Priebusch, Attendance

Amelia Leger, Activities

Amy Andersen-Goldsworthy,

Reception/Business

September 2023

Dear MGHS Families,

Welcome to the 2023 - 2024 school year! The new school year always comes with feelings of excitement and anticipation. Freshmen begin the high school experience unsure of what is ahead, while seniors now realize how quickly high school flies by.

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

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

Monona Grove High School is not a building or a place. It is a living organization made up of the collective energy of approximately 1100 students. The quality of our school will depend on your effort, attitude, and behavior. Monona Grove High School has a tradition of high achievement. It will be up to you to meet and exceed these expectations.

This handbook outlines the academic and extra-curricular opportunities available to you, as well as the minimum requirements for graduation. In order for approximately 1100 students and 100 adults to work cooperatively each school day, we must treat one another with respect. For us to accomplish our learning goals, the environment must be safe, orderly, and respectful. Please read the information in this handbook and become familiar with expectations.

The administration and teaching staff is committed to helping you make the most of your 2023- 2024 school year!

--The Administration and Staff of Monona Grove High School

SCHOOL SONG

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

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

Play a good game to the end.

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

For we are always true to you

The Silver and the Blue.

U! Rah Rah! Monona Grove!!!!

U! Rah Rah! Monona Grove!!!!

U! Rah Rah! Monona Grove!!!!

Yehhhhhhhhhh!

SOAR PHILOSOPHY

(Scholarly, Organized, Accountable, Respectful)

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

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

Sample Expectations	Classrooms	Commons	Hallways	Extracurricular / After school
Be Scholarly	<ul style="list-style-type: none"> - Ask questions of your teachers - Be engaged and present in the lesson 	<ul style="list-style-type: none"> - Complete homework and study before school - Talk with students about schoolwork at lunch 	<ul style="list-style-type: none"> - Read signs and learn about staff from their posters - Talk with friends about what you learned in class 	<ul style="list-style-type: none"> - Attend Overtime whether assigned or dropping in - Attend events of your peers to learn about them
Be Organized	<ul style="list-style-type: none"> - Use calendars, apps, and on-line reminders - Know deadlines and plan ahead 	<ul style="list-style-type: none"> - Allow yourself plenty of time to get to class between periods - Check around you for items left behind 	<ul style="list-style-type: none"> - Keep your locker neat and clean - Locate all materials needed for class ahead of time 	<ul style="list-style-type: none"> - Know your practice and competition schedules - Carpool with classmates to away events
Be Accountable	<ul style="list-style-type: none"> - Be academically honest - Arrive at class on time, ready to learn 	<ul style="list-style-type: none"> - Bring and use your ID in the food lines - Clean up after yourself and others 	<ul style="list-style-type: none"> - Use passes during class periods - Take reasonable bathroom breaks and don't wander during class 	<ul style="list-style-type: none"> - Be on time and prepared for practices - Learn from mistakes to better your performance
Be Respectful	<ul style="list-style-type: none"> - Be polite to fellow students and teachers - Honor others' opinions during discussions 	<ul style="list-style-type: none"> - Mind your volume - Do not cut in line ahead of other students 	<ul style="list-style-type: none"> - Walk on the right side of the hall - Respect others' personal space and belongings 	<ul style="list-style-type: none"> - Follow all guidelines and rules on the bus - Demonstrate positive sportsmanship

Monona Grove High School Bell Schedules

Daily	Advisory / ACP
1st 8:15 - 9:49 2nd 9:59 - 11:36 <i>Early Lunch</i> 11:36 - 12:11 3rd 12:16 - 1:49 <p style="text-align: center;">OR</p> 3rd 11:44 - 1:17 <i>Late Lunch</i> 1:17 - 1:49 4th 1:57 - 3:30	1st 8:15 - 9:40 Advisory 9:50 - 10:20 2nd 10:25 - 11:53 <i>Early Lunch</i> 11:53 - 12:28 3rd 12:33 - 1:58 <p style="text-align: center;">OR</p> 3rd 12:00 - 1:25 <i>Late Lunch</i> 1:25 - 1:58 4th 2:05 - 3:30

Skinny	Early Dismissal
1A 8:15 - 9:00 1B 9:05 - 9:50 2A 9:55 - 10:40 2B 10:45 - 11:33 (Announcements) <i>Early Lunch</i> 11:33 - 12:08 3A 12:13 - 12:58 <p style="text-align: center;">OR</p> 3A 11:38 - 12:23 <i>Late Lunch</i> 12:23 - 12:58 3B 1:03 - 1:48 4A 1:53 - 2:38 4B 2:43 - 3:28	1st 8:15 - 9:02 2nd 9:07 - 9:57 3rd 10:02 - 10:49 4th 10:54 - 11:41

Final Exam	Day 1	Day 2	Day 3
8:15-9:25 9:40-10:50 11:05-12:15	Period 1A Period 2A Period 3A	Period 4A Period 1B Period 2B	Period 3B Period 4B Make-up Period

Academic Guidelines

Graduation Credit Requirements (MGSD Policy 5460)

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

Graduation Course Requirements

- A. All students are required to register for a minimum of 7 credits per school year. Students must also be enrolled in a minimum of 3.5 credits (7 classes) each semester unless exempted by a case manager and/or administration. Seniors in good academic standing may enroll in a minimum of 6 credits.

- B. The following specific credits must be successfully completed in order to receive a diploma:

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

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

- C. The following credits will be accepted by Monona Grove High School:

1. All courses offered by Monona Grove High School and alternative programs approved by the Monona Grove School Board.
2. Approved courses transferred from other public and private high schools.
3. Monona Grove Summer School courses taken for remediation after the student failed the course in the regular curriculum.
4. Correspondence or on-line courses for remediation of a required course that was attempted and failed in the regular curriculum. The correspondence or on-line course must be pre-approved by the high school administration and Student Services.
5. Courses provided by post-secondary institutions as part of the Early College Credit Program or Start College Now program. Students may enroll in an institution of higher education through these programs to obtain credit. Students should work with their counselors in order to sign up for such courses.

Graduation Responsibility of Seniors

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

- A. Complete courses;
- B. Take final exams;
- C. Take care of all obligations, including fines and disciplinary / detention time;
- D. Meet the 24 credit and specific course requirements; and
- E. Attend graduation practice.

If a student must take a correspondence course in order to fulfill the graduation requirements, all coursework and tests must be completed and verified by May 15, 2024.

Senior Participation in Graduation Exercises

All seniors are expected to participate in graduation exercises, including graduation practice and the commencement ceremony. If both the senior and their parents determine it is not their desire or intent to do so, however, a statement declaring their intent not to participate must be presented to the principal before May 1. No refund of the cap and gown

fee will be made, and the decision not to take part in the ceremony is final. If a student orders a cap and gown and does not fulfill the graduation requirements, a refund will not be given. A senior may be suspended from the graduation ceremony if their behavior warrants a suspension.

Early Graduation

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

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

Grading Policy

Grading at Monona Grove High School is based on the school district's philosophy that grades should reflect how well an individual achieves learning goals. Student grades are based on the evaluation of two categories: Summative and Formative.

Summative (formerly Knowledge and Skills)

In keeping with the philosophy that grades should reflect achievement, 90 to 100% of a student's grade is based on summative work. After students have received instruction and had time to practice, their level of mastery will be assessed through completion of quizzes, tests, essays, speeches, presentations, or projects.

**Note - Semester Exams are included in the Summative category.*

Grading Scale for Summative Assessments

50-100% for all attempted assessments.

0 (no credit) for all missing assessments.

IE (Insufficient Evidence) = when a student has attempted an assessment but the proficiency level is below 50%. IE calculates as a 50% when entered in IC. Students earning an IE on an assessment will be encouraged to retake or complete the assessment and earn a proficient mark. Teachers/teams determine what qualifies as "attempted."

M (Missing) = when an assignment is not turned in or turned in incomplete. It calculates as a 0% when entered.

Formative (formerly Effort)

The district believes that learning is a process and students learn through practice. This practice occurs through class discussions and the completion of assignments such as homework assignments, guided readings, exercises, worksheets, and practice assessments. These assignments serve to monitor and guide student learning and provide teachers and students with feedback on their mastery of skills and content.

Grading Scale for Formative Assessments

Each course team will decide how to calculate points/scores within the Formative category. Examples of how formatives are scored in Infinite Campus may include: Completion only; 0 - 10 points; 0 or 1 point. Students may receive feedback on the accuracy of formative work, but accuracy may not be graded. The balance of a student's semester grade is based on formative work, (up to 10%).

Deadlines/Late Work

A summative assessment is considered late under the following circumstances:

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

When a summative assessment is “late” the student will:

- Receive a deduction of one letter grade if the missing assessment is submitted within two weeks after the end of the unit
- If work is turned in more than two weeks late, a maximum score of 59% will be recorded.

Formative assessments may not be accepted late but may be required as part of the retake or revision process.

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

Retakes / Revisions

Learning is a fluid process; therefore, teachers and course teams may allow students to resubmit work after having the chance to relearn or apply feedback from their teachers. In addition, teachers may require students with a failing grade to retake the assessment. Students may be required to complete additional steps or assignments prior to retaking a summative. Departments or course teams will determine the process and requirements and communication for a reassessment. Teachers will record the highest or most accurate score in Infinite Campus that reflects a student’s understanding. **Dual Credit classes cannot offer retakes as they follow the partnering institution’s requirements.*

The highest mark a student may receive on a retake is the score of a “B.” Students must complete the retake within two weeks of the class receiving their feedback/grade, unless specific arrangements have been made with the teacher.

Extra Credit / Participation

Extra credit is not offered to students. Students should contact their teacher regarding opportunities for revisions, retakes, or enrichment materials.

Course and department teams determine if participation is formative or summative and if it is to be factored into student’s grades.

Semester Exams

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

Incomplete Policy

When a student has met the minimum requirements for the course but extenuating circumstances, such as a medically documented problem, hospitalization, or a death in the family prevent the student from completing coursework, the student will be given an Incomplete and will have two (2) weeks from the last day of that semester to complete all work unless an alternative timeline is agreed upon. **These extenuating circumstances must be approved by a principal.**

If the work is not completed by the agreed upon timeline, the student will receive a grade based upon work recorded.

Infinite Campus

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

Progress Reports and Report Cards

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

Academic Honesty

It is expected that all submitted schoolwork represents the original effort of each individual student. Students, teachers, and parents all serve important roles in promoting academic integrity and encouraging honest academic exploration among students. A student is subject to disciplinary action for any or all forms of academic dishonesty; therefore, it is important students, teachers, and parents understand their roles in the policy outlined below.

The following are examples of academic dishonesty:

- A. Giving or receiving unauthorized aid on quizzes, tests, exams in person or via electronic devices
- B. Plagiarism (using someone else's words or ideas as one's own)
- C. Copying someone else's homework or other work
- D. Allowing your work to be copied
- E. Fabrication of data and/or citations
- F. Group work on individual assignments
- G. Forging information and presenting it to administrators, teachers, or other staff members
- H. Turning in the same work in multiple classes without teacher approval
- I. Parents completing a student's school work
- J. Purchasing papers/assignments online
- K. Cutting and pasting information into assignments without proper citation
- L. Using notes or reference materials in an unauthorized manner
- M. Using translation tools on foreign language assignments
- N. Using any and all Artificial Intelligence tools, without the explicit directions of the teacher, (e.g. ChatGPT, DALL-E, etc.), essay writing services (e.g. Chegg, Course Hero, etc.) or programs like Photomath, to guide, brainstorm, draft, or create student work related to any assessment, including written projects and summative tasks.

Responsibilities of Students, Staff, and Parents

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

Staff Responsibilities: Teachers will review the academic honesty policy with students and outline the policy's specific applications to their classes. Teachers and administrators are expected to enforce the academic honesty policy. Administrators will inform the teachers of students who have multiple formative or summative violations when a new violation is recorded in Infinite Campus.

Parent Responsibilities: Parents will adopt the guidelines of the academic honesty policy, accept its enforcement, and encourage students to practice academic honesty at school and at home.

Procedures for dealing with alleged academic dishonesty on Formative Assignments:

First and Second Violation on a Formative Assignment in Same Class

1. The teacher who suspects the alleged dishonesty will investigate and discuss the concern with the individual student. The student is provided their due process and a chance to respond to the allegation.
2. If the allegation is confirmed, the teacher will contact the parents/guardians about the violation, and a behavior referral is submitted in Infinite Campus.
3. A grade of "M" (Missing) will be issued for the assignment in Infinite Campus.
4. The student may be required to complete an Academic Honesty Reflection sheet and submit it to the teacher. If assigned, the teacher discusses the content of the reflection sheet with the student and sets forth the parameters for re-completing the assignment.
6. The student resubmits the assignment and is graded accordingly. If the student meets the parameters for completing the assignment as outlined by the teacher, this grade replaces the "M" in the gradebook. If the student does not resubmit the assignment within the agreed upon parameters, no credit is earned on the assignment.

Third Violation or more on a Formative Assignment in Same Class

1. Follow the same procedures as the first and second offenses.
2. The third violation is treated in the same manner as a Summative violation (see below).

Procedures for dealing with alleged academic dishonesty on Summative Assessments:

First Violation on a Summative Assessment in a Class

1. The teacher who suspects the alleged dishonesty will investigate and discuss the concern with the individual student. The student is provided their due process and a chance to respond to the allegation.
2. If the allegation is confirmed, the teacher will contact the parents/guardians about the violation, and a behavior referral is submitted in Infinite Campus.
3. A grade of "M" (Missing) will be issued for the assignment in Infinite Campus.
4. The student conferences with the teacher, a case manager, student services member, or administrator to discuss the incident and determine what steps need to occur in order to resubmit the assessment. Resubmission of the assignment is limited to a two week window after the conference.
5. Once the student completes the plan to the satisfaction of the teacher, they will resubmit the assignment and it is graded accordingly. This grade replaces the "M" in the grade book. If the student does not resubmit the assignment within the agreed upon parameters, no credit is earned on the assignment.
6. Retakes are not allowed on resubmitted work.

Second Offense in Any Class Within an 18-Month Window

1. The teacher who suspects the alleged dishonesty will investigate and discuss the concern with the individual student. The student is provided their due process and a chance to respond to the allegation.
2. If the allegation is confirmed, the teacher will contact the parents/guardians about the violation, and a behavior referral is submitted in Infinite Campus.
3. A grade of "M" (Missing) will be issued for the assignment in Infinite Campus.
4. The student is required to participate in a restorative conference with an administrator to discuss the incident and determine what steps need to occur in order to resubmit the assessment. Resubmission of the assignment is limited to a two week window after the conference.
5. If the student completes the plan to the satisfaction of the teacher, they will resubmit the assignment, and it is graded accordingly. A maximum grade of 59% replaces the "M" in the grade book. If the student does not resubmit the assignment within the agreed upon parameters, no credit is earned on the assignment.
6. Retakes are not allowed on resubmitted work.

Third Offense in Any Class Within an 18-Month Window

1. The student will automatically receive a "0" on the assessment.
2. The student will be ineligible for membership in the National Honor Society and for any scholarships controlled or sponsored by the district.

NOTE: Students participating in extracurricular activities who violate the academic honesty policy are also in violation of the Activities Code. Please consult the Activities Code or contact the Activities Director for more specific information.

Resources:

All students have access to Turn It In, an on-line submission program that determines the level of academic originality of students' writing and flags instances of academic dishonesty in their work. This program also contains tutorials for identifying and remedying plagiarism. For more information visit:

http://turnitin.com/assets/en_us/media/plagiarism_spectrum.php

Additional resources can be found on Purdue University's Online Writing Library (OWL) at: <http://owl.purdue.edu>

Attendance Policy

Attendance (MGSD Policy 5200)

Regular school attendance is important to success in school. A student's attendance in school becomes part of their permanent school record and is often the subject of inquiry by employers. In addition, regular school attendance is required by Wisconsin compulsory attendance statutes 118.15 and 118.16 which hold parents responsible for daily attendance of their student.

If the number of absences, whether excused or unexcused, becomes excessive, a parent conference will be requested by the counselor and/or associate principal to discuss the student's academic progress.

Excused Absences

Parents / Guardians may excuse their student from school in writing, **prior** to the day of the absence for not more than 10 days per school year. (Wis. Stats. 118.15(3)(c). If an excuse is not given prior to an absence, an associate principal will either excuse or not excuse the absence, depending upon reason. The following are excusable absences:

- personal illness, quarantine;
- illness in the family for which the student is required at home;
- funerals and weddings;
- religious holidays;
- legal obligations;
- dental, medical, and orthodontic appointments;
- family vacations that cannot be scheduled during non-school times or other family approved vacations or school visits with **prior approval**; and
- an emergency situation.
- The student is unable to access virtual instruction programming due to a temporary disruption in the student's access to necessary technological systems (i.e. internet outage, computer failure, software malfunction, etc.) as communicated by the student's parent.

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

For appointments, parents must call or send a note to the Attendance Office prior to the student leaving. Upon returning to school, the student is to check in with the Attendance Office. A note from the attending doctor, dentist, orthodontist, attorney/court, etc. may be required to excuse an absence/appointment. Doctor's notes are required for students participating in extracurricular activities. Students will not be excused if they leave the building without permission.

Planned Absences and Vacations

If a student knows in advance that they will be absent from school, an anticipated absence form should be completed prior to the absence. The student will notify their teachers of the planned absence so that school work missed during the absence can be given to the student and obtain teacher's signatures. This must be done at least three days prior to the planned absence. Anticipated absence forms are available in the Attendance Office and are required for absences of 3 or more days.

Unexcused Absences

The school will not excuse an absence for any reason other than those listed in the "excused" category. When a student fails to report to the nurse or attendance secretary for a single period absence, it will not be excused. Absences related to vehicle problems during the school day will not be excused. Oversleeping will also result in an unexcused absence for the school time missed. Absences due to working on other school work will not be excused unless for a school-sponsored field trip. Parents will be notified of unexcused absences by phone or email. Students with unexcused absences from classes or study halls will be assigned a two-hour after school detention per period missed. Any student

who has an unexcused absence for any period may not attend extra-curricular events on that day.

Attendance Correction Forms

Attendance Correction Forms are used when a student has been erroneously marked absent. Forms may be retrieved from the Attendance Office. Students may fill out this form with their teacher and return it back to the Attendance Office for correction or confirmation.

Leaving School During the School Day

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

Unexcused Tardies

Students are expected to be in class on time and ready to learn. On time is defined by being inside the classroom when the bell rings to start class. The first few minutes of class are crucially important as teachers preview the day's lesson, conduct bell ringers or formative assessments, collect assignments, and take attendance. If a student is tardy to class without a pass or excusable reason, the following process will occur:

1st unexcused tardy in a course--Teacher holds a restorative conversation with the student about their tardiness

2nd unexcused tardy in a course and up--Teacher submits a behavior referral in Infinite Campus; student meets with a designated staff member (Associate Principal, Engagement Specialist) to work towards a solution and/or assign consequences.

Missed Instructional Time (MIT)

Used for students who arrive to class more than 20 minutes late or who are unaccounted for an unreasonably long period of time (10+ minutes) during class. Students with verified MIT or TRU markings are not eligible to participate in extracurricular events or competitions that day.

Truancy

A student will be considered truant if they are absent or unaccounted for one or more entire class periods. A student will be considered habitually truant if they have 5 instances (part days or full days) of such absences per semester. If a student meets the definition of habitually truant, the Associate Principal will contact parents and the School Resource Officer.

Additional Information on Attendance

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

In the event of problematic attendance (i.e., the parent or guardian does not follow the above guidelines, excessive absences of any type, or the validity of excuse(s)), the Associate Principal will notify the parent or guardian, and a meeting will be held.

Homework Requests

Homework may be requested after a student has been absent for two or more days. The request should be made to the student's counselor. The counselor will then contact the student's teachers and homework may be picked up in the Main Office after 3:45 pm of the following day. Students may also request homework from their teachers via email. Students should consult Canvas for class materials first and foremost.

Student and School Services

Announcements

Announcements are broadcast daily at the beginning of the second block by the MG AV club. All video announcements must be approved by the Assistant Principal at least 24 hours in advance. In addition, a text version of the day's announcements can be accessed through the Monona Grove High School home page.

Advisory / Academic & Career Planning

Once a month, typically on Wednesdays, students will attend Advisory between first and second periods. All attempts are made to keep advisory groups together with the same teacher during students' four years of high school. During advisory students work on building community and their social / emotional skills. Attendance is mandatory.

Once a month, also typically on Wednesdays, students will attend Academic & Career Planning between first and second periods. Students meet in their advisory groups with their same advisory teacher. During this time, students explore future academic and career goals and access materials in their Xello accounts. Attendance is mandatory.

Canvas

All students have accounts in Canvas, a learning management system, which allows for teachers and students to share course materials. Students should check Canvas daily as teachers include assignments, presentation documents, assessments, and announcements regularly. Any student experiencing issues with their Canvas account should email helpdesk@mgschools.net.

Instructional Materials Center/Library

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

Open additional hours through the Overtime Program

Website: <https://sites.google.com/mgschools.net/mghs-imc/home>

Students may check out 10 books at a time- exceptions can be made on a case by case basis. Due dates vary according to material type. Unreturned materials may be billed at a replacement cost at the end of each school year.

Our library website offers access to an online catalog, databases, audiobooks and ebooks. The library staff is available to assist users in locating, selecting, and using any of these resources. Passwords needed for home access to any of our virtual materials are located at <https://sites.google.com/mgschools.net/mghs-imc/home>. Enter the password "silvereagles" when prompted.

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

1. Bring your pass and an ID
2. Students coming to the library from a class or resource must have a pass issued by the teacher.
3. Respect the needs of others
4. Use resources responsibly

Students who do not have a pass, disregard the needs of others, or use resources irresponsibly may be asked to leave the library and return to their class or study hall. In the case of chronic misuse, students will have to work with library staff to re-examine expectations and create an individualized plan for library usage.

Lost and Found

Books and other articles that are found are to be turned into the Main Office. Lost Chromebooks, chargers, or cases are returned to the IMC.

Lunch

Students may leave the school campus for lunch, but each student is expected to be back to school in time for their

next class. If students stay at school for lunch, they may bring their own lunch, go through the *a la carte* line, or the hot lunch line. Students are expected to eat in the Commons, IMC, outside on campus or off campus. Students may not eat or congregate in hallways or other parts of the building during lunch periods. Students are responsible for cleaning the area in which they eat.

Food Service Accounting System

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

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

A la carte items and extra portions are available at *a la carte* prices. At the point of sale, the student's ID debit card is scanned and the total amount of the purchase is deducted from the student's food service account.

Medication at School (MGSD Policy 5320)

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

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

Non-prescription medication: If administered and/or stored by school personnel, medication must be accompanied by written parent/guardian permission and directions.

Messages

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

Overtime

Overtime is an opportunity for students to receive additional help from teachers and have access to school resources after the school day ends. Overtime occurs after school, Tuesday through Thursday, from 3:45 - 4:45 in the IMC, and typically at least two teachers are available to help students. Students can either drop into Overtime or be assigned by teachers. All students, whether dropping in or assigned, must check in with the Overtime supervisor upon arrival.

Recruitment – Armed Forces and Post-Secondary

With the approval of the principal, representatives of the Armed Forces may present information about the various branches to pupils at Monona Grove High School. Military recruiters will have the same access to students on school grounds as prospective employers and post-secondary educational institutions. Military recruiters, prospective employers, and post-secondary educational institutions shall each be allowed access to students on school grounds on three days during a school year. The Principal may designate the three days. Counselors may provide information related to the military as career information for students. Counselors may provide information related to alternatives to military service. In accordance with Federal and State law, the school shall release the names, addresses, District assigned e-mail addresses (if available), and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed who requests such information. A secondary school student, or parent of the student, may request in writing that the student's name, address, District assigned e-mail address (if available), and telephone listing not be released without prior consent of the parent(s)/eligible student.

Student Services

Students are encouraged to come to the Student Services office. Office hours are 7:45 am to 3:45 pm. Each student has been assigned a counselor through their time at the high school determined alphabetically by students' last names. It is important to point out that although students are assigned to a certain counselor, a student may seek assistance from the counselor of their choice.

- Ms. Bishop A - F
- Mr. Karsh G - La
- Mr. Groff Le - R
- Ms. Burke S - Z

The student services department can help students in a variety of ways, including:

- Registering for classes and four-year planning
- Information on college requirements, college programs, and applications
- Interviews with college representatives, information concerning scholarships, and financial assistance for college
- School to work programs, internships, and job placement
- Social / emotional mental health assistance
- Schedule changes

Course Selection/Registration - December/January/February of each year

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

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

Course Drops after Classes Begin

In general, students will not be allowed to drop courses unless there are extenuating circumstances.

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

Days 5-10: Students must have a Schedule Change Application form signed by the parent/guardian and necessary staff members. There will be no record of the course on the student's transcript.

Days 11-Last day of Quarter 1 or 3: Students must have a Schedule Change Application form signed by the parent/guardian and necessary staff members. The student will receive a "W" on their transcript. This notation will not impact a student's Grade Point Average (GPA).

After 1st or 3rd Quarter Ends: If a course is dropped, after the end of first/third quarter, an "F" will be reflected on the student's transcript and this grade is calculated into the student's cumulative GPA.

Student ID Cards

Monona Grove High School will provide one ID card for each student at the beginning of the year. A student's ID must be carried at all times as it is used to identify the student, to purchase lunch, to check out a library book, to board a bus, and to attend extracurricular events. If a student loses or defaces their ID card, they must buy a replacement card for \$5 in the Main Office. If a staff member requests that a student shows their ID card, the student is obligated to present it.

Study Hall

Attendance in study halls is mandatory. Students may choose to go to a resource center and/or the IMC by obtaining a pass from a teacher prior to the hour they choose to go. Students should always report to their study hall first at the

beginning of the hour for attendance purposes before visiting another resource center, the IMC, or a teacher's classroom. Students in a resource center and / or the IMC must have academic work to complete while there. Teachers, administration, or parents may request that a student be assigned to a specific resource center or study hall to monitor their academic progress. Failure to attend assigned study halls will result in disciplinary action.

Work Permits

Students under the age of 16 requesting work permits should visit the Department of Workforce Development website at <https://dwd.wisconsin.gov/er/laborstandards/workpermit/>. There you will find directions and the links to create a work permit online. (Students 16 or older do not require work permits to obtain employment.) Work permits are no longer obtained in-person; you must use the website.

Safety and Security

Accidents

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

School Safety Drills

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

Fire / Severe Weather Drills

Fire and severe weather drills will be conducted periodically. It is essential that during a drill everyone obeys orders promptly by following instructions and meet in the area designated by the teacher as quickly as possible. Directions for drills will be given to students by classroom teachers. All instructional areas also have designated evacuation routes posted on maps by the door. Please move as rapidly as possible without running and move to the designated area well away from the building and remain there until attendance is taken and the "all clear" signal is given by an administrator in person or over the loudspeaker.

School Resource Officer

Monona Grove High School, MG21, and Winnequah School share a Monona police resource officer. The resource officer is available for educational purposes and for law enforcement, when necessary. The resource officer is available to help students with problems such as thefts, physical threats or harassment, legal problems, drug and alcohol issues, gang concerns, or other related issues. The school resource officer can be located in the Main Office.

Snow Day/Emergency Closing Information

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

Visitors

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to register and obtain a pass. A driver's license must be presented to obtain a visitor pass. Any visitor found in the building without a pass shall be reported to the Principal and/or law enforcement.

If a person wishes to confer with a member of the staff, they should call for an appointment prior to coming to the

school, in order to prevent any loss of instructional time. Visitors' access to classrooms and instructional activities are subject to reasonable restrictions and limits. Please consult with the Principal regarding these restrictions. Students may not bring visitors to school without first obtaining written permission from the Principal. (Board Policies 7440 and 9150)

In accordance with 120.13(35), Wis. Stats., the District Administrator has the authority to establish conditions for entering or remaining in a District building, prohibit the entry of any person to a school of this District, or to require a visitor to leave when there is reason to believe the presence of such person would be or is detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, administrators are authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Internet Policy

Benefits, Risks, and Policies Reducing Risk

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

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

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

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

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

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

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

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

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

Online Safety/Privacy Reminders

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

Personal Device Use

Students must use district issued devices (chromebooks) during instructional time. This includes use on classroom activities, assessments, and assignments. Students are permitted to use their own non-school issued devices during non-instructional time (study halls, before / after school, at home).

Building Rules

Backpacks

Students may carry a small bag that contains their pencils, pens, calculators, and other small items to class. Any accessory item large enough to carry or conceal a standard textbook, notebook, or binder is not allowed to be carried in the school from the start of school until the end of the school day. Backpacks, purses, gym bags, and athletic bags fitting the above description are to be placed in the student's locker throughout the school day. Students who are in possession of a backpack, gym bag, or other large carrying device during the school day without permission from the administration or the school nurse will be asked to return these items to their locker. Students repeatedly not complying with school policy will incur disciplinary consequences.

Bus Expectations

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

Loading/Unloading

1. Students shall ride on their assigned buses.
2. Students shall get on and off the bus at their assigned stop for AM/PM routes.
3. Riders are expected at the bus pick-up point five minutes prior to the scheduled pick-up time and shall help keep the bus on schedule. The bus will stop only if the students are at the designated pick-up point.
4. Riders should stay off the roadway at all times as well as practice safe and courteous behaviors to other riders and

to passerby's vehicles while waiting for the bus. Students shall walk on sidewalks and if no sidewalk is available the student shall walk on the side of the road facing traffic to get to the bus stop.

5. Riders should wait until the bus has come to a complete stop and the driver has signaled them before moving towards the bus. The riders should be in single file before entering the bus. If children must cross the roadway to get to the bus, they may cross the road only after the bus driver has signaled that it is safe to cross.
6. After getting off the bus and checking to be sure that no traffic is approaching, and after receiving the signal from the driver, riders may cross the road. Riders should cross the road 10 feet in front of the bus so that the driver can see them cross and for other safety reasons. Riders should be alert to the danger signal, a steady blast of the horn, from the driver. Should that danger signal be sounded, the students should return to curbside (the right hand side/door side of the bus).
7. Students shall be courteous, behave in an orderly fashion, and help look after the comfort and safety of small children.
8. Guest ridership is prohibited.

Conduct While on the Bus

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

Transportation Disciplinary Procedures

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

Dance Rules and Procedures

In order to attend school sponsored dances, students must present the school day of or immediately prior to the dance, not be considered a "habitual truant" or have unserved detention or Saturday school time. Students who had a suspension in the two weeks leading up to the dance or are considered to be a "habitual truant" will be ineligible for court.

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

1. Students who plan to attend a dance must agree to the following procedures:
 - a. Purses will be opened by the owner and contents shown to staff.
 - b. Any contents of coat pockets and pant pockets shall be shown to staff.
 - c. Anything suspicious looking must be explained.

- d. Any student not agreeing to this check at the door will not be allowed to enter.
 - e. The student must present the student ID upon request. Unauthorized people will be asked to leave the premises.
 - f. This check will also be in effect for any guests brought to the dance.
 - g. All non-Monona Grove High School students attending a dance must submit a completed Dance Guest Contract prior to the dance signed by a member of the guest's school administration, or they will not be allowed to enter.
2. After this initial check at the door, students will move on to the next table and pay admission. Another visual check will be made for students who might be under the influence.
 - a. If a student is suspected of being under the influence, they will be brought into the office and will be given a field sobriety test. If a student refuses to take the field sobriety test, they will be presumed and treated as if under the influence.
 3. If a student is caught consuming, having consumed, possessing, or harboring drugs and/or alcohol, they will be dealt with through normal school rules and procedures. Parents will be notified.
 4. Students will dance in an appropriate and respectful manner. "Grinding", "body passing", etc. will not be tolerated.

Regarding the above behaviors, a guest of a Monona Grove student is expected to follow the same standards. Not doing so will result in the Monona Grove student losing the privilege of bringing a guest to any future dances or activities. Any student not willing to follow these rules will have their parents called and they will be sent home. Other school consequences may occur depending upon the situation.

Elevators

All efforts are made to keep the elevator available and accessible to those in need throughout the school day. Elevators are reserved for the use of students, visitors, workers, and staff with mobility issues, injuries, health concerns, or legitimate needs to move materials throughout the building. Students misusing the elevators for a reason other than those outlined above may face disciplinary consequences from administration.

Passes

Students are expected to maximize their in-class time; therefore, they should limit time out of class once the bell has rung. Students are not permitted in the hallway during a class period without a pink pass or a teacher's classroom pass. As a building policy, teachers' classroom passes will not be given to students during the first and last 10 minutes of a class period. Students should get in the habit of using their passing periods to take care of personal needs (using the bathroom, getting a snack, getting water) and preparing for their next class.

Lockers

A student locker is provided by the school for the convenience of the student to be used solely and exclusively for the storage of outer garments, footwear, and school-related materials. The lockers (hall, fine arts, and physical education) assigned to a student are not the student's private property or under their exclusive possession and may be opened and inspected by school authorities at any time.

Students should not give the combination to someone else, store valuables or large sums of money, or leave the locker unlocked. Students may not change lockers or share lockers with another student unless pre-approved with the Main Office. Students are advised to keep their lockers locked during the day and not leave them open for other students to share or access them, as this practice invites theft.

Loitering

Students are not to be in the halls except before school, during the passing periods, during lunch, or after school. Students are not to loiter in the halls, in Commons, the Student Services Office, the Attendance Office, or the Main Office. Failure to report to the appropriately assigned room will result in an in-school truancy. Students not under the supervision of a coach/advisor need to be out of the building by 4:00 pm each day.

Students are not to congregate in bathrooms. Only one student is permitted at a time in bathroom stalls and single-occupancy bathrooms on each floor. **Students violating this policy will be assigned to Saturday School or suspended.**

Open Campus

The primary purpose of Open Campus is to provide eligible junior and senior students with the privilege of leaving the high school campus during their study hall periods. Another purpose is to provide an incentive for upperclassmen to achieve good grades and behave appropriately at school and school-related events. Criteria for open campus includes a 3.0 GPA in the previous quarter, and no attendance or behavioral referrals in the previous quarter. Students who have an Athletic or Activities Code Violation in the previous quarter will also not be eligible for open campus. Open campus can be lost at any time due to low grades or inappropriate behavior. Please see an Associate Principal for more information.

Parking

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

This system of reserved parking demands that the lot be kept clean and students learn to regulate their behavior. Any student who does not comply with parking rules can have their parking privileges revoked. Parking spots may not be rented out to other students. A student may not go to their vehicle during the school day unless they have received a pass from the Attendance Office to leave school. **Students caught with illegal substances in their vehicle, such as nicotine, drugs, or alcohol, or paraphernalia used for the use of illegal substances, will have their parking privileges revoked and their spot assigned to another student.** There will be no refunds in the event of revocation.

Cell phones

Research proves that when (mis)using cellphones in class, students are more distracted, less engaged, and impair their ability to form relationships with classmates and staff. In order to assist student engagement and relationship building, MGHS is enacting a uniform cell phone policy. The following steps and expectations will be followed in ALL instructional environments:

- At the start of each hour, students who bring their phones to class, must check them into the pouches provided in each classroom, study hall, resource room, IMC, and instructional space
- Students in physical education will leave cell phones in their school or PE lockers
- Teachers may provide technology breaks for students to access their cell phones, but phones must be returned to pouches at the conclusion of the break
- Teachers may allow access to student cell phones during work time to listen to music, during instructional activities, or for educational purposes at their discretion
- Students with extenuating circumstances that would require access to their cell phone must communicate a legitimate reason with a staff member BEFORE the start of a class period; staff may deny student requests
- Students with pre-approved health plans or recognized medical conditions may keep cell phones with them, but out of sight
- Students may not take cell phones with them when taking classroom hall passes or when briefly leaving the classroom to use the bathroom, get a drink of water, visit their locker, etc.
- Consequences for non-compliance:
 - 1st Incident – Staff member conferences with the student and holds a restorative conversation which reiterates the policy and expectations; student places the device in the classroom pouch; no behavior referral submitted
 - 2nd incident – Student places their device in the classroom pouch; teacher submits referral through phone tracker and one-hour detention is assigned by administrator
 - 3rd incident and beyond – Student places their device in the classroom pouch; behavior referral is submitted; student meets with administrator and loses phone privileges for the next school day
 - 4th incident and beyond–student places device in classroom pouch; behavior referral is submitted; Saturday School or OSS assigned by administrator; loss of phone privileges for next school day or beyond.
 - **In all above situations, if a student refuses to place device in pouch, contact the office and write a behavior referral; an administrator will come to your area or request that the student be sent to the office; students causing a disruption to the learning environment should be sent to the office with a call ahead.**

Posters, Flyers, Signs, and Flags

As school is a public space, posters, flyers, and signs are intended only to promote or advertise events, membership, or initiatives of a school-sponsored group. Posters, flyers, and signs must be pre-approved by administration prior to posting and will be removed if not meeting the above criteria. In addition, as our school is a shared, neutral space, students may not bring or wear flags.

Public Displays of Affection

Excessive demonstrations of affection are inappropriate on school grounds and at any school-sponsored activity. First time violators will be asked to discontinue such displays. Repeated violators will be referred to administration for disciplinary action.

Skateboards/Similar Items

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

Student Event Attendance

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

Student Dress Code (MGSD Policy 5511)

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

- present a hazard to the health or safety of the student himself/herself or to others in the school, including by way of communicating threats of harm or depictions of harmful conduct directed at others;
- interfere with school work, create disorder, or disrupt the educational program, including dress that promotes or depicts illegal activity, such as illegal drug use, underage alcohol consumption, or similar activities;
- cause excessive wear or damage to school property;
- prevent the student from achieving their own educational objectives because of blocked vision or restricted movement.

Any student whose dress is deemed inappropriate or distracting will be asked to remedy the situation by either changing their clothing, or wearing something over the article of clothing in question. Students failing to comply will be sent home or face further disciplinary consequences.

Hats, Hoodies, and Headgear

Hats, hoodies, and headgear are permitted as long as the following are observed:

- Must allow for the face and ears to be visible to staff
- Must not interfere with the line of sight of any staff or student
- Must be removed upon a staff member's request

The following hats, hoodies, and headgear are not allowed:

- To conceal earbuds or headphones
- Headgear or hats that may be considered culturally insensitive or disrespectful
- Hoodies must be lowered during assessments or tests
- That would constitute a dress code violation (promotion of drugs, sex, profanity, etc)
- When safety or alertness may be endangered
- In an environment when or where professional attire is expected

Sunglasses, Coats and Blankets

Sunglasses, coats, and blankets are not to be worn during the school day. These articles of clothing are to be kept in the student's locker during school hours and may not be worn until the conclusion of the school day. Sunglasses must

be removed when entering the building and not worn in class.

Student Fees

The Student Fee for the 2023-24 school year is \$37.00. Included in this fee are textbook rental and supplies. Some Art and Technology Education classes, as well as Medical Terminology class, may require course fees for items students make and take home. Additional fees include:

- Athletic Participation-\$65 per sport
- Chromebook Protection Plan - No charge
- Senior Parking-\$110 for the full year
- Student Athletic Pass--No charge
- Yearbook--\$47.25 through YearbookForever

If desired, payment can be submitted in two installments with the first installment due at the time of registration and the second due the first day of the second semester.

Student Fines

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

Student Visitors

Students visiting from other schools are not allowed on campus during the school day. Students from other schools found on campus during the school day are subject to trespassing and contact with law enforcement. MGHS students knowingly bringing other students on campus during school hours are subject to disciplinary consequences. All non-student visitors must check into the main office.

Code of Conduct and Discipline Procedures

In order to ensure the opportunity for students to learn, it is necessary to take corrective action when disruptive or inappropriate behavior occurs. This document outlines the code of conduct and discipline procedures for addressing such behaviors.

At MGHS, staff and students have the right to expect the following:

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

All students and parents should read and be familiar with the code of conduct and discipline procedures. The development of responsible behavior and self-discipline among students occurs at two levels within a school: 1) teachers take primary responsibility in the classroom, and 2) administration takes responsibility for issues that occur during unstructured time and/or when behavior is repetitive or extreme in a classroom.

Behavior Philosophy, Expectations, and Policies

Discipline will be handled in a progressive manner. Therefore, students who repeat inappropriate behaviors will receive more intensive consequences as behaviors progress. When appropriate, administration will involve parents, counselors, social worker, school psychologist, and/or the school resource officer to help resolve student behavior issues.

Furthermore, teachers, members of the Student Services team, and administrators may seek to use the principles and practices of restorative justice to address behavior issues or conflicts as an alternative to detentions or suspension. Restorative justice circles may be used for re-entry from suspension, to resolve student/student or student/staff issues, or to address habitual behavioral concerns in a student (tardies, truancy, social media postings, etc.) brought about by teachers, the Student Services team, or administration.

The categories below outline prohibited behaviors and the range of consequences at the discretion of teachers and administrators in dealing with them. Ignorance does not excuse violation of these rules. **Administration retains the right to deal with any action not covered explicitly in the rules outlined below and may use their professional judgment to diverge from the procedures outlined below.**

Note: When there is an “s” followed by a number, a specific Wisconsin State Statute is referenced

A. School Attendance (MGSD Policy 5200)

Students will attend school (all classes, Advisory periods, required meetings) unless properly excused parent/guardian and/or principal as explained in the High School Attendance Policy. Students are required to report to school and classes on time and to remain on the school campus during regular school hours unless excused by an administrator or designee.

The following constitute prohibited behaviors under Attendance:

1. Truancy—an absence outside of school without a valid excuse
2. Missed Instructional Time (MIT)—a student not in the appropriate classroom, IMC, resource center, or study hall during the school day
3. Unauthorized Leaving of Campus—leaving campus without permission of an administrator or designee and/or failure to follow designated procedures
4. Excessive Tardiness—repeated lateness to an assigned class

Range of consequences: Detention, Saturday School, Referral to School Resource Officer

B. Student/Student Expectations

Each student has the right to attend school and school activities without fear of threats against their feelings, property, and physical well-being. Each student shall respect the feelings, property, and physical well-being of other students.

The following constitute prohibited behaviors under Student / Student Relationships:

1. Physical and verbal abuse—intentionally damaging words or actions directed at other students aimed to cause harm
2. Disrespect—to insult, call derogatory names, use obscenity toward, dishonor, or in any other manner abuse any member of the student body
3. Slander/Libel—intentionally defaming another; anything which exposes the other to hatred, contempt, ridicule, or disgrace in their line of work (s942.01)
4. Theft—stealing from another student or the school
5. Property Damage—the destruction of another person’s property
6. Threatening or Intimidating Acts—verbal or gestured acts which threaten the well-being, health, or safety of any student on school property or in route to or from school

7. Assault and Battery—causing bodily harm to another by an act done with intent to cause bodily harm to that person
8. A Physical Attack—the act of physically battering or in some manner attempting to injure any student on school property or in route to or from school or at any school sponsored activities
9. Fighting—mutual combat in which both parties have contributed to the situation by verbal and/or physical action; any act involving hostile bodily contact in or on school property or in route to or from school, including any activity under sponsorship (s940.19)
10. Bullying / Harassment—See School Board policy 5507 later in this handbook

Range of consequences: Detention, Saturday School, Suspension, Pre-expulsion Order, Expulsion, Referral to School Resource Officer

C. Student/Staff Expectations

Students and staff have a right to work, study, and teach in an atmosphere of mutual respect. They also have the right to free and responsible inquiry and expression while being mindful of the responsibilities listed below. Students have the responsibility to respect authority, feelings, physical well-being, and property of members of the school staff.

The following constitute prohibited behaviors under Student / Staff Relationships:

1. Insubordination—willful failure to respond or carry out a reasonable order or request by authorized school personnel; refusal to follow school rules and the direction of an adult engaged in the operation of the school
2. Disrespect—to insult, call derogatory names, dishonor, sexually harass, make gestures, or in any other manner abuse any member of the school staff
3. Disorderly Conduct—engaging in violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct in which such conduct tends to cause or provoke a disturbance (s947.01)
4. Physical and Verbal Abuse—intentionally damaging words or actions directed at a staff member aimed to cause harm
5. Threatening or Intimidating Acts—verbal or gestured acts which threaten the well-being, health, or safety of any member of the school staff
6. Physical Attack—the act of physically assaulting any member of the school staff on school property at any activity under school sponsorship or in route to and from school
7. Failure to Report to the Office—refusing to report the main or attendance office when a student is sent out of a classroom to an administrator
8. Failure to Serve Teacher-Assigned Detention—refusing to attend detention on the assigned date and location
9. Disrespect for the Property of a Member of the School Staff—misusing, breaking, stealing, or going through the belongings of a staff member without permission
10. Theft—stealing from the person, belongings, or classroom of a staff member

Range of consequences: Detention, Saturday School, Suspension, Pre-expulsion Order, Expulsion, Referral to School Resource Officer

D. School Property

Each student is entitled to a well-equipped, well-maintained, clean, and aesthetically pleasing school environment. Each student is to respect and help maintain the appearance and cleanliness of the building.

The following constitute prohibited behaviors under School Property:

1. Littering—make a place untidy with trash or objects left lying about
2. Vandalism—willful destruction of public property, intentionally causing damage to or defacing school

- premises or property, and/or willful damage to property of staff members and others (s943.01)
3. Abuse of Printed or AV Materials
 4. Distribution or display by any student of prohibited nonschool-sponsored material or in violation of the school's approval process will be halted, and the student(s) involved will be subject to disciplinary action.
 5. Defacing Property—damage to school property requiring cleaning or repair (MGSD Policy 5513)
 6. Destruction—damage to property as to render it unusable
 7. Minor or Major Theft
 8. Possession of Stolen Property

Range of consequences: Saturday School, Suspension, Restitution, Referral to School Resource Officer

E. Protection of Public Safety

Each student has a right to be safe and secure from physical harm while attending school. Students have a responsibility to conduct themselves in such a manner as not to pose a threat to the health and safety of other students. The infractions listed below and any other act that poses a threat to the health and safety of students and/or staff is strictly prohibited.

The following constitute prohibited behaviors under Protection of Public Safety:

1. Parking in Unauthorized Areas or Improper Parking
2. Unauthorized Driving During School Day
3. Reckless Driving on or Around Campus (s941.01)
4. Unauthorized Use of Matches, Lighters, or Other Flammable Devices
5. Arson—the willful and malicious burning of/or attempt to burn any part of any property of the school or of its staff and students
6. Detonation or Possession of Firecrackers or Other Nuisance Devices
7. False Alarms or Bomb Threats—threats or false alarms made to the school or to a school-sponsored event are a felony (s941.13/s947.015)
8. Improper Initiation of Fire Alarm—act of initiating a fire alarm or initiating a report warning of a fire or other catastrophe without just cause
9. Possession of a Weapon—possessing, concealing, or storing a weapon on one's person, in a locker, vehicle, or anywhere on the premises (s941.20) (s948.61) (s948.605) (MGSD Policy 5772)
10. Selling, Using, or Possessing a Firearm—selling, distributing, possessing or using firearms, weapons, air-powered weapons, firecrackers, smoke bombs, or any form of fireworks in school, on school grounds, or at school sponsored events (s941.20/s948.605/s948.61) (MGSD Policy 5772)
11. Threats Involving a Weapon (MGSD Policy po5772)
12. Use of a weapon (MGSD Policy po5772)
13. Disruption of School Events, Games, Meetings and Assemblies
14. Trespassing—being physically present on a school campus or at a school activity after being requested to leave by administration or law enforcement (s.943.14)
15. Disorderly Conduct—engaging in violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct in which such conduct tends to cause or provoke a disturbance (s947.01)
16. Disruption or insubordination on bus—refusal to abide by rules on a school bus or causing a disruption to the safety of the driver or other riders

Range of consequences: Loss of Privileges, Saturday School, Suspension, Pre-expulsion Order, Expulsion, Referral to School Resource Officer

F. Alcohol, Tobacco, and Drugs

Each student has the right to associate with students who are free from the use of alcohol, tobacco, and drugs

and not be subjected to those wishing to buy, sell, or use such substances. Each student has the responsibility to keep his or her mind and body in a sound, healthy condition. The use or sale of any illicit non-prescription drugs, alcoholic beverages, or tobacco is prohibited on school grounds and at or before school-sponsored activities.

The following constitute prohibited behaviors under Alcohol, Tobacco, and Drugs, may result in a referral for citation to the Monona Police Department beyond their school consequences:

1. Tobacco—possession and use of all tobacco products is prohibited by state law (s120.12(19)) and school policy on school grounds, in school buildings, or at school functions; violation of this ordinance will result in a citation in which the students could be fined. For purposes of this policy, "use of tobacco" means to chew or use any substance containing tobacco, including smokeless tobacco, cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes (MGSD Policy 5512). **Students possessing or using e-cigarettes such as JUULs on school grounds or at school functions will be suspended out of school and may be recommended for citation to the School Resource Officer.**
2. Alcohol and Drugs—all possession and use of illegal drugs, alcohol, or look-alike drugs constitutes grounds for recommendation of expulsion (s125.01) (MGSD Policy 5530)
3. Possession of Alcohol or Drug Paraphernalia
4. Noticeably under the Influence of Alcohol or Drugs—indicated by obvious behavior and mood changes and/or the smell of substance on the person; if a student refuses to take an illegal substance test they will be presumed to be under the influence.
5. Selling or Transmitting Alcohol or Drugs

Range of consequences: Suspension, Pre-expulsion Order, Expulsion, Referral to School Resource Officer

Definitions of Consequences

Detention: Detentions will be held after school on Tuesdays, Wednesdays, and Thursdays from 3:45 to 4:45 in Room 251. Students will be assigned to one and/or two hours of detentions dependent upon the seriousness of action. Students are allowed to do homework, and a silent atmosphere is required. Students will be required to put cell phones in pouches during detention. Detentions must be served on the date they are assigned or a Saturday School may be issued. If assigned a detention, administration has the right to hold students from practice or participation in an athletic, club, or co-curricular activity until the detention has been satisfactorily completed.

Saturday School: Saturday School offers students extra time beyond the normal school hours to complete school work while also providing an alternative to suspension. Saturday School runs from 9:00 am to 12:00 pm and is typically held in the classroom of the supervising staff member. Assigned students must arrive on time at the front entrance of the building and stay for the duration unless arrangements have been made previously with an Associate Principal to leave early. Students will be expected to have school work to work on. Failure to serve an assigned Saturday School will result in an Out of School Suspension the following school day unless an alternative consequence is determined by an administrator.

Out of School Suspension (OSS): Out of School Suspension is served away from the school building and grounds. Students serving OSS are the complete responsibility of their parents during this time. While suspended, students are not allowed on any school district grounds and may not participate in or attend any extracurricular events. Parent meetings will be held upon re-admittance from an OSS. Wisconsin state statutes permit the suspension of students (s.120.13(1)(b)). (MGSD Policy 5610).

Pre-Expulsion Order: A pre-expulsion order will be administered to students who habitually violate the same type of rules or demonstrate a repeated refusal of reasonable requests. Students may be placed on a pre-expulsion order after all other resources have been attempted to correct behavior. A pre-expulsion order is given in lieu of a referral to the school board for an expulsion hearing. The process would include a meeting with the student, the student's parents/guardians, a school administrator, and possibly, the superintendent, in which a behavioral contract with

specific expectations would be established. Failure to fulfill the order may result in a referral for expulsion.

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

1. Repeated failure to follow school rules
2. Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives
3. Conduct while at school or while under the supervision of a school authority that endangers the property, health, or safety of others (s.120.13) (MGSD Policy 5610)

Student Anti-Harassment (MGSD Policy 5517)

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 (1) of the Protected Characteristics, through its policies on bullying (See Policy 5517.01 – Bullying).

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

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

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

Other Violations of the Anti-Harassment Policy

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

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

Definitions

Bullying

Bullying is prohibited by Board Policy 5517.01 – Bullying. It is defined as deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. Bullying need not be based on any Protected Characteristic. 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 of 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 (1) or more of the student's Protected Characteristics that:

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

Sexual Harassment

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

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

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

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

- A. unwelcome verbal harassment or abuse;
- B. unwelcome pressure for sexual activity;
- C. unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- D. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- E. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;

F. unwelcome behavior or words directed at an individual because of gender;

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, telephones calls, or materials of a sexual nature;
 6. displaying pictures, calendars, cartoons, or other materials with sexual content.
- G. inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and personal life.
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history; and
- I. 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 work place, 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 their 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 (1) of the Compliance Officers who shall assume responsibility to investigate the allegation in accordance with this policy.

Reporting procedures are as follows:

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

Christa Foster
Student Services

Nicole Thibodeau
Director of Human Resources

Monona Gove School District
5301 Monona Drive
Monona, WI 53716
(608) 221-7660
christa.foster@mgschools.net

Monona Grove School District
5301 Monona Drive
Monona, WI 53716
(608) 221-7660
nicole.thibodeau@mgschools.net

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.

Please see Board Policy po5517 for the complete Complaint Procedure Process.

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.

NONDISCRIMINATION ON THE BASIS OF SEX (MGSD Policy 2266)

The Board of the Monona Grove School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) is/are:

Director of Human Resources
608-316-1923
5301 Monona Drive
Monona, WI 53716

Director of Student Services
608-316-1908
5301 Monona Drive
Monona, WI 53716

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities. The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

It is a violation of this policy for anyone to knowingly making false statements or knowingly submitting false information during the sex discrimination complaint process, including intentionally making a false report of sexual harassment, or submitting a false formal complaint. The District will not tolerate such conduct, which is a violation of the Student Code of Conduct.

Neither the Board nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or Policy 2266, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination,

including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, is a serious violation of Board Policy 2266 that can result in the imposition of disciplinary sanctions, consequences, and/or other appropriate remedies.

All students, parents, and their representatives are advised to review Board Policy 2266 for more information and detail regarding the District's commitment to nondiscrimination on the basis of sex.