

# Shalom High School Handbook



*Turning Obstacles  
Into Stepping Stones.*

2025 - 26

(Draft Aug 22, 2025)



# Shalom High School Mission & Vision:

The **mission** of Shalom High School is to partner with students to re-envision their obstacles as stepping stones toward their future.

Our **vision** is that students will create and execute a post high school plan that will prepare them to succeed in career, educational and/or employment choices.

# 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, and 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 following the school rules, but also in working to make Shalom the best school in the city.

# Policies & Procedures

## Enrollment

There is no typical Shalom student. Shalom students can be male, female, non-binary, Black, White, Indian, Asian, or Latinx. 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 their parent or guardian.

If the student decides that they want to receive an education from Shalom, and if the student appears suitable for the program, then both the student, and their parent/guardian sign a CONTRACT OF RESPONSIBILITY among other documents.

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, the School Social Worker will meet with the student and their caregiver to determine if a different placement may be more appropriate. Students are typically referred to the Social Worker for such action because of repeated and/or serious breaches of Shalom and/or MPS conduct rules and/or policies including chronic/habitual unexcused absences from school.

## **Fees**

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

## **Attendance**

Wisconsin State Statute 118.15 requires school attendance of a child ages six to 18 unless the student: 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/guardian 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.

## Attendance (continued)

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

1. Temporary physical or mental illness. The Co-Director/designee may request the parent/guardian 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 Co-Director/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 Co-Director/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. Written notice from the parent/guardian 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. Co-Director/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 Co-Director/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 Co-Director/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, Co-Director or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and 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/guardians can excuse the absence if notice is given before the end of the 2<sup>nd</sup> school day after receiving a report of an unexcused absence.

Students arriving late, or who are late for class for any reason will need a late pass to enter their classroom.

## Attendance (continued)

### Attendance Supports

Frequent or prolonged absence from school or from assigned periods during the school day or repeated tardiness without satisfactory reason shall be grounds for disciplinary action as determined by the Co-Director/designee.

Students who fail to attend class regularly will be judged 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 students' work to determine if there is a workable solution to his/her poor attendance. If no legitimate reason is found for a student's poor attendance, they may be assisted in enrolling in another program
- Students who attend 100% of their classes are considered in good standing as far as attendance is concerned.

### Visitors

Parents, guardians, 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.

**STUDENTS ARE NOT TO BRING THEIR CHILDREN TO SHALOM.**

## Caregiver-Teacher Meetings

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

Evaluations for Trimester III will be mailed home.

## 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.

## Athletics

Shalom students can participate in athletics through other Milwaukee Public Schools. We are considered a feeder school for athletics purposes, and work with other MPS high schools to provide students with these opportunities. These programs are, whenever possible, open to any interested students.

Students must be in good standing 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 their classes.

# Evaluation & Credit Earning

Shalom's marking periods are arranged differently than most High Schools. Shalom's school year is divided into three trimesters (as opposed to two semesters) over the course of the year. Each trimester is then broken into 2 hexamesters. Students are scheduled for up to three classes and one advisory period each hexamester. Hexamesters run approximately six weeks long, for a total of six hexamesters per year. Credit is then awarded to transcripts at the end of each trimester.

Shalom has developed two parallel methods of awarding credit. Students can earn 3.0 credits per trimester for coursework. In addition, we have identified specific skill projects 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 skill projects in combination with coursework. **NO MORE THAN 1.5 CREDITS PER TRIMESTER MAY BE EARNED THRU SKILL MASTERY.**

Shalom's staff evaluate each student weekly. Progress reports are provided for parents/guardians at the midterm and end of every hexamester.

Students who are in danger of failing a course can stay after school from 2:30 pm – 4:00 pm to work with teachers to develop a plan to achieve passing status. Students receive a midterm report card halfway through the hexamester. Students who are receiving one or more U's will down with their advisor to

discuss a plan to raise the grade by the end of the hexamester. Students who fail a class at hexamester or trimester will have their transcript assessed to determine if they are eligible to receive a skill credit to make up for the failed course.

## Grade Reports

All Students will have the ability to access progress and missing work through their access to google classroom. Teachers will ensure that student grades are updated no later than Friday of each week. Grade reports will be emailed and mailed to both students and their caregivers at midterm and at the end of each hexamester. Final report cards will be sent out at the end of every trimester.

To receive full points for assignments they must be turned in on time. Late assignments will be subject to loss of one letter grade per week that the assignment is overdue.

### **The grading scale as follows:**

<u>Letter grade</u>	<u>Percent Grade</u>	<u>Rubric Score</u>
A	100-90%	4.0 – 3.4
B	89-80%	3.39-2.6
C	79-70%	2.59-1.6
D	69-60%	1.59-.8
U	59-0%	.79 - 0

### **Late assignments, makeup work, and Deadlines.**

Grading periods at Shalom High School pass much more quickly than at a traditional school. Hexamesters are only six weeks long, and grades close at the end of each hexamester. For this reason, it is expected that all students will turn in all assignments on time. After a one-week grace period, assignments turned in late will decline in value by one letter grade for each week they are overdue. Assignments cannot be turned in after the end of a hexamester.

**Teachers will not use class time to assist students with assignments missed due to absences.** It is expected that students will work on assignments given that day during the same class

period and in the same class that the assignment was given. Students in need of help with missed assignments should stay after school on Tuesdays or Thursdays to benefit from missed instruction and assistance with late assignments.

# Graduation Requirements

Graduation requires 22 credits as a matter of MPS policy. For students who are significantly behind in grade level and over the age of 18, this may be adjusted to an 18-credit requirement. This adjustment is only possible with MPS permission and is only available to students if their originally expected graduation date has already passed. Required credits are as follows:

- **4.0 Credits – English/Language Arts**
- **3.0 Credits – Mathematics**  
Algebra (S1 & S2), Algebra 2 (S1 & S2) & Geometry (S1 & S2)
- **3.0 Credits – Science**
- **3.0 Credits – Social Studies**
- **1.5 Credits – Physical Education**
- **Credits – Fine Arts**
- **0.5 Credits – Health**
- **0.5 Credits – Personal Financial Literacy**
- **6.5 Credits – Electives**  
(This may be adjusted to 2.5 credit requirement in situations where the student has been in High School for five or more years.)

## Other Graduation Requirements Include:

- Passing Score on the State Civics Exam
- Community Service Experience or Successful Online Classes
- Completion of Defense of Graduation Portfolio & Presentation

**Four full years of High School are required for graduation. Students cannot graduate early, regardless of credits earned.**

## Defense of Graduation

To receive a diploma, every Shalom senior is required to present a Defense of Graduation (Defense 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 Defense Portfolio exists to help each student make an adequate defense of his/her readiness to graduate and to ensure meaningful plans for a post-high school life.

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 no one way to do a Defense 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 individualized just as students themselves are individuals.

Seniors should work closely with their Graduation Coach and advisor while developing their Defense.

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

## 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/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.

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.

## Daily Schedule

**School begins at 8:55 a.m. every day.** The school day ends at 2:15 p.m., Monday- Thursday. (Please note: the staff is available from 2:15-4:00 p.m. on Tues, Wed, and Thurs for skill project support, tutoring, counseling, etc.) School begins at 8:55 a.m. on Fridays and students are released at 1:00.

Each class day Mon - Thurs students will attend 30-minute advisory sessions when students meet with their advisors, practice mindfulness, receive school news and check in on academic and behavior progress.

**Lunch hour is Monday thru Thursday – Lunch 12:20 – 11:00 p.m.**

## Advisory Groups

During the first week of the school year, each student will be assigned a staff member as an advisor. Advisory groups meet from 11:35am – 12:20pm Monday through Thursday.

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. Advisors will support students through the following:

- **Academic Help** – Support with homework, study skills, and act as an advocate for their advisees.
- **Emotional Support** – Be a trusted person to listen and encourage.
- **Transition** – Help with high school transition into adulthood.
- **Life Skills** – Teach problem-solving, communication, and other soft skills.
- **Accountability** – Check in regularly and help set and meet goals.



# Shalom HS

## Daily Schedule 2025 - 2026

Monday	Tuesday	Wednesday	Thursday	Friday
<b>1<sup>st</sup> Period</b> 8:55am – 10:10am	<b>1<sup>st</sup> Period</b> 8:55am – 10:10am	<b>1<sup>st</sup> Period</b> 8:55am – 10:10am	<b>1<sup>st</sup> Period</b> 8:55am – 10:10am	<b>1<sup>st</sup> Period</b> 8:55am – 10:15am
<b>2<sup>nd</sup> Period</b> 10:15am – 11:30pm	<b>2<sup>nd</sup> Period</b> 10:15am – 11:30pm	<b>2<sup>nd</sup> Period</b> 10:15am – 11:30pm	<b>2<sup>nd</sup> Period</b> 10:15am – 11:30pm	<b>2<sup>nd</sup> Period</b> 10:20 am – 11:35 am
<b>Advisory</b> 11:35am – 12:20pm	<b>Advisory</b> 11:35am – 12:20pm	<b>Advisory</b> 11:35am – 12:20pm	<b>Advisory</b> 11:35am – 12:20pm	<b>3<sup>rd</sup> Period</b> 11:40am – 1:00pm
<b>Lunch</b> 12:25pm – 12:55pm	<b>Lunch</b> 12:25pm – 12:55pm	<b>Lunch</b> 12:25pm – 12:55pm	<b>Lunch</b> 12:25pm – 12:55pm	
<b>3<sup>rd</sup> Period</b> 1:00pm – 2:15pm	<b>3<sup>rd</sup> Period</b> 1:00pm – 2:15pm	<b>3<sup>rd</sup> Period</b> 1:00pm – 2:15pm	<b>3<sup>rd</sup> Period</b> 1:00pm – 2:15pm	
	Skill Attainment & Office Hours 2:15 – 4:00		Skill Attainment & Office Hours 2:15 – 4:00	<b>Early Release</b>

# 2025-2026 School Calendar

August 25-28	Staff Organization & Professional Development
September 2	First Day of School
October 10	End of Hex 1
October 14	Caregiver -Teacher Conferences In-Person
October 15	Caregiver-Teacher Conferences Virtual/Online
October 17	NO SCHOOL
October 20	October Break
November 7	NO SCHOOL Staff Professional Development
November 21	End of Hex 2
November 24 - 25	NO SCHOOL Staff Professional Development
November 26 – 28	Thanksgiving Break
December 22 – January 2	NO SCHOOL Staff Professional Development
January 5	Classes Resume
January 19	NO SCHOOL Dr Martin Luther King Jr Day
January 23	End of Hex 3

# 2025-2026 School Calendar

January 26	NO SCHOOL Staff Professional Development
February 16	NO SCHOOL Staff Professional Development
February 17	NO SCHOOL Mid-Semester Break
March 6	End of Hex 4
March 17	Caregiver-Teacher Conferences In-Person
March 18	Caregiver-Teacher Conferences Virtual/Online
March 30 – April 3	Spring Break NO SCHOOL
April 6	Classes Resume
April 29	End of Hex 5
April 30	NO SCHOOL Staff Professional Development
May 21	NO SCHOOL Staff Professional Development
June 6	NO SCHOOL Memorial Day Break
June 15	Last Day of School for Students

# 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 and will be wanded. People and possessions may be subject to search.
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. No defacing school property.
5. No gambling.
6. Student electronic devices (including phones, smart watches, tablets, computers, chrome books, ear buds, and headphones) should be turned in upon entry each day. Students may occasionally be allowed to use headphones at the discretion of the teacher.
7. No hair bonnets, or durags will be worn in the building. "Sagging" of pants is not allowed.
8. Students are expected to adhere to the dress code policy on pg 25-27.

## 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, Vaping, Alcohol and other Drugs

State laws prohibit smoking, vaping, or drug use in the building, on school grounds, or during school activities. Recreational drug use of any type will not be tolerated, whether it is considered legal, illegal, or exists in some type of legal gray area. This includes nicotine, alcohol, prescription medication (without a valid prescription,) illegal drugs, e-cigarettes or vape devices of any type regardless of contents. Students may not use or possess any cannabis or hemp derived consumables or comparable materials including analogs, salts, isomers, or synthetics designed to mimic cannabis effects. This includes, but is not limited to products containing THC Delta 6, THC Delta 8, THC Delta 9, THC Delta 10, THC Delta 11, THCA, THCC, THCP, THCB, THCJD, THCH, THCM, THC-O, THCV HHC, HHCP, HHC-0, CBD, CBDA, CBDV, CBG, CBGA, CBN, and others.

## Behavior Supports

It is not the goal of Shalom to issue students out of school suspensions. With that in mind, the following preventative support measures have been put in place and will happen before a suspension is issued. These steps aim to support the student and address the behavior in a constructive manner. The goal of these measures is to help students reflect on their actions, develop positive coping strategies, and prevent further incidents.

- **Restorative Conversations** – Facilitate a meeting between the student and affected parties to discuss the issue and find a resolution
- **Behavior Contracts** – Create an agreement outlining expected behavior and consequences with student input.
- **Counseling or Check-Ins** – Connect the student with the social worker or advisor for emotional and behavioral support.

## **Food Policy (Cont'd)**

- **Parent/Guardian Meeting** – Engage caregiver(s) to create a support plan at school to be supported by home.
- **In-School Intervention** – Offer alternatives like in-school suspension, mediation, or conflict resolution sessions.

## **Food Policy**

During each school day, Shalom High School offers lunch and breakfast provided by Milwaukee Public Schools' Department of Nutrition Services under guidelines of the USDA's child nutrition programs. Food is provided free for all students.

Students are allowed to eat full meals before school and during lunchtime only. Although some teachers may allow light snacking, students will not be allowed to eat meals in class. Please plan meals around class times.

Although provided food fully meets the requirements of the USDA child nutrition program, Shalom High School recognizes that these meals are less than appealing for our students, and other options are available:

- Bringing food from home
- Ordering deliveries
- Off-campus lunch (potentially, see page 22-24)

## **Food From Home**

Students are encouraged to bring food from home. A refrigerator is provided so that student food can be kept cold. If students arrange for a family member to deliver them food during the school day, it is important to remember that students will not be released from class to receive these deliveries. Food deliveries made during class time will be held by a staff member until lunch or the end of the school day.

## Food Policy (Cont'd)

### Ordering Food

Students at Shalom High School are allowed the privilege of arranging food delivery via Grubhub, UberEATS, door dash, or other delivery services. Delivery of food is best arranged before school. Students should not use class time to order food, will not be provided with a phone to order food, and will not be allowed to use their phone to order food once they arrive at school. Food orders should be timed to make sure the student does not leave class to receive a delivery. If food is delivered during class time, a downstairs staff member will hold it for the student until lunch or the end of the school day. It is important that the student is finished with all food and prepared to participate in class when class time begins.

If students ordering food becomes a recurring problem, the Co-Directors of Shalom High School will make plans with Grubhub, UberEATS, door dash and other services to prevent future food deliveries to the school.

### Off-Campus Lunch (Open Lunch)

Open campus lunch is a privilege that can be earned at Shalom High School. This means that, with guardian permission, students are allowed to leave the building Monday through Thursday from 12:10pm-12:55pm to get lunch. **This is a short period of time, and it is important for students to finish eating and return prepared for class by 12:55pm. Students will not be allowed to eat in class, and open lunch is not an option on Fridays.**

If a student fulfills the following criteria for a full hexamester, and if their parent/guardian agrees, they will receive an open lunch identification card.

- Pass 3 classes
- Attendance above 75% for the full marking period
- Maintain a clean disciplinary record of no referrals

## **Food Policy & Off-Campus Lunch (Cont'd)**

A full marking period is defined as the time between the beginning of a trimester and the midterm, or from midterm until the end of the trimester. Every marking period all students' grades, attendance, and discipline record are reviewed to determine open lunch eligibility. New students are not eligible for open lunch until they have been enrolled for a full marking period.

Eligible students are provided an open lunch identification card to prevent issues related to truancy enforcement. An open lunch identification card must be presented for a student to leave. If a student loses their open lunch identification card, they lose open lunch privileges until the card is replaced. Replacement cards cost \$5.00. It is important to understand that open lunch is a privilege that can be taken away.

Below are some of the behaviors that will result in removal of open lunch privileges (although this is not a conclusive list.) Open lunch will be revoked if:

- Student is suspended or involved in any serious discipline or behavior issue in the school (whether it is during lunch)
- Student returns from lunch late (even one minute, even once) or does not return from lunch that day. This includes situations when students were waiting for their food to be prepared.
- Student refuses to take, or otherwise misses, a required standardized test.
- Student uses class time to order food or arrange delivery.
- Student attempts to eat lunch/food during class time or advisory time (even once, even if they were waiting for food to be prepared.)
- Student brings food back for other students who are not on open lunch (even once.)

## **Food Policy & Off-Campus Lunch (Cont'd)**

- Student's Average Daily Attendance falls below 75%.
- Complaints are made about the student by area businesses or neighbors.
- Student loses "Lunch Privilege ID" or fails to present it to staff at the door.
- Student is believed to have used drugs/alcohol, fought, or been involved in other behavior violations while on open lunch.

## **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.
- Use of Artificial Intelligence without permission of the teacher.

## **Plagiarism (Cont'd)**

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.

## **AI (Artificial Intelligence) and Academic Honesty**

Shalom High School commits itself to engaging students in achieving personal success. Academic integrity is vital to this commitment. Therefore, student work must be the student's own and completed in accordance with the academic honesty expectations. Students may not engage in unauthorized collaboration or utilize ChatGPT or additional Artificial Intelligence (AI) tools. Teachers may, at their discretion, allow or even encourage AI use by students for select assignments. Students must obtain permission from their teacher before using an artificial intelligence (AI) tool for coursework. Using AI tools without permission is viewed as a violation of the Academic Honesty Policy.

## **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

## Dress Code (Cont'd)

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. Sunglasses, durags, and bonnets may not be worn during the school day.
2. No exposed cleavage will be permitted.
3. No "Sagging" of pants is 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. Shirts that reveal undergarments, whether due to the transparency, length, or lack of coverage of the shirt are not permitted. Pants must 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. 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, durags, bonnets, robes, and slippers.
8. Footwear must be worn. Safety consideration may dictate the type of footwear worn in specific classes or school settings.

## **Dress Code (Cont'd)**

Students who do not follow the Dress Code may be asked to change their clothes. If the student does not have appropriate alternative clothing at school, it may be necessary for a parent/guardian to bring appropriate attire or accompany the student home to change. Repeated dress code infractions may result in additional consequences.

## **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.

All claims of bullying, reported or observed, will be investigated closely.

## Cyberbullying

Cyberbullying involves the use of information and communication technologies (for example, cellular phones, digital cameras, computers and PDAs) for the purpose of engaging in deliberate, usually repeated, and hostile behavior by an individual or group with the intention of harming others. Cyberbullying may include cyber harassment, cyber stalking, and the invasion of privacy, all of which constitute violations of the Student Code of Conduct.

Cyberbullying in any form will not be tolerated, and any student found responsible for engaging in cyberbullying will be subject to immediate disciplinary action, which may result in suspension or permanent removal from Shalom High School and possibly Milwaukee Public Schools. If a case of cyberbullying is determined to be of a criminal nature, it will be referred to local authorities in addition to being dealt with as a Shalom Code of Conduct violation. Cyberbullying is inconsistent with the values of Shalom High School and unacceptable for any member of the Shalom Community to harass another for personal reasons and/or based on their race, color, national origin, sex, disability, sexual orientation, gender identity or religion.

# **Student Electronic Device / Mobile Phone Policy**

**To improve teaching and learning, Shalom High School is a “No Phone” School.** We recognize that families want their students to carry mobile phones and/or other electronic devices to and from school. However, during the school day, Mobile phone/student electronic devices cause a distraction to the learning environment. Therefore, once students arrive at school, Mobile phone/student electronic devices must be powered off and turned in to school staff upon arrival.

## **Shalom’s Student Electronic Device / Mobile Phone policy follows:**

- Mobile phone/student electronic devices may not be used by students in the school building and must be handed in at the office upon arrival. Phones will be returned to students for lunch and then recollected for the remainder of the school day.
- Shalom High School will store student electronic devices in an envelope with the student’s name on it. The phone envelopes will be kept in a secure location.
- Mobile phone/student electronic devices are NOT PERMITTED in the classroom, bathroom, lunchroom, or hallways.
- Parents, guardians, and Shalom approved organizations may call the student in an emergency at 414-933-5019 and staff will bring the student to the phone. “Approved organizations” may include Daycare Staff (if the student has a child,) Social Service Agencies, Parol Officers/Trackers.

## **Electronic Device / Mobile Phone Policy (Cont'd)**

- Mobile phone/student electronic devices may not be used or removed from the office before the end of the student's last scheduled class, unless the student is going home due to illness or extenuating circumstances.
- Any calls that need to be made must be made from the school phone in the front reception office or other school phones, with staff permission.
- Phones will only be returned to students during lunch periods or as students leave the building. Students will not be allowed to possess phones before school inside the building or if they are "waiting for a ride" during class time.

If a student is found to have their phone on them in the school:

- The device will be confiscated and kept in the school office. The device will be returned to the student at the end of the school day. The student will not have the device returned at lunch for the remainder of the marking period.
- Second time offense: Student will receive an automatic pending suspension, and device will be held until the end of the school day.
- Third time offense: Student will receive an automatic suspension for chronic violation of school rules.
- Fourth time offense: Student will receive an automatic suspension for chronic violation of school rules, and a parent guardian or caregiver

## Electronic Device / Mobile Phone Policy (Cont'd)

will need to pick up the phone/electronic device. It will not be returned to the student.

### Please note the following:

- If a student uses a phone/electronic device to call outsiders to the school to participate in harassing or fighting another student or staff member, they can be expelled from both Shalom High School and Milwaukee Public Schools, and the outsiders can be criminally charged.
- If an electronic device is lost, damaged, or stolen, Shalom High School, TransCenter for Youth, Milwaukee Public Schools, and all school personnel will not be responsible under any circumstances and will not pay to have it replaced or repaired, regardless of who possessed the phone at the time it was damaged or went missing. Students are bringing their Mobile phone/student electronic device to school at their own risk.
- Student electronic devices included in this policy include (but are not limited to:) mobile phones, tablets, laptop computers, handheld computers, electronic gaming devices, headphones, earbuds, smart watches, and mp3 players.

**Compliance with Shalom High School electronic device / mobile phone policy is a requirement of admission and continued enrollment at Shalom High School. We appreciate the support of our parents and guardians.**

## Discipline Policy

Shalom High School follows the discipline policy of Milwaukee Public Schools (MPS). These policies and procedures are published annually in the *Parent/Student Handbook on Rights, Responsibilities, and Discipline*. All MPS households receive a copy via mail. Families who move during the school year are urged to report the change of address to Shalom High School or MPS's Department of Student Services to ensure continued receipt. The

Rights & Responsibilities Handbook can also be downloaded using QR code or the following link:



**[bit.ly/MPSRRD](https://bit.ly/MPSRRD)**

Shalom High School does not discriminate in its programs, activities, facilities, employment, or educational opportunities on the basis of race, color, age, disability, sex, religion, national origin, or sexual orientation, and does not tolerate any form of discrimination, intimidation, threat, coercion, and/or harassment that insults the dignity of others by interfering with their freedom to learn or work.

## Classroom Rules

1. Class time is sacred and important. Students will be expected to remain in class the entire period and to conduct any personal business (including using bathrooms) during breaks, lunchtime, or after school.
2. Bathrooms and drinking fountains should be used during passing time and designated class break times only. Classes will have a scheduled predetermined break time.
3. Repeated and/or flagrant disruption of a class, meeting, or assembly by use of profanity or any inappropriate behavior

will result in removal from the space. At the earliest possible time, a meeting involving the student, his/her advisor and the teacher whose time was disrupted will occur to resolve the problem.

4. 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/guardian conference must be held before the student can return to class.
5. In the event a student is permitted in the hallway during class time, it is required for the student to be given a hallway pass. Hallway passes should come from whatever staff member has given the student permission to be in the hallway.

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/guardian or student is encouraged to contact a staff member or the Co-Directors.

Students are expected to keep the terms of the contract they signed when they became a Shalom student to demonstrate honest and true effort to do all assigned class work and projects to the best of their ability.

# Locker Policy

Lockers are made available for student use in storing school supplies and personal items necessary for use at school. However, lockers are not to be used to store items which cause (or can reasonably be foreseen to cause) an interference with school purposes or an educational function, or items which are forbidden by state law or school rules. A student who uses a locker that is the property of the school is presumed to have no expectations of privacy in that locker or the locker's content.

The student's use of the locker does not diminish the school's ownership or control of the locker. The school retains the right to inspect the locker and its contents at any time to ensure that the locker is being used in accordance with its intended purpose, to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen items or to search for items such as weapons, illegal drugs or alcohol, prescription drugs or any other material forbidden by school rules.

Students who wish to use Shalom's lockers should request a locker from their advisory, who then make arrangements for one to be provided.





**Shalom High School**

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