



# Primary/Elementary

## Student & Parent Handbook

# 2023-2024

*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>, 2023. 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. Students should not be dropped off prior to 7:50.
- 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 are considered tardy as of 8:15AM.

**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 – 3:00PM (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 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 8:15AM are considered tardy. Tardy slips are issued at the front desk.

**Behavior Matrix**

We are all family at the Milwaukee Academy of Science and every member of our community is expected to show respect and kindness to their fellow Novas. MAS also holds values that support all students’ development as responsible and respectful individuals who are prepared to be successful in various professional environments while also maintaining safety as a top school priority. Students will receive specific feedback on their behavior so that they know what they are doing that is productive and professional and what they are doing that needs to improve. Behavior violations are organized according to severity. Students are expected to follow and will be held accountable to all school expectations from the time of their arrival on campus until they arrive home each day. They are also expected to follow expectations at all school events and whenever they are wearing the MAS uniform.

**Milwaukee Academy of Science  
Discipline Matrix 2023-2024**

CODE OF SCHOOL/CLASSROOM CONDUCT AND DISCIPLINE CHART	
Action Level Key	
1	Parent Conference/Intervention at the building level (classroom or administration managed)
2A	In-School Suspension or in school consequence
2B	Out of School Suspension - up to 2 days
3A	Pre-CDRB up to 3 days suspension
3B	Charter School Disciplinary Review Board (CDRB) and possible expulsion up to 5 day suspension

Examples of Conduct that Violate Expectations or Code of Conduct	Definition	Action Levels	
		Minimum	Maximum
		Minor	Serious/Repeated
<b>Attendance and Punctuality</b>			
Tardiness	Failure to be in place of instruction at the assigned time without a valid excuse	1	1
Truancy	Failure to report to school or class without prior permission, knowledge, or excuse by school/parent	1	2A
<b>Learning Environment</b>			

Uniform Violation	Out of uniform	1	2B
Inappropriate personal property	Misuse of personal property, disruptive to the teaching and learning of others such as food, beverages, laser pointers, sunglasses etc.	1	3A
Leaving the classroom without permission	Leaving the classroom learning environment without permission from staff members in charge	1	2B
Insubordination	Failing to comply with proper and authorized directions or instructions of a staff member	1	2B
Plagiarism/cheating	Turning in work that is not their own, copying, providing assignments or answers to another student to turn in as their own	1	3A
Chronic disruption or violation of school rules	Behavior that disrupts the educational process of others by involvement in misconduct that recurs over a period of time	1	3B
Electronics violation	Inappropriate or misuse of personal or school issued electronic equipment that disrupts the educational process; endangers health or safety; invades the rights of others; or involves illegal or prohibited conduct of any kind	1	3B
Other similar offense	Engaging in other similar conduct that disrupts the educational process or interferes with teaching and learning	1	3B
<b>Physical Safety and Mental Well-Being</b>			
Threatening Action or Behavior	Indirect (through another party), verbal, social media or written statement of intent to do harm directed towards others	GR.4K-5: 1 GR.6-12: 2A	3B
Peer Conflict	Verbal teasing, name-calling, put-downs, or low-intensity disrespectful comments directed towards peers.	1	3A
<a href="#">Bullying</a>	Bullying is any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. Bullying may inflict harm or distress on the targeted youth including physical, psychological, social, or educational harm.	GR.4K-5: 1 GR.6-12: 2A	3B
Physical Contact/ Horseplay Aggression/ contact	A purposeful, physical, singular action against another person which is perceived as confrontational or threatening: horseplay, shoving, pushing	1	2A
Fighting	Physical confrontation between two or more students deliberately striking another person. With or without intent to do harm	GR 4K-5: 1 GR.6-12: 2B	3B
Assault	Aggressive behavior exhibited in an attempt to do immediate bodily harm, or to threaten to do immediate bodily harm to others, or to put others in fear of immediate bodily injury	GR. 4K-5: 2A GR.6-12: 2B	3B
Battery	Unprovoked/unanswered intentional physical contact without consent causing bodily harm	GR. 4K-5: 2A GR.6-12: 2B	3B
Harassment	Disturbing with negative intention by pestering, tormenting, or threatening	1	3B
Extortion	Forcing other persons to act against their will, under threat of physical harm, such as the demand for money	2A	3B

Hazing	Intentional or reckless act that endangers the physical health or safety of others for the purposes of initiation/admission/affiliation with an organization	2A	3B
Verbal abuse, profanity	Use of language, either written or spoken, or conduct or gestures, which are obscene, lewd, profane, vulgar, or sexually suggestive	1	3B
Disorderly conduct	Behaving in a seriously inappropriate or violent manner that disrupts the educational process	2A	3B
Sexual misconduct	Sexual activity	Gr. 4K - 5: 2A Gr. 6-12: 2B	3B
Sexual harassment	Unwelcome sexual advances, request for sexual favors, sexually motivated physical contact, or other verbal conduct or communication of a sexual nature	Gr. 4K - 5: 2A Gr. 6-12: 2B	3B
Sexual assault	Sexual contact with a person without consent of that person	3B	3B
False fire alarm	Reporting a fire to school or fire officials, or setting off a fire alarm without reasonable belief that a fire exists	GR.K-5: 2A GR.6-12: 2B	3B
Compromising Building Security	Allowing unauthorized or undocumented entrance	Gr. 4K-5: 1 Gr. 6-12: 2A	3B
Gambling	Playing any game of skill or chance for money or anything of value	Gr. 4K-5: 2A Gr. 6-12: 2B	3B
Bomb threat	Reporting to school, police, or fire officials the presence of a bomb on or near school property without a reasonable belief that a bomb is present on school property	3B	3B
Possession or use of fireworks or incendiary devices	Using or possessing any incendiary devices or fireworks including smoke producing devices	1	3B
Possession/ownership/use of a weapon other than a gun	Possessing, having under one's control, using or threatening with a knife, razor, karate stick, metal knuckle, box cutter, pepper spray, or any other object that by the way it is used or intended to be used is capable of inflicting bodily harm	3	3B
Possession/ownership/use of a gun	Possessing, having under one's control, using, or threatening with a gun (pistol, BB, pellet, rifle, starter, replica)	3A	3B
Calling one's family or friends to settle a dispute	Calling or contacting family or friends to school with the intention to have them engage in settling a dispute physically or verbally (whether family or friends arrive or not)	3A	3B
Other similar offense	Engaging in other similar conduct that disrupts the educational process or interferes with teaching and learning (including verbal comments that imply a weapon)	1	3B
<b>Property</b>			
Loitering/Trespassing	Remaining around or lingering about a school building without a lawful purpose for being there	1	2B
Vandalism	Maliciously and intentionally causing damage to school property or the property of others. Includes situations in which minor damage can be repaired or replaced at no cost to the district	1	3B
Possession of stolen property	Having in one's possession property obtained without permission of the owner	1	3B



Theft	Taking property belonging to the school or to any individual or group without prior permission	Gr. 4K-5: 1 Gr. 6-12: 2A	3B
Burglary	Unauthorized entry into a school district building for the purpose of committing a crime when the building is closed to the students and public	2B	3B
Arson	Intentionally starting any fire or combustion on school property	3A	3B
Other similar offense	Engaging in any other similar actions which threaten or result in the loss or destruction of property	1	3B
Possession and/or use of vaping or tobacco, including chewing	Possessing and/or using any tobacco or vaping product by student	Gr. 4K-5: 1 Gr. 6-12: 2B	3B
Violation of cell phone policy	Unauthorized use or possession of cell phones or other technology (headphones, air pods, iPad, personal computer)	1	3A
Possession/ownership and/or use of alcohol	Possessing, having under one's control, and/or using any alcoholic beverages	3	3B
Possession/ownership and/or use of illegal drugs	Possessing, having under one's control, and/or using any illegal drug	3A	3B
Possession with intent to distribute illegal drugs/alcohol/prescribed medications	Buying, selling, giving, taking, or otherwise transferring to another person any illegal drug or alcohol including any transfer of a prescription drug or any substance alleged to be a drug regardless of its actual content	3B	3B
Other substance/material	Possessing, using, or having under one's control any substance, material, or related paraphernalia that is dangerous to health or safety, or that disrupts the educational process	3A	3B

### Resolving Parent Discipline Concerns

Steps to follow if there is a concern or disagreement:

- Discuss the matter with the teacher and attempt to resolve the disagreement through informal discussion.
- If there is no resolution to the problem, the parent/guardian should then contact the School Culture Coordinator or Assistant Principal (behavior concern/discipline decision) or Principal (academic concern) to discuss the issue.
- If the problem still persists, please contact the Principal in the case of a behavior concern and the CAO in the case of an academic concern or if a behavior concern was not resolved by the Principal, and they will mediate the problem with all parties involved. The Principal or parent may request the CAO to be present for this meeting if the situation merits.
- In the event a parent or student wishes to appeal a CDRB expulsion decision, they may email the CEO with their appeal directly, and the CEO will forward the appeal to the Parent Committee of the Board of Directors who will review the appeal and either uphold or reverse the decision.
- Additionally, our administrative team annually reviews our discipline policies and procedures along with student behavioral data prior to the start of each school year. We invite all families and students to participate in and provide feedback on these policies and procedures and our results through our annual parent and student surveys, our parent committee, and our annual state of the school meetings.

## **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 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.

## **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**

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 15th and 30th of each month. Bus route changes can be made by completing the 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.
- Parents are responsible for getting their child to school during route change requests, a 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 during the entire duration of the ride.
- Parents, family members nor anyone who has not been assigned to the bus WILL NOT be allowed to get on the bus for any reason. By doing so student(s) will be indefinitely suspended off the bus for the remainder of the year.
- The bus 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 are to be courteous to one another.

## **Bus Discipline:**

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- Student must remain in his/her assigned seat during the entire duration of the ride.
- Parents, family members nor anyone who has not been assigned to the bus WILL NOT be allowed to get on the bus for any reason. By doing so student(s) will be indefinitely suspended off the bus for the remainder of the year.

The bus 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 are to be courteous to one another.

## **Students boarding the bus:**

1. Students should 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. Students should be ready to board the bus immediately after school when dismissed. If the student does not board within a reasonable period of time the bus will depart without them. It will then be the parent's responsibility to ensure that the child finds a way home.
3. If a student needs to ride a bus other than his/her regular route a parent must contact

The transportation coordinator and permission has to be granted by A Riteway supervisor. It is then that 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 busses being overcrowded and "lost" students.

**Level 1 Violations:** Eating or drinking on the bus, littering on the bus, standing or walking around while the bus is in motion, yelling out bus window, driver disrespect, use of profanity on the bus, and violations of any other level 1 bus or school rules

**Possible Consequences for Level 1 Violations:** warning, assigned seat for a specified duration, parent phone call, parent conference, detention, community service, writing assignment, apology, bus suspensions among other consequences as determined by administration.

**Level 2 Violations:** 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

**Possible Consequences for Level 2 Violations:** Any possible level 1 consequences, in-school suspension, out-of-school suspension, bus suspension or bus expulsion, among other consequences as determined by administration.

**Level 3 Violations:** 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

**Possible Consequences for Level 3 violations:**

Any possible level 1 or 2 consequences, CDRB, among other consequences as determined by administration.

#### **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 3:00pm.
- 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 from the front desk after 2:45pm.
- Students who get picked up by parents or day care are released at 3:05pm as part of VIP dismissal.
- VIP and pickup students are to be picked up between 3:05 and 3:45.
- 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.
- 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> <u>Navy Blue</u> 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> <u>Gray</u> 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.
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<b>ALL K4-5<sup>th</sup></b>
<b>Bottoms</b> -- Navy blue or khaki pants <b>Shoes</b> – Must have closed toes and a solid back. <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 should be given to the teacher during arrival to be locked up during school hours.
- School staff will make every effort to ensure that property is safe; however, we are not responsible if items are lost or stolen.
- If a device is being used during school hours, it will be confiscated and will need to be picked up

## Extra Curricular Activities:

High expectations during the school day at MAS extend to extracurricular activities as well. 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.
- 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.

### **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 may result in loss of future library privileges, field trip and/or graduation privileges.

### **Medication**

- 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 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 and participate in monthly parent engagement opportunities 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 communicate 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 (Rtl) Framework Implementation:** Rtl 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></p>	<p><b>Tier 3—Behavior Intervention Plan</b> Teachers and administration team will create a</p>



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.	Behavior Intervention Plan based on a Functional Behavior Analysis to support student success in the school environment.
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### **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**

- Parents may not escort their children beyond the lobby. 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
- Bag lunches must contain a sandwich and may contain healthy snack options, one small bag of chips, and one small bakery item.
- Birthday Celebrations - 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.
- 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

## ELEMENTARY - 2023-2024 - Student Device Contract

I, \_\_\_\_\_ (scholar name), agree to the following terms and conditions for the use of a device provided by Milwaukee Academy of Science (MAS):

- Be **trustworthy** and **respectful** by using the device only for school work. Things like cyberbullying (being mean to others online), playing games during work time, watching videos, or looking at things that are not school related are not allowed.
- Take **care** of your devices by not throwing, dropping, running with, writing on, or doing anything else that might break your device. MAS tracks who is using the computers, so make sure you are working hard!
- Be **responsible** to make sure your devices are never near food or drinks!
- Show great **citizenship** by telling an adult if the device gets damaged or broken—even if it was just an accident—so we can fix it as soon as possible.
- Demonstrate **fairness** by following all the rules set by the school *and your teachers* for using technology in the classroom.

By following these rules, you can make sure there will always be a device for you to use! Otherwise there may be consequences like not being able to use devices or even having to pay to fix it.

Please sign below to show that you have read and understand these rules. Thanks!

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

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

## 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>

