

**Monona Grove Liberal Arts Charter School**  
**for the 21st Century**  
**MG21**

***Philosophy, Policies and Procedures  
for Parents and Students***

**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 Staff**

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**Contact Information**

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

Google Site for Students and Parents: [bit.ly/mg21school](http://bit.ly/mg21school)

**Governance Board**

Denise Peterson(President)  
Phil McDade(VP)  
Michelle Bouffiou (Secretary/Parent Rep.)  
Nicholas Dushack(Alumni Rep)  
Kris Halverson  
Steve Halverson  
Tom Stolper  
Jessica Frain(MGHS Student Services Rep.)

**Administrator**

Kristen Langer 316-1370

### **MG21 is a Charter School:**

MG21 is an independent school within the Monona Grove School District that serves students in grades 9-12. 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.

### **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.

For additional information about charter schools in WI, see WI DPI website:

<http://dpi.wi.gov/sms/csindex.html>

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

### **School Philosophy**

The purpose of the Monona Grove Liberal Arts Charter School for the 21<sup>st</sup> Century is to offer an alternative system of education for students seeking a different educational model or who have struggled in the traditional school setting. Some students may be at-risk of not graduating.

### **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).

### **Our Curriculum:**

Our students build their own schedules based on what they want to study and what they need to graduate. They select from the following “building blocks.” We enact these goals by creating a program with two distinct parts:

**(1) Teacher led TIC classes** (Thematically Integrated Curriculum) are teacher directed and student centered. This is an academic classroom portion of the curriculum where students gain knowledge and expertise in the core subjects (language arts, art, mathematics, social science, science).

**(2) Seminar Workshops** allow students the opportunity to work with a community expert to create a final project on a variety of subjects (e.g. music production, electronics, painting, cooking, fitness, yoga, mediation, wellness, PE and video production).

**(3) Project-Based Learning (PBL)** is an inquiry-based learning process in which students design, plan, investigate, research and present their own projects in response to an essential question, problem, or challenge (e.g., student-designed creative, inquiry, or acquisition projects; or teacher-written, independent study projects). Rigorous projects are carefully planned, managed, and assessed to help students create high-quality, authentic products & presentations.

### **Additional Parts of the MG21 program:**

- *Study Tours* occur twice per year for one week where we take the classroom “on the road.” Each study tour is built around a central idea. Past study tours have focused on Architecture, Art, Criminal Justice, Making and Creating Stuff, Nature, Sports & Wellness, Science & Engineering.
- *Morning meeting/Advisory* begins our day.
- *Independent Reading* - students spend time reading a book of their choice.
- *Daily math* - students work on math using our online math curriculum.

These components of our curriculum are integral in creating a sense of value, meaning and community. All students need to feel a sense of belonging at school and believe they can be successful here. Students want to feel smart; they want to learn; they want hope. Ultimately, MG21 must become an educational community that allows this to flourish.

**Senior Capstone Project:** The senior capstone project is designed to give students the opportunity to explore and equip students with skills and experiences to take the next step. Ideally the capstone project should still be a “life-enhancing” experience that reinforces and strengthens a student’s personal values and interests. As an MG21 student, students have taken charge of their education. This project should function as a capstone in the educational architecture you have built. Students design projects based on one of the following areas of interest:

**Career Project Focus:** Students who complete this project will gain volunteer and/or internship experience in the field of study the student intends to pursue after high school.

**Service-Oriented Project Focus:** Students choosing this project focus will devote 15-20 hours on a community service project. If you know that you enjoy helping others and striving to improve your community, this project focus could be valuable.

**Self-Exploration and Self-Development Project Focus:** This project focus might be nicknamed the “bucket list” or “Into the Wild” project option. Students choosing this project will challenge themselves to achieve something they have never done before, and in the process they will acquire new skills and learn a lot about who they are.

Current Projects include: internships at local radio station WVMO, restaurants and Sector 67, service work at Winnequah, leadership on the Monona Mural project, attending Business School and Middle College at Madison College, and more!

**Daily Schedule**

Monday - Thursday	Fridays
8:45am - 9:00am: Arrival (Doors lock at 9am)	8:45-9:00 Arrival
9:00-9:30 Morning Meeting/Advisory	9:00-10:00 Town Hall Meeting
9:30-10:30: Academic Block 1	10:00 - 11:30 PBL/Presentations
10:30-11:30: Academic Block 2	11:30 - 12:15 LUNCH
11:30-12:15 LUNCH	12:15-1:00 ALEKS Math
12:15 -1:00:ALEKS Math M/W/F	1:00-2:00 Review/Revise, Community
Independent Reading T/TH	Activity OR Service project
1:00-2:00 PBL Block 3	2:00-2:15 All School Friday Clean
2:00-2:55 PBL Block 4	
2:55-3:00: All School Clean	

**21<sup>st</sup> Century Skills**

21<sup>st</sup> Century skills are interwoven into our curriculum. The overall goal is to tie the student’s path and education to their ability to master the following 21<sup>st</sup> century skills of:

- Critical Thinking and Problem Solving
- Collaboration
- Communication
- Curiosity and Imagination
- Commitment and Motivation

## **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 deliberately have 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. In truth, it is our discipline policy, so to speak. Everything comes back to the concept of our obligation to one another, the school; and ourselves. 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.

## **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 (TIC and PBL) 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 his/her melding his/her knowledge base with the concepts/paradigms/abstractions of the curriculum we deliver.
- A student MAKES MEANING when h/she applies his/her knowledge and understanding to his/her choice-making/actions.

## **Academic Probation:**

If a student fails to earn credit for a TIC class or during PBL, that student will be placed on academic probation for the next quarter. If a student No Credits while on Academic Probation, that student's placement at MG21 will be reviewed at the semester or the end of the year.

## **Graduation Requirements**

Students will earn a Monona Grove Liberal Arts Charter School for the 21<sup>st</sup> Century diploma if they complete the following requirements:

1. Earn 22 credits with the following distribution:
  - (4) English
  - (3.5) Social Studies (including 0.25 government)
  - (3) Math (for classes of 2017 and beyond)
  - (3) Science (for classes of 2017 and beyond)
  - (1.5) Physical Education
  - (0.5) Health/Wellness
  - (6.5) Additional Credits
  - (0.25) Financial Literacy
  - Senior Portfolio (0.25) and Senior Capstone Project (varies) - Students must defend their Portfolio to the MG21 Governance Board in the Spring.

## **MG21 Anti-Harassment Policy**

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 in a civil manner. We expect that all community members take responsibility for the safety of each individual in our community.

### **Behavioral Expectations:**

- We expect that all students will treat one another with dignity and respect.
- We expect that the entire community take responsibility for the well-being of each individual in our community.
- We expect that disagreements and conflicts be dealt with in a civil manner.
- We expect that students and staff respectfully intervene if a community member is feeling harassed.
- We expect that students and staff will work together to resolve any conflict or disagreement and make amends.

### **Definitions of Harassment:**

**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, action such as verbal taunts, spreading rumors,

name-calling and put-downs, extortion of money or possessions, and exclusion from peer groups within the school.

**Use of Social Media/Technology:** Bullying includes the use of social media, a computer, cell phones, and other electronic communication devices to send embarrassing, slanderous, threatening, or intimidating messages.

**Anti-Harassment Policy: Consequences**

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

*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.*

Upon a harassment violation, the student must successfully complete a restorative process or serve an out-of-school suspension.

Repeated harassment violations may result in the student being required to leave MG21.

Physically fighting and/or personal harm is violation of the community's anti-harassment policy. Any students involved in initiating and/or participating in a fight will be removed from MG21 due to their actions.

***Staff Conduct:*** As leaders in the MG21 community, staff is held to a higher level of accountability. If a student believes that they are being harassed by a staff member:

- The student should respectfully notify the staff member or ask another person for assistance in doing so.
- Mediation will follow this notification. If no resolution is achieved, the MG21 administrator will become part of the mediation process.
- If the administrator's mediation process achieves no resolution, staff union representation will be enlisted for resolution.

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>

**MG21 Attendance Policy** You can't learn, if you're not here. Each student should view his/her opportunity to attend MG21 as a privilege.

1. There are no excused or unexcused absences. An absence is just an absence.
2. Students are allowed **3 absences per quarter**.
3. Absences are calculated in the following way:
  - a. Absent during morning academic block = 1/2 Day Absence
  - b. Absent during afternoon academic block = 1/2 Day Absence
  - c. Absent from TIC Seminar on any given day = 1/2 Day Absence
4. If a class is missed, the student is responsible for contacting the teacher and making up any missed work or tasks.
5. Freshman and Sophomores must have a parent/guardian call the school if the student will be absent. Juniors and Seniors must personally **CALL** in to the school phone for an absence. The school number is 608-316-1924. **DO NOT TEXT.**
6. Students are expected to be on time. After 5 minutes, a student is tardy. If you are tardy, you are expected to make up those minutes after school.
7. If a student violates the attendance policy he/she will be placed on Attendance Contract and parents will be notified. Because a student who repeatedly violates our attendance policy is demonstrating the inability to move forward and take responsibility for their education and advantage of the opportunity to attend MG21, a student who violates this contract twice in a given year will face potential removal at the semester.
8. Additionally, students who violate the attendance contract will not have open lunch for the remainder of the quarter.

### **MG21 Tobacco Policy**

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 policy is as follows:

- Student **possession** of tobacco on school grounds is prohibited. If we see it, we take it. If a student chooses not to relinquish tobacco product, they have the option to leave school for the rest of the school day.
- Student **use** of tobacco on or near school grounds is prohibited.
- Students who are smoking within 200 feet of the school may be cited by the Monona police. Parents will be contacted.
- There is no smoking on school field trips. A student who fails to follow this policy will not be allowed to participate on the next school field trip. Parents will be contacted.
- There is no smoking on off-site seminars. Failure to follow this policy will result in student being removed from the off-site seminar. Parents will be contacted.

### **MG21 Alcohol and Drug Policy**

- MG21 staff will meet with parents and students prior to enrollment and discuss the incoming student and any AODA use/issues. The Alcohol and Drug policy at MG21 states that from the time a student gets up in the morning until they leave school, they will not



use alcohol or other drugs. **Students who are caught selling drugs at school will be immediately removed from MG21 and subject to MGSD policy.**

Violations of the MG21 Alcohol and Drug policy include but are not limited to:

- *Having drug paraphernalia in their possession on school grounds.*
- *Coming to school under the influence of alcohol or other drugs.*
- *Using alcohol or other drugs on school grounds or during school sponsored activities.*
- *Having alcohol or other drugs in their possession on school grounds.*
- *Giving alcohol or other drugs to someone else on school grounds.*

The policy further states that students who violate this policy must comply with the following consequences.

Paraphernalia:

1. Item(s) are confiscated.
2. Student is referred to MGHS Assistant Principal. (Asst. Principal may conduct a further search if warranted)
3. Parents are notified.
4. Student receives 1 day OSS (out of school suspension). This will count against student's attendance days for the quarter.
5. A re-entry meeting will be held with parents.

Under the Influence

1. Assistant Principal at MGHS is contacted to assess student. (Assistant Principal may conduct a further search if warranted)
- If student is found to be under the influence;
2. Parents are notified.
  3. Student is sent home for remainder of day.
  4. Student receives 2 days OSS. This will count against student's attendance days for the quarter.
  6. Student is referred to MGHS Student Assistance Program.
  7. Re-entry meeting will be held with parents.
  8. A second offense will result in student being removed from MG21.

Possession:

1. Assistant Principal at MGHS is contacted.
2. Police will be called and student will be ticketed.
3. Parents are notified.
4. Student faces possible expulsion from MGSD and has an opportunity to participate in MGSD 1<sup>st</sup> Offenders Program if appropriate.
5. Student receives 3-5 days OSS or until pre-expulsion hearing occurs. Missed days will be counted against student attendance.
6. Review of students continued placement or removal.
7. Re-entry meeting will be held with parents if student is returning to MG21.
8. 2<sup>nd</sup> Offense: If student is still in 1<sup>st</sup> Offenders Program, expulsion proceedings begin; if student has completed 1<sup>st</sup> Offenders Program, they are removed from MG21.
9. Possession, with intent to distribute, will result in immediate removal and expulsion from the district

Alcohol or Other Drug Use on Extended Field Trips

1. Student removed from trip if possible.

2. Local authorities are contacted.
3. Student is removed from MG21.

### **Placement and Removal**

The essential measure of assessing student progress in the Monona Grove Liberal Arts Charter School for the 21<sup>st</sup> Century is a student's movement from point "A" to point "B" in their educational journey. If a student is failing to demonstrate movement and growth, academically, socially or behaviorally, that student's placement at MG21 will be reviewed.

***A student may face removal for the following reasons:***

1. ***Academics: Academic Probation two quarters in a row.***
2. ***Attendance: Violation of the MG21 Attendance Policy twice in a given year.***
3. ***Community Membership: Student repeatedly demonstrates an inability to be a positive member of the MG21 community.***
4. ***Alcohol and drug violations.***
5. ***Harassment, bullying or physical fighting.***
6. ***Weapons possession of any kind including all types of knives such as hunting knives, pocket knives.***

### **MG21 Work/Volunteer Credit**

Students enrolled in MG21 may hold a part-time job or volunteer position during the school year and earn one-half credit for working 90 hours provided they complete a reflective essay, turn in pay stubs to document hours and have a supervisor complete a brief review. Additionally, senior-year students may apply for early work release.

Students may apply for Work Release if they are scheduled to work in the afternoon and have completed their math credit. To be eligible for work release, a student must provide a copy of their work schedule, have completed their math credits and be a junior/senior.

### **Admissions Policy/Process**

- MG21 will have a student-teacher ratio of no more than 15 students per teacher with a maximum of forty-five students.
- All students in grades 9-12 in the Monona Grove School District may apply for admission to the charter school.
- An application and school visit are required as part of the admissions process to determine if MG21 is the best placement for the student.
- If there are more applications than spaces available, all the students who have applied and wish to attend shall have their applications selected by a lottery for available spaces. Those not selected will be placed on an application date ranked waiting list.
- The admissions process takes place at the end of the spring semester for the following academic year and in January for 2<sup>nd</sup> semester. Students are required to be enrolled in the Monona Grove School District unless contracted otherwise.
- 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.
- Application to and attendance at the Monona Grove Liberal Arts Charter School for the 21<sup>st</sup> Century is completely voluntary. There is **no** tuition to enroll in the Monona Grove Liberal Arts Charter School for the 21<sup>st</sup> Century.

**Sensitive Issues**

The curriculum of MG21 is intellectually rigorous and thought-provoking. It will address issues of concern that face our society today. Students will be expected to discuss sensitive issues, watch controversial movies (some of which may be rated R), and read sensitive materials without restriction.

**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. Thus, while in class or seminars, students must refrain from personal texts/calls/etc. Students may use cell phones for personal use at lunch. Any student who violates this policy will receive a warning and then may have their cell phone confiscated. We ask for your support and cooperation in this matter. **Unless an emergency requires you to contact your student, we ask that you not call or text your students during the school day.**

**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.

**Parent 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.

*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.*

**Permissions:**

Student Name: \_\_\_\_\_

**I have read and understand the Policies and Procedures for Monona Grove Liberal Arts Charter School for the 21<sup>st</sup> Century:**

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Field Trip Permission Slip**

During the 2016-17 school year, the Monona Grove Liberal Arts Charter School (MG21) will engage in a number of field trips and outings in which the students will be leaving the school grounds, either by vehicle or on foot. Such field trips will be supervised by staff members of the MG21 and serve various academic and social purposes.

**I give permission for my son/daughter \_\_\_\_\_ to engage in field trips off school grounds during the 2016-17 school year. I am aware that I may not be notified of these trips in advance.**

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

**Off Site Seminars**

My student \_\_\_\_\_ has my permission to take a class off-site should they choose to do so.

I understand that my student is expected to follow all the MG21 and MGSD school policies and procedures and is expected to conduct themselves in a professional manner.

I agree that my student will be responsible for any material damages they cause.

I give permission for MG21 to provide transportation.

***If a student is removed from the class, student will be responsible for covering the cost of the class.***

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**MG21 Parent/Guardian/School Partnership Agreement 2016-17**

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.

**Student Attendance**

As a parent or guardian of an MG21 student,

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

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

School Focus:

As a parent or guardian of an MG21 student:

I agree to help my student focus at school by limiting all texts and calls to my student during the learning portions of the day. I understand that the best time to reach my student is during lunch from 11:30-12:15. I know that in case of emergency, students can be reached by dialing the main district switchboard 221-7660. \_\_\_\_\_ Initials

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. \_\_\_\_\_ Initials

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

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.  
\_\_\_\_\_ Initials

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

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