



**MG21 Middle Campus Handbook  
Philosophy, Policies, and Procedures  
for Parents and Students  
2019-20**

**MISSION STATEMENT**

To provide a student centered educational community for independent learners which is designed to give students the skills they need to walk their path in life.

**MG21 MIDDLE CAMPUS STAFF**

Rebecca Fox-Blair  
(Executive Director/Teacher)  
[rebecca.foxblair@mgschools.net](mailto:rebecca.foxblair@mgschools.net)

Alex Mentele (Teacher)  
[alexandra.mentele@mgschools.net](mailto:alexandra.mentele@mgschools.net)

Melissa Zastrow (Teacher)  
[Melissa.zastrow@mgschools.net](mailto:Melissa.zastrow@mgschools.net)

Paul Marx (Special Education Teacher)  
[paul.marx@mgschools.net](mailto:paul.marx@mgschools.net)

Jessica Frain (Social Worker)  
[jessica.frain@mgschools.net](mailto:jessica.frain@mgschools.net)

Kristen Langer (Administrator)  
[kristen.langer@mgschools.net](mailto:kristen.langer@mgschools.net)

Stacy Levin (Administrative Assistant)  
[stacy.levin@mgschools.net](mailto:stacy.levin@mgschools.net)

**CONTACT INFORMATION**

5301 Monona Drive, Monona, WI • 608-316-1924 • [www.MG21.org](http://www.MG21.org)

## **MG21 is a Charter School**

MG21 is an independent school within the Monona Grove School District that serves students in grades 6-12. We are governed by the MG21 Governance Board and accountable to the Monona Grove School Board and Superintendent. Public charter schools are independent, tuition-free public schools.

## **Who's Who at MG21 Middle Campus**

### **Alex Mentele: Advisor and Lead Teacher at MG21 Middle Campus**

Lead on Science/Health curriculum for the MG21 Middle Campus

### **Melissa Zastrow: Advisor and Lead Teacher at MG21 Middle Campus**

Lead on Language Arts/Humanities curriculum for the MG21 Middle Campus

### **Rebecca Fox-Blair: Executive Director/Teacher Advisor at MG21 Upper Campus**

The executive director is a teacher from the charter school who works to support students as part of the Student Support Team, works as teacher advisor for the MG21 Upper Campus, oversees the day-to-day operations of the school and acts as liaison between the Governance Board, the Charter School Administrator and the Superintendent.

### **Kris Langer: Principal at Glacial Drumlin Middle School and MG21 Middle Campus Administrator.**

Responsible for MG21 teacher evaluations, acts as liaison to District Admin. team, and collaborates with the MG21 Middle Campus Student Support Team on student discipline (suspensions).

### **Jessica Frain: Social Worker**

Works to support students as part of the Student Support Team, writes and delivers the MG21 Social Emotional Curriculum, provides social work support to students and families.

### **Paul Marx: Special Education Teacher**

Works to support students as part of the Student Support Team, coordinates Special Education for MG21 special education students.

### **Stacy Levin: Administrative Assistant**

Front desk staff member, provides administrative support to MG21 staff, and point of contact for families.

## **Governance Board**

The Governance Board has the following authority to make decisions regarding the operations of the charter school:

- Monitor curriculum and policies designed in collaboration with teaching staff to ensure the curriculum and policies facilitate the school's educational goals, objectives and philosophy and that such curriculum and policies are in compliance with WI Charter School statutes and applicable state and federal statutes.
- Approve and monitor the annual budget prepared by the Monona Grove Liberal Arts Charter School for the 21<sup>st</sup> Century staff.
- Hiring of staff.

Any concerns regarding the operations of MG21 Charter School should be addressed to the MG21 Governance Board.

## **Governance Board Members**

Denise Peterson (President)

[denisemgpete@gmail.com](mailto:denisemgpete@gmail.com)

Phil McDade (VP)

Tom Howe (Secretary)

Sue Carr (Treasurer)

Steve Halverson

Tom Stolper

## MG21 Philosophy

### **Our Unifying Principle:**

To teach students to ask and answer the question: “How do I want to live my life?”

**Our Mission:** To provide a student-centered educational community for independent learners which is designed to give students the skills they need to walk their path in life.

### **Our Student and School Goals (Our Pillars):**

1. **Educate the whole person:** To educate the whole person and help students learn and discover the path they are walking.
2. **Rigorous academic skills and social-emotional growth:** To foster students’ academic (writing, thinking, reading, math, discussion), 21st century skills, and social-emotional skills in order for them to be successful in school and after graduation.
3. **Project-based inquiry:** Facilitate authentic learning experiences anchored by student-generated projects.
4. **Build and connect with community:** To have students recognize their moral obligation to themselves, their peers and their community (school and larger).

### **Middle Campus Curriculum: Focus on wellness: body, spirit, mind.**

- **Story for All Project:** Literacy/social justice project focused on students telling their stories, telling the story of our school and gathering stories from our community via audio/video recording, photography, art, oral history interviewing and writing.
- **Local Sustainability Project:** Environmental science project focused on ecosystems/stewardship and community action via outdoor education.
- **Genius Hour:** Collaborative PBL project time where students follow their passions to create projects.
- **Math:** Inquiry based using Open Up curriculum and skill practice with ALEKS Math.
- **Social Emotional Curriculum:** Using Character Strong curriculum.

### **Restorative Practices (RP):**

Restorative practices are the principles and processes that provide the foundation for how our school operates. At their core, restorative practices are about building relationships and restoring relationships when harm occurs in the school community. We strive to create an equitable, positive culture through the incorporation of restorative practices into our school community.

Five key principles provide the foundation for the MG21 school community:

1. Strong relationships between and among students and staff are central to community building.
2. All voices are valued and everyone has an opportunity to be heard.
3. Students are successful when teachers have high expectations with high support. In order to learn, teachers “do with” students rather than “do for” or “do to” students.
4. Accountability, responsibility and collaborative problem solving are key to addressing harm that occurs.
5. When there is a “misbehavior,” we attend to the “harm done” rather than simply tell the student what school-imposed rule has been broken.

How do we use RP at MG21?

1. Training of student Circle Keepers
2. Welcome Circles for new students
3. Support Circles for parents and students

4. Repairing the Harm Circles
5. Restorative Conversations
6. Staff Circles

## **COMMUNITY**

The heart of the Monona Grove Liberal Arts Charter School for the 21<sup>st</sup> Century is community.

The social/emotional component of the curriculum is designed to help students understand their individual path and their connection and moral obligation to others walking their own paths. We have deliberately designed our program with this idea at its core. The philosophy of the school is built around the concept of moral obligation to one another. The low teacher/student ratio creates a smaller school community where students feel connected to each other and the teachers. Our classroom environment is set-up to foster these relationships via cooperative learning and group discussion. We have weekly activities that focus on community and team building allowing the students to deepen their connection to one another and the staff. Building these relationships is critical in creating a school climate and community where students feel free to explore and engage.

*The Monona Grove Liberal Arts Charter School for the 21<sup>st</sup> Century is nonsectarian in its practices, programs, admission policies, employment practices, and all other operations. The Monona Grove Liberal Arts Charter School for the 21<sup>st</sup> Century will not deny admission or participation in any program or activity on the basis of a person's sex, race, religion, national origin, ancestry, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.*

### **Service Learning BBS:**

At MG21, we call service learning "Build, Beautify and Serve" (BBS). BBS projects are projects designed to leverage the unique talents and interests of our students in order to make MG21, and the surrounding community, a better place. As students and staff collaborate for our BBS projects, we consider these questions:

1. Can you build something to improve the school or surrounding area?
2. Can you use your artistic talents to make our school or community look or sound more beautiful?
3. Can you use your knowledge, skills, or work ethic to help others through service?
4. Can you collaborate with others to make your ideas happen?

**21st Century Skills aka the 5 C's** The overall goal is to tie the student's path and education to their ability to master the 21<sup>st</sup> century skills of:

- **Critical Thinking and Problem Solving**  
Demonstrating understanding through inquiry, analysis, making connections and explaining relationships.
- **Collaboration**  
The ability to work cooperatively; compromise, positive attitude, respect for others, strong listening skills and conflict resolution.
- **Communication**  
Strong written and oral communications skills, including clear ideas and messages, strong organization, strong word choice, use of proper grammar and spelling, and clear voice.
- **Curiosity and Imagination**  
A curiosity to learn about the topic being studied, a willingness to ask questions and to push beyond the basic requirements, be innovative, think outside the box, develop creative new ideas and solutions, and try new things.
- **Commitment and Motivation**

The ability to take the necessary steps to fully realize project goals, stay on task, manage time, be actively involved, and overcome difficulties/challenges.

### MEASURING STUDENT ACHIEVEMENT

The essential measure of student progress in attaining goals using the Monona Grove Liberal Arts Charter School for the 21<sup>st</sup> Century curriculum plots a student's movement from point "A" to point "B" in their educational journey.

The MG21 education process is a three-fold process:

- A student's KNOWLEDGE BASE is the information/facts/formulas/definitions/data/grammatical code which our student's use to begin to comprehend the world
- A student's UNDERSTANDING involves melding their knowledge base with the concepts of the curriculum we deliver
- A student MAKES MEANING when they apply their knowledge and understanding to their choice-making/actions

### DAILY SCHEDULE *(Subject to change based on student needs)*

|              | Monday                    | Tuesday                 | Wednesday               | Thursday                    | Friday                  |
|--------------|---------------------------|-------------------------|-------------------------|-----------------------------|-------------------------|
| 8:30 – 9:15  | Arrival and Settling In   | Arrival and Settling In | Arrival and Settling In | Arrival and Settling In     | Arrival and Settling In |
| 9:15 – 10:15 | Math                      | Math                    | Math                    | Outdoor Ed/Service Projects | Math                    |
| 10:15–11:00  | Open Work Time            | Genius Hour             | Genius Hour             |                             | Genius Hour             |
| 11:00-11:40  | Lunch                     | Lunch                   | Lunch                   | Lunch                       | Lunch                   |
| 11:40-12:10  | Outdoor Time              | Outdoor Time            | Outdoor Time            | Outdoor Ed/Service Projects | Outdoor Time            |
| 12:10-12:30  | Afternoon Settling In     | Afternoon Settling In   | Afternoon Settling In   |                             | Afternoon Settling In   |
| 12:30-1:30   | Social-emotional Learning | Project Block           | Project Block           |                             | Project Block           |
| 1:30-1:45    | Clean-up                  |                         |                         |                             |                         |
| 1:45 – 2:00  | Closing Circle            |                         |                         |                             |                         |
| 2:00 – 2:45  |                           | Clean-up                | Clean-up                | Clean-up                    | Clean-up                |
| 2:45-3:00    |                           |                         |                         |                             |                         |
| 3:00-3:15    |                           |                         |                         |                             |                         |

### **Behavioral Expectations/Code of Conduct**

The heart of the Monona Grove Liberal Arts Charter School for the 21<sup>st</sup> Century is community. In order to create a positive educational community, we must maintain an atmosphere which is respectful of individual differences. Demeaning behavior regarding another person's physical or mental abilities, physical appearance,

economic status, sex, race, ethnicity, sexual orientation, gender identity, gender expression, political or religious beliefs, or parental status cannot be part of our community.

The philosophy of this school is built around the concept of moral obligation to one another, the school, and ourselves. We expect that disagreements and conflicts be dealt with restoratively. We expect that all community members take responsibility for the safety of each individual in our community. To the greatest extent possible, MG21 uses restorative practices to resolve conflicts.

## **THE BASICS**

- **Be kind in your actions and your words.**
- **Be safe.**

### **Specifically:**

1. We expect that everyone will treat each person with dignity and respect (ie. respecting others' physical space, using respectful language, listening when others are speaking)
2. We expect to be free from judgement of others, to be treated with kindness, even if we don't agree with each other's viewpoints
3. We expect to work and learn in an environment free from harassment of all kinds
4. We expect that the entire community take responsibility for the well-being of each individual in our community
5. We expect each of us will avoid inappropriate, unsafe, or reckless behavior
6. We expect everyone will respect the property of others and of our school
7. We expect that each individual will fulfill their afternoon job responsibility and also clean up after themselves throughout the day
8. We expect everyone will speak respectfully to each other, including to staff, to maintain a spirit of cooperation and collaboration
9. We expect that we will deal with disagreements and conflicts in a respectful manner, and we will use restorative practices to resolve and make amends when needed
10. We expect individuals will take responsibility for themselves and their actions in our school community

### **MG21 Anti-harassment Policy**

**Harassment** is defined as any physical, verbal, or written conduct and/or electronic transmissions that interferes with a person's work or school performance, or that creates an intimidating, hostile, or offensive school or work environment.

*Actions that are deliberate, repeated, or if occurring only once, when sufficiently severe to interfere substantially with one's in school performance or to create an intimidating hostile in school environment will be considered harassment.*

**Sexual harassment** includes unwelcome and unsolicited sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature. Sexual harassment also includes, but is not limited to, unwelcome sexual advances or propositions, verbal abuse of a sexual nature, subtle pressure or requests for sexual activities, unnecessary touching of an individual, graphic verbal comments about an individual's body, sexually degrading words used to describe an individual, a display in the workplace of sexually suggestive objects or pictures, sexually explicit or offensive jokes or physical assault.

**Bullying** is defined as the repeated intimidation of others by physical, verbal, written, electronically transmitted, or emotional abuse, or attacks on the property of another.

It may include, but is not limited to, actions such as verbal taunts, spreading rumors, name-calling and put-downs, extortion of money or possessions, and exclusion from peer groups within the school.

A person concerned about harassment should ask for staff assistance in a timely manner. Feedback soon after a behavior occurs is more effective.

### **Racial 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.

Harassment is defined by the receiver – the person who feels or interprets the behavior as harassing – regardless of the intent of the sender/offender. The offender is the person displaying the harassing behavior. The offender will be respectfully notified of the conflict by the student and/or a staff member.

### **Use of Social Media/Technology**

Bullying includes the use of social media, computers, cell phones, and other electronic communication devices to send embarrassing, slanderous, threatening, or intimidating messages.

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

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

1. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who

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

### **Staff Conduct**

As leaders in the MG21 community, staff members are held to a higher level of accountability.

### **Reporting procedures are as follows:**

1. Any student who believes they have been the victim of harassment prohibited under this policy will be encouraged to report the alleged harassment to any District employee, such as a teacher, administrator or other employee.
2. Any parent 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. At any point, students or parents may also file a harassment complaint with the district by clicking on the Report Bullying link on the district website home page.  
<http://www.mononagrove.org/bullying-form.cfm>

Upon a harassment violation, the perpetrator must successfully complete a restorative process and/or serve an out-of-school suspension. Repeated harassment violations may result in the student being required to leave MG21.

### **PROHIBITED BEHAVIORS**

**The following behaviors are prohibited by the Monona Grove School District and MG21:**

1. Theft—stealing from another student or the school
2. Property Damage—the destruction of another person's property/ school property including:
  - a. Littering—make a place untidy with trash or objects left lying about
  - b. 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
  - c. Defacing Property—damage to school property requiring cleaning or repair (MGSD Policy po5513)
  - d. Destruction—damage to property as to render it unusable
3. 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
4. Assault and Battery—causing bodily harm to another by an act done with intent to cause bodily harm to that person
5. Fighting—mutual altercation 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
6. Possession of a Weapon—possessing, concealing, or storing a weapon on one's person, vehicle, or anywhere on the premises

**Range of consequences:** MG21 Restorative Circle Process, Suspension, Pre-expulsion Order, Expulsion,

Referral to School Resource Officer

### **Alcohol and Drug Policy**

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, during the school day and at or before school-sponsored activities.

In keeping with the MG21 philosophy of “walk your path” and our goals of self-responsibility and self-management, and in compliance with state law and district policy, MG21 tobacco, alcohol and drug policy is as follows:

#### **The following constitute prohibited behaviors under Alcohol, Tobacco, and Drugs:**

1. Tobacco—Student possession of tobacco on school grounds is prohibited. Student use of tobacco on or near school grounds or field trip is prohibited
  - a. For purposes of this policy, **"use of tobacco"** means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance
2. Alcohol and Drugs—all possession and use of illegal drugs, alcohol, or look-alike drugs constitutes grounds for recommendation of expulsion
3. Possession of 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 s/he/they will be presumed to be under the influence
5. Selling or Transmitting Alcohol or Drugs

**Range of consequences:** Restorative Circle Intervention Process, Suspension, Pre-expulsion Order, Expulsion, Referral to School Resource Officer

### **Student Identification**

Every student will be provided one picture ID at the beginning of the school year. Students are advised to have their IDs with them throughout the school day. The student ID serves as general identification and food debit card. It is highly recommended that each student have a lanyard to hang his/her Student ID from. If a student has lost his/her School ID card, a new ID can be purchased for \$5.00.

### **Student Dress Code**

**Students are expected and required to wear clothing that is appropriate, respectful and safe.**

Listed below are examples of items that are inappropriate for a school environment and therefore should not be worn to school.

1. Apparel with alcohol, tobacco, or other drug related logos or topics.
2. Apparel with sexually suggestive images/language, obscenities, or racial/gender slurs or any hate promoting messages.
3. Clothing that does not provide adequate coverage. All underclothing must be covered at all times.

### **MG21 Attendance Policy**

It is difficult to learn if a student is not in attendance. If a class is missed, the student is responsible for contacting the teacher and making up any missed work or tasks.

1. **Absences:** Parents/guardians need to call the school and inform us if a student will not be attending.

The school number is 608-316-1924.

2. **Repeated Absences:** We get concerned when a student has absences from school. In keeping with our philosophy of Restorative Practices, we will contact parents and ask parents to attend a restorative circle to discuss what is preventing the student from attending. Staff, parents and the student will work together to support the student and develop solutions to help the student move forward

**Excused Absences:** A student shall be excused from school for the following reasons:

- A. Illness/ Physical or Mental Condition
- B. Permission of Parent or Guardian
- C. The student is temporarily not in proper physical or mental condition to attend a school program. If the absence exceeds five (5) or more days, the inability of the student to attend school due to a physical or mental condition must be certified in writing by a licensed physician, dentist, chiropractor, optometrist or psychologist or religious practitioner living and residing in Wisconsin. The time period for which the certification is valid may not exceed thirty (30) days.
- D. The student has been excused by his/her parent or guardian before the absence for any or no reason. A student may not be excused for more than ten (10) days under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:
  - a. professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside the school day
  - b. to attend the funeral of a relative
  - c. legal proceedings that require the student's presence
  - d. college visits
  - e. job fairs
  - f. vacations
- E. Religious Holiday: The student wishes to observe a religious holiday consistent with the student's creed or belief.
- F. School-related Activity.

#### **Unexcused Absences:**

Absences are considered unexcused if a student has not notified a staff member of their departure, has failed to have a parent call in, or if a parent has not given student permission.

#### **Habitual Truancy**

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

At three truant days, parents will be notified in writing and asked to attend a meeting with MG21 staff and their student. At five days truant, parents will receive a letter and ticket.

#### **Tardy/Late Policy**

Students are expected to arrive by 8:30 AM. Repeated tardiness can be very disruptive to the school and the student who is late because they often miss the Morning Meeting and the announcements for the day. Please be on time!

#### **Planned Absences and Vacations**

If a student knows in advance that they will be absent from school for a planned absence/vacation, the student should notify their teachers so that school work missed during the absence can be given to the student. This must be done at least three days prior to the planned absence.

### **Leaving School During the School Day**

During the school day students are expected to remain on school grounds. All students wishing to leave school must obtain permission from their parents. Students wanting to leave school due to an illness should notify parents and sign out at the front desk when they are picked up.

### **Lunch**

Students will eat lunch family-style in our lunch room. MG Food Service will provide daily hot lunch and salad bar or students may bring their own lunch. We view lunch time as a chance to slow down, catch our breath, and talk to one another. Students are responsible for cleanup and will have a daily lunchroom job.

### **Medication at School**

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.

### **Cell Phones**

MG21 is about education. We believe that cell phones in school can sometimes impede our ability to focus on learning. On the other hand they can be powerful tools for accessing information. As a 21st century school, we want students to learn how to use technology in appropriate ways. Recent research is showing that young people can benefit from taking a break from their cell phones. We at MG21 want to create a phone free space where students are free to focus on their education. Thus, while in class, students will place their cell phones in a YONDR pocket. <https://www.veryondr.com/>

If you have an emergency, please contact our front desk at 316-1924 and your student will be contacted immediately. Thank you for your support and cooperation in making our school a community focused on learning.

### **Parent/Guardian Involvement:**

Parents play a critical role in the school and as serve as resources, teachers and potential mentors. A parent member sits on the Governance Board; the charter school has an open door policy for parents and meets with parents three times a year; at the beginning for a pre-school year conference and during the year for parent/student/teacher conferences. We invite you to be part of our charter school, please sign up to be part of our MG21 parent group.

### **Technology**

#### **Email Accounts**

All students will be issued student email accounts. These student accounts will remain with the students throughout the rest of their time in the Monona Grove School District.

Due to the responsibility that comes with the privilege of having a school issued student email account, all students must comply with the *Monona Grove School*

*District Computer Use Policy, Student Use of MGSD Computer Network*, and all other applicable policies. The policies governing computer and network use are noted below.

### **Student Emails & Children's Online Privacy Protection Act (COPPA)**

Students may be asked to enroll in some free Web 2.0 tools that request their student email address.

Currently, a student email address contains a student's first name and last name. If a parent does not want their student utilizing Web 2.0 tools that make use of their email address, parents should contact the MG21 staff.

### **Monona Grove School District Computer Use Policy for Students**

Students assigned a school email account are required to use it for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications (apps) used for educational purposes. This policy and any corresponding guidelines serve to establish a framework for student's proper use of email as an educational tool.

Personal email accounts may be blocked at any time if concerns for network security, SPAM, or virus protection arise. Students are expected to exercise reasonable judgment and prudence and take appropriate precautions to prevent viruses from entering the District's network when opening or forwarding any emails or attachments that originate from unknown sources.

Students shall not send or forward mass emails, even if educationally-related, without prior approval of their classroom teacher or the site administrator.

Students may join listserv or other email services (e.g. RSS feeds) that pertain to academic work, provided the emails received from the list serves or other email services do not become excessive. If a student is unsure whether s/he has adequate storage or should subscribe to a listserv or RSS feed, s/he should discuss the issue with his/her classroom teacher, the building principal or the District's IT staff. The Technology Services staff is authorized to block email from listserv or email services if the emails received by the student becomes excessive. Students are encouraged to keep their inbox and folders organized by regularly reviewing email messages and purging emails once they are read and no longer needed for school. (Excerpt from Monona Grove School Board Policy 7540.07 available online at [mononagrove.org](http://mononagrove.org))

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

Students are responsible for good behavior on school computer networks. Use of the MGSD 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 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
3. 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
4. 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
5. Threatening, hateful, harassing, insulting, defamatory, or offensive communication using the system is prohibited
6. No one may use the system to obtain or transmit any material inappropriate for school
7. No one may waste limited network resources, including bandwidth and storage space
8. No student may download software without a teacher's permission
9. 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 email 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, which may result in the inability to complete assignments on school computers. They might also be subject to other discipline including suspension, expulsion, and/or criminal prosecution.

Decisions about consequences, and whether to involve the police, will be made by the building and district administration.

### **Transportation**

The district will provide bus transportation for all students coming in from Cottage Grove provided that parents complete a district transportation form. Students will be dropped off and picked up at MG21. If students drive, they may park in the Nichols School parking lot. Students are expected to demonstrate maturity and responsibilities associated with this opportunity and conduct themselves accordingly.

### **Bus Expectations**

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, expulsion, other. In cases when a student fails to conduct him/herself 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:

### **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 a 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.

### **Biking, Skateboarding, or Rollerblading**

Students may commute to school on this equipment. Students should use good judgment when walking, biking, skateboarding, rollerblading, etc. to school. Bike racks are available. Be sure to lock bikes to the bike rack and not to the trees. Skateboarding or rollerblading on school property is NOT permitted. If you skate or rollerblade to school, you must walk once you reach school property. Students should exercise caution during dismissal time and must walk skateboards, bikes and other wheeled transportation devices until they are off campus.

### **MG21 Admissions Policy**

All students in grades 6-12 in the Monona Grove School District may apply for admission to the charter school.

- The Governance Board will set an enrollment limit for the Middle Campus, grades 6-8, and a separate enrollment limit for the Upper Campus, grades 9-12. MG21 will have a student-teacher ratio of no more than 15 students per teacher.
- An application and school visit/interview are required as part of the admissions process to determine if MG21 is the best placement for the student. Once you have submitted your application you will be contacted to set up a time to come in for an interview. Please bring Part 2 of the application with you.
- Students continuing in the Middle or Upper Campus, or moving from the Middle Campus to the Upper Campus, do not need to apply to continue their enrollment.
- The admissions process takes place each spring for the following year.
- The Charter School will not be required to admit any student who is under a current expulsion order from a school district.
- Students not admitted to the Charter School through the enrollment process cannot be unilaterally placed in the Charter School by the District.

The Monona Grove Liberal Arts Charter School for the 21st Century will not deny admission or participation in any program or activity on the basis of a person's sex, race, religion, national origin, ancestry, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

Application to and attendance at the Monona Grove Liberal Arts Charter School for the 21st Century is completely voluntary. There is no tuition to enroll in the Monona Grove Liberal Arts Charter School for the 21st Century.

### **Lottery**

If the number of enrollment applications received during the application period for either the Middle or Upper Campus exceeds the enrollment limit, siblings of current students who submit an application during the enrollment period will receive preferential enrollment.

If seats are still available, all additional applications received during the official enrollment period will be placed in a random lottery conducted by the Charter School in accordance with state and federal laws. Those not selected will be placed on a waiting list in the order of their selection in the lottery.

Students who apply after the enrollment period will be placed on the waiting list after those who applied during the enrollment period.

### **Open Enrollment**

Families interested in MG21 who live outside of the Monona Grove School District will need to file the necessary paperwork for Open Enrollment or work with their local school district.

The open enrollment period is February-April 30. Procedures for doing this can be found on the State of Wisconsin Department of Public Instruction Website (see link at <http://dpi.wi.gov/sms/psctoc.html>). Please note on your application a request for MG21, The Monona Grove Liberal Arts Charter School for the 21st Century.

## **EMERGENCY PROCEDURES**

### **A.L.I.C.E. - Alert, Lockdown & Barricade, Inform, Counter & Swarm, Evacuate**

MGSD recognizes that staff and students need to be well trained to respond to active threats in the most effective and appropriate manner. Below is the district protocol for dealing with an active threat.

#### **Alert, Inform**

Anyone who has information can provide the ALERT to initiate a response, and as the situation develops, anyone with current information can INFORM others. Once someone provides an ALERT about an active threat, teachers (and students) make the best decision on what to do. We encourage folks to use their phones to call 911 to alert law enforcement.

#### **Evacuate**

When possible, we want folks to EVACUATE and get as far away from the threat as possible. In some cases, staff and students may EVACUATE "into" the building if the threat is outside. If the threat is far enough away (at the opposite end of the building), we want folks to EVACUATE out of the building at the nearest exit and run away from the active threat. When they get a safe distance from the threat, they should gather at a rally point and call 911.

#### **Lockdown & Barricade**

If EVACUATION is not an option, those who are being threatened must LOCKDOWN and BARRICADE the room. Staff and students are taught to use everything in the room to keep the intruder from entering the room. Students have been particularly creative in finding effective methods of barricading doors. When LOCKED DOWN and BARRICADED people need to identify potential exits, other than the main entry doors. Although we want those in the rooms to silence cell phones, we train them to contact 911 and provide information.

#### **Counter & Swarm**

If an intruder begins to gain access to the room, staff and students are taught to COUNTER and SWARM. They are trained to use whatever is available to distract the intruder, including throwing items like paper, pencils, or books.

### **Emergency Weather Procedures**

Parents should keep Infinite Campus contact information updated so that important messages and alerts may be received in a timely manner! Any announcements concerning the closing of school due to bad weather can be heard on WTSO (1070 AM), WIBA (1310 AM), Z104 FM, and WILV (94.6 FM), or local TV stations prior to 7:00 AM. Please do not call the school. The district web site will have current information as well.

### **Cold Weather Recess Guidelines**

During the winter season, the following guidelines will be used in determining whether or not students will be expected to go outside for recess/lunch period:

1. Accessibility of recreational areas
2. Temperatures (including wind chill)

- a. +11° F and above: Outside Recess
- b. -11°F and below: Indoor Recess

Students should come to school dressed appropriately for the weather.

Students should not arrive at school before 7:30am. The building is not open and there is no supervision before that time.

**Early Dismissal Due to Poor Weather**

On days when the weather becomes inclement after students have arrived at school, listen and/or watch the radio or television stations identified above. This is the quickest way to obtain accurate information. We will update information on websites and use Infinite Campus to notify parents as soon as we have any announcements. Students will follow their emergency closing plans for getting home from school.

**Family Education Rights and Privacy Act (FERPA)**

The Family Education Rights and Privacy Act (FERPA), a federal law that requires the Monona Grove School District, with certain exceptions, obtain your written consent prior to the disclosure of personal identifiable information from your child’s education records. However, the Monona Grove School District may disclose appropriately designated “directory information” without your consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the Monona Grove School District to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production
- The annual student yearbook
- Honor roll or other recognition lists
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local school districts receiving assistance under the Elementary and Secondary Education Act of 1995 (ESEA) to provide military recruiters, upon request, with three (3) directory information categories: names, addresses, and telephone listings, unless parents have advised the district that they do not want their student’s information disclosed without prior written consent. {these laws are: Section 9528 of the ESEA (20 USC 7908), as amended by the No Child Left Behind Act for Fiscal Year 2002 (PL 107-107), the legislation that provided funding for the nation’s armed forces.}

If you do not want the Monona Grove School District to disclose directory information from your child’s education records without your prior written consent, you must notify the district in writing. The Monona Grove School District has designated the following information as directory information:

|   |  |
|---|--|
| <ul style="list-style-type: none"> <li>● Student’s name</li> <li>● Address</li> <li>● Telephone listing</li> <li>● Date and place of birth</li> <li>● Major field of study</li> <li>● Participation in officially recognized activities and sports</li> <li>● Weight and height of members of athletic teams</li> </ul> | <ul style="list-style-type: none"> <li>● Dates of attendance</li> <li>● Degrees and awards received</li> <li>● Photographs</li> <li>● Name of the school most recently attended by the student</li> <li>● Electronic mail address</li> <li>● Grade level attended</li> </ul> |
|---|--|

## **MG21 PARENT/GUARDIAN/SCHOOL PARTNERSHIP AGREEMENT 2019-20**

We need your help and support to make MG21 as successful as possible for your student. In order to achieve this, we are asking parents and guardians to sign this agreement of support.

*MG21 thrives with strong parent support and involvement. We are better as a team. We want to be able to celebrate our students' successes (let us know when you child did something awesome that we might not know about!). We also want to know if you have concerns about how your student is doing. You are welcomed and encouraged to share these concerns with us so that we can share responsibility in helping students continue to move forward!*

**As a parent or guardian of an MG21 student,**

I agree to contact MG21 staff if I have any concerns about how my student is doing

Student Attendance

I agree to help my student attend school daily, and get to school on time.

I agree to try to schedule appointments at times which will not involve my student missing classes/seminars.

School Focus:

As a parent or guardian of an MG21 student:

I agree to help my student focus at school by supporting the MG21 cell phone policy.

I understand that in case of emergency, students can be reached by dialing the MG21 front desk 316-1924 or the main district switchboard 221-7660.

School Behavior:

As a parent or guardian of an MG21 student:

I agree to help my student be a positive member of the MG21 community by making sure they are aware of the MG21 anti-harassment policy and enforcing this policy at home on any electronic devices/social media sites.

I understand that students are expected to come to school alcohol, drug and tobacco free and I will help my student accomplish this.

I agree to help my student be successful academically, by encouraging them to make up any missing work, attending parent/student/teacher conferences and discussing possible PBL project ideas with them.

I understand that parents, teachers and students working together is the best way to ensure my student's success.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_