

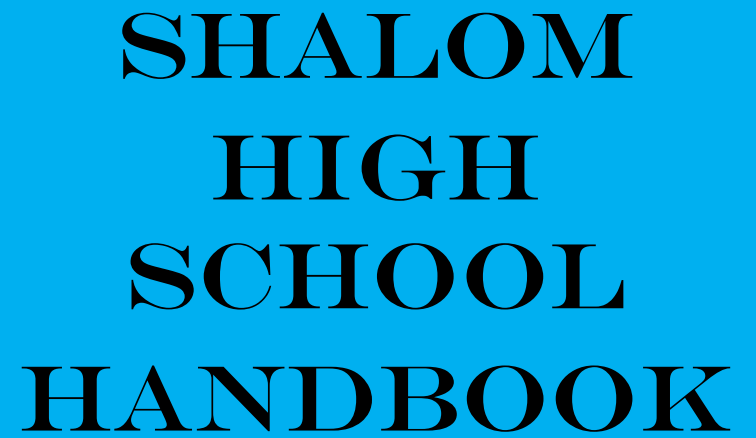
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**SHALOM
HIGH
SCHOOL
HANDBOOK**

Notes

Shalom High School
 Mission Statement

Since we come by choice to Shalom High School, we expect to take responsibility for our own learning. As a community of students, parents and teachers, we are nurtured in an environment that encourages self-knowledge and discipline. We believe that by meeting the unique challenges presented at Shalom, we will prove to ourselves and to others that we are ready to be productive, successful adults and good citizens.

Notes

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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 bring your life under control.

We want to help you learn how to learn, to develop your mind, to acquire the social skills which will allow you to resolve conflicts peacefully and 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 here 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 communicate, to become a better listener. 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 effort on your own behalf. We expect you to work hard and 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.

F. 2015-2016 Shalom High School Calendar - Continued

22 January	Staff Planning Day – No Student Attendance
27 January	Professional Development
15 February	Staff Planning Day—No Student Attendance
4 March	Trimester 2 Ends
7 March	Trimester 3 Begins
25 March - 1 April	Spring Break
4 April	Classes Resume
22 April	Mid-Term Trimester 3
27 May	Trimester 3 Ends
30 May	Memorial Day-No Student/Staff Attendance
1 - 3 June	Final Exams
6 - 10 June	Senior Week
14 June	Graduation

F. 2015-2016 Shalom High School Calendar

17 August	Staff Returns
25 August	Professional Development
26-27 August	Student Orientation
1 September	First day of School – Trimester 1 Begins
7 September	No School – Labor Day
2 October	Mid-Term Trimester 1
9 October	Parent/Teacher Conference - No Student Attendance
30 October	Professional Development
13 November	Trimester 1 Ends
16 November	Trimester 2 Begins
23-27 November	Thanksgiving Break
21 Dec. – 1 January	Winter break- No Student/Staff Attendance
4 January	Classes Resume
18 January	Martin Luther King Jr., Day
21 January	Mid-Term Trimester 2

(Continued on Next Page)

Procedures

A. ENROLLMENT

There is no typical Shalom student. Shalom students can be male or female, Black, White, Indian, Asian, or Latino. Students range from age 15 to 19. They come from neighborhoods throughout the city, though 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 prospective students are given basic skills tests to help determine whether or not Shalom is the most appropriate school to meet their needs.

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.

B. FEES

Because Shalom is a “partnership” school, students are not charged tuition.

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.)

E. SCHOOL SCHEDULE

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

The normal school schedule is as follows:

Monday – Friday:

8:30 – 8:45	Counseling Groups
8:50 – 9:45	First hour
9:50 – 10:45	Second hour
10:50 – 11:20	Lunch A or Third hour
11:25 – 12:20	Lunch B or Third hour
12:25 – 1:20	Fourth hour
1:30 – 2:20	Fifth hour
2:25 – 4:00	Staff are available for skill demonstration, tutoring, counseling, etc.

C. CLASSROOM RULES (cont.)

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, complete 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 Director.

In general, students are expected to keep the terms of the contract they signed when they became a Shalom student: to “demonstrate an honest and true effort to do all assigned class work and projects to the best of his or her ability.”

D. 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)

We also believe along with Martin Luther King, Jr. and Mahatma Gandhi that there should be:

1. 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

C. ATTENDANCE

Students are expected to attend and be on time for all required activities at Shalom. (See curriculum description, daily schedule and calendar below.)

To encourage the students to attend every day, the school will offer incentives periodically through the year. We feel that recognizing student achievement is as important as attendance. For instance, the following awards will be given at the end of each trimester.

Best Attendance Award
Most Improved Attendance Award
Most Skills Demonstrated
Commitment to Shalom Community
Peacemaker

But the best incentive will be the credits earned, the skills acquired and eventually the diploma a student receives when he or she attends class regularly.

Students who fail to attend classes regularly will be judged according to the following standard:

- 1) Students who fail to attend 70% of their classes will be referred to the school’s social worker for evaluation. If no legitimate reason is found for a student’s poor attendance, he or she will be assisted in enrolling in another program.
- 2) Students who attend only between 70% and 90% of their classes may be dropped. On a monthly basis the staff will consider student’s work to determine if there is a workable solution to his or her poor attendance.

ATTENDANCE (cont.)

- 3) Students who are attending between 90% and 100% of their classes are considered in good standing as far as attendance is concerned.

If due to an illness or some unavoidable conflict a student misses school: 1) the student's parent or guardian should call the school on the day of the absence and 2) the student should bring in a written explanation signed by a parent or guardian the next day. This absence will be counted in the student's overall monthly percentage.

Any prolonged illness will, of course, be excused. The student's counselor will verify such an excuse.

D. VISITORS

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

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

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.**

E. PARENT-TEACHER MEETINGS

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

B. DISCIPLINE COMMITTEE (cont.)

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 or she may apply to re-enter when the next trimester begins. (Every student begins each year with a clean record.)

C. 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 or her counselor and the teacher whose class was disrupted will be convened to resolve the problem.
3. Any staff person 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.
4. Ipods/headphones, etc. are not to be used in class and may be kept safe in student lockers.

A. SCHOOL RULES (cont.)

Sexual Harassment

Shalom High School prohibits any form of sexual harassment. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical contact of a sexual nature. It is a violation of this policy for 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.

B. DISCIPLINE COMMITTEE

When major infractions of the above rules occur, the student is referred to the DISCIPLINE COMMITTEE for appropriate action. The parent/guardian is notified immediately and the student is sent home. The discipline committee consists of one board member (one vote), one staff member (one vote), and three students (1/3 vote each). Any student brought before the discipline committee is represented by his or her counselor. 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. Only teachers have the right to call a discipline committee.

PARENT-TEACHER MEETINGS (cont.)

Transportation assistance will be provided for parents who request it.

Evaluations for Trimester III will be mailed to parents.

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

F. SNOW CLOSING POLICY

Shalom High School follows the snow closing policy of the 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.

Curriculum and Graduation

A. INTRODUCTION

Unlike systems based on time spent in the classroom, allowing students to pass without ensuring the development of their reading, writing and problem-solving skills, Shalom has developed a system of awarding credits explicitly for the acquisition of those skills. Students cannot graduate unless these skills are mastered.

The effectiveness of Shalom's competency-based program is enhanced by a team-teaching approach which lowers the teacher-student ratio and increases 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 consists primarily of providing students with basic academic and social skills, what Ted Sizer of the Coalition of Essential Schools calls the skills of "Literacy, Numeracy and Civics understanding."

In the second year, students 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.

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 are not limited to, redoing assignments and/or retaking tests or quizzes, receiving a failing grade on the project/test or receiving a lower overall grade in the class.

School Rules

A. SCHOOL RULES

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

1. No drugs, alcohol, or weapons in the building, in student lockers, or within a three block radius of the school.
2. No fighting, stealing, verbal abuse or harassment.
3. No defacing school property.
4. No gambling.
5. No cellular phones, gaming devices or headphones should be brought to school.
6. No hats or caps allowed in the building.
7. Students are expected to dress appropriately for school.

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 law prohibits smoking in the building.

Lunch is provided (free or at reduced prices for low income families) Monday through Thursday from 11:50 to 12:20 and from 11:20 -12:05 on Friday. Shalom has a closed lunch policy, students are **NOT** allowed to leave the building at lunch.

Eating at other times in the classroom is allowed at each teacher's discretion. Students are expected to clean up after themselves and to help maintain the clean appearance of the building.

B. THE COMPETENCY-BASED SYSTEM

While students will be evaluated on the competencies in each of the five content areas (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 speaking and math.

SOCIAL INTERACTION – 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 problems and respond critically to information;

LIFE SKILLS / 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 skills with the spirit of research and self-learning, Shalom students will become confident, well-rounded, capable of handling themselves in the world, and better prepared for future employment or post-secondary education.

C. EVALUATION AND EARNING CREDITS

Ask students 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, which are based on time served.

Shalom has developed two parallel methods of awarding credit. Students can earn one credit in each of their classes each year (1/3 of a credit each trimester.) In addition, we have identified three hundred skills that we believe students should master before graduating from high school, and students can earn up to five credits each year by demonstrating mastery of these skills. One credit is awarded for the demonstrated mastery of thirty skills. NO MORE THAN FIFTY SKILLS CAN BE DEMONSTRATED (FOR CREDIT) IN A GIVEN TRIMESTER. However, to graduate, a student must master all their required skills.

To be eligible to move into the senior class, students must have earned at least eleven credits.

Shalom’s staff evaluates each student weekly. Progress reports are provided for parents every six weeks.

In order to increase parental and community involvement, evaluation of students is also conducted by the High School Advisory Committee. This committee consists of a broad spectrum of individuals who care about the education of our students. Educators, business men and women, community activists, Shalom Board members, parents, and past and present students meet with our students at least once each Trimester to advise students and evaluate their progress.

Through the advisory committee, the community verifies the students’ acquisition of skills and can therefore advocate for them when they graduate.

J. ATHLETICS

Each year Shalom organizes a volleyball team for its women students and a basketball and flag football team for its men students. Shalom’s teams compete in various leagues throughout metropolitan Milwaukee. These programs are, whenever possible, open to any interested students. The volleyball and flag football season takes place in the fall and the basketball season runs from December through March.

Both seasons come to a conclusion with an award ceremony/luncheon and the annual staff/student game.

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 2.0 GPA and be doing satisfactory work in all their classes.

K. GRADE REPORTS

At the mid-term of each trimester, a progress report will be mailed to every parent/guardian.

Students are expected to turn in all their class assignments on time.

Two weeks before the end of each trimester all students will be informed in all their classes of any missing assignments or incomplete work. This is the TWO-WEEK WARNING. Any student who has legitimate reasons for being unable to complete all of his or her work on time can petition the staff after the two week warning to receive an incomplete in a given class and make arrangements to complete the missing work in a specified period of time. If the student does not complete the work by the agreed upon deadline, he or she will receive an “F” for that course.

H. DAILY SCHEDULE

School begins at 8:00 a.m. every day.

The school day ends at 2:25 p.m., Monday-Thursday and classes end at 1:30 p.m. only on Friday's. (Please note: the staff is available from 2:25-4:00 p.m. Monday-Friday for skill demonstration tutoring, counseling, etc.)

Lunch hour is as follows:

***Monday thru Thursday - Lunch A-10:50-11:20
& Lunch B-11:25- 12:20.
Friday-Lunch A -11:20-11:40 & Lunch B-12:10-12:30.***

CELEBRATE AND HONOR THE LIFE OF
MARTIN LUTHER KING, JR.

January 18, 2016
NO SCHOOL

I. COUNSELING GROUPS

During the first week of each school year, each student chooses a staff member as a counselor. Counseling groups meet from 8:30 to 8:45 Monday through Friday.

At the start of each trimester, every student works with his or her counselor to develop a Student Learning Plan (SLP). In writing their Student Learning Plan, 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 IETP's to list the skills they plan to demonstrate mastery of for credit. Once short-term goals have been achieved, a student's IETP will be revised.

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

D. GRADUATION REQUIREMENTS

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

- 4 credits - English
- 4 credits - Science/Health
- 4 credits - Math
- 4 credits - History/Social Studies
- 2 credits - Life Skills
- 2 credits - Humanities
- 2 credits - Physical Education
- 2.5 hours - Service Learning / Community Service

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

The Pyramid of Competence

Diploma
Graduation Requirements
Five Subject Areas
Five Competency Categories
300 Competencies

E. THE 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 Counselors 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 student make an adequate defense of his or 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. Few adults enjoy this opportunity for a searching introspection into where they are coming from, where they are now, and where they are going.

There is no one way to do a DOG Portfolio. 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 counselors in developing their DOGs.

All graduating seniors must complete DOGs before the last day of classes in Trimester III; however, students who have completed their coursework in Trimester I or II are strongly encouraged to complete the Portfolio as soon as possible.

F. GRADUATION WITH HONORS AND HONOR ROLL

At the end of each Trimester, an 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 or 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 years.

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 represent Shalom High School as academic leaders, they will be held to high standards as such.

G. THE SCHOOL DAY

Students spend five hours a day in the Core Curriculum courses Monday through Friday.

Each class day begins with a fifteen-minute counseling session when students meet with their counselors, receive school news and prepare themselves for the day’s work.