



Junior Academy

Student & Parent Handbook

2018-2019

The mission of the Milwaukee Academy of Science, an exemplary leader in STEM education, is to graduate urban students prepared to compete successfully at the post-secondary level.

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Mission

The mission of the Milwaukee Academy of Science, an exemplary leader in STEM education, is to graduate urban students prepared to compete successfully at the post-secondary level.

Guiding Principles

- We prepare our students for future opportunities with our STEM curriculum, diverse experiences, and enrichment beyond the core curriculum.
- We make decisions about programming and services based on the best interest of our students, strategic plan, budget, and professional development analysis and feasibility.
- We collaborate with students, family, staff, and our community to provide a quality education.
- We never compromise safety.
- We conduct business with integrity to ensure the school's longevity for our students, families, and the community.
- We embrace diversity.
- We hold the MAS community to high academic and behavior expectations.

Acceptable Technology & Internet Use Policy—this section is at the end of this handbook

Admission

- The Milwaukee Academy of Science is a public school and therefore admits all of our students in a non-discriminatory manner.
- Applications for the current school year will be accepted year round pending available seats.
- Early enrollment applications for the 2019-2020 school year will be accepted beginning September 30, 2017.
- Applications must be completed in full and all accompanying documents must be submitted (i.e. birth certificate, immunizations, proof of residence).

Arrival

- Students arrive at 7:55AM
- Students are considered tardy as of 8:05AM.
- Out of concern for your child's safety, if a student arrives after 8:05AM, parents must accompany student into the building to receive a tardy pass.
- Students will be allowed to wait in the lobby after 7:30 am during the months November-March.
- Parents who would like to meet with a staff member before 7:55am should be sure to have an appointment prior to arriving at the school.

Attendance and Tardiness

At the Milwaukee Academy of Science, we believe that the path to college begins with regular school attendance. This is one of the most important ways that you can support your child's education. Please refer to the State of Wisconsin Compulsory School Attendance Law (SL 118.15).

- Students who are not in attendance on the first day of school, August 14, 2018, may forfeit their seat.
- Students are required to attend school every day from 7:55AM – 3:20PM. Students who miss any portion of the school day are considered truant. Students with five or more absences (or 10 tardies/early dismissal requests) in one semester are considered habitually truant and may be reported to the state.
- Parents must call the attendance hotline and report their child's absence when necessary. Please call 414-933-0302 and follow the prompts to report your child's absence. Excused absences may be, but are not limited to: illness, family death, doctor and/or dentist appointments, court appointments, transportation issues, and family emergencies.
- Planned absences must be approved by the Principal in advance and may not exceed more than 10 days within the school year.
- Students who are not in attendance for 10 consecutive days will be dropped.
- Students with excessive absences (more than 5 in one semester) will be referred to the Student Attendance Review Board and may potentially be reported to the Milwaukee TABS program & eventually the Milwaukee District Attorney if attendance does not improve.
- The Wisconsin Compulsory Attendance Law states that parents cannot excuse their child more than 10 days per school year. (*Please see below)
- The principal reserves the right to retain students who are habitually truant.
- If your child's attendance drops below 85%, transportation will no longer be provided.

**Wis. Stat. 118.15: Any person having under his/her control a child who is between the ages of 6 and 18 years and has not graduated from high school shall cause the child to attend school regularly during the full period and hours, religious holidays excepted, that the public or private school in which the child should be enrolled 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.*

Procedure if your child is absent or tardy:

Absent: Parents must call the attendance hotline and report your child absent when necessary. Please call (414) 933-0302 and follow the prompts. Examples of excused absences include but are not limited to illness, death, doctor/dentist appointments, court appearances, transportation issues, and family emergencies.

Tardy: All students arriving as of 8:05AM are considered tardy. Parents must accompany all students arriving as of 8:05AM into the building for their own safety. Tardy slips are issued at the front desk in the elementary lobby.

Milwaukee Academy of Science Junior Academy Behavior Matrix

Level 1 Violations		
Behavior	Teacher Action	Administration Action
Incomplete homework and/or class work	Behavior intervention in class	No administrative action necessary
Unauthorized use or misuse of school equipment	Behavior intervention in class	Suspension from computer use if behavior continues
1 st uniform violation	Behavior intervention in class	Verbal warning, parent contact, written reflection
Tardy (1 st and 2 nd of a week)	Document in google doc	Verbal warning, parent contact
Sleeping in class	Behavior intervention in class	No Administrative action necessary
Minor disruption in class	Behavior intervention in class	No Administrative action necessary
Not doing work in class	Behavior intervention in class	No Administrative action necessary
Yelling/arguing with another student	Behavior intervention in class	No Administrative action necessary
Pushing/shoving another student	Behavior intervention in class	No Administrative action necessary
Wellness policy	Behavior intervention in class	No Administrative action necessary
Being defiant	Behavior intervention in class	No Administrative action necessary

Level 1 Violation Considerations:

The teacher may write a referral, if a student violates any of the level one behaviors on more than two occasions within one week. It is an expectation that the referral documentation will include three different behavior interventions that were used before escalating the behavioral violation to an administrator. One of the interventions MUST be a phone call home. All students should complete some type of reflection prior to getting the referral.

Level 2 Violations		
Behavior	Teacher Action	Administration Action
Chronic disruption	Referral	Parent meeting to establish a behavior contract
Minor vandalism	Referral	Community service
Obscene drawing/gestures/language	Referral	10 tips writing assignment, parent meeting if behavior continues
Failure to complete disciplinary assignment	Referral	Discipline ranges from parent contact to suspension
3rd uniform violation	Referral	In-school suspension
Verbal or nonverbal threats to students	Referral	Discipline ranges from student meeting to suspension
Bullying	Referral	Discipline ranges from student meeting to suspension
Throwing materials in class (pencil, pen, eraser, etc.)	Referral	Discipline ranges from parent contact to suspension
Repeated disruptions in class	Referral	Discipline ranges from parent contact to suspension
Petty theft (under \$25)	Referral	Restitution, community service
Habitual Truancy (on or off campus) or repeated tardiness (includes skipping class)	Referral	Parent meeting and detentions after 3rd tardy in a week
Cell phone possession during school hours	Confiscation, referral	Discipline ranges from confiscation to being held for up to 14 days
Walking out of class during school hours	Referral	Discipline ranging from student conference to suspension
Insubordination	Referral	Discipline ranging from student conference to suspension
Plagiarism/cheating on test or assignment	Referral	Administrator investigation will be conducted. Action will be based on findings.
Horse playing or play fighting	Referral	Discipline ranging from parent conference to suspension

Level 2 Violation Considerations:

It is an expectation that for each referral, the teacher has made at least one parent contact via email or cell phone. The details of the parent contact should be logged in the referral notes. The administrator will follow-up with the parent regarding resolution for all level 2 violations. In some cases, students and parents will need to sign and adhere to a behavior contract to continue in good standing with the school.

Level 3 Violations		
Behavior	Teacher Action	Administration Action
Substance abuse	Referral	Out-of-school suspension pending CDRB review
Theft	Referral	Consequence ranging from restitution to suspension pending CDRB review
Substantiated verbal or nonverbal threats to staff	Referral	Out-of-school suspension pending CRDB review
Assault/fighting (staff or student)	Referral	Out-of-school suspension pending CRDB review
Sexual misconduct or harassment	Referral	Consequence ranging from parent conference to out-of-school suspension pending CRDB review
Possession or use of weapon	Referral	Out-of-school suspension pending CRDB review
False alarms	Referral	Out-of-school suspension pending CRDB review
Major vandalism (over \$25)	Referral	Consequence ranging from restitution to suspension pending CDRB review
Extortion	Referral	Out-of-school suspension pending CRDB review
Arson	Referral	Out-of-school suspension pending CRDB review
Bomb threats	Referral	Out-of-school suspension pending CRDB review
Use of incendiary devices	Referral	Out-of-school suspension pending CRDB review
Substantiated verbal or nonverbal threats to students	Referral	Out-of-school suspension pending CRDB review
Possession of drugs and/or paraphernalia	Referral	Out-of-school suspension pending CRDB review
Contacting others (ie. Family and friends) to settle disputes	Referral	Consequences ranging from parent conference to suspension pending CDRB review

Level 3 Violation Considerations:

The Charter Discipline Review Board (CDRB) reviews all Level 3 violations to determine if the offense is severe enough to warrant an expulsion hearing from the Milwaukee Academy of Science. It should be noted that the Milwaukee Police Department may be contacted for Level 3 infractions.

If a student receives one suspension in a semester, the parent and child may be required to meet with an administrator and/or teacher before the student will be allowed to return to class.

If a student receives two suspensions in a semester, they may have a mandatory parent meeting with an administrator and/or teacher. The parent and student will sign a Behavior Contract indicating the negative behaviors that must change.

If a student receives three suspensions in a semester, a CDRB hearing may be scheduled to determine if the behavior warrants expulsion. If the student is found to have willfully neglected the school policies, the Principal holds the right to expel the student.

BOSS (Binder of Scholar Success) Binders

- Junior Academy students will be expected to carry and maintain a BOSS binder throughout the school year. Students are expected to carry their BOSS to every class and write down all assignments. This system provides a tool to track assignments and work completion, increase communication between school and home, and allow scholars to keep close track of their academic and behavior data. If the BOSS is lost, it is the family's responsibility to purchase a replacement binder on their own, or for \$5.00 from MAS. Following the JA BOSS system demonstrates a high level of responsibility. Failure to do so will result in loss of Scholar Dollars.

Breakfast and Lunch Program

Breakfast and lunch is served daily. MAS is part of the Community Eligibility Provision (CEP), which means that all students eat a breakfast and lunch for free each day. Breakfast is served each day until 8:15 AM.

- Lunch is served each day from 1:00pm-1:35pm.
- Although students eat for free, Alternate Income Applications are requested to be completed each year to determine eligibility for other benefits.
- If your child has an allergy which prevents the child from eating the regular school meal, the school will make a substitution based on the doctor's written orders.
- All food brought into MAS must comply with the wellness policy. Any food that does NOT comply with the wellness policy will be set aside until the end of the day and a parent may be required to pick it up.

Bullying/Harassment Policy

Introduction

The Milwaukee Science Education Consortium, doing business as The Milwaukee Academy of Science (MAS) strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and school buses and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The school consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

Definition

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)

Prohibition

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

Procedure for Reporting/Retaliation

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building Principal.

Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to the building Principal.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

The school official receiving a report of bullying (building Principal) shall immediately investigate the report. The Principal may assign other administration team members to help with the investigation: including the President/CEO, Achievement Director, and/or Guidance Counselor.

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

Procedure for investigating reports of bullying

The person assigned by the district to conduct an investigation of the bullying report shall, within one school day, interview the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

Parents and/or guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

Sanctions and supports

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school district administration and school board may take disciplinary action, including: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Pupil services staff will provide support for the identified victim(s).

Disclosure and Public Reporting

The policy will be distributed annually to all students enrolled in the school district, their parents and/or guardians and employees.

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report shall be prepared and presented to a subcommittee to the school board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior.

Bus Transportation Appropriate bus behavior assures a safe ride for all. The school bus is an extension of the school day and unacceptable behavior on the bus is subject to disciplinary actions.

- Students who live beyond 1 mile from MAS are eligible for bus transportation.
- MAS reserves the right to terminate bus transportation to any student at any time.
- Pick up/drop off may be within a few blocks from the student's address.
- Parents are responsible for getting their child to school during a route change request, a bus suspension, or after an expulsion. Absences due to a route change will be treated as a truancy under the Wisconsin Compulsory School Attendance Law (118.15).
- If your child's attendance drops below 85% bus transportation may no longer be provided.
- Changes in bus routes take place on the 15th and 30th of each month. Bus route changes can be

made by completing the yellow MAS Student Transportation Information Form. A limit will be placed on the amount of route changes that can be processed in a year.

- If a bus is running late, please call the bus company, Lakeside Bussing, directly at 414-536-2040.
- Students must cross in front of the bus, only when the red flashers are on and the bus drivers have signaled that he/she may cross.
- Students must go directly to a seat and remain in the seat until the bus has reached its destination and the bus coordinator has told the bus driver to let the students off.
- Parents must NOT get on the bus for any reason. If the parent has a concern with the conduct of the driver, he/she should contact bus company. If a parent violates this rule we reserve the right to terminate bus transportation.
- Students will be put on the bus every day unless the teacher receives **WRITTEN** notice that there has been a change in the child's pick up routine.

Boarding Rules:

The driver is in charge at all times. The driver may set rules as needed and take appropriate disciplinary action to ensure the safety and well-being of all bus riders. Riders and driver are to be courteous to one another. Students boarding the bus:

1. Will be ready to board the bus in the morning ten (10) minutes before anticipated arrival time. The bus will stop, blow the horn, wait thirty (30) seconds; if the student cannot be seen, the bus will leave. Promptness is necessary so that the bus can arrive at school on time and/or make connections with other buses.

2. Will be ready to board the bus immediately after school is dismissed. If the student does not board within a reasonable period of time – five minutes – the bus will depart. It will then be the parent's responsibility to ensure that the child finds a way home.

3. A student wishing to ride a bus other than his/her regular route or activity bus must bring a permission slip from the parent or guardian. This slip must be shown to the student's regular bus driver and to the bus driver that he/she will be riding with after school. The office must see the permission slip. The office will issue the student a bus pass. This procedure is to eliminate students getting on the wrong bus and helping to avoid "lost" students.

Bus Discipline

Level 1 Violations

- Eating or drinking on the bus
- Littering on the bus
- Standing or walking around while the bus is in motion
- Yelling out bus window

Consequences for Level 1 violations: warning, 1-5 day suspension

Level 2 Violations

- Use of profanity on the bus
- Tampering or damaging bus equipment
- Refusal to cooperate with bus driver

Consequences for Level 2 violations: warning, 3-5 day suspension

Level 3 Violations

- Bringing weapons of any type on the bus
- Fighting, pushing, shoving, bullying, or instigating
- Throwing objects out of the bus window, or throwing objects at the bus
- Smoking or possession of incendiary devices on the bus
- Putting hands, feet, head, or any other body part out of the window at any time.

Consequences for Level 3 violations: 7-30 days suspension or permanent termination of bus riding privileges at the discretion of the Bus Coordinator and/or school administration.

Cell Phones

- Cell phones are not allowed to be seen or used during the school day (7:55AM – 3:20PM). All cell phones must be kept in the student's locker. Cell phones may only be used in the lobby after dismissal. Staff are not responsible items that are damaged, lost or stolen items.
- If cell phones are seen by any staff member they will be confiscated, turned over to the principal, and may be held up to 14 days.
- If a parent needs to contact their child during the school day, please call the main office at x 1100.

Contact Information/Emergency Contacts

- Families are required to keep the school informed of any address and phone number changes throughout the year.
- Families are required to provide Emergency Contact information and note whether these contacts have access to educational/behavior information and if they have the right to remove the child from school.
- MAS requires BOTH parents to be listed on the student application. If one of the parents no longer has legal parental rights, you must provide the school with the appropriate court documents. Without documentation, BOTH parents have equal access to academic, behavioral, and attendance records and may visit and/or remove the child from school.
- If you are anticipating a move or change in phone number call the office and the purple contact information form will be sent home with your child.

Dismissal

- Dismissal starts at 3:20PM.
- In order for staff to prepare for and manage dismissal efficiently, no parent escorts to classrooms will be permitted after 2:45pm. Additionally, students may not be called for pick up out of classrooms after 3:00pm.
- Students who get picked up by parents or day care vans are released at 3:20PM. Children will only be released to persons authorized by the parent/guardian on the purple "Parent Information" form. Authorized individuals must have identification.
- Parents of children in grades 6-8 must wait in the lobby at the end of the day for their child.
- Children who get picked up occasionally will only be released when a parent/day care has come into the building to sign out the child. Children are NOT allowed to wait outside or walk through the parking lot unattended.
- For your convenience, children who are picked up daily will be a part of the VIP program please contact our school at x1100 to sign up.
- If a student is not picked up by the end of the administrators' work day, the student may be accompanied to the District 3 Police Station. The substation's address is 2333 N. 49th Street, and the phone number is (414) 935-7233.

Early dismissal--Every minute of learning counts!

- Students are not allowed to be dismissed early on a regular basis– this is considered truancy under Wisconsin Compulsory School Attendance Law (118.15).
- Students who must leave early due to doctor/dentist appointments, illness, funerals, or court appointments must bring a signed note to school that day stating the child's name, date, phone number, and reason for early dismissal.

Dress Code

School uniforms support our efforts to focus on academic achievement for all students and prepare them to be college-bound professionals. Please be mindful that students' bodies will grow and change throughout the school year. Please regularly check your child's clothes for rips, tears, improper fit, or broken zippers.

- Students are required to be in full uniform each day. Failure to comply with the dress code will result in a disciplinary action, and parents will be asked to bring in a uniform for students. Repeated violations will result in further disciplinary action up to and including being kept out of class.
- All clothing must be a solid color. Students may not alter MAS uniform.
- Students must wear a navy blue MAS-issued polo with a short-sleeved white undershirt or long-sleeved, solid-colored navy blue, gray, or white undershirt. Students may also wear an MAS-issued navy blue fleece.
 - MAS polos must be worn under MAS fleece.
 - MAS polos and fleeces available for purchase in the main office.
 - Shirts must be tucked in at all times and only one button may be unbuttoned.
- Students must wear tan dress pants at the waist level. No cargo pockets are allowed. Pants must only have four pockets. **No jeans, corduroys, cargo pants, or leggings are allowed.**
 - Belts must be worn. They may be plain brown, blue or black. No studs, designs, or stripes.
 - Skirts or shorts must be 2 inches above the knee or longer.
 - When wearing skirts or shorts, socks or tights must be solid blue, gray, black or white (no strips/designs).
- Shoes must have closed toes and a solid back (no sandals, winter boots, heels, moccasins, slippers, or knee high shoes, or knee high boots). During winter months, students will be permitted to wear winter boots to and from school; however, they must bring a change of acceptable shoes to wear inside during the school day.
- No bandanas or hats are permitted.
- Purses and backpacks may not be carried during the school day.
- No sunglasses (including prescription sunglasses), grills, or key lanyards may be worn.
- Students will be asked to remove any accessory that is deemed a distraction to the learning environment.
- Students may not change into or out of clothing during the school day.
- Athletes may wear approved gear on game days only, if approved by administration.
- Students may wear MAS gear to school on Fridays as school spirit gear when a student earns the privilege.

Electronics

- Kindles, iPads, tablets, and laptops may be used for academic purposes at the teacher's discretion. Headphones may be carried to class when needed for academic purposes.
- MAS is not responsible for technical issues, damage, loss of electronics.
- Devices should be used in the classroom only.
- Cell phones and headphones are not allowed to be seen or used during school hours (7:55AM – 3:20PM). All electronics must be kept in the student's locker. Headphones may be carried to class when necessary.
- If electronics are seen by any staff member they will be confiscated, turned over to the principal, and may be held up to 14 days.

Extra-Curricular Activities

- Participation in extracurricular activities is a privilege. Students are expected to adhere to all MAS policies and expectations as outlined by the advisor/coach. Siblings of participants must have prior approval from advisor/coach in order to attend. All children in the building after school hours must have written permission and be supervised by an adult.

Field Trips

- Any student going on a field trip must have a signed permission slip. Phone permission is not granted in ANY circumstance.
- A student may be held back from a field trip in the following circumstances: owes money or fees to the school, has outstanding detention, has been suspended, has received a disciplinary action, or it is stated in the student's IEP.
- Students may be required to attend field trips with an adult chaperone.

Grade Level Promotion

It is our firm belief that in order to prepare our students for success in high school and keep them on track for post-secondary education, it is essential to develop academic proficiency at the middle school level.

Students will be promoted based on:

- Proficiency levels obtained in their core classes
- MAS Standardized Assessments
- Wisconsin State Standardized Assessment-Forward Exam

If a student is failing to make adequate growth, however, teachers will inform the Dean of Instruction and a plan of support will be developed. The parents/guardians will be notified of concerns as well as what strategies and supports have been put into place to help the student. This information will be communicated as soon as possible, but no later than 2nd quarter parent/teacher conferences. Before deciding whether a student will be retained the following year, the Light's Retention Scale will be completed by the Dean of Instruction. Light's Retention Scale is a research-based tool used by educators to aid in considering all the relevant factors when deciding whether a student would benefit from being retained. Parent notification of the recommendation to retain and the plan for the retention year will be given no later than 10 school days from the end of the year and no earlier than 4th quarter progress reports.

Grading Policy

- The Milwaukee Academy of Science uses a skills-based approach to assessing our students. In most subject areas, teachers determine an overall grade for the course in addition to reporting student proficiency in multiple skill areas. Report card comments assist parents in understanding their student's current level of performance.
- Final grades represent what a student knows and is able to do at the end of an instructional unit. Therefore, grades are composed of 70% summative assessments (test, projects, papers, etc.).
- Homework is a required part of the MAS curriculum and it is expected that students come to school prepared with their homework completed. Incomplete homework is subject to disciplinary action. Students need time to practice skills to develop mastery over a period of time. Homework/practice assignments account for no more than 10% of a student's final grade.
- Grading scale: 90-100%=A, 80-89%=B, 70-79%=C, 60-69%=D, below 60%=F

Academic Probation

At the end of each quarter, students who have 3 or more Fs will be placed on Academic Probation. This will include the following:

- A phone call home to inform the parent/guardian of the student's academic progress.
- Parents and students will sign up to receive homework notifications from teachers through Class Dojo.
- Bi-weekly meetings with the Dean of Instruction to check in on grades and develop academic goals.
- Students will be placed on a Daily Academic Report Card that will be completed everyday by each teacher. This report card will come home every Friday and be returned on Monday with a parent signature.

If a student is on Academic Probation for 2 consecutive quarters, a parent meeting will be required.

***8th graders who end up with 3 or more Fs at Semester 1 will not be eligible to participate in the promotion ceremony. To earn back ability to participate in the promotion ceremony, students must have a parent meeting, faithfully complete their Daily Academic Report card, and receive no more than 1 F on their Semester 2 report card.

8th Grade Promotion

Milwaukee Academy of Science 8th Grade Promotion Ceremony is an opportunity for scholars, staff, and families to celebrate the success of our scholars' and help promote an exciting transition into their next journey of their life. We look forward to celebrating with our scholars as they continue on our Mission where they will be prepared to compete successfully at the post-secondary level. The following criteria must be met for students to participate in the Promotion Ceremony:

- Scholars must be in good academic standing
- maintain a 90% attendance rate
- have no outstanding fees
- have no outstanding discipline issues
- be in good character standing (specifics will be provided to 8th grade parents in the fall)
- earn at least \$1000 Nova Points during 4th quarter (March 25th - June 1st)

Illness

- If your child is ill or has a communicable disease (pinkeye, ringworm, etc) he/she must remain at home until all symptoms are gone or has been treated by a physician.
- Students who become ill at school will be assessed by the school staff and parents will be called if it becomes necessary for the child to go home. Students must be picked up immediately to prevent the illness from spreading to others.

Lost and Found

- Please label your child's clothing (coats, sweaters, backpacks, boots, etc). If an item is found without a name, the item will be placed in a "Lost and Found" bin on the third floor or main office area.

Library

Reading is an essential part of your child's academic development. One way to help your student develop responsibility is by ensuring they stay in good standing with the Library Promise form.

- Students are responsible for each item they check out, including keeping that item in good condition. Fees will be charged for lost or damaged items. Unpaid fees could result in loss of future library privileges, field trip and/or graduation privileges.

Lockers

- Students are issued a locker to keep their personal items secure. Students may not change or share lockers, or distribute their combination.
- Locks are provided by MAS and no outside locks may be used. Students will be charged \$5 for lost locks.
- MAS reserves the right to search lockers at anytime.
- MAS will not be responsible for any loss or damage of personal items kept in the locker.
- Lockers should be locked at all times and combinations kept private.

Medication

- All medication must be dispensed from the school office and in the dose prescribed by the doctor.
- Students may not be in possession of any controlled substances.
- Parents and the prescribing physician must sign an "Authorization for Medication" form – available in the main office.
- Medication must be in the original bottle with a label from the pharmacy.
- Medication brought to school should be left with office personnel to be secured in a locked safe.
- This medication needs to be left at school until it is no longer needed.
- For the school to administer over-the-counter medication, a medication authorization form must be completed by a parent/guardian and kept on file in the office.
- Students may not carry pills, vitamins, etc in school – any and all medication must be administered by office staff or school administrator.

Money and Valuables

- The Milwaukee Academy of Science does not assume responsibility of money or any valuables including (electronics, cell phones, toys, etc) whether it has been lost or stolen.

Nova Points

- The Junior Academy uses a merit and demerit system called Nova Points to track positive and negative behavior. Nova Points are recorded among all MAS staff using Class Dojo. Nova Point amounts may be used to determine a student's eligibility for certain incentives, including but not limited to dress days, school spirit events, and field trips. Students who are eligible for such incentives are asked to adhere to school rules as applicable on incentive days. Students wearing clothing that is deemed inappropriate may be asked to change so it is a good idea for students to pack their school uniform on such days. Students who are invited to participate in Nova Point incentive days will be given a note to take home to their families describing the event and their eligibility.

Parent Committee

The MAS parent committee is inclusive of parents, teachers, and administrators. Opportunities for parents to become involved in activities will be posted throughout the school year.

Parent Teacher Conferences

- Parent Teacher Conferences are an essential part of the family and school partnership. Decades of research show that when parents are involved students have higher grades, test scores and graduation rates. Be a part of your child's successes.
- Parent Teacher Conferences are held three times each year and attendance by the families is a **mandate** per our charter with the City of Milwaukee.

Phone Calls

- If you need to reach your child in an emergency, please call the main office x 1100. Teachers are encouraged to only answer calls before and after school.

Photography and Videotaping

- During the school year, photographs and videos may be taken by school staff for general purposes, student projects, assemblies, student productions, or for student recognition. No photo or video of students will be released for non-school publications without notifying parents or guardians for written consent.
- Students are NOT allowed to photograph, videotape, or distribute images of students, student projects, classes, teachers, instruction, assemblies, or any other occasion without prior consent from MAS administration.
- During the school year, outside media may come in to the school to photograph or videotape scholars.
- Student teachers may be required to photograph or videotape students as part of their required coursework.
- Families are required to sign-off on permission for above photography and videotaping as a part of the application process.

Response to Intervention

- If a child is failing academically, not making sufficient progress, habitually truant, or has had two parent reinstatements in one quarter, the teacher will refer the student to the Response to Intervention Team. This team is made up of teachers, parents, special education teachers, and administrators who will create an intervention plan. Parent participation in this process is integral for student success.

Response to Intervention (RtI) Framework Implementation: RtI is a framework for implementing high quality instruction, balanced assessment and collaboration using a multi-tiered system to provide the support to increase success for all students.

Academics	Behavior
<p>Tier 1—Core Curriculum and Differentiation All students are challenged at their instructional level using research-based core curriculum and instructional strategies. With additional licensed staff at each grade level, students are assigned an Enrichment period for additional support in reading and math.</p>	<p>Tier 1—Classroom Behavior System All students participate in classroom consequence and reward programs, as well as whole school incentives.</p>
<p>Tier 2—Small Group Intervention Periods Teachers and administrators will create a plan for students that need additional practice or enrichment will participate in intervention periods during the day beyond the core reading and math instruction.</p>	<p>Tier 2—Behavior Support Teachers and administrators will create behavior monitoring and/or modification systems that include rewards and consequences for students in need of additional behavior support</p>
<p>Tier 3—Intensive Intervention planned by Problem-Solving Team Students who demonstrate a significant need for additional instruction in reading and/or math will participate in intervention periods using different instructional materials and strategies in addition to their grade level courses.</p>	<p>Tier 3—Behavior Intervention Plan designed by Problem-Solving Team Teachers and administrators will create a Behavior Invention Plan to support student success in the school environment. Students who need intensive interventions may participate in specialized character education groups and offered additional support services.</p>

School Closings

- Please tune into Fox 6 to learn about school closures.
- Automated system is also used to communicate school closings with parents. Please keep your phone number & email address up to date with the main office.

School Supplies

- The school supply list is distributed in the summer. It is the student's responsibility to have all of the supplies necessary to complete his/her assignments. Some supplies may need to be replenished in January.
- As a service to the MAS community, some supplies are available for purchase at school.

Special Education Support

- If you feel your child has a disability that will require an Individualized Education Plan, please contact the Special Education Director, Chareese Morris, at 414-933-0302 Ext. 5122.

Student Athletic Code

- In order to be academically eligible for extra-curricular athletics, a student-athlete must have a 2.00 Grade Point Average (GPA) on a 4.00 scale. They must also have passing grades in the four core courses (English, Mathematics, Science, and Social Studies) and may have no more than one failing grade in their remaining courses per ten-week marking/grading period. Please refer to the Parent/Guardian and Student-Athlete Athletic Handbook for further detail on academic eligibility.
- Like all other extracurricular activities, student-athletes are expected to follow all M.A.S. policies and expectations as outlined by this handbook, the Athletic Handbook, and their advisor/coach.
- Please see the Parent/Guardian and Student-Athlete Athletic Handbook for all policies related to student-athletes.

Textbooks

- Students are responsible for the condition of the textbook and may be required to pay a fee for lost and/or stolen textbooks.

Visitors

- All parents/guardians/visitors must report to the front desk to sign in and receive a visitor's badge.
- Parents /guardians who need to visit their child during the school day must wait in the main lobby and the student will be called down to meet them.
- Parents/guardians are welcome to observe their child's class. Please plan and arrange a convenient time with the teacher.
- Visitors are welcome in the building at any time. Visitors will be escorted to their destination.
- To ensure a positive learning environment, visitors are asked to refrain from conferencing without an appointment, pulling students out of class, talking to other students, talking on cell phones, etc.
- Disruptors will be asked to leave the building.

Volunteers

- We welcome all volunteers. If you would like to volunteer, please contact your child's teacher or our Volunteer Coordinator.

Wellness Policy

- Students are not allowed to bring in snacks, chips, cookies, soda, juice that is less than 50% fruit juice, or any other food that is deemed "junk food" by school administrators.
- Birthday celebrations will be held during lunch. To ensure that your child's treat is served on the day you bring it, please notify the main office at least one day in advance by note or phone call. Acceptable birthday celebration items include: nutritional snacks such as popcorn, trail mix, granola bars, fruit, pretzels, crackers, muffins, vegetables; bookmarks, trinket bags, and pencils.

Milwaukee Academy of Science

Acceptable Technology & Internet Use Policy for Students

The purpose of this document is to inform parents, guardians, and students of the rules governing the use of district and personal technology resources while on or near school property, and at school-sponsored activities, as well as the use of district technology resources via off-campus remote access. Please read the following carefully before signing the handbook.

Introduction

The Milwaukee Academy of Science (MAS) is pleased to offer students access to district computers, ¹communications system, the internet and an array of technology resources to promote educational excellence. Each student is responsible for his/her use of technology, whether personal or district-provided. While using district and personal technology resources on or near school property, and at school-sponsored activities, as well as using district technology resources via off-campus remote access, each student must act in an appropriate manner consistent with school, district, and legal guidelines. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology.

¹Communication systems include: e-mail, web sites, cell phones, pagers, text messaging, instant messaging, blogging, podcasting, listservs, and/or other emerging technologies.

Using the Internet and Communications Systems

District technology resources are provided to students to conduct research, complete assignments, and communicate with others to further their education. Access is a privilege not a right; as such, general rules of school behavior apply. Access to these services is given to students who agree to act in a considerate and responsible manner. Just as students are responsible for good behavior in a classroom or a school hallway, they must also be responsible when using school computer networks or personal technologies. Students must comply with district standards and honor this agreement to be permitted the use of technology.

All digital storage is district property, and as such, school staff will review files and communications to maintain system integrity and ensure that students are using technology responsibly. Students should not expect that files stored on district servers will be private.

All web pages created by students and student organizations on the districts computer system will be subject to treatment as district-sponsored publications. Accordingly, the district reserves the right to exercise editorial control over such publications.

The educational value of technology integration in curriculum is substantial. Access to the Internet will enable students to use online libraries and databases. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, profane, sexually oriented, or potentially offensive to some people. While the intent is to make Internet access available to further educational goals and objectives, students may find ways to access these other materials as well. MAS does not condone or permit the use of this material and uses content filtering software to protect students to the extent possible. Parents and guardians must be aware that content filtering tools are not completely fail-safe and while at school, direct supervision by school personnel of each student using a computer is desired but not always possible. Students are expected to use technology resources in a manner consistent with the rules below and will be held responsible for

their intentional misuse. MAS believes that the benefits of student access to the Internet in the form of information resources and opportunities for collaboration exceed any disadvantages. Ultimately, parents and/or guardians are responsible for setting and conveying the standards that their children should follow when using technology. If a student accidentally accesses inappropriate material they should back out of that information at once and notify the supervising adult.

Proper and Acceptable Use of All Technology Resources

All district technology resources, including but not limited to district computers, communications systems, and the Internet, must be used in support of the educational mission and objectives of MAS.

Activities that are permitted and encouraged include:

- School work;
- Original creation and presentation of academic work;
- Research on topics being studied in school;
- Research for opportunities outside of school related to community service, employment or further education

Activities that are NOT permitted when using district or personal technologies include but are not limited to:

- Plagiarism or representing the work of others as one's own;
- Using obscene language; harassing, insulting, ostracizing, or intimidating others;
- Searching, viewing, communicating, publishing, downloading, storing, or retrieving materials that are not related to school work (searching inappropriate materials is not permitted);
- Damaging or modifying computers or networks;
- Intentional or neglectful transmission of viruses or other destructive computer files; hacking into district or external computers; intentionally bypassing district filters;
- Use of USB, bootable CDs, or other devices to alter the function of a computer or a network;
- Online sharing of any student's or staff member's name, home address, phone number, or other personal information;
- Non-educational uses such as games, social media sites, role-playing multi-user environments, gambling, junk mail, chain mail, jokes, or raffles;
- Participating in online chat rooms or using instant messaging, unless specifically assigned by a teacher;
- Use of district resources for commercial purposes, personal financial gain, or fraud;
- Any activity that violates a school rule or a local, state, or federal law.

Students are expected to report harassment, threats, hate-speech and inappropriate content to a teacher or administrator. If a student has any questions about whether a specific activity is permitted, he or she should ask a teacher or administrator.

Privacy and Security

Students must use district technologies responsibly and in a secure manner. They must not share their logins, passwords, or access with others.

Online Assessments

Student assessments may be conducted using technologies such as the Internet or NWEA MAP assessment. Normally, students will use these technologies as a part of their instructional day. Privacy and security, as defined above, along with confidentiality of assessment responses, are expected.

Vandalism

Any intentional act by a student that damages district technology hardware, software, operating systems, or data will be considered vandalism and will be subject to school rules and disciplinary procedures. Any intentional act that requires a person's time to repair, replace, or perform corrective work on district technologies or data is also considered vandalism.

Consequences of Misuse

Misuse of personal or district technology resources while on or near school property and at school-sponsored activities, as well as the misuse of district technology resources via off-campus remote access may result in disciplinary action up to and including expulsion. In addition, the student's use of district technologies may be suspended or restricted. Furthermore, intentional unauthorized access and/or damage to networks, servers, user accounts, passwords, or other district resources may be punishable under local, state, or Federal law.

Reliability and Limitation of Liability

MAS makes no warranties of any kind, expressed or implied, for the technology resources it provides to students. MAS will not be responsible for any damages suffered by the student, including those arising from non-deliveries, misdeliveries, service interruptions, unauthorized use, loss of data, and exposure to potentially harmful or inappropriate material or people. Use of any information obtained via the Internet or communications technologies is at the student's own risk. MAS specifically denies any responsibility for the accuracy or quality of information obtained through the Internet. The student and his/her parent/guardian will indemnify and hold MAS harmless from any losses sustained as the result of misuse of the district's technology resources by the student.

MILWAUKEE ACADEMY OF SCIENCE SCHOOL/PARENT/STUDENT COMPACT

We know that students learn best when everyone works together to encourage learning.

<p>As a staff, we promise to:</p> <ul style="list-style-type: none"> • Create and maintain a welcoming climate at MAS • Maintain a standard of excellence regarding academic achievement • Provide professional and emotional support to staff • Assure a safe environment for all students, parents, and staff • As a Teacher, I promise to: <ul style="list-style-type: none"> • Build positive relationships with all students • Respect the cultural differences of students • Collaborate with parents to improve parental involvement • Provide a safe, challenging, exciting, and enjoyable learning environment 	<p>We need:</p> <ul style="list-style-type: none"> • Students who come to school every day, follow the school rules, and put forth their best effort • Teachers who love and respect the children and are committed to high standards of excellence. • Parents to partner with the school in the education of our children. • Students who are in complete uniform and prepared to work. • Cooperation, communication, and respect from parents, families, staff and the community. • Consequences for students who disrupt the learning environment. <p>Teacher Signature _____ Date _____</p>
<p>As a Parent, I promise to:</p> <ul style="list-style-type: none"> • Ensure my child comes to school and arrives on time as detailed in the Parent Handbook • Model positive behavior towards teachers, staff, and students • Help my child with homework and encourage reading 20-30 minutes per night • Provide up-to-date phone numbers to office staff • Attend parent meetings and collaborate with my child's teacher (parent conferences, PTA meetings, curriculum nights, etc...) • Ensure that my child maintains at least 93% average daily attendance • Ensure that my child follows the bus rider rules and regulations • Ensure that my child wears a clean/complete uniform daily 	<p>I need:</p> <ul style="list-style-type: none"> • Respect from all staff, students and other parents • Clear and frequent communication with the school (newsletters, flyers, etc...) • Supportive services provided to my child • Assistance with learning how to utilize the resources within our school and the community (health and social services) <p>Parent Signature _____ Date _____</p>
<p>As a Student, I promise to:</p> <ul style="list-style-type: none"> • Understand the MAS school mission and work to the best of my abilities. • Respect peers, adults, and myself • Follow MAS school-wide rules • Listen attentively during classroom instruction • Complete and return homework, read 20-30 minutes every evening, and give school notices to my parents or guardians • Learn and apply MAS values to my life • Maintain a 93% daily average attendance • Follow the bus rules and regulations 	<p>I need:</p> <ul style="list-style-type: none"> • All staff to respect and listen to me • Teachers to help me identify my strengths through learning • Teachers and administrators to provide a safe learning environment. <p>Student Name _____ Grade _____</p> <p>Student Signature _____ Date _____</p>

