

2011-12 STUDENT HANDBOOK AND CALENDAR

Malcolm Shabazz City High School

*1601 North Sherman Avenue
Madison, Wisconsin 53704*

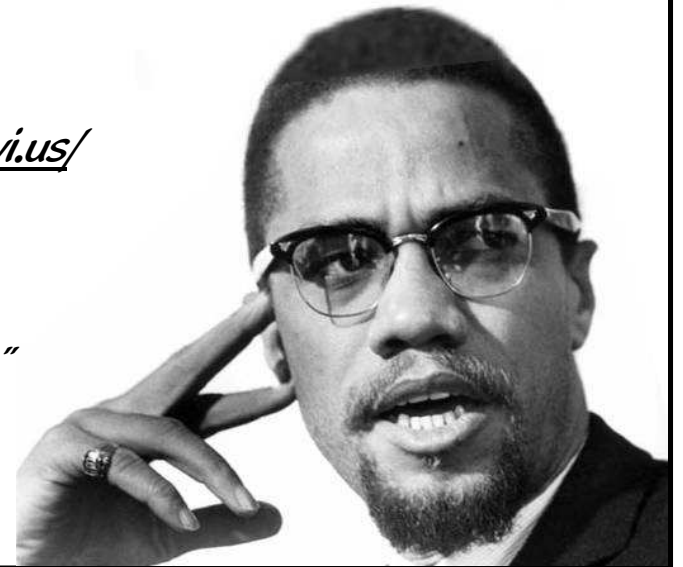
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*"Education is the passport to the future,
for tomorrow belongs to those who prepare for it today."*

– Malcolm X



WELCOME TO SHABAZZ

Welcome to Shabazz, an innovative academic alternative high school in the Madison Metropolitan School District. Shabazz is an *intentional* community of learners. We are intentional about developing learning activities that ask students to think, to develop in-depth understanding, and to apply that learning to important realistic problems. We are intentional about creating a safe, harassment-free learning environment for all of our students. We understand that a safe environment is a prerequisite for the sustained, purposeful work that is required to learn. We are intentional about creating a culture that values self-expression, individuality, different viewpoints, and the unique voices and abilities of all of our students. We are committed to the hard work required to make our vision of Shabazz a reality.

Our Namesake – Malcolm X

Malcolm X was a complex man who lived a complicated life. At only 4 years old, his house was burned down at the hands of the Ku Klux Klan. His father, an outspoken Baptist minister, was murdered when he was 6. Later his mother was institutionalized, and he and his siblings were separated to different foster and group homes.

In grade school and junior high he excelled, but became disillusioned in high school and dropped out. Despite dropping out, he was a voracious reader, “I could spend the rest of my life reading, just satisfying my curiosity” and strongly believed in the power of education.

His dichotomous life is often misunderstood by the public. He was a very moral, religious man – and a minister – yet was a scofflaw as a young adult. He was a human rights activist, yet preached “by any means necessary.” He began his career believing in Black empowerment and ended it believing that unity of all people was possible, “...it takes all of the religious, political, economic, psychological, and racial ingredients, or characteristics, to make the Human Family and the Human Society complete.”

Our History

In the early 1970s, two alternative high schools formed in Madison out of the need and desire for more relevant, diverse, community-based, and democratically-managed education.

Malcolm Shabazz High School opened its doors second semester of 1971. Shabazz focused on developing relevant, authentic curriculum. Students came to experience a wide variety of activities and people, hoping to find others with similar interests.

City High School was founded a year later with a commitment to democratic management by students and staff. Classes promoted individual and group actualization and community-based learning.

In 1979 the schools merged, combining the best qualities of each program – student-centered education, learning “outside the school walls” and “outside the box”, democratic decision making, community focus, tolerance, social and political activism, and appreciation for each of us as individuals.

THE SHABAZZ PHILOSOPHY

Shabazz City High School's Mission:

Our mission is to create a safe, harassment-free learning community where all people, regardless of previous academic performance, family background, social-economic status, beliefs, abilities, appearance, race, gender identity, gender expression, or sexual orientation are respected.

In this learning community, we will prepare students for a post-secondary life in school and/or work. We will prepare students to be active, empathetic, and thoughtful citizens in their families, communities, and in our participatory democracy. We will inspire our students to develop a life long love of learning.

To this end, we will prepare students to communicate their ideas clearly and effectively. We will prepare students to consider, thoughtfully and carefully, the ideas of others, by evaluating evidence and making reasoned interpretations and decisions about their world. We will prepare students to engage in the world as advocates for peace and to promote a vision of the common good.

Fundamental to our school philosophy is the belief that education has the power to affect positive change and strengthen the connections between the student, family, and community. We believe in the power of community.

Student Expectations:

As an innovative academic alternative high school, Shabazz City High School serves students who desire a different learning environment. Shabazz City High School is an opportunity for students who want to learn but are not satisfied with their current school placement. At Shabazz, we believe students have certain rights. Students have the right to attend a school free from harassment and free from disruptions. Students have the right to create their own vision for their life and to set their own goals. Students have the right to be treated with dignity and respect.

With these rights come certain responsibilities:

- Shabazz students are expected to attend school.
- Shabazz students are expected to earn credit.
- Shabazz students are expected to participate in their learning.
- Shabazz students are expected to resolve conflicts in a mature manner.
- Shabazz students are expected to treat everyone with dignity and respect.

Former teacher Steve Stuckert used to say, "Shabazz is an alternative school, not an alternative to school." Students attend Shabazz because they want to be part of the Shabazz school community. Students who choose Shabazz understand that they have to make certain commitments to the community in order to remain a member of this community. Students who are successful at Shabazz are committed to taking responsibility for themselves, and also to taking responsibility for the whole community.

AUTHENTIC INTELLECTUAL WORK

The staff at Shabazz is committed to creating learning activities that ask students to think, develop in-depth understanding, and apply their academic learning to important, realistic problems or situations. We call these authentic intellectual activities. At Shabazz, we use experiential learning, service-learning, and authentic classroom activities as a platform for our intellectual work.

Authentic Intellectual Work at Shabazz:

Authentic intellectual activities can happen within or outside a classroom. Collaboration on a group project, individual primary research and presentation, guest speakers, and “teach-ins” are all methods of creating authentic learning experiences within the walls of Shabazz.

Shabazz also prides itself on its service-learning and experiential learning opportunities off campus.

Service learning connects meaningful service in the school or community with academic learning and civic responsibility. Service learning is different than community service. When students and teachers participate in service learning, the service is integrated with academic skills and content, it incorporates reflection as an integral part of the learning process, and students are engaged in the problem solving process.

Experiential learning occurs when students are placed in a situation where they think and interact; learn in and from a real-world environment. All service-learning is experiential, not all experiential activities are service learning.

Over the years Shabazz has earned state and national recognition for its programs. We recently received honors as the National Service-Learning Schools of Success Award Winner for 2010.

Some Examples of Recent Authentic Intellectual Activities at Shabazz:

- Performing a play that students have collaboratively created and designed.
- Leading middle school students in discussion, problem solving, and alleviation of bullying within their school.
- Repairing and rebuilding homes and infrastructure for Lakota families in Pine Ridge, South Dakota.
- Creating individualized children’s books and presenting them to elementary students.
- Collaboratively designing and carrying out service-learning projects.
- Appropriately critiquing each other’s art work.
- Repairing and updating computers that are then donated to local community members, and explaining the operating system to the recipients of the computers.
- Working as a group to make decisions, problem solve, and overcome a shared challenge.
- Serving as a teaching assistant or designing an independent class.
- Learning about and taking part in stream restoration.
- Interning in organic farming at a local community garden.
- Designing and organizing team building activities for new students.

UNIQUELY SHABAZZ

Each Madison high school does things a little differently, and Shabazz is no exception. Procedures and “Rules of Behavior” are a bit different at Shabazz than what students may have been used to.

Community Courtesies:

Shabazz students and staff are expected to treat each other and our school with respect. Respect is essential to creating a safe, collaborative, and academically-innovative environment. Students agree to this as part of the student contract signed at enrollment. Remembering to be respectful goes a long way toward creating a school environment in which both individuality and community can develop.

Clothing:

Coats, hats, and even tails may be worn at Shabazz, as long as they do not become a distraction or offend others. Likewise, clothing is an individual expression. However, there is an exception – clothes which condone alcohol or drug use may not be worn at school or school-sponsored activities.

Tobacco:

No smoking or other use of tobacco products is allowed on school grounds or while taking part in any school-sponsored activity.

Public Displays of Affection:

Displays of affection are okay as long as they remain respectful of each other and your surroundings. Carrying it to the point of sexualized physical contact is never appropriate in school. Holding hands is fine; groping is not. A quick kiss is okay; if folks say “get a room,” you know it was inappropriate. Don’t be offended if others ask you to refrain.

Daily Life:

Shabazz’s atmosphere and expectations have been described as similar to a college setting. Students are responsible for their work, attendance, and behavior. In order to succeed, students must be able to handle that freedom and responsibility.

Class Schedule:

Shabazz classes are 50 minutes long. There is a 10 minute break between classes. Students are expected to take care of office and personal business during breaks. Asking to be excused for personal matters during class will likely result in a non-participation mark for that period.

1 ST Period	8:45 - 9:35
2 ND Period	9:45 - 10:35
3 RD Period	10:45 - 11:35
LUNCH	11:35 - 12:25
4 TH Period	12:25 - 1:15
5 TH Period	1:25 - 2:15
6 TH Period*	2:25 - 3:15
*On Mondays, school ends at 2:15, with no 6 TH period class.	

Tardiness:

There are no bells to announce the beginning or end of classes. Students are expected to arrive at their class on time, or they will be marked tardy. Tardies will be factored into both a student’s participation and overall attendance rate. Students who are more than 15 minutes late to a class will be marked absent for attendance purposes.

Meals:

Shabazz students may purchase lunch in the Sherman cafeteria and eat it at Shabazz, go out to lunch, bring a lunch, or buy a burrito or hot pocket in the office. The Shabazz cafeteria has a microwave, refrigerator, freezer, and vending machines which adhere to the district Wellness Policy. Please do not bring microwave popcorn due to severe allergies in the building. Many Fridays, Community Lunch is prepared and served in the Shabazz Cafeteria. Donations are appreciated but not required. Guests are welcome, but must sign-in at the office.

CELL PHONES AND OTHER ELECTRONIC DEVICES

At Shabazz, we believe in being present and placing our focus and energy on the teacher, students, and activities in the classroom. Students are here to engage, participate, and learn. To this end, electronic communication devices, such as computers, netbooks, laptops, iPads/tablets, cell phones, and iPods, should only be used in the classroom when necessary and when they contribute to the ability of the student and the class to accomplish the main goal of learning.

Cell phones:

In our effort to maintain a respectful and engaged community, it is our belief that talking on a cell phone in the building detracts from the community environment.

- Students are not allowed to **talk** on their cell phones while in the building before school or during school hours, except in the office with permission.
- Students may talk on cell phones outside or in the new Shabazz entryway.
- Students may use their cell phones to text, search the web, listen to music, or send emails during their breaks and at lunch.
- Students are not allowed to use their cell phones for any reason in the classroom unless given specific permission from a staff person. Staff may allow students to use various tools that are available on their cell phones if there is a specific academic reason to do so, or to listen to music via headphones.

Students who are texting in class, talking on their cell phone in the building except as allowed, or using their cell phone in class without permission, will lose the right to keep their cell phone for the day. Phones may be picked up in the office after school.

School Phones:

With permission, students may use the student courtesy phone in the office or classroom phones, as long as doing so isn't disruptive.

Computers and Similar Electronics:

One obstacle that prevents quality learning is the constant pull of the outside world on our attention. Computers and other electronic devices are never allowed when they distract or prohibit a student from being mentally present in class. Our purpose at Shabazz is to be present and focused on our learning.

It is up to the teacher to determine when electronic devices will enhance or detract from the learning environment, and therefore, when they will be allowed in the class.

Checking Out Netbooks:

Netbooks are available in the office for students to check out during school. Students must get permission from their teacher to use netbooks during class. Two kinds are available: "RR" computers are Windows-based and connect to the district server. Students may access Microsoft programs and their own J Drive from them. "L" computers are Linux-based and connect directly to the internet, where students may access their gmail and google docs. To check out a netbook, students must provide a school ID, driver's license, or passport. In doing so, the student is agreeing that they are responsible for the netbook and will pay \$400 if it is lost, stolen, or damaged. Please be respectful of other students' needs, and only keep the netbook as long as you are actively using it. All netbooks must be returned by the end of the school day.

Portable Music Devices:

MP3 players and iPods may be used with earphones as long as they do not impede your education, and are only used during non-class time, or with your teacher's permission during class. Please be respectful and turn the volume down if your earphones are so loud that others can hear the music.

ANTI-HARASSMENT POLICY: EXPECTATIONS

Shabazz City High School was founded on the belief that the atmosphere in which we learn is as important as what we learn. To promote a productive learning environment we must maintain an atmosphere which is respectful of individual differences so that people can learn in a non-threatening atmosphere. 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 must be eliminated from our community. Students and staff must understand that with freedom of speech comes public responsibility. The two together help create harmony in the community. 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 disagreements and conflicts be dealt with in a civil manner.
- We **expect** that the entire community take responsibility for the well-being of each individual in our community.
- We **expect** that students and staff respectfully intervene if a community member is feeling harassed.
- We **expect** that students and staff gain a true understanding of the intent/meaning of the sender and feelings of the receiver. If there is not agreement among the parties, patterns of behavior will be documented to determine the extent to which the issue is resolved.

Definitions of Harassment:

- Physical Harassment is the harm against an individual or their property. It can be displayed through physical contact, body language, posturing, or proximity.
- Verbal Harassment is the verbalized threat of harm against an individual or group of people, derogatory or threatening comments about an individual or group, or other words or tone that result in someone feeling victimized. This includes drug talk.
- Sexual harassment is unwanted sexualized interaction/attention which can be physical, verbal, or written.

- Written harassment is the use of words, symbols, or images, including posts on the internet, that result in someone feeling victimized.

How the Shabazz Policy Differs from Other Schools:

- Harassing behavior is not tolerated at Shabazz.
- If a student receives three harassment warnings within a twelve-month period, the student will be required to leave Shabazz.
- *Physically fighting and/or personal harm is an egregious violation of the community's anti-harassment policy.* Any students involved in initiating and/or participating in a fight will likely be required to leave Shabazz due to their actions.

Staff Conduct:

As leaders in the Shabazz 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 principal will become part of the mediation process.
- If the administrator's mediation process achieves no resolution, staff union representation will be enlisted for resolution.

ANTI-HARASSMENT POLICY: CONSEQUENCES

The goals of having a process to deal with harassment are to create empathy, understanding, and a sense of safety and belonging within the Shabazz community.

1. Process For Dealing with Harassment

- 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.

2. Consequences of Harassment

- If the situation is still unresolved after notification and/or mediation, the offending student will receive notice of a first harassment violation. This will result in an in-school suspension.
- Upon a second harassment violation, the student will receive a written harassment warning and an out-of-school suspension.
- Upon a third harassment violation within a twelve month period, the student will receive their final harassment notification, receive an out-of-school suspension, **and** be required to leave Shabazz.
- Physically fighting and/or personal harm is an egregious violation of the community's anti-harassment policy. After extensive investigation, any students involved in initiating and/or participating in a fight will likely be required to leave Shabazz due to their actions. An appeal process is available.

3. Overheard/Witnessed Harassment

If a person witnesses or overhears something believed to be harassing, the witness may talk with the victimized person and/or speak with a Student Support Team member, who may initiate harassment mediation proceedings. The offender must be notified by the principal about the incident in question. The person believed to have been harassed does not need to initiate the harassment mediation proceedings. Someone who did not witness the incident cannot initiate the harassment mediation process.

4. Time Limits

A person concerned about harassment must notify the offender or ask for staff assistance in a timely manner. Feedback soon after a behavior occurs is more effective.

5. Retaliation

If a student accused of harassment retaliates and/or intimidates the receiver in any manner, the offender's actions dictate the loss of their placement at Shabazz. Retaliatory acts include, but are not limited to, verbal and physical actions which intimidate, scare, or threaten the well-being of another person.

ATTENDANCE POLICY

Students are expected to attend school at least 90% of the time. Students who do not attend school regularly will be placed on attendance probation. Students who continue to miss school will lose their placement at Shabazz.

Attendance Expectations:

- Students are expected to attend school at least 90% of the time.
- Students who do not attend school 90% of the time in a quarter will be put on attendance probation.
- In order to get off of probation, students must maintain a 90% attendance rate for the next two quarters.
- Students failing to achieve a 90% attendance rate in a quarter while on probation may lose their placement at Shabazz.
- For attendance policy purposes, excused and unexcused absences are considered the same.*
- Absences due to a field trip or which qualify for an administrative excuse will not count against a student's attendance rate.

The following absences may be **administratively excused (AD)** and do not count against the attendance rate:

- ✦ Religious holidays, when notified by parent/guardian
- ✦ City transportation issues (e.g. bus delays)
- ✦ Funeral (1 day, unless family funeral)
- ✦ School or court mandated AOD or medical appointments
- ✦ Post-secondary testing with prior approval by Principal
- ✦ Two college visits per year.
- ✦ IEP meeting or mandated review of placement
- ✦ Wisdom teeth extraction (up to 2 days per year)
- ✦ Mental/physical health issues which require hospitalization, quarantine, or are deemed contagious as per district policy
- ✦ Class sponsored activities within the school
- ✦ Meeting with staff at staff's request or teacher approval
- ✦ Documented absence related to child of a student (3 days per qtr.)
- ✦ Witness in court
- ✦ Pre-planned representation at conference or presentation

The following absences are marked as **field trips (FT)** and do not count against the attendance rate:

- ✦ Class trips
- ✦ Trips connected to curriculum
- ✦ Conferences
- ✦ Speaker or panel participant
- ✦ Representing Shabazz City High School outside of the building

We understand that there are sometimes extenuating circumstances, such as serious illnesses or family emergencies, that make it difficult to maintain a 90% attendance rate. Our Student Support Team will review those individual cases to determine appropriate action.

Attendance Probation Procedure:

1. After the second week of a quarter, if a student falls below 90% attendance, a letter will be sent home to parents or guardians informing them of the student's attendance. Letters will be sent every two weeks to update parents/guardians if students fall below the 90% expected attendance.
2. At the end of the quarter, students who attended less than 90% will be placed on attendance probation. Students on attendance probation will be assigned a staff member to support them and assist them in making positive changes to get off attendance probation.
3. Students will remain on attendance probation for two quarters. If the student ends either of those quarters with less than a 90% attendance rate, they may lose their placement at Shabazz. The decision to drop a student or extend probation will be made by staff at the probation meeting held at the end of each quarter.
4. Students who fail to meet attendance expectations while on extended probation will be dropped from Shabazz.

*In order to comply with state law, MMSD requires parents/guardians to notify school if their child will be absent. Students at Shabazz are subject to the same truancy laws as other students in MMSD. At age 18, a student may begin excusing his/her own absences. If the student chooses to do so, a letter will be sent to inform the parent/guardian.

PARTICIPATION POLICY

Shabazz students are expected to participate – in classes and in the school community. Shabazz is an innovative, alternative learning school. Many of the learning activities, like class discussion and collaborative projects, require on-going participation. Shabazz is a program designed for active participation. Participating actively in class every day is extremely important, whether in cooperative groups, discussions, service-learning projects, student-led activities, with guest speakers, or in making decisions about curriculum. Students must participate in classes in order to receive credit.

To Earn Credit at Shabazz, Students Need To:

- 1. Attend class.** Attending classes on a regular basis is the single most important activity that students can do to learn the course content and pass their classes. Students will not be able to meet the participation requirements if they are not in class.
- 2. Demonstrate positive participation in class.** At Shabazz, participation means being present, on time, and prepared. It also means students are using attentive listening skills, demonstrating active and positive participation in discussion and activities, and engaging in focused effort when provided time to complete assignments in class.
- 3. Complete work missed when absent.** Students who miss class will be expected to make up any work they missed while gone. Students are expected to seek out and meet with staff before or after class to find out what they missed while absent, to negotiate when work is due, and complete work by required deadlines. There are some activities, like group projects, and group discussions that cannot be made up

Participation Expectations:

- Students are expected to actively participate in class.
- Teachers will establish participation expectations for their classes.
- Students who do not participate in class will be marked as non-participating by their teacher.
- Students who fail to actively participate in class may not receive credit in that class.
- Students who are not present in class cannot participate in class, and may be marked as non-participating.
- Teachers will let students know if they are not meeting participation expectations.
- Teachers will contact parents/guardians when students are in jeopardy of not passing a class due to lack of participation.

Although each class at Shabazz will have different requirements in order to earn a credit, all classes will share the same general participation expectations for earning credit. Student participation will be actively monitored in class. Students who fail to meet participation expectations set in their classes will not earn credit in those classes.

ACADEMIC PROBATION POLICY

Shabazz students are expected to earn credit. Students who are unable to pass four classes each quarter at Shabazz (or in combination with classes at their home school) will be placed on academic probation.

Academic Probation Procedure:

1. At the end of each quarter, students who failed to earn one academic credit by passing four classes will be placed on academic probation. Students on academic probation will be assigned a staff member to support them and assist them in making positive changes to get off of academic probation.
2. Students placed on academic probation will remain on probation for two quarters. If during either of these quarters the student fails to pass four classes (or earn one credit), they may lose their placement at Shabazz. The decision to drop students is made by staff at a probation meeting held at the end of each quarter.
3. Under unusual circumstances an extended probation period may be considered. The decision to extend probation will be made by the whole staff at the probation meeting at the end of the quarter. Students who have their probation extended will remain on probation for two more quarters.
4. Students who fail to meet the academic probation requirement of earning one credit while on extended probation be dropped from Shabazz.
5. Students dropped from Shabazz because of academic probation must earn one credit at another school/program to be eligible to return to Shabazz. A dropped student must reapply, and acceptance be agreed upon by staff and/or principal in order to return to Shabazz.

Academic Probation Guidelines:

- Students must schedule at least four academic classes each quarter.
- When a student is on probation, credit must be earned within that quarter. Students cannot count work credit, volunteer credit, or any credit earned through independent study classes toward satisfying probation requirements.
- While on probation, credit in Math Workshop must be earned in that quarter, not over the course of the semester.
- Credit earned during the grading period at another school may be counted.
- Summer school academic credit may be counted as one successful grading period toward satisfying probation.
- Students on probation are not allowed to go on extended field trips or to take an independent study class in place of a regular class.
- This policy does not pertain to seniors who have met all of their academic graduation requirements.

ALCOHOL AND OTHER DRUG USE (AOD) POLICY

Shabazz students are expected to be sober and able to meaningfully participate in classes and the school community. We do not condone drug or alcohol use by our students. From the time they wake up until they leave school, students must be sober and free of alcohol or any other drugs not prescribed for medical purposes. Students who violate this policy must comply with the consequences listed below or risk being dropped from Shabazz. *Students who are caught selling drugs at school will be immediately dropped and be subject to the consequences mandated by MMSD policy.*

Actions which violate the Shabazz AOD policy include, but are not limited to:

- ✦ Coming to school "under the influence" of alcohol or other drugs;
- ✦ Using alcohol or other drugs on school grounds;
- ✦ Using alcohol or other drugs while at any school-sponsored activity, even if off school grounds;
- ✦ Possession of alcohol or other drugs on school grounds;
- ✦ Possession of drug paraphernalia on school grounds;
- ✦ Giving alcohol or other drugs to someone else on school grounds.

Consequences of Violating the Shabazz AOD policy:

1. If a student is found to be **under the influence or using** alcohol or other drugs at school or a school-sponsored activity:
 - The student will be suspended the day of the incident and the following school day. As per district policy, a re-entry meeting with a parent or guardian will be required.
 - The student must cooperate with an AOD assessment AND follow through with recommendations of the assessment while enrolled at Shabazz or the student will be dropped.
 - Student and parent/guardian must sign a release of information to verify compliance with AODA recommendations.
 - If the student has a second AOD offense within a 12-month period, he or she will be required to leave Shabazz.
2. If a student is in **possession of alcohol or other illegal drugs** on school grounds or at a school-sponsored function:
 - The police will be contacted, a ticket issued, and the student will be suspended the day of the incident and the following school day. A re-entry meeting with a parent or guardian will be required.
 - A second possession of alcohol or other drugs violation will result in the student being dropped from Shabazz.
3. If a student is found in **possession of drug paraphernalia**:
 - For first offense, a written warning will be issued and parent(s) notified.
 - A second offense will result in a suspension and mandatory AOD assessment, with the follow through of the recommendations.
4. The AOD policy applies to all school sponsored activities off school grounds, such as field trips, conferences, fundraisers, or other events or outings. A violation that occurs at a school activity off school grounds will result in stricter consequences. The student will be suspended that day and the following two school days. A re-entry meeting with the parent or guardian will be required (as per district policy).
5. Students participating in extended field trips are held to a higher standard. Students violating the AOD policy on an extended field trip will be dropped at the end of the quarter in which the violation occurs.

ADMISSIONS AND GUIDANCE

“Shabazz High School has really improved my point of view of life. I actually want to learn and move on to attend school after I graduate from high school.” – 2010 graduate

Admissions

Admissions Policy:

New students are accepted at the beginning of each quarter, and cannot transfer within a quarter. Students are eligible to attend Shabazz at the beginning of the 2nd semester their freshman year. Shabazz has a total enrollment of 120-130, and accepts 15 to 20 new students each quarter. First quarter each year we can accept more students depending on the size of our graduating class the previous year.

Shabazz is a Madison Metropolitan School District (MMSD) high school and, as such, students are only eligible to enroll if they are residents of MMSD, accepted to MMSD through open enrollment, or pay MMSD tuition. Students do not have to be enrolled in a Madison school to start the application process, but they must be eligible to enroll in the district before they can begin. All students should plan on spending at least one year at Shabazz. In order to enroll as a senior, a student must have at least two full quarters of course work to complete before graduating.

There are more applicants each quarter than the school can accommodate. In order to be considered, a prospective student must show that he/she is able to succeed here by currently having good attendance and passing at least three academic classes plus one elective class (2 academic plus 1 other at LaFollette). An applicant cannot have any recent behavior incidents or suspensions relating to harassment, violence, or fighting, or a chronic history of such behavior. Students who are motivated learners, have future goals, and show commitment to the school philosophy are most likely to be accepted.

Admissions Process:

Students interested in attending Shabazz must start the application process the quarter before they would like to begin. The deadline to apply is about four weeks before the next quarter begins.

The process starts by calling Shabazz and giving basic intake information. You may leave a message on the intake line at (608) 204-2441 and someone will call you back. The applicant's name is then given to an intake interviewer who will call to discuss our program and set up an interview. The student and a parent or guardian must attend the intake interview, which takes 1 to 1½ hours.

If, after the interview, it feels like a good match for both student and school, a shadow day will be scheduled. On the shadow day, the applicant attends a full, regular day of classes with a guide. The student writes down feelings and thoughts throughout the day, which get turned in to the interviewer at dismissal. Shabazz students and teachers can also turn in feedback about the shadow day.

All of this information – the student's current school record, interview, and shadow day feedback – is taken into consideration to decide if a student is accepted. About two weeks before the end of each quarter there is a staff meeting to decide which students will be admitted. All applicants, whether accepted or not, will be called by the intake interviewer with the decision. Accepted students will receive a packet in the mail with information about starting at Shabazz.

New Student Orientation:

A day is set aside the first day of each quarter for orientation of new students. During this time, the new students are introduced to school policies, meet teachers, and choose their classes for the quarter. They begin building the sense of community which is essential to Shabazz. New student orientation is a full day, beginning at 8:30 am and ending at 3:15 pm. Lunch is provided by the school, and shared by staff and students.

Dual Enrollment:

When a student enrolls at Shabazz, the MMSD high school from which they came is called their home school. Shabazz students have dual enrollment at both schools, with Shabazz being primary and the home school being secondary. Students are eligible to take classes at both schools. If students leave Shabazz, they would return to the home school, regardless of where they moved within the district while attending Shabazz.

Readmission:

Students who voluntarily left Shabazz may apply for readmission. They would have to again show good attendance and be earning credit at their current school, and cannot have any recent behavior incidents or suspensions relating to harassment, violence, or fighting. Interested students should contact the principal.

Students who were dropped from Shabazz due to failing probation may be considered for readmission if they are attending regularly and passing 4 classes, at least 3 academic, at their current school. (LaFollette: 2 academic plus another class). Students interested in returning to Shabazz must write a letter of intent which addresses their previous challenges and positive changes.

Students who were dropped due to harassment violations or AOD extended field trip violations are not eligible for readmission.

Scheduling

Quarterly Calendar:

Shabazz classes are one quarter long, although some may extend two quarters. Each quarter starts with an all-school assembly 1st period, at which attendance is taken. Mid-quarter progress reports come out like other district schools. Students and staff complete evaluations for each class at the end of the quarter. These evaluations become part of student report cards and go into the student's permanent file. At the end of each quarter, students get one or two days off for teacher grading and/or staff development.

Except for seniors, all students must schedule a full 6-period day at Shabazz or in combination with their home school. Seniors are allowed to take 1st or 6th period off. Students may sign up for independent classes in addition to their 6 period schedules. Seniors may also replace a regular class with an independent study class.

Scheduling for Continuing Students:

Continuing students register for classes about two weeks before the beginning of the next quarter. Students will be given their current transcripts and a Course Description Booklet about a week before scheduling. Students are encouraged to review them with their parents/guardians to determine which classes would be best to complete their credit requirements and facilitate future plans.

Scheduling for New Students:

Students new to Shabazz will schedule their classes during New Student Orientation. Students starting in 2nd, 3rd, or 4th Quarters will receive a copy of their current transcript and the Course Description Booklet in their acceptance packet. Students starting 1st Quarter will receive scheduling information in a separate mailing in August.

Required Classes:

Two classes are required for all Shabazz students – Shabazz Experience and Mirrors of Discrimination. New students take these classes during their first two quarters enrolled at Shabazz. Both are held in the morning. If a new student plans to take classes at their home school while enrolled at Shabazz, please remember that during their first two quarters they must attend morning classes at Shabazz.

- Shabazz Experience: (Taken a student's first quarter at Shabazz) A community building and orientation class to introduce the policies, practices, history, and people of the Shabazz community.
- Mirrors of Discrimination: (Taken a student's second quarter at Shabazz) A class which explores issues of discrimination and helps students become advocates for anti-discrimination.

Schedule Changes:

Students may change classes for first three days of a quarter with consent of the exiting/entering teachers and Principal or Counselor authorization. Course change forms are in the office.

Grading and Transcripts

How transferring to Shabazz affects transcripts:

Student transcripts will include all work done within or through the Madison Metropolitan School District, along with any other high schools a student has attended. When students transfer to MMSD from another district, counselors evaluate the transcript from that school and prepare a written determination of requirements for graduation. It is a good idea to review your transcript each quarter to make sure it is correct. New students coming from a semester program who enter at the 2nd or 4th quarter will receive ¼ credit for any classes they were passing when they transferred to Shabazz.

Grading System:

Shabazz does not give letter grades, preferring a Pass/No Credit system. Students must be completing "C" level work in order to pass a class. If a student earns an "Incomplete" in a quarter, he/she has two weeks into the next quarter to complete the work satisfactorily, or it will turn into a "No Credit". Shabazz teachers also give a grade of "Continuing Progress" to students who have completed their work but still have other obligations to the teacher.

Although Shabazz does not use a letter or number grading system, universities and colleges accept Shabazz's narrative evaluations, along with ACT/SAT scores, to determine entrance. Shabazz does not assign class ranking, but will provide a general standing in the graduating class to any post-secondary school requesting one.

Student Status:

A student's grade – freshman, sophomore, junior – does not change within a school year, with the exception that juniors may attain senior status at a quarter, if they intend to graduate that year. A student must have earned at least 15 credits to become a senior.

Graduation:

To graduate from Shabazz and MMSD, students must complete the graduation requirements of their home school. To participate in any graduation ceremonies, students must be within 1½ credits of those required to graduate from their home school and planning to complete those credits over the summer. Credits may be completed through summer school and/or work or volunteer credit. (Home schools require students who are credit deficient to register for summer school before they can "walk" at their ceremony.) Once a student goes through the graduation ceremony he/she cannot take any more classes at Shabazz.

5th Year Seniors:

Students returning for a fifth high school year as seniors are held to higher standards. They must be model community members and show they are progressing toward graduation in order to continue at Shabazz.

Credit Options at Shabazz:

Scheduled Classes: Each regularly scheduled course is worth $\frac{1}{4}$ credit in a specific credit category, such as English, math, science, social studies, physical education, health, or elective.

Independent Study: Students may contract with a teacher to complete an Independent Study for $\frac{1}{4}$ credit in addition to their regular classes. Seniors may also take an independent study in place of one class. Students on probation are not eligible for independent study. Independent Study forms are in the office and must be signed by the student, parent/guardian, teacher, and principal.

Teaching Assistant: Students may earn $\frac{1}{4}$ credit by taking on the added responsibility of becoming a teaching assistant. Teaching Assistants may work in lieu of a class or concurrently with it, in which case they would get credit for both the class and the assistantship.

Extended Field Trip Extra Credit: Students who take part in extended field trips or service-learning projects are sometimes eligible for an additional $\frac{1}{4}$ credit.

Double Credit: Teachers may allow students to earn an additional $\frac{1}{4}$ credit within a class by completing extra work.

Courses at Other MMSD High Schools: Credit is given for classes not offered at Shabazz which are taken at other MMSD high schools.

Work or Volunteer Credit: Students may earn up to 1 credit per semester, 2 credits per year, through work or volunteer credit. Work hours are verified through pay stubs – 90 hours = $\frac{1}{4}$ elective credit. Volunteer hours are verified by written log signed by the volunteer supervisor – 45 hours = $\frac{1}{4}$ credit. Students may earn a maximum of 4 credits throughout their high school career via work or volunteer credits combined.

Off-Campus Programs: Students may earn credit through MATC or UW Extension correspondence courses or other off-campus or online programs. Students would be responsible for costs. See the guidance counselor for specifics.

Personal Growth and Development: Credit is possible for contracted AOD treatment or therapy.

Malcolm Shabazz City High School

1601 N. Sherman Avenue • Madison, Wisconsin 53704

Phone: (608) 204-2440 • Fax: (608) 204-0503

Intake and Attendance: 204-2441 • Health Office: 201-2109

<http://shabazzweb.madison.k12.wi.us/>

Name	Position	Phone	Email
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Soderbloom, Aric	Principal	204-2443	asoderbloom@madison.k12.wi.us
Chance, Donna	Secretary	204-2440	dchance@madison.k12.wi.us
Gutzmer, Jackie	Receptionist	204-2441	jgutzmer@madison.k12.wi.us
Handy, Kim	Nurse	204-2109	kshandy@madison.k12.wi.us
Honer, Steve	Psychologist	204-2462	shoner@madison.k12.wi.us
Kaye, Susan	Social Worker	204-2470	skaye@madison.k12.wi.us
Kirch, Connie	Kitchen Mgr.	204-2117	ckirch@madison.k12.wi.us
Moss, Anna	Librarian	204-2453	amoss@madison.k12.wi.us
Robinson, Tauri	MSCR	204-2445	lrobinson@madison.k12.wi.us
Simansky, Anita	Guidance	204-2450	asimansky@madison.k12.wi.us
Wess, Donna	Custodian	204-2119	dwess@madison.k12.wi.us
Teachers			
Aulik, Denise	English	204-2469	daulik@madison.k12.wi.us
Banks, Robert	Science	204-2465	rbanks@madison.k12.wi.us
Bennett, Lori	Resource	204-2451	lbennett@madison.k12.wi.us
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Vasquez, Martha	Art	204-2459	mvasquez@madison.k12.wi.us
New Hire	English	204-2466	
New Hire	Math	204-2467	
New Hire	Resource	204-2454	