

SHALOM HIGH SCHOOL HANDBOOK

**Shalom High School
1749 N 16th St
Milwaukee, WI 53205
(414) 933-5019**



**Taking Obstacles and Turning Them into the Stepping
Stones.**

Shalom High School Mission Statement

The Mission of Shalom High School is to allow at-risk students an opportunity to earn high school diplomas and to prepare students to be productive, successful adults, good citizens, and to become responsible mature members of their communities. Shalom's competency-based credit earning model and its senior portfolio assessment require students to critically examine their own knowledge and take responsibility for their own learning.

2019-2020 School Calendar

| | |
|-----------------------------|---|
| January 20th | MLK Jr. Day |
| February 14 th | Trimester 2 ends |
| February 17th | Professional Development Day NO STUDENTS |
| February 18th | Professional Development Day NO STUDENTS |
| February 19th | Trimester 3 begins |
| March 18th | Parent Teacher Conferences |
| March 20th | Professional Development Day NO STUDENTS |
| April 6 th -13th | Spring Recess |
| May 14th | Graduation |
| May 15th | Professional Development Day NO STUDENTS |
| May 21st | Last Day of School |
| May 22nd | Record Day |

2019-2020 School Calendar

Our Deepest Fear

Marianne Williamson

Our deepest fear is not that we are inadequate.
Our deepest fear is that we are powerful beyond
measure.

It is our Light, not our Darkness, that most
frightens us.

We ask ourselves, who am I to be brilliant,
gorgeous, talented, fabulous?
Actually, who are you not to be?

You are a child of God. Your playing small does
not serve the World.

There is nothing enlightening about shrinking
so that other people won't feel unsure around
you.

We were born to make manifest the glory of God
that is within us.

It is not just in some of us; it is in everyone.

As we let our own Light shine,
we consciously give other people permission to
do the same.

As we are liberated from our own fear,
our presence automatically liberates others.

| | |
|---------------------------------|-----------------------------|
| August 1st | Staff Returns |
| August 12th | First Day of School |
| August 30th | Labor Day Break |
| September 2nd | Labor Day NO SCHOOL |
| October 22 nd | Parent – Teacher Conference |
| October 25 th | October Recess NO SCHOOL |
| October 28th | October Recess NO SCHOOL |
| November 8th | Trimester 1 Ends |
| November 11th | Trimester 2 Begins |
| November 27 st -29th | Thanksgiving Break |
| December 23rd – January 3rd | Winter Break |
| January 6th | First Day Back at Shalom |

Introduction

“Shalom” is a Hebrew greeting that means “Peace.”

Shalom High School is a special place for unique students. We want to help you finish high school, earn your diploma and prepare you for YOUR future.

We want to help you learn how to learn, how to develop your mind, how to acquire the social skills which will allow you to resolve conflicts peacefully and how to manage your life successfully.

We want you to leave Shalom well prepared to live in your community responsibly and productively. We want you to leave Shalom feeling confident in your abilities, prepared to find a good job, enter college or enroll in any post high school program in which you are interested.

To reach these goals, you will need to master many skills. You will need to become aware of what you value. You will need to learn to think critically and to solve problems and make decisions rationally. You will need to appreciate the culture and history of your community and contribute to its improvement.

We expect you to give your best on your own behalf. We expect you to work hard to learn. We expect you to treat everyone at Shalom with respect, as if Shalom is your family. We expect commitment from you, not just in following the school rules, but also in working to make Shalom the best school in the city.

School Schedule

The school is open from 8:00 a.m.-4:00 p.m.

The normal school schedule is as follows:

Monday-Friday

| | |
|---------------|---|
| 8:00 – 8:20 | Breakfast |
| 8:25 – 9:25 | First Hour |
| 9:30 – 10:20 | Second Hour |
| 10:25 – 11:15 | Third Hour |
| 11:20 – 11:50 | Leadership |
| 11:50 – 12:20 | Lunch |
| 12:25 – 12:50 | Leadership |
| 12:55 – 1:45 | Fourth Hour |
| 1:50 – 2:40 | Fifth Hour |
| 2:40 – 4:00 | Staff are available for skill demonstration, tutoring, advising, etc. |

Shalom Manifesto (continued)

We also believe along with Martin Luther King Junior and Mahatma Gandhi that there should:

1. Be no wealth without work
2. No pleasure without consciousness
3. No knowledge without character
4. No commerce without morality
5. No science without humanity
6. No worship without sacrifice
7. No politics without principles

We believe that living well means more than exercising our rights and privileges it also requires meeting our responsibilities.

"If there is no struggle there is no progress." Frederick Douglass

Procedures

Enrollment

There is no typical Shalom student. Shalom students can be male or female, Black, White, Indian, Asian, or Latino. Students range from 15 to 19. They come from neighborhoods throughout the city. However, the majority comes from the midtown neighborhood in which the school is located.

Once a prospective student has informed the school of an intent to enter or a referral is made on the student's behalf, an interview is scheduled. The interview is conducted between the Shalom staff, the prospective student, and his/her parent or guardian.

If the student decides that he/she wants to receive an education from Shalom, and if the student appears suitable for the program, then both the student, and his/ her parent sign a CONTRACT OF RESPONSIBILITY.

All new students are continually evaluated. If it appears to the staff that a student is not committed to learning and to contributing positively to the Shalom community, we will assist that student in finding another program.

Fees

Because Shalom is a "partnership" school, **students are not charged a tuition.**

Fees (continued)

There may be activity fees for field trips, social events and the school prom. There are also senior fees associated with the graduation ceremony.

Shalom is operated by a tax exempt, charitable organization called TransCenter for Youth, Inc.

ALL CONTRIBUTIONS TO THE SCHOOL ARE TAX DEDUCTIBLE.

The families of students and friends of Shalom are encouraged to make whatever contributions they can afford. (Contributions of time and services are welcome and much appreciated.)

Attendance

Wisconsin State Statute 118.15 requires school attendance of a child ages six to 18 unless he/she: 1) is excused, 2) has graduated, or 3) is enrolled in an alternative or home-based private, or other education program as permitted by law. The law further requires that any person having under his/her control a child between the ages of six and 18 shall require the child to attend school regularly during the full period and hours that school is in session until the end of the school term, quarter or semester of the school year in which the child becomes 18 years of age.

It is the responsibility of the parent to provide reasons for their child's absence. It is the responsibility of the school secretary to record whether the absence is excused or not excused (truant), according to board established guidelines

Classroom Rules (continued)

3. Administration can send a student home if it appears the student is under the influence of drugs or alcohol or if the student's behavior is inappropriate. A parent conference must be held before the student can return to class.

The implicit contract at Shalom is that teachers will do everything they can to provide meaningful, challenging educational experiences while the student will take school seriously, completing all assignments and contribute positively to the school community.

If the student has a school-related problem the parent or student is encouraged to contact a staff member or the Co-Directors.

In general students are expected to keep the terms of the contract they signed when they became a shalom student to "demonstrate eight honest and true effort to do all assigned class work and projects to the best of his/her ability

Shalom Manifesto

We, the students and staff of Shalom High School commit ourselves to the seven principles of Kwanzaa.

1. Unity (Umoja)
2. Self Determination (Kujichagulia)
3. Collective Work And Responsibility (Ujima)
4. Cooperative Economics (Ujamaa)
5. Purpose (Nia)
6. Creativity (Kuumba)
7. Faith (Imani)

Discipline Committee

When major infractions of the above rules occur, the student is referred to the Discipline Committee for appropriate action. The parent is notified immediately and the student is sent home. The discipline committee consists of one community member (one vote), one staff member (one vote), and 1 or 2 administrators. The student's parents will be informed of the time the committee will meet (and the reason it is being conducted), and the parents may attend if they wish.

Any decision of the discipline committee may be appealed before Shalom's Board of Directors.

All Students and their families will be treated fairly and will receive due process in disciplinary matters.

If a student is asked to transfer to another appropriate placement, he/she may apply to re-enter when the next trimester begins. (Every student begins each year with a clean record.)

Classroom Rules

1. Class time is sacred. Students will be expected to remain in class the entire period and to conduct any personal business (including using the lavatories) during breaks, lunch time or after school.
2. Repeated and/or flagrant disruption of a session by use of profanity or any inappropriate behavior will result in removal from the class. At the earliest possible time, a meeting involving the student, his/her advisor and the teacher whose class was disrupted will occur to resolve the problem.

Attendance (continued)

The school secretary may excuse students from attendance in school for the following reasons:

1. Temporary physical or mental illness. The principal/designee may request the parent obtain a written statement from a physician or other medical professional as proof of the child's condition. This excuse shall be in writing, and state the time period for which it is valid, not to exceed thirty (30) days.
2. Medical appointment. Such appointments are to be made, whenever possible, when school is not in session. Verification of such appointments may be required.
3. Attendance at special events of significant and important educational value with prior approval by the principal/designee (supervised out-of-school field trips, work experiences, co-op programs, home instruction, and other administrative approved activities).
4. Exceptional circumstances approved by the principal/designee.
5. Shalom High School may recognize a family trip/vacation as an excused absence for no more than ten (10) days in a school year. The following circumstances will be considered:
 - A. A family vacation must include a parent/guardian accompaniment.
 - B. Parental written notice of this trip/vacation should be given at least two (2) weeks prior to the vacation.
 - C. Teacher communication must be established regarding make-up work, due projects and tests.
 - D. Principal/designee approval must be granted prior to the planned vacation.

Attendance (continued)

Accrual of Absences

Absences that encompass a portion of a day accrue to half and/or full day absences

Unexcused Absences

The principal/designee shall contact a parent/guardian to verify the student's absence when unexcused. If the parent/guardian cannot be reached to verify the student's absence the parent/guardian must provide written notice to the principal/designee immediately upon the student's return to school but no later than the end of the day after the absence.

Pupils absent for reasons other than those identified as excused by the Board of Education shall be considered truant.

Truancy

Per state statute 118.16, truancy means any absence of part or all of one or more days from school during which the school attendance officer, principal or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of s. 118.15. Students that have been truant five (5) part or whole days in a semester are considered habitually truant. Truancy can also be considered intermittent attendance carried on for the purpose of defeating the intent of s. 118.15. Truancy shall be defined as an unexcused absence during which the student misses one-half or more of any school day. Parents have the opportunity to excuse the absence if notice is given before the end of the 2nd school day after receiving a report of an unexcused absence.

Discipline

Frequent or prolonged absence from school or from assigned periods during the school day.

Cell Phones and Electronic Devices

Student's cell phones must be turned off during and stored during school hours. If a phone is seen or heard, it will be confiscated by school staff and appropriate action will follow. The following policies will be followed regarding these devices during the school day:

Students in class will be given a cell phone warning if a phone is seen following the warning:

- If a student takes or makes a phone call or text during class, the student **must** give the phone to the teacher or an administrator.
- The teacher will take it and hold it until the end of the class period. If the student refuse, a Co-Director will take the phone and keep it until the end of the school day.
- Headphones and earbuds are not permitted. They are not to be visible unless permitted by the teacher for academic purposes.
- Students are not allowed to charge phones in the classrooms at any time this includes, laptops, Chromebook, etc.
- **Continued abuse or refusal to follow the cell phone policy may result in the following actions:**
 - Suspension, mandatory parent conference, daily surrender of cell phone upon entrance of building, loss of seat at Shalom
- If a student uses a communication device to endanger the physical safety or the mental well-being of the others, this could lead to expulsion.

Parents should not call or text their child's phone. They should call the office who will inform the students to call their parent.

Student Dress Code Policy (continued)

Likewise, any article of clothing with a picture or graphic may not be obscene or promote any illegal activity or violence.

7. No pajamas or sleepwear may be worn this includes blankets and slippers.
8. Footwear must be worn. Safety consideration may dictate the type of footwear worn in specific classes or school settings.

Students who do not follow the Dress Code may be asked to change clothes. If the student does not have appropriate alternative clothing at school, it may be necessary for a parents to bring appropriate attire or accompany student home to change. Repeated dress code infractions may result in additional consequence as noted below in the Shalom High School discipline code.

Sexual Harassment

Shalom High School prohibits any form of sexual harassment. Sexual harassment consists of unwelcome sexual advances, request for sexual favors, sexually motivated physical contact, or other verbal or physical contact of a sexual nature. It is a violation of this policy of any student to harass another student through conduct or communication of a sexual nature. Violators of this policy will be disciplined thoroughly.

Anti-Bullying Statement

Shalom High School recognizes that all students have the right to feel safe, secure and respected when they come to school. Everyone in the school community has the right to feel free from any threat of bullying or harassment. Students should also feel safe when reporting incidents to staff members without fear of retaliation. We will all work proactively, as a school community, to follow this policy fairly and consistently.

Attendance (continued)

or repeated tardiness without satisfactory reason shall be grounds for disciplinary action as determined by the principal/designee

Students who fail to attend class regularly will be judges according to the following standard:

- Students who fail to attend 70% of their classes will be referred to the school social worker for evaluation. On a monthly basis the staff will consider student's work to determine if there is a workable solution to his/her poor attendance. If no legitimate reason is found for student's poor attendance. He/she will be assisted in enrolling in another program
- Students who are attending 70% and 100% of their classes are considered in good standing as far as attendance is concerned.

Visitors

Parents, community representatives and Shalom graduates are always welcome, however **ALL visitors must check in at the office.**

Students from other schools are not allowed in the building unless a previous arrangement has been made with Shalom's Co-Directors.

With the exception of the school picnic or other occasions when special permission has been granted, **STUDENTS ARE NOT TO BRING THEIR CHILDREN TO SHALOM.**

Parent-Teacher Meetings

Parents will be expected to meet with an advisor twice during the school year. There will be a parent- teacher conference during Trimester I and II. At these conferences parents will receive evaluations of their students' progress and have a chance to ask questions.

Evaluations for Trimester III will be mailed to parents.

Students who are 18 years or older will be expected to meet with their evaluation

Snow Closing Policy

Shalom High School follows the snow closing policy of Milwaukee Public Schools. Listen for the "NO SCHOOL" announcement on local television/radio stations. Only when MPS closes its high schools for bad weather will Shalom High School be closed. Do not call staff members at home to find out if there will be school.

Student Dress Code Policy

The purpose of Shalom High School Student Dress Code Policy is to clearly define acceptable student attire. The objective of the policy is to promote an atmosphere for academic success while recognizing significant freedom of student choice and expression. The administration respects the right of students to express themselves in word or symbol and to distribute and or display materials as part of that expression. The right is limited, however, by the need to maintain an orderly school environment and to respect the rights of all members of the school community. While our goal is to maintain consistency throughout the district, it is important to note that the following policy may be supplemented by specific building rules.

1. Hats, hoods and sunglasses may not be worn during the school day. Any headwear worn must have necessary function and be approved in advance by administration
2. No exposed midriffs will be permitted. Shirts must cover the midriff on all sides.
3. No exposed cleavage will be permitted.
4. Halter tops, tube tops and/or spaghetti strap tops are not permitted. Tops that expose the back or parts of undergarments, including racerback tops or similar articles, are not permitted.
5. All clothing must conceal undergarments. Shirt that reveal undergarments, whether due to the transparency, length, or lack of coverage of the shirt are not permitted. Pants may not be worn at the waist and completely cover the buttocks area. Pants may not be worn in such a way as to expose underwear or skin around the midsection.
6. Any article of clothing with a printed message, word, or phrase, may not contain profanity, obscenity, or the promotion of any illegal activity or violence.

Smoking and Eating (continued)

the building, at lunch; nor are they allowed to order food to be delivered to the school. Parents may send their students to school with lunch, but we ask that parents do not bring students lunch to school once the school day has started

STUDENTS MAY QUALIFY FOR OPEN LUNCH IF REQUIREMENTS ARE MET.

Eating in the classroom is not allowed unless provided by the teacher. Students are expected to clean up after themselves and to help maintain the clean appearance of the building.

Plagiarism

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

- Copying another student's homework;
- Working with others on projects that are meant to be done individually;
- Looking at or copying another student's test or quiz answers;
- Allowing another student to look at or copy answers from your own test or quiz;
- Using any other method to get or give test or quiz answers;
- Taking a test or quiz in part or in whole to use or give to others;
- Copying information from a source without proper attribution;
- Taking papers from other students, publications or the internet.

Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures include, but

Curriculum

Introduction

Shalom has developed a system of awarding credits explicitly for the acquisition of academic skills.

The effectiveness of Shalom's competency-based program is enhanced by team-teaching approach which lowers the teacher-student ratio and increase the level and participation of the students.

Shalom has developed an intensive two-year plan designed to teach students the skills necessary for them to learn on their own.

The first year consist primarily of providing students with basic academic and social skills, what Ted Sizer of the Coalition of Essential Schools call the skills of "Literacy, Numeracy and Civics understanding."

In the second year, student develop projects, research them and solve problems they encounter along the way. This kind of active participation by the students reinforces the skills and knowledge necessary to implement and complete their research.

School Rules

The Competency-Based System

While students will be evaluated on the competencies in each of the five content area (English, math, science/ health, history/social studies, and life skills/humanities), the evaluation also falls under categories of competency, which apply to all five disciplines.

These categories are the following:

English/Math – proficiency in reading, writing, and effective communication in both areas

Social Interactions – the ability to work in and contribute to a group, providing for both leadership qualities and cooperation skills;

Social Studies/ History- Skills enabling students to define and respond critically;

Reading/ Humanities – skills enabling students to learn how to teach themselves and to make the decisions their lives will require;

Science/Health – connecting students with a sense of responsibility for their environment , both social and ecological, taking a larger perspective, connecting local conditions with global influences;

Valuing – the identification of one’s own values and their source and consideration of the values and needs of others.

By integrating the mastering of skill with the spirit of research and self-learning, Shalom students will become confident, well-rounded, capable of handling themselves in the world, and

School Rules

We expect all students to treat others as they would like to be treated: with respect and concern for each other’s dignity and uniqueness. These guidelines for behavior should be followed at Shalom and at all school sponsored activities.

1. Students will be required to walk through the metal detector each day.
2. No drugs, alcohol, or weapons in the building, in student lockers, or within a three block radius of the school.
3. No fighting, stealing, verbal abuse or harassment.
4. Ne defacing school property.
5. No gambling.
6. No cellular phones, tablets, gaming device or headphones are to be used during classes.
7. No hoods on heads, hair bonnets, or do rags will be worn in the building
8. Students are expected to adhere to the dress code policy on pg 18.

Profanity

Students are expected to use language appropriate for a learning environment. Profanity is considered unacceptable. If students have a chronic problem with profanity, appropriate disciplinary action will be taken.

Smoking and Eating

State laws prohibits smoking and vaping in the building

Lunch is provided (free) Monday-Friday from 11:50-12:20. Shalom

Athletics

Shalom students can participate in Athletics through other Milwaukee Public Schools. We are a feeder school, but have worked with other MPS high schools in the past. These programs are, whenever possible, open to any interested students.

Students must be in good standing in order to participate in the athletic program. This means they must have attendance rates of 90% or better, maintain a 2.0GPA and be doing satisfactory work in all of their classes.

Grade Reports

All Students will have the ability to access to view progress and missing work.

In order to receive full points for assignments they must be turned in on time.

- Late assignments may be subject to loss of points at the discretion of the teacher.

The grading scale as follows:

| | |
|--------|---|
| 100-98 | A |
| 89-80 | B |
| 79-70 | C |
| 69-60 | D |
| 59-0 | U |

Evaluation and Earning Credits

Ask student in traditional high school how diplomas are earned and they will tell you, "by putting in time." Although good teachers in any school will help students acquire mastery of skills, diplomas most often are based on credits.

Shalom has developed two parallel methods of awarding credit. Students can earn 1.5 credit in each of their classes each year (1/2 of a credit each trimester.) In addition, we have identified a number of skills that we believe students should master before graduating from high school. Students can earn up to 4.5 credits each year by demonstrating mastery of these skills. **NO MORE THAN 45 SKILLS OR 1.5 CREDITS PER TRIMESTER MAY BE EARNED THRU SKILL MASTERY.**

Shalom's staff evaluates each student weekly. Progress reports are provided for parents/guardians at the midterm of each trimester. .

Graduation Requirements

A minimum of 22 credits is required for graduation. All credits are required as follows:

4.0 Credits – English/Language Arts

English 9 (S1 &S2), English 10 (S1 & S2) (Required)

3.0 Credits – Mathematics

Algebra (S1 & S2), Algebra 2 (S1 & S2) & Geometry (S1 & S2)

3.0 Credits – Science

Must include content and laboratory studies from the following: life science, physical science, additional course in a life, physical, earth or space science, engineering or technology

3.0 Credits – Social Studies

From the following: U.S. History, World Geography, World Studies, or AP
Human Geography: Citizenship, OR American Government and Economics.

1.5 Credits – Physical Education

0.5 Credits – Health

1.0 Credits – Fine Arts

Art, Dance, Music or Theater

6.0 Credits – Electives

Civics Exam

20 Hours of Community of Service

ACT

Completion of Defense of Graduation

Shalom is organized so that these requirements can be satisfied in two years.

Daily Schedule

School begins at 8:25 a.m. every day.

The School day ends at 2:40 p.m., Monday- Friday. (Please note: the staff is available from 2:35-4:00 p.m., Monday – Thursday for skill demonstration tutoring, counseling, etc.)

Lunch hour is as follows:

Monday thru Friday – Lunch 11:50-12:20 p.m.

Advisory Groups

During the first week of school year, each student will be assigned a staff member as an advisor. Advisory groups meet from 11:20am- 11:50am and 12:25pm- 12:50pm Monday – Friday.

At the start of each trimester, every student works with his/her advisor to develop a Student Learning Plan (SLP). In writing their SLP, students state their long term goals and the specific short term activities that will help them realize their goals. For example, each trimester, students use their SLPs to list the skills they plan to accomplish. Once short-term goals have been achieved, a student's SLP will be revised.

The relationship between student and advisor is therefore crucial for each student to make the most of his/her opportunities at Shalom.

Graduation with Honors and Honor Roll

At the end of each trimester, and honor roll will be posted. To make the honor roll a student must have at least a “B” average (3.00 and above) and no incompletes.

The Grade Point Averages (GPA) of each graduating class will be ranked. The student with the second highest GPA in his/her Shalom coursework will be the Salutatorian of the graduating class. The student with the highest GPA will be the class Valedictorian as well as receive the State of Wisconsin’s Academic Excellence Scholarship, which can be renewed for four year.

In order to be eligible to be the Valedictorian or Salutatorian, a student must have attended Shalom High School for at least one full academic year. Because the Valedictorian and Salutatorian represents Shalom High School as academic leaders, they will be held to high standards as such.

The School Day

Each class day students will attend 55 minutes advisory session when students meet with their advisors, receive school news and check in on academic and behavior progress if necessary.

Defense of Graduation

In order to receive a diploma, every Shalom senior is required to present a Defense of Graduation (DOG Portfolio) to the graduation committee. Students should begin to think about, discuss with their advisors and prepare their portfolios at the beginning of their senior year.

The purpose of the portfolio is two-fold. In part, the DOG Portfolio exists to help each students make an adequate defense of his/her readiness to graduate.

Most importantly, the portfolio is a unique opportunity for the graduating seniors to take an in-depth look at themselves – past, present, and future.

There is one way to do a DOG Portfolio. (Although the requirements are highly prescriptive). Just as individuals are widely different, individual portfolios will (and should) reflect the differences that exist among people. Creativity and individualism in the portfolio are not just encouraged – they are necessary! Style and a good proportion of content should be individual just as students themselves are individuals.

Seniors should work closely with their advisors in developing their DOGs.

All graduating seniors must complete DOGs on the specific due dates. Failure to meet due date deadlines may result in failure to graduate. (This includes the DOG Portfolio as well as the DOG Presentation.)