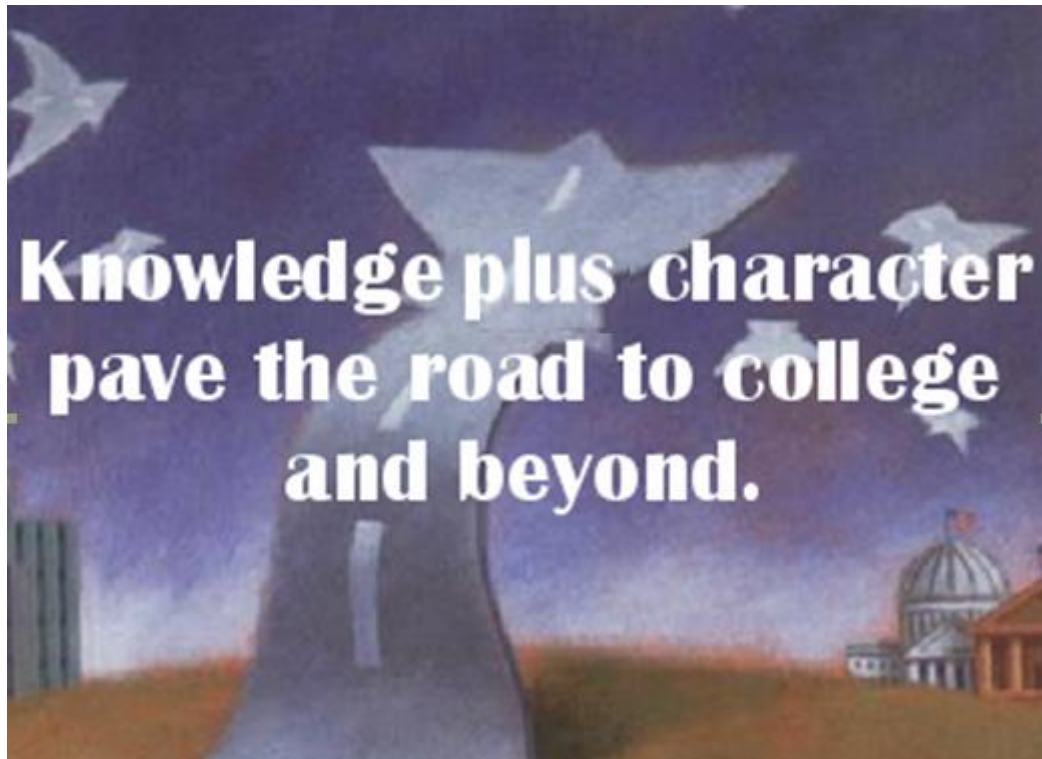




# **Milwaukee College Prep Family Handbook 2016-2017**



**MISSION**

Knowledge plus character pave the road to college and beyond.

**VISION**

College Bound. Character Strong.

**SCHOOL OVERVIEW**

Milwaukee College Prep is an independent charter (public) school, authorized by Milwaukee Public Schools. Any child who lives in the City of Milwaukee is eligible to attend at no cost. Milw College Prep was incorporated as a non-profit organization in the spring of 1997 as a gift to the Milwaukee community by Ron and Micky Sadoff and Junior Bridgeman. Milwaukee College Prep is a school of uncompromising academic and social expectations. In addition to core curriculum of phonics, reading, poetry, vocabulary and mathematics, Milwaukee College Prep offers physical education, art, music and instructional technology.

**ENROLLMENT PROCEDURES**

Registration applications are accepted in February. Priority enrollment is given to returning students and siblings.

Only registration applications that include all required information (i.e.: proof of residency; birth certificate for new kindergarten students, immunization records, etc.) will be considered for admission.


If more applications are received than seats are available in a grade, a random drawing will be held the first week of March to determine acceptance. Any remaining seats available will be assigned on a first come first serve basis. Class size will be limited to approximately 25. Students will be assigned to a homeroom teacher by the staff during the summer. That is a binding assignment.

**PHILOSOPHY**

Milwaukee College Prep is based on a commitment to excellence. We know that the positive impact we have on the lives of our scholars is only possible when the school and home community are working together to reflect the same values. We believe in having high expectations, both academic and behavioral, of our students, and we will work our hardest to ensure that students meet these standards. We know that you have selected Milwaukee College Prep because you hold these same high standards for your child and are eager to work with us to maximize your child's school success.

The Commitment to Excellence on the following page outlines the responsibilities of the school, the family, and the student over the course of the coming year. The Commitment exists in order to ensure that we have all discussed our responsibilities in detail, understand the specifics they entail, and are prepared to accept those responsibilities and be held accountable for carrying them out. The Commitment is not an exhaustive list of what must be done, but it does represent essential elements of a successful school program. It serves not only as a testament to the Commitment we all must make, but as an acceptance of that Commitment as well.

## Milwaukee College Prep Commitment to Excellence

<b>PARENT/GUARDIAN COMMITMENT</b>	<b>STUDENT COMMITMENT</b>	<b>STAFF COMMITMENT</b>
<p>We fully commit to MILW COLLEGE PREP in the following ways:</p> <ol style="list-style-type: none"> <li>1. Make the school a safe and orderly environment by supporting the school as it enforces the school's code of conduct, as outlined in the handbook.</li> <li>2. Ensure that my child arrives at school by 8:00 a.m. and attends school regularly. I have read and agree to the school's policy regarding tardiness and absences.</li> <li>3. Ensure that my child wears the appropriate uniform daily, as explained in the uniform section of the handbook.</li> <li>4. Communicate regularly with my child's teachers regarding my child's academic and behavioral performance and attend a minimum of <u>two</u> parent conferences, and any specifically requested conferences.</li> <li>5. Read the Tuesday Newsletter each week to keep informed of updates/information from the school.</li> <li>6. Check my child's Life's Work (homework) nightly and sign his/her Life's Work sheet or agenda to indicate that I have done so.</li> <li>7. I attest that the information given on all registration forms is true and understand that false information may result in my child being dismissed from Milw College Prep.</li> <li>8. I give permission to have my child's picture taken at school or school events and for it to appear in school booklets, brochures, videos, newspaper, social media or television.</li> <li>9. I will allow my child to attend Milw College Prep field trips as announced in the Tuesday Newsletter.</li> <li>10. Keep current with the invoices sent home every Tuesday.</li> <li>11. I have read and understand the policies and expectations as stated in the handbook, including the technology AUP.</li> </ol> <p style="text-align: center; margin-top: 20px;">PARENT/GUARDIAN SIGNATURE</p> <hr style="width: 80%; margin: 0 auto;"/>	<p>I fully commit to MILW COLLEGE PREP in the following ways:</p> <ol style="list-style-type: none"> <li>1. I will always work, think, and behave in the most proactive and best way I know how. I will do whatever it takes for me and my fellow students to learn. This means that I will complete all of my Life's Work every night to the best of my ability, and I will raise my hand and ask questions in class if I do not understand something.</li> <li>2. I will always make myself available to parents, teachers, and any concerns they might have. If I make a mistake, this means I will tell the truth to my teachers and accept responsibility for my actions.</li> <li>3. I will always behave so as to protect the safety, interests, and rights of all individuals in the classroom. This also means that I will always listen to all my Milw College Prep teammates and give everyone my respect.</li> <li>4. I will wear my proper Milw College Prep uniform each day.</li> <li>5. I will do everything in my power to arrive to school on time.</li> <li>6. I am responsible for my own behavior, and I will follow the teachers' directions.</li> <li>7. I have read and understand the policies and expectations as stated in the handbook.</li> </ol> <p style="text-align: center; margin-top: 5px;"><i>Failure to follow these commitments will cause me to lose privileges, and could lead to me returning home from school.</i></p> <div style="text-align: center; margin: 5px 0;">  </div> <p style="text-align: center; margin-top: 20px;">STUDENT SIGNATURE</p> <hr style="width: 80%; margin: 0 auto;"/>	<p>I fully commit to Milw College Prep in the following ways:</p> <ol style="list-style-type: none"> <li>1. Make the school a safe and orderly environment by enforcing school rules as consistently as possible and by doing my part to instruct our students regarding appropriate and inappropriate behavior in school.</li> <li>2. Ensure that valuable school time is utilized thoughtfully and efficiently so that the school can provide our students with an education that is academically rigorous and that meets or exceeds the requirements of the Wisconsin State Standards.</li> <li>3. Communicate regularly with parents regarding their child's behavioral and academic performance through progress reports, report cards, parent conferences, telephone contact, and by welcoming parents to the school.</li> <li>4. Assign, collect, and evaluate nightly Life's Work assignments designed to support classroom instruction and teach responsibility, and ensure that students are held accountable for finishing those assignments on a daily basis.</li> <li>5. Constantly monitor the strengths, weaknesses, and progress of our students, both academically and behaviorally, provide extra academic and homework help to our students on a regular basis, and consistently enforce the code of conduct as a means of holding students accountable for their behavior at school.</li> <li>6. I have read and understand the policies and expectations as stated in the handbook.</li> </ol> <p style="text-align: center; margin-top: 20px;">STAFF SIGNATURE</p> <hr style="width: 80%; margin: 0 auto;"/>

This is a **copy** of the Commitment to Excellence.

Please sign and return the actual Commitment to Excellence form on the last page of the Family Handbook.

## SCHOOL SCHEDULE

6:30 a.m. - 7:30 a.m.	Early Drop-off (Extended Day fee charged)
7:30 a.m. – 7:55 a.m.	Breakfast served
8:00 a.m.	School begins
3:30 p.m.	Dismissal for grades K4 – 8 <sup>th</sup>
3:30 p.m.-5:30 p.m.	MCP Camp (Extended Day fee charged)



## SCHOOL CLOSING

If Milwaukee Public Schools close due to bad weather, Milwaukee College Prep is closed. Listen to the radio or television for the announcement of the closing of MPS.

In the event that weather conditions make travel to school hazardous and unsafe, but MPS does not close, it is recommended that parents use their discretion in bringing their child/ren to school. Once the school day has started, school will not be canceled early in the event that weather conditions become bad during the day. In these cases, it is up to the parents to decide if they want to pick their children up early.

## TRANSPORTATION

Milwaukee College Prep does not provide transportation to and from school. Parents will be required to arrange transportation to and from school for their child/ren.

## ATTENDANCE POLICY

### Absences

Attendance is the first step in ensuring academic achievement. In order for scholars to reach their personal best, they must show up and make their strongest effort at school each and every day. At Milwaukee College Prep, regular attendance is required. Our curriculum is an ambitious one; every day is essential for students to keep pace. Parents/guardians/families are expected to ensure that their children are in school. Please do not allow your child to miss a day of school except for serious illnesses.

**All Absences – “Excused” and “Unexcused” – Are Considered Absences:** Any day your child does not attend school is considered an absence.

### Student Attendance and Absences

State law requires all children between the ages of 5 and 18 to attend school full time. The State of Wisconsin and the Milwaukee Board of School Directors set policies for student absences. They are summarized below.

**Excused Absences Defined** — it is your responsibility as a parent/guardian to notify the school as soon as possible when your child will be absent. The following are valid reasons for your child to miss school and are considered excusable absences. All other absences are regarded as truancies.

### **Parent Notification of Absence**

It is your responsibility to contact the school if your child is going to be absent. If your child is not in school and you have not contacted the school, a phone contact will be made to you. If the contact is unsuccessful, the school will attempt to reach you by other means before the end of the second day after receiving a report of an unexcused absence.

You will also be notified if your child has had five unexcused absences in a semester. The notification will be in writing and sent by certified mail or first-class mail. Parents may be notified simultaneously by electronic communication. The notice will ask you to meet with the Dean of Students within five days. (A five-day extension for the meeting date is allowed). If you fail to meet with school officials within 10 days of notification, the school may take steps to impose penalties on you for failing to correct the truancy problem. These penalties include enforcement of state statutes and municipal codes.

**Missing School for Appointments:** Parents/guardians/families are asked to schedule medical appointments outside of school time. In the case when a student has a medical appointment during school, s/he should not be absent for the entire school day.

**Suspensions Are Considered Absences:** If students are absent from school due to suspension, these days will be considered absences.

**Reporting Absences:** If a student is absent, the parent/guardian must report the absence to the school office by 9:00 a.m. via phone or through the form on the school website ([www.milwcollegeprep.com](http://www.milwcollegeprep.com)).

### **Absences:**

- **Two Consecutive Absences** – Parent/guardian will receive a call from teacher or educational assistant.
- **Eight Absences in a Year:** Parent/guardian will be notified by phone and letter about the seriousness of the issue from the Dean of Students.
- **Twelve Absences in a Year:** Parent/guardian will be called to the school to meet with the School Social Worker to discuss the absences and develop an attendance plan.
- **Fifteen Absences in a Year:** Parent/guardian will be called to the school to meet with the School Social Worker, Dean of Students and Principal. At this point, the student is considered a truant and is at risk of not being promoted to the next grade. The Principal reserves the right to retain any student who misses more than fifteen days of school. In addition, a report may be filed with the District Attorney's office.
- **Five Unexcused Absences:** A certified letter or first-class mail will be sent to your house. With this letter a meeting is required with the school Social Worker and Dean of Students within 5 days of receipt of the letter.
- **Eight Unexcused Absences:** Involvement from our school Social Worker.
- **Twenty-Five Unexcused Absences in a Year:** At this point, the student will be considered a habitual truant. School administration may file a written complaint with a relevant court or child services agency alleging the belief that the acts or omissions of the child are such that his/her family has service needs. Milwaukee College Prep is required to submit an annual report to the Department of Public Instruction that reports habitual truants.

## Tardiness

Getting to school on time is a key to your child's success – at school and in life. At Milwaukee College Prep, the learning begins from the moment scholars walk in the door. Parents/guardians/families are expected to ensure that their children are in school on time. Students who are late often miss essential math and reading instruction, disrupt the learning of other children, and risk falling behind on our ambitious curriculum. We want to teach our students the importance of being on time. One of the most common reasons that people lose their jobs is persistent tardiness to work.



**Definition of Tardiness:** Students arriving **after 8:00 AM** (as measured by the school's main office clock) are marked tardy.

- If a student will be arriving after 8:30 am with a doctor's excuse or because of a family emergency, the parent must call the office before 8:15am to notify the school.
- Parents are allowed to make **three** phone calls per quarter to notify the school of late arrivals. Students arriving after 8:30 am without proper notification by the parent/guardian will not be allowed to attend school that day. If there is habitual office calls for tardies the family must meet with the School Social Worker and Dean of Students.
- **Ten Tardies in a Quarter:** Parent /guardian must come to the school for a mandatory conference. The administrator, teacher, school social worker, parent and student will develop a contract outlining steps that will be taken to improve that child's promptness to school.

**Early Dismissals Are Considered Tardies:** Early Dismissal (picking a child up from school prior to the 3:30 pm dismissal time) is counted as a tardy. We will not release students prior to the end of the school day without parent signing the scholar out. If there are habitual early dismissals the family must meet with the School Social Worker.

## When to Keep a Child Home From School

School is important, but sick children need to be at home. Once a child's condition improves, and his/her temperature is normal without medication, he/she can return to school. Be certain that the school has current telephone numbers to reach you at all times in case your child becomes ill or injured. If any of the following conditions exist, please keep your child home from school:

• Fever (temperature 100 degrees or higher)	• Heavy nasal congestion or frequent cough	• Vomiting or diarrhea
• Blistery	• Bed Bugs	• Lice
• If your child has been diagnosed with a contagious disease	• Pink Eye – 24 hours after treatment with a doctors excuse	

## ILLNESS DURING SCHOOL HOURS

If a child is sick (feverish, pink-eye, flu-like symptoms or presents a health hazard to others i.e. bed bugs, ring worm) the school expects him/her to stay home for the day. We do not have a nurse on site. If a child becomes ill or injured during the school day and is not well enough to stay in class, the parent/guardian will be called to pick the child up. We do not have the capacity to watch over and care for ill children. Therefore you **must** be able to pick up your scholar in a timely manner. It is necessary to have updated emergency contact numbers on file in the school office in case no one can be contacted at home. If a child needs to take medicine while at school, a consent form must be filled out in the main office. All medications

are kept in the office and dispensed . Milwaukee College Prep reserves the right to request a doctor's excuse before your scholar may return to school under any circumstance.

## HEALTH

Wisconsin State Law requires that all children entering a Wisconsin elementary school be immunized against diphtheria, tetanus, pertussis, polio, measles and rubella. These requirements can be waived only if a properly signed health or religious exemption is filed with the school.



Per state regulations no medication can be dispensed without a doctor's form-this includes prescription and nonprescription medicine (including Tylenol, Ibuprofen, and Advil). Parents must sign an authorization for consent to administer medication if their child needs to take medicine during school hours. These forms are available in main office and online at the MCP website.

### Immunizations

The law requires that students receive a minimum number of immunizations prior to entering school. The law is meant to prevent illnesses such as **mumps, pertussis (whooping cough)** and other vaccine preventable diseases from returning and harming our children. To obtain proper immunizations, call your doctor, health center, or the **Milwaukee Health Department at (414) 286-8034**. When your child is immunized, provide the records to your child's school. **Required immunizations\* are as follows:**

Pre-Kindergarten (2–4 years)	Kindergarten – Grade 5	Grade 6 – 12
4 doses of Tetanus, Diphtheria & Pertussis	4 doses of Tetanus, Diphtheria & Pertussis	4 doses of Tetanus, Diphtheria & Pertussis
3 doses of Polio	4 doses of Polio	1 additional dose of Tetanus, Diphtheria, Pertussis
3 doses of Hepatitis B	3 doses of Hepatitis B	4 doses of Polio
1 dose of Measles, Mumps and Rubella	2 doses of Measles, Mumps and Rubella	3 doses of Hepatitis B
1 dose of Varicella	2 doses of Varicella	2 doses of Measles, Mumps and Rubella
		2 doses of Varicella

\*There are a handful of limited exceptions to the requirements. For details about exceptions, for free immunizations or to check your family's immunization records, contact your health care provider or the City of Milwaukee Health Department at (414) 286-8034.

## WELLNESS POLICY: FOOD ITEMS

### Beverages

- Allowed: water; fruit and vegetable juices and fruit-based drinks that contain at least 50% fruit juice; milk; soymilk; sports drinks.
- Not allowed: soda; iced tea; fruit-based drinks that contain less than 50% real fruit juice; energy drinks; beverages containing caffeine.

### Portion sizes of foods sent in bag lunches or for snacks

- Two ounces for chips, fries, crackers, popcorn, cereal, trail mix, nuts, seeds, dried fruit, or jerky;
- One ounce for cookies;



- Two ounces for cereal bars, granola bars, pastries, muffins, doughnuts, bagels, and other bakery items;

### **Fast Food Lunches**

We discourage the bringing of fast food to students for lunch. If this does occur on an emergency or special occasion, please choose healthier options such as subs. Above guidelines for soda and portion sizes apply to lunches brought in.

### **Birthday Celebrations**

Birthday celebrations will be held at the end of the day. Teacher must be notified at least one day in advance by note or phone call. Below is a list of birthday celebration ideas.

- Snacks (Nutritional snacks are encouraged. Follow above guidelines.) Please arrive with appropriate supplies (napkins, plates, silverware, etc.).
- Bookmarks, pencils, trinket bags.
- Donate a book to the child's classroom in their name. Parent is welcome to read the book to the class.

Milwaukee College Prep is dedicated to the health and well-being of all students. Food service staff strives to serve nutritious child-appealing meals according to DHS food safety standards. Milwaukee College Prep ensures compliance with federal and state regulations and promotes professional standards requirements in conjunction with DPI and MPS.

### **PROHIBITED MATERIALS**

Students are not allowed to have the following items at school:

Gum, Soda or Candy; Trading Cards; Toys; Video Games; Make-Up (lip gloss/glitter); Perfume; Cologne; Electronic game devices (ie: PSP) or MP3 players, iPods, glass bottles.

Any of the above items brought to school will be confiscated and either discarded or kept until a parent comes to claim them. The above list describes the main items students bring, administrative discretion will be used on items not listed above which distract the learning environment.

### **CELL PHONES/ELECTRONICS**

Cell Phones may be brought to school, but must be turned off and put away in student's locker from 7:30am-3:30pm. If a student is seen with a cell phone during the day or the cell phone rings during the day, the cell phone will be confiscated and a parent may pick up the phone at the end of the day. If a student is caught using a phone in any manner during the day (talking, texting, playing games, listening to music, taking pictures, or use in any manner), the phone will be confiscated for a week.

1<sup>st</sup> offense of having a cell phone during the day (not in use) is a warning, parent picks the phone up at the end of the day.

2<sup>nd</sup> offense and any subsequent offenses of having a cell phone during the day (not in use) is a week-long confiscation or the mandatory turning in of cell phone to teacher/administrator at the beginning of the day.

**Reminder:** the FIRST time a student is caught using a phone during the day is a MANDATORY confiscation or turning in of the phone to an administrator/teacher each morning for one week and the student will be required to make a deposit.

**Elementary Students:** Cell phones must be turned in to the teacher each morning. Cell phones will be locked in a safe place until dismissal. The above policy will be followed for elementary students.



Milwaukee College Prep is not responsible for lost or stolen items at school.

## **SEARCH OF STUDENT BELONGINGS**

Milwaukee College Prep must maintain a safe and orderly environment for all our students and staff. In order to do so, the school reserves the right to search any and all persons or belongings on school property for illicit material. Such searches can be either random or with reasonable suspicion and include student backpacks, lockers, person, pockets, etc.

## **CUSTODY POLICY**

In cases where parents are divorced or separated, the school can presume that both parents have access to the student. If one parent has been denied this privilege, it is the parents' obligation to make this known by providing legal documentation. Mailings and student information are emailed to both parents.

## **UNIFORM**

All scholars must come to school in the Milwaukee College Prep uniform every day. If a student arrives to school out of uniform, parents/guardians will be called and asked to bring in a uniform before the student is sent to class.

Students may not change out of the uniform at any point during the school day. Once students enter the school building, the wearing of hats, bandanas, or wave caps is not permitted. Students may not wear disruptive jewelry, such as oversized belt buckles. Jewelry is limited to one necklace and one bracelet per arm. Earrings must be no larger than a quarter and no tattoos, fake tattoos, or any sort of visible writing on the skin is acceptable. The following steps will be taken regarding uniforms:

### 1<sup>st</sup> Offense in a quarter:

- Parent is contacted regarding missing item by 8:30 a.m.
- Uniform violation is issued (parents can agree to purchase one and have it added to their invoice in order for their child not to receive the violation or they can drop the missing piece off by 9:30 a.m.)
- Major uniform infractions (missing blazer, white shirts, jeans, wrong uniform, etc.) will require the scholar to be held out of class until the proper uniform is dropped off.

### 2<sup>nd</sup> Offense in a quarter:

- Parent is contacted regarding the missing item by 8:30 a.m.
- Uniform violation is issued (parents can agree to purchase one and have it added to their invoice in order for their child not to receive the violation or they can drop the missing piece off by 9:30 a.m.)
- A detention will be issued for that day if the uniform piece is not taken care of and the parent will be informed of the detention during the parent contact
- Major uniform infractions (missing blazer, white shirts, jeans, wrong uniform, etc...) will require the scholar to be held out of class until the proper uniform is dropped off.

### 3<sup>rd</sup> Offense in a quarter:

- Parent will be contacted regarding the missing item by 8:30 a.m.

- Uniform violation is issued (parents can agree to purchase one and have it added to their invoice in order for their child not to receive the violation or they can drop the missing piece off by 9:30 a.m.)
- A detention will be issued for that day if the uniform piece is not taken care of and the parent will be informed of the detention during the parent contact
- Major uniform infractions (missing blazer, white shirts, jeans, wrong uniform, etc...) will require the scholar to be held out of class until the proper uniform is dropped off.
- The student can't return to class until a mandatory meeting with the parent is scheduled (that day or the next morning). If the parent fails to show up to the mandatory meeting, the scholar will be held from class with the Dean of Students until the parent meeting is held.
- A "Success Plan" will be created during a mandatory parent meeting

### ***Elementary Uniform Policy***

*Grades K4-4<sup>th</sup> at 36<sup>th</sup> and Lloyd Campuses*

*Grades K4-5<sup>th</sup> at 38<sup>th</sup> and Lola Rowe North Campuses*

Red MCP Polo	Shirts are for sale in the office (\$10 for short-sleeved; \$20 for fleece). If it is cold, students may wear t-shirts, long-sleeved t-shirts or turtlenecks under their polos (these shirts must be plain white, black, blue or red), a Milwaukee College Prep fleece or a navy blue cardigan sweater (no hoods, logos or belts).
Navy blue pants	Walking shorts, skirts or skorts that are no shorter than three inches above the knee are allowed on hot days (no jumpers). Cargo shorts/pants, jogger, skinny pants, corduroy and no denim of any color are prohibited), buttons, designer labels or outside zippers. If pants have belt loops, students must wear a belt.
Belt	Must wear a belt when belt loops are present.
Headwear	Headbands and barrettes are allowed. No hats, hoods, bandanas, du-rags etc. (any headbands determined distracting to the learning environment may be asked to be removed, i.e. large bows, ears, lights, etc..)
Socks/Tights	Solid red, white, blue or black socks, tights or leggings. (No patterned i.e. strips, polka dots, oversized logos sock, tights or leggings). Both socks <b>MUST</b> match.
Shoes	Gym shoes are preferred so students do not need to change for P.E. classes. All scholars must wear closed toed shoes. No boots, moccasins, sandals, clogs, crocs, converse high top, shoes that lace up one inch past the ankle, or flip-flops allowed. In winter, if boots are worn to school, students must change into uniform permitted shoes for class.

### ***Middle School Uniform Policy:***

*Grades 5-8 at the 36<sup>th</sup> and Lloyd Street Campuses*

*Grades 6-8 at the 38<sup>th</sup> and Lola Rowe North Campuses*

#### ***Monday, Tuesday, Wednesday, Thursday:***

Red MCP Polo	Shirts are for sale in the office (\$10 for short-sleeved; \$20 for fleece). If it is cold, students may wear t-shirts, long-sleeved t-shirts or turtlenecks under their polos (these
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shirts must be plain white, black, blue or red), a Milwaukee College Prep fleece or a navy blue cardigan sweater (no hoods or belts).

Pants	Walking shorts, skirts or skorts that are no shorter than three inches above the knee are allowed on hot days (no jumpers). Cargo shorts/pants, jogger, skinny pants, corduroy and no denim of any color are prohibited), buttons, designer labels or outside zippers. If pants have belt loops, students must wear a belt.
Belt	Must wear a belt when belt loops are present.
Headwear	Headbands and barrettes are allowed. No hats, hoods, bandanas, du-rags etc. (any headbands determined distracting to the learning environment may be asked to be removed, i.e. large bows, ears, lights, etc...)
Socks/Tights	Solid red, white, blue or black socks, tights or leggings. (No patterned i.e. strips, polka dots, oversized logos sock, tights or leggings). Both socks <b>MUST</b> match.
Shoes	Gym shoes are preferred so students do not need to change for P.E. classes. All scholars must wear closed toed shoes. No boots, sandals, clogs, crocs, converse high top, shoes that lace up one inch past the ankle, or flip-flops allowed. In winter, if boots are worn to school, students must change into uniform permitted shoes for class.

### ***Friday:***

Blazers	Boys and girls are required to wear Navy blue blazers to school. Blazers may be draped on the back of their chairs while students are in class, but anytime that students are up from their desks and in the hallways, they are expected to be wearing their blazer.
Skirts (Girls)	Bel-Aire Plaid Pleated Skirt; or khaki/navy skirt (must be within 3" of knees).
Pants	Solid navy blue or khaki dress pants. Walking shorts are acceptable on hot weather days. Girls may wear pants as well.
Belt	Must wear a belt when belt loops are present.
Ties	Green/blue "repp" striped tie (crossover style for girls). On sale in the office (\$10 each).
Shirts/Blouses	Solid white (no lettering or emblems), long or short sleeved button up blouse or shirt. No sleeveless shirts, polos, lace or wide collar blouses are allowed. Shirts must be tucked in at all times. If a student chooses to wear an undershirt, it must be plain white with no writing anywhere on the shirt. Plain white t-shirt must be worn under see through blouses and dress shirts.
Headwear	Headbands and barrettes are allowed. No hats, hoods, bandanas, du-rags etc. (any headbands determined distracting to the learning environment may be asked to be removed, i.e. large bows, ears, lights, etc...)
Socks/Tights	Solid red, white, blue or black socks, tights or leggings. (No patterned i.e. strips, polka dots, oversized logos sock, tights or leggings). Both socks <b>MUST</b> match.
Shoes	Solid black, brown or navy leather shoes are required (no stripes). Shoes must be closed toed. No sandals, moccasins, boots, gym shoes, clogs, crocs or flip-flops allowed. In winter, if boots are worn to school, students must change into required shoes for class.
Socks/Tights	Solid red, white, blue or black socks, tights or leggings. (No patterned socks, tights or leggings). Both socks <b>MUST</b> match.

## SUPPLIES



K4 – 8<sup>th</sup> grade students will be sent a supply list in summer of supplies to bring the first day of school by their teacher. Students will be charged \$50 if they don't bring their supplies to school by Friday, September 2, 2016. Students will be charged if they choose to damage or destroy any books provided to them.

K4-5<sup>th</sup> Grade teachers will collect all supplies at the beginning of the year and place them into a community supply bucket. This process allows our teachers to keep the classroom pace moving without disruption of students needing supplies in the middle of instruction. 5<sup>th</sup> grade students will transition with supplies, operating as elementary in 1<sup>st</sup> quarter and then working their way towards the responsibility levels of the older students. 6th-8th grade students place all supplies in their lockers/desks and must be responsible enough to ration supplies throughout the year. If a 5th-8th grade student shows up to a class without the necessary supplies for success, 4 Virtuous Dollars will be deducted.

## DISCIPLINE

### Discipline

We call our approach to classroom management and discipline Proactivity because we believe that by setting up positive systems and routines we can help students make the best choices for their behavior. Teachers use a variety of strategies to promote positive behavior and to redirect problem behaviors. We recognize and celebrate student successes at every opportunity.

We believe that the learning environment is sacred. We also work to ensure that every child is safe (physically, emotionally, mentally and intellectually) and can learn without needless disruptions. We have very high expectations for student behavior, and we “sweat the small stuff” to create and preserve a focused learning environment.

If a student consistently chooses to make inappropriate choices, consequences will follow so that the learning of others in the classroom is not interrupted. Teachers use non-verbal, verbal and several concrete warnings for smaller behaviors. If there are repeated behaviors or a major offense takes place, the student must take some time to reflect and make a deposit. Community services may be issued to scholars to foster strong character with a focus on repairing their community.

Elementary parents will be informed daily of their child's behavioral choices on the life's work sheet. Middle School parents are informed each Tuesday through Virtuous Dollar Reports.

### Withdrawals and Deposits

We believe that all students are full of good choices that they make throughout the day. MCP recognizes that all relationships have an emotional bank account. Our bank accounts are based on our TRECK values of Trust, Respect, Excellence, Courage and Knowledge. Students manage their “good choice” bank accounts throughout the day by making positive and proactive choices in the classroom. Some examples of proactive choices include showing kindness, courtesy and respect, keeping promises, following expectations and seeking to understand others. When a poor choice is made, a proactive student will recognize their choice and apologize or reflect upon it.

### Withdrawal

If a student makes a poor choice they are asked to make a withdrawal from their account. In grades K4-1<sup>st</sup> this is changing a color card. In grades 2-4 this is removal of a classroom dollar. In Middle School this is a deduction from Virtuous Dollars. If repeated poor choices occur or a student commits a major offense, we

say that s/he is “overdrawn” on their “good choice” account and he/she will have to make a deposit. Withdrawals are documented daily on LW sheets for elementary and are documented every Tuesday through Virtuous Dollar Sheets for Middle School. LW sheets and Virtuous Dollar Sheets require mandatory parent signatures.

### **Deposit**

After overdrawing on their “good choice” account, the student must determine positive steps to restore/repair their community. In doing this, students will complete a deposit. At this time a student is required to reflect on their poor choices and recognize how their actions impacted their relationships or learning environment. At a bank, when the balance is low, we must deposit money back in. The purpose of the deposit is for the student to take some time to think about his/her choices and think of better choices s/he could make in that situation. After a student completes a deposit, the teacher and class will help and encourage them to make good choices and get back on the high road.

### **When a child makes a deposit for repeated behaviors and/or major offenses the following will occur:**

- 1st deposit of the day: Student makes a deposit by completing the deposit form on the poor choice that was made. The student identifies a better choice that could be made in the future. The student then presents the deposit s/he has made to his classroom community. The deposit form is sent home to be discussed and signed by the parent/guardian.
- 2nd deposit of day: Student makes a deposit, as outlined above, accompanied by call home from the teacher.
- 3rd deposit of day: Student is removed from class and a mandatory conference with the teacher, parent and student is required before the student is allowed back in class. Student makes a deposit as outlined above.

**\*\*Dean of Students may become involved in any discipline of a scholar**

### **In a quarter: 3 deposits in one day for the 2nd time**

The student may be suspended for at least one day before being readmitted. A mandatory conference with the Dean of Students, teacher, parent and student is required before the student is allowed back in class.

### **In a quarter: 3 deposits in one day for the 3rd time, 3 suspensions, or 10 deposits**

A mandatory meeting is required with the administrator, teacher, parent/guardian and student before the student is allowed back in class. During this meeting, they will be placed on a behavior plan (AGO) and may be referred to RTI. Behavior monitoring will be assigned through the remainder of the quarter. Involvement from our school Social Worker or School Psychologist may occur.

### **Color System and Dollar System– Elementary**

The color system is used in elementary classrooms to track student’s character and behavior choices. This allows teachers the ability to communicate with parents on a daily basis. The color system is connected to their emotional bank which is based on Stephen Covey’s *7 Habits of Highly Effective People*.



### **Virtuous Dollars (Middle School)**

Every student will start the week with a full paycheck of \$100 a week (or \$20 per day for shorter weeks). This assumes that students do everything that needs to be done in school all week. If one fails to do some parts of the job, pay will be reduced. Students will need a paycheck average of \$85 per week for many privileges, including monthly rewards and the end-of-year trips. Typical deductions include:

- **BEHAVIOR:** Teachers make withdrawals of Virtuous Dollars for each minor offense including, but not limited to the following: (calling out, out of seat, lack of materials, gum/candy ...). An increase of withdrawal amounts will occur for more serious offenses (disrespect to teachers/peers and refusal to follow directions). More egregious offenses, or continued repetition of above mentioned offenses, could result in a deposit which is a loss of 15 Virtuous Dollars.
- **LIFE'S WORK:** Students will lose 15 Virtuous Dollars for every Life's Work deficiency day.
- **ATTENDANCE:** Students will lose 10 Virtuous Dollars for every day that they are absent. If they are tardy or leave early, they will lose 5 Virtuous Dollars.
- **SUSPENSIONS:** Students will lose 25 Virtuous Dollars for being suspended. (15 dollars is deducted for the deposit issued with the suspension and 10 dollars is deducted for not being present at school.)

Students have the opportunity to maintain or lose money based on choices. Additionally, monthly incentives may occur for students that have maintained a positive amount of money. The major incentive is the year-end trips rotated each school year (36<sup>th</sup>/38<sup>th</sup> travel on school years beginning with an odd year/ Lloyd/Lola Rowe North travel on school years beginning with an even year). The class trips must be EARNED by maintaining a pre-determined balance throughout the school year.

**There is a weekly paycheck that goes home every Tuesday. This paycheck must be signed and returned Wednesday morning or the student will lose 15 Virtuous Dollars from his/her account.**

Students falling below 70% of their Virtuous Dollars due to behavior withdrawals in the classroom will have the following interventions:

**First Level Intervention:** (When a child falls below 70% for the first time)

- A Success Plan will be developed for the child with input from the child, the teacher, the parent and the Dean of Students (this will be done during the parent meeting)
- Daily Communication Sheets will be completed by teacher and student following each class
- Sheets will be checked by Dean at lunch and at the end of the day and then taken to parents who sign and return it.
- This sheet is carried as long as the amount of virtuous dollars remains below 70%.
- Prior to a Daily Communication Sheet being given, a meeting will be held with the parents explaining the process and the expectation and consequences of recurring drops below 70%.
- Once a child's virtuous dollars go above 70% they are no longer required to carry the sheet.

**Second Level Intervention** (If a child has not been able to get themselves above 70% in a four week time frame)

- Deans will begin check on these students at the beginning of each day.
- 2 days a week, the Deans will complete a restorative circle with these students
- Daily Communication Sheets will remain in place
- Community Service to the school will be required twice a week
- Parent meeting will be required with the Dean of Students to review what has been happening and next steps and review/revise Success Plan

**Third Level Intervention** (if a child has not been able to get themselves above 70% in a six week time frame):

- Deans will check on students at the beginning of each day
- 2 days a week, the Dean will hold a Restorative Circle with these students
- Daily Communication Sheets will remain in place
- Parent meeting will be required with Dean of Students and Principal to review what has been happening and to review/revise Success Plan
- Community Service to the school will be required three times a week
- Parents will be required to spend 60 minutes with their child in class

If a child remains below 70% due to behavior choices in class for 8 weeks or longer, the need for RTI will be discussed as an administrative team and with the grade level staff, as well as a potential AGO being developed.





**Virtuous Dollars Rubric (includes, but not limited to the following choices)**

<b>\$2 (1<sup>st</sup> deduction) \$ 4 (2<sup>nd</sup> deduction)</b>	<b>\$6/second deduction &amp; Think Sheet</b>	<b>\$15 Withdrawal</b>	<b>\$15 Withdrawal Non-negotiable</b>
Not beginning Do Now		Last word with teacher/Argumentative	Gross Disrespect towards an adult (talking back, making rude comments, cursing)
Not meeting hallway expectations		Making disrespectful or antagonizing comments to another student	
Making inappropriate noises or talking during instruction (1 <sup>st</sup> time=\$4 2 <sup>nd</sup> time =\$6)		Disrupting the learning environment multiple times (talking, playing, arguing)	Theft/Vandalism
Refusing to participate in class		Refusal to follow classroom expectations	Fighting
Not meeting locker expectations		Possession of a phone (not in use)	Bullying
Tardiness to class (5 mins)			Cheating and/or Forgery
Failing to meet circle/assembly expectations			Threatening another student or an adult
Untucked shirt (1 <sup>st</sup> time=\$4 2 <sup>nd</sup> time =\$6)			Walking out of the classroom without permission
Chewing Gum (1 <sup>st</sup> time=\$4 2 <sup>nd</sup> time =\$6)			Use of cell phone in any manner
Out of seat without permission			Gambling
Disrespecting Peers (talking about them, making mean comments)			Possession of illegal substances
In the hallway without agenda			
Unprepared for class			
Not meeting transition expectations			
All other disruptive or disrespectful behavior discussed by staff			

## **Suspension**

If a student commits one of the infractions listed below, the student may receive a suspension in addition to making a deposit, or a parent/guardian may be required to observe class up to three hours. **Suspensions occurring after 12:00 pm will be served the following day.**

Before the student may return to class, the student, parent/ guardian and the Dean of Students will meet in order to address the student's behavior and plan for improvement. Infractions may include but are not limited to:

- Gross disrespect of a fellow student, staff member, or school property
- Fighting, pushing, shoving, or unwanted physical contact
- Using abusive, vulgar, or profane language or treatment
- Visiting an inappropriate website while on a computer
- Damaging, destroying, or stealing personal or school property or attempting to do so
- Use of a cell phone in school (i.e. talking, texting, games, taking pictures/videos, listening to music, use of any manner)
- Making verbal or physical threats, empty or otherwise
- Departing, without permission from building, floor or school-sponsored activity
- Using or possessing over-the-counter medication inappropriately
- Using or possessing tobacco products
- Committing sexual, racial, or any form of harassment or intimidation
- Bullying
- Skipping school or class
- Setting off false alarms or calling in groundless threats
- Gambling
- Forgery of any sort, including parent signatures
- Cheating on a test or plagiarism
- Unauthorized use of the building elevator
- Repeated and fundamental disregard of school policies and procedures

## **Expulsion**

Under certain circumstances, students may be subject to suspension and/or expulsion by the Principal as explained below.

- Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; a toy weapon (gun, pellet gun, air gun or knife) or a controlled substance including, but not limited to, prescription medication (not prescribed to the scholar), may be subject to expulsion from the school.
- Any student, who assaults a staff member on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school.
- When a student is expelled under the provisions of this section, no school or school district within the state shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the Principal a written statement of the reasons for said expulsion.

Please note that the definition of "assault" includes not only harmful or offensive contact, but also threatening such contact. Assault is an attempt or a threat to physically harm another person with the apparent present ability to do so and the victim has reasonable fear or apprehension of immediate bodily harm. Assault is committed without physical contact.

In addition to those categories provided by state statute (listed above), students may face expulsion as a result of the following infractions:

- Repeated or excessive out-of-school suspensions
- Repeated and fundamental disregard of school policies and procedures
- Possession, use, or transfer of drugs and alcohol
- Assault against fellow students or other members of the school community
- Destruction or attempted destruction of school property including arson

It is in the authority of Milwaukee College Prep to suspend or expel a student who has been charged with a felony determined by the state legal system if Milwaukee College Prep determines that the student's continued presence would have a detrimental effect on the general welfare of the school.

In addition to any of the preceding infractions, any breaches of Federal law, State law, or bylaws of the City of Milwaukee, may be handled in cooperation with the Milwaukee Police Department and may result in expulsion.

## **Bullying Policy**

### General Principles

Milwaukee College Prep is committed and dedicated to the task of providing a safe environment for students to attain high academic standards and to promote healthy human relationships. Bullying behavior interferes with the mission of Milwaukee College Prep and obstructs the schools ability to maintain the safety or welfare of students and staff. Bullying interferes with the students' ability to learn and with the teachers' ability to educate students in a safe environment.

### Definition

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

Bullying behavior can be:

- Physical (assault, hitting, kicking, theft, etc.)
- Verbal (threatening, or intimidating language, name calling, cruel rumors, racist remarks, etc.)
- Indirect (spreading of rumors, social exclusions and isolation, using technology in a hurtful manner - cyber bullying) Cyber bullying includes, but is not limited to, use of email, Instant messaging, text messages, digital pictures or images, cell phones, or website postings.
- Bullying by proxy – (i.e. someone engaging in bullying through another or on behalf of another);
- Between students and students, students and adults, or adults and adults.

### Prohibition

Bullying behavior by an individual student, a group of students, or an adult is prohibited in school, educational environments, or school property. Educational environments include, but are not limited to,

every activity under school supervision. Bullying and harassment of students or school employees is also prohibited when perpetrated through use of data or computer software that is accessed through a computer, computer system, computer network, or other electronic means of communication.

#### Procedure for Reporting and Investigation of Bullying

Is it the responsibility of all students, school staff, and concerned individuals who observe or become aware of acts of bullying to report these acts confidentially to a member of the school administrative team. Milwaukee College Prep will act to investigate all complaints of bullying and will take appropriate actions against any student or employee who is found to have violated this policy.

Milwaukee College Prep will follow these procedures for handling reports of bullying:

All reports of bullying must be sent to the principal and/or dean of students. If the report is regarding an employee the principal shall investigate and take appropriate action. Parents or guardians of the accused and the accuser shall be notified by the principal and/or the dean of students that a report has been made. The principal and/or dean of students will investigate the report and make a finding. If necessary, the principal and/or dean of students will provide appropriate consequences.

Individuals making such reports will be supported and protected against potential retaliation for making such a report. Milwaukee College Prep will take appropriate action against any student or employee who retaliates against any person who makes a good-faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation or hearing related to such bullying. MCP shall keep the complaint confidential for both accused and accuser to the extent permitted by law.

#### Sanctions and supports

Where it is determined that a student has participated in bullying behavior in violation of the Milwaukee College Prep policy, disciplinary actions including suspensions, expulsion, and/or referral to law enforcement officials for possible legal action will occur, as appropriate. MCP will also take appropriate action against any student or adult who retaliates against any person who reports, testifies, assists, or participates in an investigation or hearing related to such bullying.

Whenever possible, attempts will be made to use disciplinary alternatives for students who engage in bullying or retaliate against a student who reports a bullying incident. MCP will make available evidence-based resources and a comprehensive research based programs to address bullying program support which may include: coaching, training, restorative practices, surveys and evaluation tools, student skill training, and program implementation support.

Employees found to have participated in bullying behavior or who have been aware that bullying was taking place and failed to report the behavior are considered to be in violation of the policy and may be subject to disciplinary action.

#### Disclosure and public reporting

This policy will be annually distributed to all pupils enrolled in MCP, their parents and/or guardians, and employees. Records will be maintained by the MCP main office on the number of students bullying incidents reported through the student database. Any staff bullying incidents will be maintained by the principal and human resources.

Students, here are some very important things to remember about bullying:

- 1) Bullying is never OK. Mean comments that hurt someone's feelings are never funny and never acceptable.
- 2) If you are being bullied, you don't have to put up with it. Tell a trusted adult. Teachers and principals will take your complaint seriously. Tell your parents or other adults in the family too.

3) You don't have to be the victim to make a report. If you witnessed someone being picked on or physically hurt, you must speak up. Think of how you would feel if no one spoke up to help you.

Parents, here are some things you should know:

- 1) Talk regularly with your child. Parent child communication is the best defense against intolerance and bullying.
- 2) Remind your child that he or she can tell any school staff member about bullying.
- 3) Call the principal, dean of students, or your child's teacher if you become aware of a challenge to your child's safety and comfort.
- 4) Parents are notified if a bully report is made involving their child.

There are many resources online for parents, to help their children deal with bullies such as <http://kidshealth.org/parent/emotions/behavior/bullies.html>

### **MCP Technology Acceptable Use Policy**

Acceptable Use (Privacy and Safety)

Google Apps for Education is primarily for educational use. Students may use Apps for personal use subject to the restrictions below and additional school rules and policies that may apply.

- Privacy - School staff, administrators, and parents all have access to student email for monitoring purposes. Students have no expectation of privacy on the Apps system.
- Limited personal use - Students may use Apps tools for personal projects but may not use them for:
  - Unlawful activities, including gambling.
  - Access to sites not approved for school usage (i.e. Facebook, Instagram, other Social Media sites).
  - Commercial purposes (running a business or trying to make money)
  - Personal financial gain (running a web site to sell things)
  - Inappropriate sexual or other offensive content
  - Threatening another person
  - Misrepresentation of Milwaukee College Prep, staff or students. Apps, sites, email, and groups are not public forums. They are extensions of classroom spaces where student free speech rights may be limited.
- Safety
  - Students may not post personal contact information about themselves or other people. That includes last names, addresses and phone numbers.
  - Students agree not to meet with someone they have met online without their parent's approval and participation.
  - Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable.
  - Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his or her password to another person.
- Access Restriction - Due Process
  - Access to Google Apps for Education is considered a privilege accorded at the discretion of MCP. MCP maintains the right to immediately withdraw the access and use of Apps when there is reason to believe that violations of law or school policies have occurred. In such cases, the alleged violation will be referred to the Principal for further investigation and account restoration, suspension, or termination. As a party of the Agreement with Google, MCP also reserves the right to immediately suspend any user account suspected

of inappropriate use. Pending review, a user account may be terminated as part of such action.

- Use of Equipment and Hardware
- Scholars will not use the equipment in a way that disrupts or interrupts the work of others. This includes printing, or not using headphones for sound.
- Scholars will not deliberately print or waste printer ink.
- Scholars will not deliberately damage or alter any school hardware or software in any way.
- Scholars will not modify the setup of any school computer without permission.
- Scholars will not install software on any school computer.

#### Digital Citizenship (Advice for All)

- Treat others well. It hurts to get a mean email just like it hurts when someone is mean in the school hallway. When using email or making a post on a forum or web page, be kind. Everyone will see what you write so think before you type. Be careful with what you say about others and yourself.
- Respect the rights of copyright owners. Copyright infringement occurs when an individual reproduces a work without permission that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.
- Students have First Amendment rights to free speech. Your rights can be limited in school, though. If you post something via email or on a school web page that disturbs the learning environment in your school, your right of speech may be limited. School web sites, email, and groups are for educational use and are not considered public forums for debating ideas. This means that a school has the right to limit student speech that disturbs the learning process in these areas.

These are the laws and policies that help to protect our students online:

#### Child Internet Protection Act (CIPA)

The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. This means that student email is filtered. Mail containing harmful content from inappropriate sites will be blocked.

-- CIPA - <http://fcc.gov/cgb/consumerfacts/cipa.html>

#### Children's Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for GAFE users. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

-- COPPA - <http://www.ftc.gov/privacy/coppafaqs.shtm>

#### Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents rights to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc...) but parents may request that the school not disclose this information.

- The school will not publish confidential education records (grades, student ID #, etc...) for public viewing on the Internet.
- The school may publish student work and photos for public viewing but will not publish student last names or other personally identifiable information.
- Parents may request that photos, names and general directory information about their children not be published.

- Parents have the right at any time to investigate the contents of their child's email and Apps for Education files.

-- FERPA - <http://www2.ed.gov/policy/gen/guid/fpco/ferpa>

## LIFE'S WORK POLICY

At Milwaukee College Prep, homework is called Life's Work because it helps prepare students for the great works they will do in their lifetime. Class work and Life's Work are important parts of learning. Life's Work assignments are given to help reinforce the skills, concepts and ideas learned in class. They also prepare the students for further investigation and upcoming lessons and allow for continual evaluation of the student's progress and understanding. Student work should consistently reflect the ability of the student as well as the high expectations of the parents/guardians and teachers. Complete, neat, accurate, prompt and carefully done class work and Life's Work are expected. If a child consistently neglects to complete his/her Life's Work, or completes it poorly, it may result in the child not becoming proficient in the necessary skills to matriculate to the next grade level at the end of the school year.



Life's Work will be assigned on a daily basis. Suggested guidelines for time are:

Grades K-2	45-60 minutes
Grades 3 - 5	60-90 minutes
Grades 6 – 8	90-120 minutes

These times include at least 15 minutes of reading time that should be done every day. Life's Work may take a little more or less time depending on the child and circumstances. If your child consistently spends more or less time on Life's Work, please contact his/her teacher. If an assignment is completed in school, it is expected that it be taken home and reviewed by the student and parent/guardian.

A Life's Work sheet or agenda will go home nightly with each child and must be signed by a parent or guardian each night after the Life's Work is checked. The signature is an important part of Life's Work. The parent "signing off" on the Life's Work indicates that the Life's Work has been completed and checked and has been given the parental "stamp of approval". The first time in each quarter that a student is missing or has incomplete Life's Work (either the assignment or the parent signature) the student will receive a warning. Any missing Life's Work after that will result in the student making a Life's Work deposit.

Last minute situations may arise that could interfere with the completion of an assignment. In such cases, a signed note from a parent/guardian explaining the reason why the assignment could not be completed is necessary for a time extension. A book forgotten at school is not a valid excuse. Students will also be issued a deposit if textbooks needed in class are left at home. If a student is absent, the student will need to complete the homework no later than one day after returning to school (unless the teacher has given approval for an extension).

If a child does not fully complete his/her Life's Work, including having the parent sign the Life's Work sheet or agenda, or completes the Life's Work in poor quality, or does not have necessary books for class, the student will make a Life's Work deposit. Elementary and Middle School students will be required to serve a detention on days when Life's Work is not fully completed or is missing.

If a student is required to make a Life's Work deposit for incomplete or missing assignments, after the warning for the quarter, **they will have life's work help immediately during lunch or after school the**



**same day from 3:30-4:30** to receive tutoring to complete the missing assignments. The student will also **be charged a fee of \$3.50** for each day the detention is served after school. This is a requirement before returning to class.

In order for a homework assignment to be considered complete, it must:

- 1) Be written in complete sentences
- 2) Have the correct heading, including the student's first and last name
- 3) **Have no skipped questions** – all questions must be attempted. If a child needs assistance with his or her homework, he or she must do the following, in the order listed:
  - Ask his or her parent or family member for assistance.
  - Call a classmate.
  - Lastly, a Middle School student may call his or her teacher.
  - Even if a child does not successfully reach any of the above resources, he or she must still complete every question on his or her assignment in order for it to be considered complete.

**The following consequences will also apply:**

- |  |  |
|--|--|
| 1 <sup>st</sup> – 3 <sup>rd</sup> offenses of quarter: | Complete the Life's Work deposit as a family to indicate the steps that will be taken to assure that Life's Work is completed in the future.   |
| 4 <sup>th</sup> offense of quarter:                    | Conference with teacher, parent, and student.  |
| 6 <sup>th</sup> offense of quarter:                    | A mandatory in-school conference with the administrator, parent, and student must be held. The child will be placed in a "Life's Work Help" session during recess/lunch or after school Monday – Friday from 3:30-4:30 for a minimum of two weeks. The student can earn their way out of "Life's Work Help" by completing and turning in all of their life's work for two weeks. The child must complete his/her Life's Work before leaving the "Life's Work Help" session each day.   |
| 10 <sup>th</sup> offense of quarter:                   | A mandatory meeting is required with the Principal, Dean, teacher, parent/guardian and student. During this meeting, they agree on steps that will be taken to improve that student's performance on Life's Work. The child will be placed in a "Life's Work Help" session during recess/lunch or after school Monday – Friday from 3:30-4:30 for the remainder of the Quarter. The child must complete his/her Life's Work before leaving the "Life's Work Help" session each day. Chronic Life's work deposits could result in retention due to the impact missing or incomplete life's work can have on core classes. |

**STUDENT ASSESSMENT**

Progress reports will be emailed three times per quarter. In addition to weekly classroom assessment measures given at each grade level, we will use several other more formal assessment tools to evaluate the academic progress of our students:

All scholars will be taking the WI Forward Exam of Common Core Standards. It will be administered to all students in grades 3-8. All tested grades take reading, writing, and math. Only 4<sup>th</sup> and 8<sup>th</sup> grades take science and social studies.

1. STAR is a Common Core State Standards aligned assessment. It is a computerized adaptive



assessment that provides accurate, useful information about student achievement and growth. The test is administered in September, January, and May.

2. Phonemic Awareness Literacy Screener (PALS) PALS is administered to scholars in grade K4, K5, 1st, and 2nd grades. It is given in fall and spring. This DPI state mandated testing occurs to ensure that all scholars are meeting grade level benchmarks in literacy skills and that appropriate support services are provided if indicated.
3. Interim Assessments will be given to students in K5-8<sup>th</sup> grades. These assessments will provide information on standards mastery and will be utilized to drive instruction. They will be administered three times a year in October, January, and March.

Report Cards are issued quarterly as indicated by the school calendar. Conferences are scheduled at each of these times for parents/guardians and teachers to discuss the student's progress. Please contact the Academic Dean for any further explanation of the MAP reports for your child.

### **Progress Reports**

Student grades are always available for review via an on-line grade book on Skyward. To get logged on to Skyward, send an e-mail requesting access to Skyward to [info@milwcollegeprep.com](mailto:info@milwcollegeprep.com). You will receive a return e-mail within 1 school day with log-in information and your password. Progress Reports will be emailed to parents three times per quarter. It is important for your email information to be updated in Skyward so that you receive important information, such as progress reports. Any parents who opt-out of receiving email progress reports, and would prefer to still receive printed copies, please send an email to [info@milwcollegeprep.com](mailto:info@milwcollegeprep.com). Progress Report dates will always be noted in the family newsletter so you will know when to expect the email.

### **Red Tie/Black Shirt for Middle School Students**

We will also award a special tie (**black shirts for Monday-Thursday, and Red Ties on Friday**) for students who earn a 93% GPA and 93% Virtuous Dollar average or higher for the quarter. Students' status will be re-evaluated at end of each quarter. If a child is suspended while wearing a Red Tie/Black Shirt, they automatically lose their tie for the remainder of the quarter.

Red Tie/Black Shirt wearers earn privileges such as: no Life's Work signature needed; no hallway passes needed; served 1st at lunch and additional leadership or incentive activities throughout the quarter

### **PROMOTION POLICIES**

Milwaukee College Prep has high standards for promotion. It is not automatically assumed that students will pass from one grade to the next. The student must earn promotion by demonstrating mastery of the essential knowledge and skills. Students may not be promoted if:

- The student performs significantly below grade-level standards
- The student accumulates more than 15 absences (including suspensions) during the school year.
- The elementary/middle team assesses the student's maturity and academic progress to be below grade-level standards.
- In the middle school, students who are failing two or more of their core classes.

In addition to retaining or promoting, the school may also promote a student on the condition that they successfully complete a summer program approved by the school (Note: summer program costs are at the family's expense).

Parents will receive notice by the end of the second quarter if a student is struggling to meet grade level expectations. This will be noted in the comments section of the report card.

Final promotion decisions will be made by the Principal. The school reserves the right to make exceptions to this policy given special circumstances

### **8<sup>th</sup> Grade Promotion Ceremony**

Knowledge plus character is the mission of Milwaukee College Prep. With that, it is our goal to celebrate 8<sup>th</sup> Grade students during our Promotion Ceremony. The following must occur for 8<sup>th</sup> grade students to participate in their Promotion Ceremony:

- All 8<sup>th</sup> Grade students must submit a high school acceptance letter to the Dean of Students
- All 8<sup>th</sup> Grade students must be in good academic standing (passing all core classes)
- All 8<sup>th</sup> Grade students must be in good character standing



### **CAMP AND MEAL FEES**

We offer MCP Camp, an extended day program, before and after school throughout the school year. The fee is \$3.50 per hour. Some families may qualify for free/reduced tuition based on income information. Please see the camp director for more information.

6:30 a.m. – 7:30 a.m. MCP Camp- Extended Day fee of \$3.50/hr

3:30 p.m. – 5:30 p.m. MCP Camp- Extended Day fee of \$3.50/hr

If a child is dropped off before 7:30 a.m. or not picked up by 3:45 p.m. they will be escorted to MCP Camp and extended day fees will be applied. If a child is not picked up by 5:30 p.m. there will be a \$1 per minute late fee charged. Late Fees will be added onto the weekly invoice.

In addition to the payment options listed above, there is a ONE TIME yearly registration fee of \$10.00 per child / or \$25.00 per family (\$25.00 per child/ \$40 per family after October 1<sup>st</sup>) to cover the cost of pencils, paper, pens, crayons, art supplies, and other items necessary for MCP Camp activities throughout the school year. This fee is to be paid when you register and will guarantee a spot for your child at MCP Camp. All families registering for camp must have a zero balance on their invoice.

Camp charges will show on the weekly invoice sent home in scholars red folders on Tuesdays. The invoice will reflect the charges earned from the previous week. Camp services could be suspended if invoices are not paid in a timely manner. The last Tuesday of each month, Milwaukee College Prep will look at current invoices to determine continued eligibility for Camp services. Families will be eligible for continued services if their invoice is less than \$50. If the balance is more than \$50, families will have until the 15th of the following month to get their balance to zero or their camp services will be suspended until the balance is at zero. Reminder: Camp services are tax deductible.

### **MEAL FEES**

All families receive free breakfasts and lunches through Community Eligibility Provision (CEP). Families are required to complete an Alternative Household Form at the beginning of each year. The form will be available during Open House and in the Main Office thereafter.

## FAMILY INVOLVEMENT

Parental involvement in a child's educational life is critical to a child's success. We look forward to developing a strong positive partnership between you and Milwaukee College Prep.

### Visiting Classes

Milwaukee College Prep always welcomes and encourages visitors, both from within and outside of our school community, to our school. However, in order to assure the safety and well-being of all students and staff, all visitors – including parents and guardians – are required to sign-in with the receptionist at the main entrance. During the beginning of school, it is critical for students to transition into their new setting, and parental presence in the classroom can sometimes slow this process. So we ask that parents be sensitive to this the first few weeks of the year and limit their time in the classroom. When observing in the classroom, parents are asked not to disrupt the education of their child or of other children or to attempt to conduct individual conversations with the teacher during instructional time. Parents who are disruptive to the educational process will be asked to leave. Please have cell phones off while in the hallways and classrooms.

We know it takes a village to raise a child and we appreciate everyone's love and care for all of our scholars. If you see a scholar making a poor choice please seek a staff member to redirect the scholar rather than correcting the behavior yourself.

### Volunteering

We love to have parent volunteers help out in the school! If you have time free during the school day and would like to help us with tutoring, copying, cutting, laminating, or any of the other tasks that it takes to make a school run smoothly, please contact Ms. Broeren the Outreach Director at 414-264-6000 ext. 249. All parents must fill out a volunteer form if they would like to help in their class or another room. If you are interested in volunteering to chaperone an upcoming field trip, please contact your child's teacher.

### Newsletter

School newsletters are sent home every Tuesday in the Life's Work folder. The newsletters have critical information about upcoming school events, and parents are expected to read the newsletter carefully each week. Information is also available on our website under your scholar's campus tab on [www.milwcollegeprep.com](http://www.milwcollegeprep.com). The newsletter will be uploaded weekly.

### Parent-Teacher Conferences

Parent-Teacher conferences are a crucial component of our educational program. Parents are expected to attend conferences after each of the first two quarters, and during 3<sup>rd</sup> Quarter as requested by the classroom teacher or principal. Students are encouraged to attend the report card conferences. **Students will be withheld from class if their parent/guardian does not attend a scheduled conference.**

### Milwaukee College Prep Leadership Council

Parents who are seeking a more involved role in the school are invited to join the Milwaukee College Prep Leadership Council. Elections are held annually for positions on the Milwaukee College Prep Leadership Council (see mission statement on opening letter of this handbook).

### 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 Dean of Student (behavior concern) to discuss the issue.
- If problem still persists, please contact the Principal, who will mediate the problem with all parties involved.
- A parent may also contact any parent on the **Milwaukee College Prep Leadership Council** ([leadershipcouncil@milwcollegeprep.com](mailto:leadershipcouncil@milwcollegeprep.com)) with concerns. The Leadership Council will address the concern and/or act to mediate the problem with all parties involved.

## FIELD TRIPS

Field Trips are an extension of the academic lesson. We offer field trips to expose students to geographic areas, various types of food, music and people and extend classroom learning. At Milwaukee College Prep, we consider field trips to be a privilege. In order for students to participate in experiences outside of the building, we expect them to follow classroom and school rules regularly as well as maintain a positive attitude. Students must show respect for their teacher and classmates while in the building in order to sustain such respect outside of school. We want students to recognize the importance of building and maintaining a sterling reputation.

Students who earn **two deposits** (life's work and/or discipline), or are suspended in the **five days prior** to the field trip (5<sup>th</sup> day being day of field trip) will not attend. If a student receives a discipline deposit on the day of the field trip, s/he will not be allowed to attend the field trip that day. If your child loses the privilege to attend the field trip s/he will remain with an administrator or be placed in another classroom. In any case, parents will be notified upon the child receiving the second deposit.

Parents/Guardians interested in chaperoning a field trip should contact their child's teacher. Only chaperones on the field trip will have expenses of the field trip paid on their behalf. Chaperones are responsible for supervising students and may not bring other children on the field trip including other Milwaukee College Prep scholars.

## STUDENT LEADERSHIP

There are many opportunities for students to be leaders at Milwaukee College Prep. Teachers have a variety of opportunities, such as classroom jobs and student helpers. There are other school-wide opportunities as well.

## ATHLETIC PROGRAM

Milwaukee College Prep will offer afterschool and Saturday activities for boys and girls in a multitude of grades differing at each campus. The success of the program will depend largely on parent volunteers to assist coaches where needed and encourage punctuality and teamwork in their scholars. There will be participation fees to pay for the cost of league dues, coaches, and uniforms. The goal of our program is to teach and develop life skills such as discipline, commitment, teamwork, and sportsmanship associated with being a member of a team. Scholars who participate in afterschool activities gain the cognitive, affective, and psychomotor aspects which permit them to go beyond achieving in activities to a lifetime commitment of excellence.

## BEHAVIOR

- Parents and their guests must agree to abide by the schools' philosophy of positive affirmation and not engage in critical comments directed at players, coaches, referees or

opponents. Failure to abide by this philosophy will result in conversations with the school administration and possible banning of the adult from attending games.

- Scholar-athletes will also be held to the highest standards of sportsmanship during practices and games. Failure to maintain these standards will result in suspension from the team.
- 1<sup>st</sup>-8<sup>th</sup> grade scholars that earn *two or more* deposits (life's work and/or discipline) or are suspended in the four days prior to the practice/competition may be asked not to attend practice or games for the week. If a scholar earns their second deposit on the day of the practice/competition, s/he will not be allowed to attend the practice/competition that week.

#### PRACTICES AND COMPETITIONS

- In order for a scholar to participate in a game, the scholar must be present the school day on the game date or on Friday if it is a weekend game.
- In order to participate on the team, a scholar-athlete must perform admirably in the classroom. Attendance rates (including tardies), GPA's, Life's Work and discipline deposits will all be assessed in determining each child's eligibility on a quarterly basis.
- All students who practice hard with focus and comply with all behavior guidelines will be guaranteed playing time in the weekly competition.
- Families must have a zero balance on their invoice to be eligible to utilize Milwaukee College Prep's after school activities. Balances from last school year do roll over to this school year and if you are not at a zero balance when applying or at start of quarter, the activity will not be an option.
  - Balances will be checked at the start of the activity and also quarterly by the Athletic Director and Director of Operations.

#### UNIFORM

- In some situations, scholars may keep T-shirt uniforms at the end of the season.
- Any uniform that is not given to scholars must be returned at the end of the season.
  - A charge will be assessed at the end of the season if the jersey/equipment is not returned in good condition.
    - At the discretion of the Athletic Director, money will be charged in the case of rips, tears, stains, or odors.

#### WEATHER/TRANSPORTATION

- If afterschool activities/practices would need to be cancelled due to harsh weather or extenuating circumstances, the decision will be made prior to 12:00pm by the Athletic Director. At that time, calls to parents/guardians will be made as soon as possible.
- Transportation will most often be provided to scholar athletes if games fall on a school day. Scholars must obtain their own rides for weekend contests and home from all games.
- Scholars that are not picked up 15 minutes after a game will be charged a camp fee of \$3.50 and \$1 for every minute after a 30 minute grace period following the game.

- Parents / guardians picking up scholars after fifteen minute grace period after games must come in to sign out their scholar. Scholars will not be sent out to their ride.
- Parents will be required to arrange transportation to and from school practices for their children. Late fees will be assessed if scholars are not picked up by time designated by each campus (see activity permission slip for that campus activity).
- Please see attached transportation waiver.

#### REMOVAL FROM TEAMS / ACTIVITIES

- Scholars may be removed from teams without money being refunded after six sessions if effort or focus is not seen at practice and games.
- Removal from teams / activities is a last resort after the following steps:
  - A) a meeting with the scholar
  - B) a conversation with a parent / guardian via phone or in person
  - C) a written letter to the parent / guardian that the scholar is on his / her last chance to change his / her behavior
- Behavior that is unbecoming to MCP, as defined by Athletic Director, may result in removal from team / activity, bypassing the above steps and without refund

#### SKYWARD

Milwaukee College Prep uses a student management system called Skyward. Skyward is used to access online grades and to allow families to see and change their personal information on record with the school.

Family login information is sent out at the beginning of the school year for new families during orientation. Parents are provided with a login which allows them to see all of their children's information.

Parents are allowed to see the information the school has on record. This includes information such as email addresses, phone numbers, street addresses, etc. Parents are encouraged to review that information at the beginning of the year and make appropriate changes throughout the year as needed.

To access the family web access for Skyward go to the link below and click on the Parents drop down then Skyward Access:

<http://milwaukeecollegeprep.com/>

Parents have the ability to update contact information in Skyward. Once logged in, click on "My Account" in the upper right hand corner. Parents will then have the ability to manually update their information then save. This will send an alert to MCP for approval. If documentation is required (i.e. address change), MCP will not approve until documentation is received.