



# High School

## Student & Parent Handbook

# 2021-2022

*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 Use Policy

Please see the attached document 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 2022-2023 school year will be accepted beginning September 30, 2021.
- Applications must be complete in full (**including birth certificate, immunizations, proof of residence, transcript and/or report card, 8th grade completion certificate, and essay**).

## AP Classes

- Students have the opportunity to take AP classes and the corresponding exam to earn college credit.
- Grades will be weighted by one grade-point in all AP and honors classes.
- Students are not permitted to drop an AP class after September 10, 2021.

## Arrival

- For all high school students, doors open and breakfast begins at 8:00 am.
- Classes will begin for all students 9-12 promptly at 8:25 am.
- Students will be allowed to wait in the lobby after 7:30 am during the months November-March.
- Parents who would like meet with staff members in the morning should be sure to have an appointment prior to arriving at the school.
- Once a student is on school grounds, they may not leave again until their dismissal.
- Students are considered truant after 8:25 am. Truant students must get a truant slip from the main office.
- Truant behavior is not tolerated. Students that are habitually truant will be referred to administration for disciplinary action.

**Attendance, Truancy, and Absences**

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.

\*The Wisconsin State Compulsory Attendance Law: 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, s. 118.15 (1) (a), Wis. Stats.

- Any student not in attendance on August 31<sup>st</sup> or not attending regularly after August 31<sup>st</sup> may forfeit their seat.
- Students are required to attend school every day from 8:00 am – 3:30 pm. (Please refer to the State of Wisconsin Compulsory School Attendance Law (SL 118.15)). Students who miss any portion of the school day are considered truant.
- Students will only be excused for the following reasons: illness, family death, doctor and/or dentist appointments (no more than 1/2 day), and court appointments.
- Planned absences must be approved in advance by the principal or school culture coordinator and may not exceed more than 10 days within the school year. The student’s current grade point average may be used to determine approval.
- Students who are not in attendance for 10 consecutive days will be dropped.
- Students who hit five unexcused absences during the school year or fall below a 90% attendance rate will receive additional consequences, including, but not limited to, a Student Attendance Review Board hearing, loss of transportation, and/or attendance contract.
- The Wisconsin Compulsory Attendance Law states that parents cannot excuse their child more than 10 days per school year.
- Students with excessive absences (more than 5 in half a school year) 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.

If a student is absent, a parent must call the attendance hotline and report their child absent when necessary. Please call (414) 933-0302 x1500. Examples of excused absences include but are not limited to illness, death, doctor/dentist appointments, court appearances, transportation issues, and family emergencies.

**Behavior Matrix**

| <b>Level 1 Violations</b>                      |                                |  |
|--|--------------------------------|--|
| <b>Behavior</b>                                | <b>Teacher Action</b>          | <b>Administration Action</b>                       |
| 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 |
| Uniform violation                              | Behavior intervention in class | Student corrects violation at front desk           |
| Tardy  | Document in PowerSchool        | Verbal warning, parent contact, lunch detention    |
| 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.

| <b>Level 2 Violations</b>   |                        |  |
|---|------------------------|--|
| <b>Behavior</b>   | <b>Teacher Action</b>  | <b>Administration Action</b>   |
| Chronic disruption  | Referral               | Parent meeting to establish a behavior contract  |
| Minor vandalism   | Referral               | Community service  |
| Obscene drawing/gestures/language   | Referral               | Discipline ranges from student meeting to suspension                                   |
| Failure to complete disciplinary assignment   | Referral               | Discipline ranges from parent contact to 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               | Discipline ranges from parent contact to after-school detention to attendance contract |
| Cell phone possession during school hours   | Confiscation, referral | Discipline ranges from confiscation to being held for up to 14 days                    |
| Walking out of class or the building 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.

| <b>Level 3 Violations</b>   |                       |  |
|---|-----------------------|--|
| <b>Behavior</b>   | <b>Teacher Action</b> | <b>Administration Action</b>   |
| Theft   | Referral              | Consequence ranging from restitution to suspension pending CDRB review                     |
| Substantiated verbal or nonverbal threats to staff (including online) | Referral              | Out-of-school suspension pending CRDB review   |
| Chronic disrespect toward staff                                       | Referral              | Consequence ranging from restitution to suspension pending CDRB review                     |
| Assault/fighting (staff or student)                                   | Referral              | Out-of-school suspension pending CDRB 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 CDRB review   |



|  |          |   |
|--|----------|---|
| False alarms   | Referral | Out-of-school suspension pending CDRB review                                  |
| Major vandalism (over \$25)  | Referral | Consequence ranging from restitution to suspension pending CDRB review        |
| Extortion  | Referral | Out-of-school suspension pending CDRB review                                  |
| Arson  | Referral | Out-of-school suspension pending CDRB review                                  |
| Bomb threats   | Referral | Out-of-school suspension pending CDRB review                                  |
| Use of incendiary devices  | Referral | Out-of-school suspension pending CDRB review                                  |
| Substantiated verbal or nonverbal threats to students (including online) | Referral | Out-of-school suspension pending CDRB review                                  |
| Possession of drugs and/or paraphernalia                                 | Referral | Out-of-school suspension pending CDRB review                                  |
| Contacting others (i.e. 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 trimester, 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 trimester, 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 trimester, 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.

**Breakfast and Lunch Programs**

- The Milwaukee Academy of Science participates in the Community Eligibility Program, allowing all students who attend MAS to receive both breakfast and lunch at no charge.
- Although students eat for free, Alternate Income Applications are requested to be completed each year to determine eligibility for other benefits.
- For all students, breakfast begins at 7:55 am. Lunch is served from either 11:05-11:30 or 12:25-12:50 depending on students' schedules.
- 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. Food that does not may be set aside until the end of the day and a parent may be asked to come pick it up.
- Students are not allowed to order food from outside vendors. Students may not have food from outside vendors delivered to them during the school day by family, friends, or food delivery service companies.
- Students may not leave the building during the breakfast or lunch periods.
- Random bag checks may be conducted to ensure the MAS Wellness Policy is followed.

## **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 assistant principal or 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 assistant principal or 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 shall immediately investigate the report. The principal may assign other administration team members to help with the investigation, including the president/CEO, assistant principal, 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**

### **Public Transportation**

- Students who live beyond 1 mile from the school, arrive to school on time, are not tardy to class, are not missing school work, and are detention-free are eligible to receive city bus tickets at no charge.
- Bus tickets are issued during the student's lunch period or after school only if the student is required to check in then.
- The Milwaukee Academy of Science is not required to provide transportation. Students should remember that receiving bus tickets is a privilege, not a right. Student not in compliance with school policy will be denied bus tickets.

**School 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.
- Changes in bus routes take place on the 15<sup>th</sup> and 30<sup>th</sup> 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, Go Riteway, directly at 414-226-5481.
- If your child's attendance drops below 85% bus transportation may no longer be provided.
- Parents are responsible for getting their child to school during route change request, the bus suspension or after a bus expulsion. Absences are NOT excused and may be treated as truancy under the Wisconsin Compulsory School Attendance Law (118.15).
- 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.
- Student must remain in his/her assigned seat.
- Parents may NOT get on the bus for any reason.
- Student will ride his/her bus 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 and 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 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 written note from the parent or guardian. This note 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 transportation coordinator must see the permission slip. The transportation coordinator will issue the student a bus pass. This procedure is to eliminate students getting on the wrong bus and helping to avoid "lost" students.

|  |  |
|--|--|
| <b>Level 1 Violations:</b> Eating or drinking on the bus, littering on the bus, standing or walking around while the bus is in motion, yelling out bus window, driver disrespect, use of profanity on the bus, and violations of any other level 1 bus | <b>Possible Consequences for Level 1 violations:</b> warning, assigned seat for a specified duration, parent phone call, parent conference, detention, community service, writing assignment, apology, |
|--|--|

|   |  |
|---|--|
| or school rules   | among other consequences as determined by administration.  |
| <b>Level 2 Violations:</b> Tampering or damaging bus equipment, refusal to cooperate with bus driver, use of profanity at the bus driver, bullying or harassment, throwing items at students/the bus or out the window, putting hands/feet/head or any other body part out of the window, pushing/shoving/kicking students, chronic violations of any level 1 rules, or violations of any other level 2 bus or school rules | <b>Possible Consequences for Level 2 violations:</b> Any possible level 1 consequences, in-school suspension, out-of-school suspension, bus suspension or bus expulsion, among other consequences as determined by administration. |
| <b>Level 3 Violations:</b> Bringing weapons of any type on the bus, fighting, inviting family members onto the bus or to the bus stop to instigate a fight, smoking or possession of incendiary devices on the bus, chronic violations of any level 1 or 2 rules, and violations of any other level 3 bus or school rules   | <b>Possible Consequences for Level 3 violations:</b> Any possible level 1 or 2 consequences, CDRD, among other consequences as determined by administration.   |

### Cell Phones & Phone Watches

- Cell phones and phone watches are not allowed to be seen or used in the building from arrival/breakfast until dismissal. All cell phones must be turned off and kept in the student's locker. Cell phones may only be used in the lobby after dismissal.
- If cell phones or phone watches are seen or heard by any staff member, they will be confiscated and turned over to student support or administration.
  - On the first and second violation of the cell phone policy, a student's phone/device will be held and returned to the student at the end of the school day.
  - On the third and fourth violation of the cell phone policy, a student's phone/device will be held until a parent picks up the device.
  - On the fifth violation of the cell phone policy, the student will be required to turn in his/her device to the school culture coordinator or administrative assistant at the beginning of each school day.
- Students repeatedly in violation of this policy beyond five offenses may be subject to further disciplinary action including suspension and referral to the Charter Disciplinary Review Board.

### Credits

The following credits are necessary for promotion to the next grade level:

- Sophomore 6.0
- Junior 12.0
- Senior 18.0

### **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. Emergency contacts have the ability to access educational/behavior information and the ability to pick up the student from school.
- MAS requires BOTH parents to be listed 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.

### **Dismissal**

- All students are dismissed at 3:30 pm daily.
- Students who are not enrolled in extra-curricular activities or under the direct supervision of a staff member may not be in the building after student's assigned dismissal time.
- Students may not leave the building and come back in without a pass.
- Students waiting for rides are allowed to stay in the lobby until 3:45 pm unless other arrangements are made with a staff member.
- 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. 49<sup>th</sup> Street, and the phone number is (414) 935-7233.

## 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.
- 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 sweatshirt or fleece.
  - MAS polos and sweatshirt available for purchase in the main office.
  - Shirts must be tucked in at all times and must conceal cleavage.
- Students must wear tan dress pants at the waist level. **No jeans, corduroys, cargo pants, or leggings are allowed.**
  - Belts must be worn.
  - Skirts or shorts must be 2 inches above the knee or longer.
- 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, bonnets, or hats are permitted. Additionally, no headwear designed for warmth (ear muffs, winter headbands, etc.) are permitted.
- Purses, backpacks, and fanny packs 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, except for Physical Education classes.
- Athletes may wear approved gear on game days only, if approved by administration.
- Students may have the opportunity to earn spirit wear or dress down days during the school year.
  - When a student earns the opportunity to wear spirit wear, he or she must wear an MAS top, jeans with no rips/tears or MAS pants, and closed-toed shoes. Hats are not permitted on spirit days.
  - When a student earns the opportunity to dress down, the expectations are the same as spirit wear days with the exception that students may wear any school-appropriate top that is not MAS-related.

## Drop Policy

- Students may drop a class in order to enroll in an alternate class during the first five school days of a trimester only. Students or parents should contact a school counselor immediately if they have concerns over scheduling.
- Drops will only be allowed if there is an appropriate alternate class with space available for students to enroll in.
- To prepare students to compete successfully at the post-secondary level, MAS does everything it can to build students full, rigorous schedules for all four years of high school.

### **Early Dismissal**

Students are NOT allowed to be dismissed early on a regular basis—this is considered truancy under Wisconsin Compulsory School Attendance Law (118.15). If a student needs to leave early (doctor/dentist appointment, court appearance, funeral) the student needs to bring a signed note to school that day. Phone calls are NOT permitted.

### **Electronics**

- Kindles, iPads, tablets, and laptops may be used for academic purposes at the teacher's discretion. Headphones may only be used in a classroom with the teacher's permission and must be put away in a student's locker for the remainder of the school day.
- MAS is not responsible for technical issues, damage, or loss of electronics.
- Devices should be used in the classroom only.

### **Exams**

- Students are required to complete all trimester exams in order to receive credit for the course.
- Exemptions are granted based on trimester average or reaching benchmark on Aspire or ACT assessments.
- If a student misses their assigned exam time, they must make arrangements to make up their exam the same day.
- Additional information on exam procedures and expectations will be mailed home prior to final exams.

### **Extracurricular 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 students 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 or the school, has outstanding detention, has been suspended, has received a disciplinary action, has missing library books, or it is stated in the student's IEP.



## Graduation Requirements

Listed below are the minimum requirements for graduation from Milwaukee Academy of Science.

- English 4.0
- Math 4.0
- Social Studies 3.0
- Science 6.0
- Foreign Language 2.0
- Electives 5.0 (which must include 1.5 credits in PE and .5 credits in Health)
- Total:** 24.0 credits

**Graduation ceremony requirements:** Students who have achieved all graduation requirements or who are no more than 1.0 credit short will be allowed to participate in the graduation ceremony and will receive their diploma after the required credits are completed. Students who are 1.5 credits or more short will not be allowed to participate in the graduation ceremony. Additional graduation requirements will be messaged during the first trimester.

Academic success for all students is our ultimate goal. If you are struggling in any class or need additional help with homework, please see a school counselor or administrator immediately. Our goal is to see each and every student leave our high school well prepared to compete successfully in science at the post-secondary level.

## 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.
- Please visit our website for our COVID policies and procedures.

## Library

Reading is an essential part of your child's academic development. 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. Students may only go to the school library with a pass.

## Lockers

- Locks are provided (no outside locks may be used). Students will be charged \$5 for lost locks.
- MAS reserves the right to search the lockers at any time.
- Students are issued a locker to keep their personal items secure. Students **may not change or share lockers** or distribute their combination. Lockers should be locked at all times. No student will be pulled from class if another student left something in a friend's locker and needs to obtain it.
- MAS will not be responsible for any loss or damage of personal items kept in the locker.

### 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 the parent or 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 nurse.

### 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, damaged, or stolen.

### Negative Representation of MAS in the Community

If students are involved in any criminal, harassing, or negative behaviors outside of school or online, we may treat the behavior as if the behavior happened on school grounds. We want to discourage students from fighting and/or getting into ANY trouble in our community. We are doing our best to keep MAS a safe school.

### Parent Action Committee

A Parent Action Committee has been formed, inclusive of parents, teachers, and administrators. Opportunities for other parents to become involved in PAC 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. Please be a part of your child’s success.

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.

### Parking Lot

The parking lot is primarily for staff and visitors. Students may use the parking lot if space is available. Poor driving and inappropriate behavior in the parking lot will result in the loss of a student’s privilege to park in the parking lot.

### Phone Calls

- If you need to reach your child *in an emergency*, please call the main office. Teachers are encouraged to only answer calls before and after school.
- **Students are NOT allowed to leave class for a parent phone call.** Office staff will take a message and do their best to deliver it during passing time.
- If a student needs to call home, they should obtain a pass to the main office during their lunch period.

### **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.
- 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. See the MAS discipline code.
- During the school year, outside media may come in to the school to photograph or videotape students.
- Student teachers may be required to photograph or videotape students as a part of their required coursework.
- Families are required to sign-off on permission for the above photography and videotaping as a part of the application process.

### **School Closing**

- Please tune into FOX 6 to learn about school closures.
- An automated system is also used to communicate school closings with parents. Please keep your phone number and email address up to date with the main office.
- Students will be permitted to wait in the lobby for class to begin (7:30-8:00) or for their rides home (3:25-3:45) from school during the months November-April.

### **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.

### **Tardy Policy**

- Students have five minutes to get to their next class. Classrooms are either on the first or second floor giving each student enough time to move from one class to the next. Any student that is caught in the hall after the bell rings will be marked tardy and will face additional consequences from administration, including detention and loss of transportation.
- Students are expected to come to class on time, in uniform, and with all their school materials. Students who arrive to class out of uniform or without their materials will need to go to their lockers and/or bathroom to get prepared for class and will be marked tardy if they return after the bell. Students will need to borrow uniform pieces (if they are available) or have a parent or guardian drop off missing uniform pieces before they are allowed to go to class.

### **Textbooks**

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

### **Transcripts**

Transcript requests are processed in the main office of the high school. A minimum of 24 hours is necessary for processing.

### **Valedictorian/Salutatorian**

Valedictorian and Salutatorian selection is based on GPA. In order to be considered, students must have been enrolled with MAS for nine consecutive trimesters. Tie breaker rules will be applied in the event of a tie (ACT scores, GPA from science classes, etc.)

### **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; to ensure a positive learning environment, visitors are asked to refrain from conferencing with teacher without an appointment, pulling student out of class, talking to other students, talking on cell phones in hallways, etc. Disruptors will be asked to leave the building.
- Former students are considered visitors and must follow the above policies.

### **Volunteers**

We welcome all volunteers. If you would like to volunteer, please contact the volunteer coordinator.

### **Website**

- Milwaukee Academy of Science has a website that allows parents/guardians to keep up-to-date on your child's performance. Parent login information is available in the main office.
- The website is: [www.milwaukeeacademyofscience.org](http://www.milwaukeeacademyofscience.org)
- You can check daily attendance, grades, communicate with teachers via email, PowerSchool, or Google Classroom.

### **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. Food that does not meet the wellness policy standards will be set aside until the end of the day, and a parent may be asked to come pick it up. Food not picked up after one week will be discarded.
- 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.

### **Work Release**

Some students in their senior year are ahead of graduation expectations in terms of credits earned and may benefit from release time to work a job, earning money, and learning soft skills. MAS seniors may submit an application for a shortened schedule in their senior year and earn credit for work experiences or co-ops if the criteria are met and the corresponding form is completed.

Seniors requesting to be scheduled for less than 7 classes must meet the following criteria:

- Completed 20 or more credits after semester 2 of their junior year.
- Completed 23 credits or more after semester 1 of their senior year.
- Parent approval verified with phone call home by counselor (applies to 18 year old students also)
- School Approved Employment
- 94% attendance rate
- 2.0 GPA Cumulative and 2.3 the previous semester

MAS reserves the right to revoke shortened schedule privileges for semester 2 if a student does not complete his/her college applications and FAFSA during first semester. MAS also reserves the right to revoke shortened schedule privileges if a student's grades are not satisfactory. Students are required to leave the building after their last class or be on time in a supervised area.

# **Milwaukee Academy of Science**

## **Acceptable Technology and Internet Use Policy for Students**

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*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, <sup>1</sup>communications 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.

<sup>1</sup>Communication 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 education and academic research and must be used in a manner consistent with 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"> <li>• Create and maintain a welcoming climate at MAS</li> <li>• Maintain a standard of excellence regarding academic achievement</li> <li>• Provide professional and emotional support to staff</li> <li>• Assure a safe environment for all students, parents, and staff</li> <li>• As a Teacher, I promise to:             <ul style="list-style-type: none"> <li>• Build positive relationships with all students</li> <li>• Respect the cultural differences of students</li> <li>• Collaborate with parents to improve parental involvement</li> <li>• Provide a safe, challenging, exciting, and enjoyable learning environment</li> </ul> </li> </ul>   | <p>We need:</p> <ul style="list-style-type: none"> <li>• Students who come to school every day, follow the school rules, and put forth their best effort</li> <li>• Teachers who love and respect the children and are committed to high standards of excellence.</li> <li>• Parents to partner with the school in the education of our children.</li> <li>• Students who are in complete uniform and prepared to work.</li> <li>• Cooperation, communication, and respect from parents, families, staff and the community.</li> <li>• Consequences for students who disrupt the learning environment.</li> </ul> <p>Staff Signature _____ Date _____</p> |
| <p>As a Parent, I promise to:</p> <ul style="list-style-type: none"> <li>• Ensure my child comes to school and arrives on time as detailed in the Parent Handbook</li> <li>• Model positive behavior towards teachers, staff, and students</li> <li>• Help my child with homework and encourage reading 20-30 minutes per night</li> <li>• Provide up-to-date phone numbers to office staff</li> <li>• Attend parent meetings and collaborate with my child's teacher (parent conferences, PTA meetings, curriculum nights, etc...)</li> <li>• Ensure that my child maintains at least 93% average daily attendance</li> <li>• Ensure that my child follows the bus rider rules and regulations</li> <li>• Ensure that my child wears a clean/complete uniform daily</li> </ul> | <p>I need:</p> <ul style="list-style-type: none"> <li>• Respect from all staff, students and other parents</li> <li>• Clear and frequent communication with the school (newsletters, flyers, etc...)</li> <li>• Supportive services provided to my child</li> <li>• Assistance with learning how to utilize the resources within our school and the community (health and social services)</li> </ul> <p>Parent Signature _____ Date _____</p>  |
| <p>As a Student, I promise to:</p> <ul style="list-style-type: none"> <li>• Understand the MAS school mission and work to the best of my abilities.</li> <li>• Respect peers, adults, and myself</li> <li>• Follow MAS school-wide rules</li> <li>• Listen attentively during classroom instruction</li> <li>• Complete and return homework, read 20-30 minutes every evening, and give school notices to my parents or guardians</li> <li>• Learn and apply MAS values to my life</li> <li>• Maintain a 93% daily average attendance</li> <li>• Follow the bus rules and regulations</li> </ul>  | <p>I need:</p> <ul style="list-style-type: none"> <li>• All staff to respect and listen to me</li> <li>• Teachers to help me identify my strengths through learning</li> <li>• Teachers and administrators to provide a safe learning environment.</li> </ul> <p>Student Name _____ Grade _____</p> <p>Student Signature _____ Date _____</p>   |

