



# Primary/Elementary

## Student & Parent Handbook

# 2022-2023

*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.

## **Admission**

- The Milwaukee Academy of Science is a public school and therefore admits all of our students in a non-discriminatory manner.
- Early enrollment applications for the 2023-2024 school year will be accepted beginning October 1<sup>st</sup>, 2022. Applications for the current school year will be accepted and students will be enrolled as seats are available.
- Applications must be completed fully and all accompanying documents (Birth Certificate, proof of residency, immunization records) must be submitted before a student is enrolled.
- Students entering K4 must be 4 on or by September 1<sup>st</sup> of the current school year.

## **Arrival**

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

**Attendance and Tardies:** At the Milwaukee Academy of Science we believe that the path to college begins with 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.

- Students who are not in attendance on the first day of school, August 22, 2022, may forfeit their seat.
- Students are required to attend school every day from 7:55AM – 3:05PM (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 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.
- Planned absences must be approved by the Principal in advanced and may not exceed more than 10 days within the school year.
- Students who are not in attendance for 10 consecutive days may be dropped.
- Students with excessive absences (more than 5 in one semester) will be referred to the Student Attendance Review Board and may be reported to the Milwaukee TABS program & 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.
- The principal reserves the right to retain students who are habitually truant.

**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 8:30AM are considered tardy. Parents must accompany all students arriving as of 8:30AM into the building for their own safety. Tardy slips are issued at the front desk.

## Behavior Matrix

### Milwaukee Academy of Science Primary and Elementary Behavior Matrix

Level 1 Violations		
Behavior	Teacher Action	Administration Action
Obscene language, drawings, or gestures	Behavior Intervention In class	No administrative action necessary
Not doing work in class	Behavior Intervention In class	No administrative action necessary
Being defiant	Behavior Intervention In class	No administrative action necessary
Sleeping in class	Behavior Intervention In class	No administrative action necessary
Talking out	Behavior Intervention In class	No administrative action necessary
Throwing materials in class (pencil, pens, erasers, etc.)	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
Unauthorized use or misuse of school equipment	Behavior Intervention In class	No administrative action necessary
Uniform violation	Behavior Intervention In class	No administrative action necessary
Horse playing or play fighting	Behavior intervention in class	No administrative action necessary
Minor disruptions in class	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.

Level 2 Violations:		
Behavior	Teacher Action	Administration Action
Kicking/knocking over/throwing classroom furniture	Referral	Discipline ranges from parent contact to suspension
Minor vandalism	Referral	Community service
Cell phone possession during school hours	Confiscation, Referral	Discipline ranges from confiscation with warning to parent pick up of device
Pushing/shoving/hitting with intent to cause harm	Referral	Discipline ranges from parent contact to suspension
Insubordination	Referral	Discipline ranges from parent contact to suspension
Throwing materials in class (pencil, pens, erasers, etc.)	Referral	Discipline ranges from parent contact to suspension
Repeated disruptions/defiance in class	Referral	Discipline ranges from parent contact to suspension
Horse playing or play fighting	Referral	Discipline ranges from parent contact to suspension
Swearing at a teacher	Referral	Discipline ranges from parent contact to suspension
Petty theft (Under \$25)	Referral	Discipline ranges from restitution and community service to suspension
Bullying	Referral	Discipline ranges from student meeting to suspension
Walking out of class without permission	Referral	Discipline ranging from student conference to suspension
Wellness Policy violation	Confiscation, Referral	Written reflection, parent contact if behavior continues

#### 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 case, 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
Theft	Referral	Consequence ranging from restitution to suspension pending CDRB Review
Major vandalism (Over \$25)	Referral	Consequence ranging from restitution to suspension pending CDRB Review
Substantiated verbal or nonverbal threats to students	Referral	Discipline ranges from student meeting to suspension pending CDRB Review
Substance abuse	Referral	Out-of-school suspension pending CDRB Review
Substantiated verbal or nonverbal threats to staff	Referral	Out-of-school suspension pending CDRB Review
Assault/Fighting (Staff or Student)	Referral	Out-of-school suspension pending CDRB Review
Sexual misconduct or harassment	Referral	Discipline ranges from parent conference to suspension pending CDRB Review
Possession or use of weapon	Referral	Out-of-school suspension pending CDRB Review
False alarms	Referral	Out-of-school suspension pending CDRB Review
Use of incendiary devices	Referral	Out-of-school suspension pending CDRB Review
Possession of drugs and/or paraphernalia	Referral	Out-of-school suspension pending CDRB Review
Contacting others (ie. family and friends) to settle dispute	Referral	Discipline ranging from parent conference to suspension pending CDRB review

#### Level 3 Violations Considerations:

The Charter Discipline Review Board (CDRB) reviews all level 3 violations to determine if the offense is severe enough to warrant expulsion from The Milwaukee Academy of Science.

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

If a student receives **two** suspensions in a semester, they will have a mandatory parent meeting with an administrator and the 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 an 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 Program**

- Breakfast and lunch is served daily. MAS is part of the Community Eligibility Provision (CEP), which means that all students are provided with a breakfast and lunch each day. Breakfast is served each day until 8:30 AM.
- Lunch is served each day from 11:00AM – 1:00PM.
- 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.

## **Bullying Policy**

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**

- 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 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.
- 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, 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, 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 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.

<p><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 or school rules</p>	<p><b>Possible Consequences for Level 1 violations:</b> warning, parent phone call, parent conference, detention, community service, writing assignment, apology, among other consequences as determined by administration.</p>
<p><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</p>	<p><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.</p>
<p><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</p>	<p><b>Possible Consequences for Level 3 violations:</b> Any possible level 1 or 2 consequences, CDRD, among other consequences as determined by administration.</p>

### **Contact Information/Emergency Contacts**

- Families are required to keep the school informed of their most current address and phone number, along with emergency contact information. Emergency contact information must include whether they have the right to remove the child from school, as well as access to academic information.
- MAS requires both parents to be listed on the student application. If one of the parents no longer has legal parental rights, the school must be provided 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 a 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 are released at 3:20pm as part of VIP dismissal. Children will be released to persons authorized by the parent/guardian on the purple "Parent Information" form. Authorized individuals must have identification.
- VIP and pickup students are to be picked up between 3:20 and 3:40. Students picked up late will need to be supervised by staff, and accordingly, parents may be charged a fee for pickups after 3:40.
- 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.
- Parent report to VIP/pickup at the end of the day.
- 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.

### **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).
- 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. As students bodies grow and change throughout the school year, please regularly check uniform clothes for rips, tears, broken zippers, and inappropriate fit.

Students are required to be in full uniform each day. The school is not required to provide/borrow uniform tops or bottoms if a student is out of uniform. Parents will be asked to bring in a uniform for students who are out of uniform. Repeated violations will result in disciplinary action that may include removal from class.

<b>K4-2<sup>nd</sup> Tops:</b> Navy Blue MAS Issued polo with blue/white/grey undershirts, tucked in at all times – MAS Issued Navy Blue Fleece (MAS Polo must be worn underneath) may be purchased in the main office	<b>3<sup>rd</sup>-5<sup>th</sup> Tops:</b> Gray MAS Issued polo with blue/white/grey undershirts, tucked in at all times – MAS Issued Navy Blue Fleece may be purchased in the main office Crew necks have now been added and are a part of the daily uniform.
<b>ALL K4-5<sup>th</sup></b>	
<b>Bottoms</b> -- Navy blue dress pants worn at waist level. Students in grades 1-5 are encouraged to wear a belt. Navy blue skirts, skorts, jumpers or shorts worn at waist level no more than two inches above the knee. <b>Shoes</b> – Must have closed toes and a solid back (no sandals, winter boots, heels, moccasins, slippers, or knee high shoes). 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 the building during the school day. <b>Socks or tights</b> - When wearing skirts or shorts, socks or tights must be solid blue, gray, black, or white (no stripes/designs).	

**Electronics**

- Electronics are not allowed to be seen or used during school hours (7:55AM – 3:20PM). All electronics must be kept in the student’s backpack, or should be given to the teacher during school hours.
- 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 or until picked up by parent depending on the situation.
- School staff will make every effort to ensure that property is safe; however, we are not responsible if items are lost or stolen. We STRONGLY advise against elementary students bringing electronics to school.

**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 acceptable.
- A student may be held back from a field trip if warranted by behavior or academic discrepancies.
- Students may be required to attend field trips with an adult chaperone at the discretion of the teacher, dean, or administrator.

### **Bullying/Harassment (See Bullying/harassment section)**

### **Illness**

- Please visit our website for our COVID policies and procedures.
- If your child is ill or has a communicable disease (pinkeye, head lice, ringworm, etc) he/she must remain at home until all symptoms are gone or has been treated by a physician. A physician's note may be required to return.
- 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 and kept in the front lobby.
- MAS is not responsible for lost or missing items.

### **Library**

Reading is an essential part of your child's academic development. One way to help your child 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.

### **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 physician 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.

**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. Teachers are asked 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. These photos are for school purposes only and will not be made accessible to media sources. 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.

**Promotion/Retention**

Student achievement is closely monitored throughout the school year to ensure that all students are being challenged to excel. School staff formally communicates with families regarding student progress with quarterly report cards, progress reports, and conferences.

School staff may also request parent meetings when a student is in need of supplemental or targeted services to make growth as a learner. At these parent meetings, a plan of success is created to support the child with clearly defined goals and strategies that will be implemented and monitored to increase student success. Each meeting participant will have a role in implementing the plan.

Students will be promoted by demonstrating essential knowledge and skills. Students must demonstrate proficiency on quarterly assessments and benchmark assessments including, but not limited to the MAP test and Forward Exam.

MAS is committed to setting students up for success each year based on academic performance; therefore, it should not be assumed that a student will be promoted from one grade to the next.

**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.

<b>Academics</b>	<b>Behavior</b>
<p><b>Tier 1—Core Curriculum and Differentiation</b> All students are challenged at their instructional level using research-based core curriculum and instructional strategies.</p>	<p><b>Tier 1—Classroom Behavior System</b> All students participate in classroom consequence and reward programs, as well as whole school incentives.</p>
<p><b>Tier 2—Small Group Intervention Periods</b> Teachers will create a plan for students that need additional practice beyond the core reading and math instruction.</p>	<p><b>Tier 2—Behavior Support</b> Teachers will create behavior monitoring systems that include rewards/consequences for students in need of additional behavior support.</p>
<p><b>Tier 3—Intensive Intervention planned by Problem-Solving Team</b> Teachers and administration team will create a plan for students who need additional support, which will include participation in intervention periods using different instructional materials and strategies to meet their needs.</p>	<p><b>Tier 3—Behavior Intervention Plan</b> Teachers and administration team will create a Behavior Intervention Plan based on a Functional Behavior Analysis to support student success in the school environment.</p>

**School Closings**

- 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.

**School Supplies**

- The school supply list is distributed in the summer. It is the student’s responsibility to have all of the supplies needed to complete his/her assignments. Some supplies may need to be replenished in January.

**Special Education Support**

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

**Textbooks**

- Students are issued textbooks at the beginning of each year or semester. They are responsible for the condition of the textbook and may be required to pay a fee for lost and/or stolen textbooks. Destruction of textbooks is a violation of our discipline code and may be subject to disciplinary action.

## **Toilet Training**

If your child is not toilet trained upon entering school in K4, parents may be asked to come in for a meeting to create a plan of action. Parents should provide a change of clothes for their child. If one is not provided, parents will be asked to bring clothes up to the school if an accident occurs. Teachers and assistants may need to assist children in changing into clean clothing. Parents will be notified if an accident occurs and assistance given by school staff. Additional meetings may need to be scheduled to update the plan of action if accidents continue.

## **Visitors**

- K4 and K5 parents may escort their children to their classrooms between 7:55 and 8:30. No other parents may escort their children beyond the lobby. After 8:30, parents must have a meeting scheduled in advance with their child's teacher or administrator in order to be permitted beyond the lobby during instructional hours.
- Parent Escorts are no longer provided during instruction.
- 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.
- To ensure a positive learning environment, visitors are asked to refrain from conferencing with teachers without appointments, pulling students out of class, talking to other students, talking on cell phones in the hallways etc. Disrupters will be asked to leave the building.

## **Volunteers**

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

## **Wellness Policy for Food, Snacks & Treats:**

- Beverages – Allowed: Milk, water, fruit or vegetable juice, fruit based juice (juices with at least 50% real fruit juice), sports drinks. Not Allowed: Soda, energy drinks, Kool-aid, juice.
- Bag lunches must contain a sandwich and may contain healthy snack options, one small bag of chips, and one small bakery item.
- Birthday Celebrations - To promote healthy food choices we respectfully request you not bring in cupcakes, cakes or cookies. Families are encouraged to bring in items from the healthy snack items list below. If you have questions please ask an administrator for clarity. Birthday celebrations will be held during the time designated by the teacher, which is to prevent loss of instructional time. The teacher must be notified at least one day in advance by note or phone. A list of birthday celebration ideas follows: bookmarks, pencils, trinket bags.
- Fast Food Meals – We discourage the bringing in of fast food meals. If an emergency meal situation occurs please choose healthy options. Also, students will be asked to eat the meal in the lobby.
- Healthy Snacks – crackers, popcorn, trail mix, muffins, granola bars, bagels, fruit, veggies, pretzels

# Milwaukee Academy of Science

## Acceptable Technology & 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.*

### **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 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>Teacher 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>

