

MILWAUKEE MATH AND SCIENCE ACADEMY

PARENT / STUDENT HANDBOOK

2017-2018



All policies contained herein are subject to change at the discretion of Milwaukee Math and Science Academy.

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Dear Parents and Students,

Welcome to the 2017-2018 school year at Milwaukee Math and Science Academy. This new school year means a new beginning and new futures. The administrative team and staff are excited about this school year. The staff at Milwaukee Math and Science Academy is caring, competent, dedicated, and willing to assist you. We are working very hard to provide a learning climate that is conducive to helping students grow both academically and socially.

Education is a shared responsibility and the successful operation of a school depends on the cooperation of everyone concerned—students, parents and staff. The goal of MMSA is to create a partnership among the members of this triad. Each member is responsible for doing his or her part to make our school a place where everyone can achieve his or her goals and work together in harmony.

This handbook is an essential reference tool describing the procedures, practices and expectations of our school. Please read it carefully for it describes what we expect and how we do things. This handbook has been written to provide you and your parents with the information that will make your year purposeful and rewarding in every aspect. Changes and additions to this handbook can be made anytime during the school year when deemed necessary, parent notification will be given.

On behalf of the entire Milwaukee Math and Science Academy staff and community, best wishes for a great 2017-2018 school year! Stay with us as we continue this rigorous, challenging, and exciting journey towards excellence.

Sincerely,

MMSA - Administration

MISSION STATEMENT

The mission of MILWAUKEE MATH AND SCIENCE ACADEMY is to prepare our students for college by creating an effective learning community of high standards and expectations with a rigorous curriculum focusing on math, science, and technology.

VISION STATEMENT

Vision of MILWAUKEE MATH AND SCIENCE ACADEMY:

Meet and exceed the national norms on NWEA MAP assessments

93 % student attendance

90% student retention

Establish an effective character education program embedded in curriculum

High staff retention rate

Excellent parent and student satisfaction

Provide engaging, diverse, and effective extracurricular activities

Productive community and parent involvement

MMSA STUDENT PLEDGE

I believe in myself and my ability to do my best. I will act in such a way that I will be proud of myself and others will be proud of me too. I can learn. I will learn. I must learn. I know there are NO shortcuts. I know there are NO excuses. I am on a journey and I am too focused on my hopes and dreams to waste today. I must, I say I must, put my best foot forward because my future is ahead of me and it starts right here at MMSA; where I am on my way to my bright future..... I am college bound!

EDUCATIONAL PHILOSOPHY

MILWAUKEE MATH AND SCIENCE ACADEMY exists for the welfare and dignity of each child. Education will be student-centered and each child will be recognized as a unique individual with unique interests, needs, and abilities. MILWAUKEE MATH AND SCIENCE ACADEMY aims to develop responsive, productive, and civic-minded youth by inspiring them to follow their dreams while making the world a better place for themselves and others. MILWAUKEE MATH AND SCIENCE ACADEMY is focused on core knowledge and essential skills so that children may achieve the mastery upon which further learning will be built. The purpose of the Academy is also to foster productive attitudes toward work, family, and community. When students have a positive attitude toward school, their perception of "school" transforms. MILWAUKEE MATH AND SCIENCE ACADEMY will strive to lead each and every student towards these accomplishments by using a curriculum aligned to the Common Core State Standards, which is essential to future success in school and at work. The Common Core Standards are reinforced and reviewed to prepare students for standardized tests. Both in-class preparation and after school instruction are provided to ensure a higher level of achievement for each student.

1. INTRODUCTION

To achieve our mission, every member of the MILWAUKEE MATH AND SCIENCE ACADEMY community must respect the rights of all members of the community to learn. This means creating an environment that is physically, emotionally and intellectually safe, orderly, and conducive to learning. The information in this handbook provides the guidelines for all of our behaviors and attitudes that will create a positive environment in which each student, parent, and teacher can contribute and learn. Because this is a “Student” Handbook, it is written to you. Each section begins with a general description of the issue involved, and then it addresses you and your actions and attitudes very specifically.

2. STUDENT’S RIGHTS & RESPONSIBILITIES

Rights

Students have the right to a safe environment free from intimidation, sexual harassment, and assault.

Students have the right to a productive learning environment.

Students have the right to clean and safe classrooms, hallways, and lunchrooms.

Students have the right to safe passage to and from school and while on campus.

Students have the right to expect staff to help solve their problems.

Students have the right to engage in the grievance process.

Students have the right to remain anonymous when reporting a violation of school rules.

Students have the right to engage in respectful speech that expresses their thoughts and opinions as long as it is not disruptive to the educational environment.

Students have the right to actively participate in a problem-solving process in order to facilitate successful closure.

Students have the right to exercise freedom of expression as part of the instructional process.

However, this right is subject to reasonable limits and may not be used to disrupt the educational environment or interfere with the rights of others.

Responsibilities

Students are responsible for their own behavior.

Students are responsible for respecting the property of other people and school property.

Students are responsible for attending school and all classes daily and on time.

Students are expected to exhibit conduct which is courteous, cooperative, and responsible, and which displays regard for the safety and welfare of others, including students, staff, and substitutes at school and at all school-related activities.

Students are responsible for being prepared for class (i.e. bringing appropriate and necessary materials and books to class on a daily basis.

Students are responsible for informing staff of behavior which may be harmful to an individual or themselves.

Students are expected to make a determined effort to learn.

Students are expected to follow the instructions of teachers and other school staff.

Students are expected to dress in school uniform.

3. SCHOOL SCHEDULE

- 7:30 a.m. - 7:55 a.m. Drop-off at 1st Street-glass doors entrance
- 7:30 a.m. - 7:55 a.m. Breakfast served
- 8:00 a.m. Learning begins
- 3:15 p.m. Dismissal for grades K4-4th grade (Gym doors for pick-up are opened at 3:10)
- 3:20 p.m. Dismissal for grades 5th - 8th
- 3:00 p.m. - 3:30 p.m. Burleigh Street (front) doors are locked daily (Only 1st Street glass doors are used at this time)
- 3:30 p.m. - 4:00 p.m. (Mondays/Thursdays tutoring & Tuesdays clubs) Pick-up required by 4:15.
- 12:20 pm Early dismissal days

4. SCHOOL CLOSING

If the Milwaukee Public Schools close due to bad weather, MILWAUKEE MATH AND SCIENCE ACADEMY 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. If after school activities are cancelled due to bad weather conditions, parents will be notified by the school.

5. ARRIVAL AND DISMISSAL PROCEDURES

School is in session from **8:00 am until 3:20 pm**. Students are expected to use the 1st Street entrance doors in the morning between 7:25 -7:55. Breakfast starts at 7:30am and ends promptly at 7:55 am. Daycare transportation and parent pick-up will be dismissed from the gym doors on 1st Street. The doors will be open from 3:10 - 4:15. After 4:15 students can be picked up from the main office entrance.

Parents or guardians should pick up or arrange to have students picked up no later than 4:00 PM. There is a 15-minute grace period following this time. If your child remains at school for more than 15 minutes after dismissal time on any school day, MMSA reserves the right to take the following actions, at our discretion:

MILWAUKEE MATH AND SCIENCE ACADEMY will charge a parent/guardian at a rate of \$10.00 per 15 minutes after 4:15 (12:15 on early dismissal days) during which the child is waiting at the school for his/her Parent to arrive. For example, if you pick your child up at 4:45 p.m. on a Monday, you will be charged for thirty minutes at the rate of \$20.00.

Students could be prohibited from attending after-school events, including: clubs, tutoring, sports practice, or other school-sponsored events.

A school administrator will attempt to contact the parent and all emergency contacts to pick up the student. If no one can be reached, the school will contact the authorities such as CPS or police department.

For those students who stay after school for clubs and tutoring, a three-strike rule applies for parents who are habitually tardy for student pickup. After this policy is violated for the 3rd time in a semester, the student will no longer be allowed to participate in clubs and tutoring activities for the remainder of that semester.

6. ATTENDANCE POLICY

Attendance is the first step in ensuring academic achievement. In order for students to reach their personal best, they must show up and make their strongest effort at school each and every day. At MILWAUKEE MATH AND SCIENCE ACADEMY, 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. It is difficult, if not impossible, to succeed as a student without consistent attendance to classes and to school.

All students are accountable for completing work they missed while absent (i.e. homework, project, quiz, test, and other assignments). **But it is the student's responsibility to collect missing work.** The office will make arrangements for collecting missing work if parents arrange for someone to come to school to pick up the missing assignments.

All Absences - "Excused" and "Unexcused" - Are Considered Absences: Any day your child does not attend school is considered an absence. All absences, whether excused or unexcused, will be counted toward the determination of the student's promotion.

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 Unexcused 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. Absences can be excused only if a written note from the legal guardian is received in the main office within 48 hours of the student's return to school. A doctor's note or other official documentation is required for an absence period of 3 or more consecutive days.

Make-up Work: If a student has an absence, the student will be given the same number of days that they were absent to make up missed work. Make-up tests will be scheduled at a time designated by the teacher.

Absences

Two Consecutive Absences - Parent/guardian will receive a call from the school secretary

Eight Absences in a Year: Parent/guardian will be notified by phone and letter about the seriousness of the issue from the School Social Worker.

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, Assistant Principal and Principal. At this point, the student is considered 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.

Unexcused Absences

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 Assistant Principal 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.

School Withdrawal: If a student is absent from school for 10 (ten) consecutive days without notifying the school, the student will be automatically withdrawn from MILWAUKEE MATH AND SCIENCE ACADEMY.

Habitual Tardiness

*******At any point that a student is tardy he/she is considered truant and is at risk of being reported to the TABS (Truancy Abatement and Burglary Suppression)**

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 late with a doctor's excuse or because of a family emergency, the parent must call the office before 9:00 am to notify the school.

******* Every five unexcused tardies within a grading period count as one unexcused absence.**

Consequences for Tardiness:

Ten Tardies in a Quarter: Parent/guardian will be notified by a letter about the seriousness of the issue and will be called to the school to meet with the Social worker and Assistant Principal to discuss the tardiness and to develop an "On Time" plan together.

Early Pick-Ups: Early Pick-Up (picking a child up from school prior to the stated dismissal time - 3:15 p.m. for grades K4 - 4th, and 3:20 p.m. for grades 5 - 8 is counted the same as a ½ day absence.

****** MMSA will not release students prior to the end of the school day without prior notification, which should be made before 2:30 p.m. If students are released early, it will be counted as a half-**

day absence. Also, any change of after school plans should be made before 2:30pm. Office doors are locked daily from 3:00pm – 3:30pm. Students *may not* be picked up from the main office after 3:00pm.

7. ILLNESS, INJURY AND MEDICATION POLICIES

The Academy has a first-aid trained professional available to discuss or assist with medical problems and concerns.

Illness or Injury during the School Day

If a child is sick (feverish, pink-eye or has flu-like symptoms) in the morning, the school expects him/her to stay home for the day. 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 up the child. We do not have the capacity to watch over and care for ill children. MILWAUKEE MATH AND SCIENCE ACADEMY reserves the right to request a doctor's note for re-admittance to school for any reason. 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 from there.

Medication Policy

If prescription medicine must be taken by a student during the school day, the following procedures must be followed:

1. The medication must be sent directly to the school from the pharmacy or physician's office or be brought to school by the student's parent/guardian.
2. The medication must be accompanied by a medical release form signed by the student's physician and parent/guardian.
3. The medication container must clearly be labeled with the student's name, name of medication, dosage instructions, and time of dosage.
4. Only the amount needed for the days that the student will be taking the medication should be provided the school. For instance, if the student is taking Amoxicillin three times a day for two weeks, the Academy should be provided with up to ten tablets, to be taken in the middle of the day.
5. Extra medication must be picked up by the parent or guardian.

Students are not allowed to carry or self-administer any medications, including Tylenol, aspirin, inhalers etc., except in the following circumstance:

- ✓ The student has a potentially life-threatening condition necessitating immediate administration
- ✓ A Medication Self-Administration form is on file at the school, signed by the student's parent or guardian, physician, and school administrator.

Medical Forms

Immunization records are required! Failure to provide those records will result in dismissal from MILWAUKEE MATH AND SCIENCE ACADEMY. **Wisconsin law allows fourteen (14) school days for parents to provide a record of students having received required immunizations and having met registration requirements.** Failure of a parent/student to meet these requirements will result in the withdrawal of the student from school.

8. UNIFORM AND PERSONAL APPEARANCE

MILWAUKEE MATH AND SCIENCE ACADEMY has a dress code policy to help create a safe and orderly environment, instill discipline, and eliminate the competition and distractions caused by varied dress styles. Students are expected to arrive in dress code every day. School faculty and staff strictly enforce the dress code.

With every uniform code, comes the expectation of compliance by all students. The parent's support in reminding the children of the school's dress code is invaluable and necessary. In the event a child is out of a uniform, a phone call home to the parent will be made. MILWAUKEE MATH AND SCIENCE ACADEMY requires that all students follow these additional guidelines in terms of uniform appearance and personal appearance.

Shirts

Students must wear a school shirt each day. Possible colors are orange or blue with the school logo. Button up cardigans (button-up sweater with no hood) are allowed in black, white, navy blue, or khaki.

Coats, sweatshirts, windbreakers, jean jackets, ski jackets, or any other outerwear are not permitted to be worn in school or taken anywhere in the building and must be left in the lockers/cubbies all day.

Shirts must be tucked in at all times.

Shirts must be clean and laundered regularly.

Pants/skirts

Pants and slacks must fit properly.

Pants and skirts must be khaki, black or navy in color – **NO JEANS, NO JEGGINGS**

Pants must not be too baggy, sagged or too tight.

Shorts and skirts must be of modest length. (knee-length)

Pants and skirts must be clean and laundered regularly.

Shoes

Closed toed shoes only

Flip-flops, sandals, stilettos, clogs, high heels, stacks, platform shoes, or snow boots are **NOT PERMITTED**. Winter boots may be worn to school in winter, but a child must change into shoes once they arrive at school for safety reasons. It is strongly recommended to keep an extra pair of shoes at school to prevent any dress code violations.

Shoes must be laced up, with tongue inside, and tied securely.

Belts

Black or brown belts must be worn at all times. Belts may not hang down. Pants must be purchased that allow for belts (**Grades 3-8**)

Jewelry and make-up

Jewelry and accessories should be appropriate for school and not attract undue attention. Anything causing a distraction will be removed.

Only stud-type pierced earrings are allowed in ears. No visible body or facial piercings. Band-aids covering piercing are permitted.

Students wearing cosmetics that are a distraction to the learning environment will be asked to remove their make-up. Make-up brought to school will be confiscated and returned at a later time.

Head Coverings and Hair

No hats, caps, bandanas, or other headgear are permitted unless it is due to religious/cultural reasons.

Tattoos

Visible tattoos, permanent, temporary, or henna, are not permitted at any time.

*****Students are NOT allowed to be out of dress code on their birthday.*****

POSSIBLE CONSEQUENCES DUE TO DRESS CODE VIOLATIONS:

- Verbal warning
- Parent call/contact
- Loss of Class Dojo points
- Lunch/recess detention

If students exhibit a pattern of being out of uniform, the student will be referred to administration. The parent is contacted and a plan will be crafted to ensure proper dress.

REWARDS FOR DRESS CODE

Students who are in dress code may receive incentives.

9. GRADING POLICY

Students receive 4 report cards every year. At the end of every quarter, report cards will be mailed home. K4, K5, 1st and 2nd grade students will be assessed by their classroom teachers and by the teachers of special classes. Their report cards will include the following scales based upon their achievement and effort:

<p>ACHIEVEMENT SCALE 4 = Advanced, Exceeds required level of performance consistently 3 = Proficient, Meets required level of performance consistently 2 = Basic, Working toward required level of performance, but inconsistently 1 = Below Basic, Working below required level of performance consistently 0 = Not enough work completed to score N = Not evaluated during this grading period</p> <p>EFFORT SCALE C = Consistently focuses on learning and works hard on all tasks U = Usually focuses on learning and works hard on most tasks S = Sometimes focuses on learning and works on some tasks R = Rarely focuses on learning and works hard on few tasks N = No evidence of effort</p>

3rd-8th grade students will be assessed and given a grade based on the following grade scale:

98 - 100 = A+	87 - 89 = B+	77 - 79 = C+	67 - 69 = D+	0 - 59 = F
93 - 97 = A	83 - 86 = B	73 - 76 = C	63 - 66 = D	
90 - 92 = A-	80 - 82 = B-	70 - 72 = C-	60 - 62 = D-	

10. PROMOTION POLICY

There are two areas in which students must meet requirements to be promoted to the next grade level or to graduate: Academics and Attendance. The student's promotion is decided by their grades as well as the teachers' overall yearly assessments for the 3rd grade and above. In K4, K5, 1st and 2nd grade levels, the classroom teachers, Reading and Mathematics specialists, and administration team decide whether the student will be promoted to the next grade level or not.

Academics:

MILWAUKEE MATH AND SCIENCE ACADEMY 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:

For K4 – 2nd Grade STUDENTS:

- The student performs significantly below grade-level standards on district/state assessments, classroom assessments
- The elementary team assesses the student's maturity and academic progress to be below grade level standards.
- The student accumulates 15 or more absences during the school year.

For 3rd - 8th Grade Students:

- The student performs significantly below grade-level standards on district/state assessments, classroom assessments
- The student accumulates 15 or more absences during the school year.
- If student fails two or more of his/her core classes for the year (science, math, social studies, reading or writing).

Parents will receive a "letter of concern" by the end of the second quarter if a student is struggling to meet grade level expectations or the number of absences has exceeded 15 days. If there is little to no academic progress, one (1) follow-up letter and a parent meeting (Parent/Teacher Conference) will occur. Final

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

CASE 1: THIS STUDENT GETS PROMOTED TO NEXT GRADE.

Subjects	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total Grade-Point Equivalency	Result
ENGLISH	D	D	F	F	2	FAIL
MATHEMATICS	D	C	B	F	6	PASS
SOCIAL STUDIES	F	F	B	A	7	PASS
SCIENCE	C	D	C	B	8	PASS
ART	B	C	B	A	12	PASS
PHYSICAL EDUCATION	B	A	C	A	13	PASS
COMPUTER SCIENCE	D	F	C	C	5	PASS
MUSIC	D	F	D	F	2	FAIL

CASE 2: THIS STUDENT REPEATS HIS/HER CURRENT GRADE LEVEL SINCE S/HE FAILS TWO (2) OF THE CORE SUBJECTS.

Subjects	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total Grade-Point Equivalency	Result
ENGLISH	D	D	D	D	4	PASS
MATHEMATICS	D	C	F	F	3	FAIL
SOCIAL STUDIES	F	F	D	F	1	FAIL
SCIENCE	C	D	C	B	8	PASS
ART	B	C	B	A	12	PASS
PHYSICAL EDUCATION	B	A	C	A	13	PASS
COMPUTER SCIENCE	D	F	C	C	5	PASS
MUSIC	D	F	D	F	2	FAIL

11. MILWAUKEE MATH AND SCIENCE ACADEMY'S ACADEMIC ROLLS

Honor Roll and Merit Roll students are awarded for the 1st, 2nd, and 3rd quarter performances. Students in grades 3 through 8 are eligible for honor roll if their GPA (Grade Point Average) is 3.50 or higher and for merit roll if their GPA is between 3.0 and 3.49. GPA is based on a 4.0 scale. Students in grades K4-2 are eligible to be recognized for being a Star Student if their report card illustrates only 3's and 4's or they have made significant academic growth during the quarter.

Homework is an important part of the student's learning process and therefore homework in core subjects will be given at teacher's discretion. Homework assignments are given to help reinforce the skills, concepts, and ideas learned in the classroom. Homework also prepares 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 homework is expected. If a student consistently neglects to complete his/her homework, or completes it poorly, it could impact the student's grade and result in retention depending on the weight of the assignment missed.

Homework will be assigned by teachers, depending on content area and unit.

Homework should include at least 15-20 minutes of reading every day.

Teachers may use homework sheets or planners to communicate assignments, projects, and tests.

*******Parents can track their student's academic progress (grades) using the student information system (SIS). SIS login information will be mailed home during the first month of school. Parents may also contact the school office to request login information.**

12. STUDENT ASSESSMENT/STANDARDIZED TESTS

- 1. Northwest Evaluation Association (NWEA)** NWEA Measures of Academic Progress (MAP) are state-aligned computerized adaptive assessments that provide accurate, useful information about student achievement and growth. The test is administered in September, January and May.
- 2. Phonological Awareness and Literacy Screening (PALS)** Students in K4-2nd grade take this assessment twice per year. This assessment measures young children's knowledge of letter sounds, spelling, concept of word, word recognition in isolation, and oral passage reading.
- 3. Forward Exam-** The Forward Exam is a standardized test given to all 3rd-8th grade students in the state of Wisconsin. Students in grades 3-8 will take an ELA and Math assessment in the spring of each year. Students in grades 4 and 8 will also take a science and social studies exam in the spring.
- 4. STAR Reading and Math-** Students in K5-8th grade take an ELA and Math assessment monthly to monitor their progress in those 2 content areas.

13. STUDENT CONDUCT

PBIS

MILWAUKEE MATH AND SCIENCE ACADEMY 's goal is to help every student fulfill his or her intellectual, social, physical and emotional potential. Everything in and about the school has been designed to create an orderly and distraction-free environment in which all students can learn positively and effectively. For this to happen, it is imperative that we have a safe environment that is supportive and conducive for growth. By setting clear social and behavioral expectations and directly teaching students about those expectations, it is our goal is to create a positive atmosphere for optimal learning. Our plan is based on **PBIS**—Positive Behavior Interventions and Supports. It is a nationally recognized and research based process that supports positive learning environments. PBIS is a framework or approach for assisting school personnel in adopting and organizing evidence-based behavioral interventions into an integrated continuum through defining, teaching, and acknowledging behavioral expectations. By reinforcing positive behaviors, schools find that teachers spend more time teaching, as class disruptions, office referrals and suspensions are reduced. We begin the year by teaching the school-wide expectations in all areas of the school: bus, playground, hallway, cafeteria, locker area, etc. Teachers also teach the expectations for their individual classrooms - explicitly demonstrating what the behaviors look like, giving students opportunities to practice, and giving the rationale behind the expectation.

At MMSA, we have three school-wide behavioral expectations:

- **Be Respectful**
- **Be Responsible**
- **Be Safe**
-

The Hawk Way Matrix

	Be Respectful	Be Responsible	Be Safe
School-Wide	Speak and respond appropriately to others Keep it clean Treat others the way you want to be treated	Make good choices, accept consequences Be on time, prepared and organized	Walk only Keep all hands, feet and other objects to yourself (KAHFOOTY) Be in your assigned area

Classroom Dojo

In conjunction with PBIS we will be using Class Dojo school-wide. ClassDojo is an online behavior management tool for the classroom. Each student has a profile to which teachers can assign positive and negative points (or 'dojos') throughout the lesson. Also, teachers can use class dojo to post events and display student work/projects. This information is then recorded on students' profiles so that it can be reviewed throughout the year. Parents can use their logins to view their child's achievements, school events and classroom projects instantly.

14. PROGRESSIVE DISCIPLINE

Our goal is that students are not referred to the office for minor behavior incidents. To achieve this goal, our staff members will continuously teach and model the school-wide expectations to all students. Even with the teaching and modeling, there will be times when students have minor behavior incidents. These minor incidents will be handled by the staff member in charge of the student at that time, and will not require a referral to the office. However, students who continue to have minor behavior incidents by failing to meet the school-wide expectations or by responding negatively to behavior interventions will be referred to school administration. The progressive discipline policy below, which includes logical consequences and positive behavior interventions, will be imposed to address minor/major behavior incidents.

Levels	Minor Problem Behavior – Classroom Managed	Possible Consequences Given By Teachers
<p>Level 1 K4-3rd</p>	<p>Defiance/Disrespect</p> <ul style="list-style-type: none"> • Not following classroom rules, directions, procedures • Hallway and bathroom misconduct • Not staying in line • Talking back-first time • Out of seat • Running • Minor disrespect: name calling, put downs • Minor safety concerns such as leaning back in chair, objects on floor, etc. • Refusal to give up cell phone • Stealing-minor <p>Disruptions</p> <ul style="list-style-type: none"> • Talking out/not in their seat • Regular classroom disruptions • Anything that distracts learners <p>Inappropriate Language</p> <ul style="list-style-type: none"> • Use of minor profanity/not directed toward others <p>Physical Contact/Aggression</p> <ul style="list-style-type: none"> • Students angry with other students • Most recess/gym conflicts • Not KAHFOOTY • Minor pushing and shoving <p>Property Misuse/Damage</p> <ul style="list-style-type: none"> • Writing on school property <p>Out of Assigned Area</p> <ul style="list-style-type: none"> • Out of assigned area (example using the wrong stairwell for transitions) • Walking out of class without permission • Requesting to go to an area and then going to an area not requested 	<ul style="list-style-type: none"> • Verbal warning • Conference with student • Student practices appropriate behavior • Loss of Class Dojo points • Parent contact • Loss of privileges • Loss of specials • Lunch/recess detention • Time-out in classroom • Time-out in a buddy room • Reflection time in the Hawk's Nest • Natural consequence- ex. Getting a new seat if you are talking to your neighbor/ cleaning the desk if you wrote on it/ etc.

Levels	Minor Problem Behavior – Classroom Managed	Possible Consequences Given By Teachers
<p>Level 1 4th-8th</p>	<p>Defiance/Disrespect</p> <ul style="list-style-type: none"> • Not following classroom rules, directions, procedures • Unorganized/unprepared for class • Hallway and bathroom misconduct • Not staying in line • Talking back-first time • Out of seat • Running • Minor disrespect: name calling, put downs • Minor safety concerns such as leaning back in chair, objects on floor, etc. • Refusal to give up cell phone • Stealing-minor <p>Disruptions</p> <ul style="list-style-type: none"> • Talking out/not in their seat • Regular classroom disruptions • Anything that distracts learners <p>Inappropriate Language</p> <ul style="list-style-type: none"> • Use of minor profanity/not directed toward others <p>Physical Contact/Aggression</p> <ul style="list-style-type: none"> • Minor pushing and shoving • Minor aggressive behavior <p>Property Misuse/Damage</p> <ul style="list-style-type: none"> • Writing on school property <p>Out of Assigned Area</p> <ul style="list-style-type: none"> • Out of assigned area (example using the wrong stairwell for transitions) • Walking out of class without permission • Requesting to go to an area and then going to an area not requested 	<ul style="list-style-type: none"> • Verbal warning • Conference with student • Student practices appropriate behavior • Loss of Class Dojo points • Parent contact • Loss of privileges • Loss of specials • Lunch/recess detention • Time-out in classroom • Time-out in a buddy room • Reflection time in the Hawk's Nest • Natural consequence- ex. Getting a new seat if you are talking to your neighbor/ cleaning the desk if you wrote on it/ etc.

Levels	Major Problem Behavior – Office Managed	Consequences Continuum
Level 2	<ul style="list-style-type: none"> • Chronic violation of Level 1 Misbehaviors or more) • Stealing (major) • Racial Slurs • Overt defiance or disrespect • Swearing at a staff member • Participating in hazing activities • Harassment/Bullying • Vandalism and/or destruction of property • Sexually assaulting another person / Sexual conduct • Fighting/self-defense 	<p>1st- Logical consequence Community Service Parent contact</p> <p>2nd- Friday Hawk’s Nest</p> <p>3rd- Friday Hawk’s Nest (behavior plan)</p> <p>4th - 1 day out of school suspension</p> <p>5th - 2 days out of school suspension</p> <p>6th – 3 days out of school suspension (behavior contract)</p> <p>7th – 4 days out of school suspension (expulsion process)</p> <p>Depending on the severity of the incident, a referral to the police and loss of promotion privileges may be required.</p> <p>Students always have a chance to change their behaviors. We want to recognize the student that makes great effort to make more positive choices. So, if a student goes 4 weeks without a write-up, they can go back a step on the consequence continuum.</p>
Level 3	<ul style="list-style-type: none"> • Chronic violation of Level 2 Misbehaviors (2 or more) • Fighting- with the intent to do harm • Assault/Battery • Weapons/ Bringing Weapons to school • Drugs/Drug Related Activity 	<p>10 days out of school suspension</p> <p>Depending on the severity of the incident, a referral to the police and loss of promotion privileges may be required.</p>

The Hawk’s Nest

Reflection and mindfulness is an important practice which allows our students to learn from and refocus their actions to make personal growth. The Hawk’s Nest provides students with the opportunity to reflect on their actions and behaviors independently. Then the student will discuss this with a teacher to identify how their behavior can be changed to ensure they are being safe, respectful and responsible learners. Friday's Hawk's Nest will be strictly used for level 2 behavior modification purposes. It is our aim

to reinforce the expectations of Milwaukee Math and Science Academy to encourage students to use self-discipline and to take responsibility for their actions.

If a student is assigned to the Friday's Hawk's Nest for behavior modification more than once, **parents are required to attend a mandatory behavior plan meeting.**

SUSPENSION OUT OF SCHOOL

*Parents will be notified of the suspension and may be asked to take the student home. The student **may not** attend school, school related activities, or any activities taking place at the school for the length of the suspension. **If a student receives a 3 day out of school suspension, a mandatory reinstatement meeting is required with the parent/guardian.***

***If a student comes to school while under suspension, they are trespassing.** A school administrator will attempt to contact the parent and all emergency contacts to pick up the student. If no one can be reached, the school will contact the authorities such as CPS or police department.*

EXPULSION

The decision to expel any student will be made in writing and will include the reasons for the expulsion by MMSA's administration team after investigating the events involved in a situation. In addition to categories provided by state statute, students may face expulsion as a result of the following infractions:

- ✓ Excessive out of school suspension - an accumulation of 10 days
- ✓ 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
- ✓ Major vandalism and destruction or attempted destruction of school property including arson

When administration determines that a suspension for more than ten days may be warranted, the student may be removed from class and/or school immediately if the student's presence in school poses a continuing danger to persons or property or is an ongoing threat of disruption to the academic process. MMSA shall give reasonable notice to the student and the student's parent(s)/guardian(s) of their right to a fair hearing.

At the hearing, the student shall have the right to be represented by counsel or advocate (at the student's/parent's expense), the right to question witnesses against him/her, and the right to present witnesses and other evidence on his/her behalf. The Board's designee, currently the school's managing Principal, shall personally hear and determine the proceeding and may, in his/her discretion, invite classroom teachers, witnesses, and school administration be present at the hearing. A record of the hearing shall be maintained. A tape recording shall be deemed a satisfactory record. Classroom teachers, witnesses, and school administration shall make findings of fact and recommendations as to the appropriate measure of discipline to the Principal. The Principal may accept all or any part thereof.

If the parent(s) /guardian(s) are not satisfied with the decision of the Principal, they may file a written appeal to the Board of Directors within five school days of the date of the decision of the Principal. The Board may adopt in whole or in part the decision of its designee and will make its decision based solely

upon the record before it. Students may not attend school until the appeal is heard. All disciplinary Board hearings on expulsions will be held within four (4) school days of the appeal being made. The decision of the Board is final.

It is in the authority of the Principal to suspend or expel a student who has been charged with a felony if the Principal 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.

******Parents can track their student's behavior instantly using Class Dojo. To gain access to your child's/children's Dojo account you must provide the classroom teacher with a valid email address or phone number. Parents can also track their student's behaviors using the student information system (SIS) to review behavior incident reports. SIS login information will be mailed home during the first month of school. Parents may also contact the school office to request login information.**

15. PARENT INVOLVEMENT/VOLUNTEERING/PTO

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 parents and MILWAUKEE MATH AND SCIENCE ACADEMY. 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 newsletters, copying, cutting, laminating, or any of the other tasks that it takes to make a school run smoothly, please contact the Dean of Students. If you are interested in volunteering to chaperone an upcoming field trip, please contact your child's teacher.

Parents who are seeking a more involved role in the school are invited to join the Milwaukee Math and Science Parent Teacher Organization (PTO.)

16. PARENT TEACHER CONFERENCES

Parent-Teacher conferences are a crucial component of our educational program. Parents are expected to attend 2 conferences per year, one during 1st semester and one during 2nd semester, and at other times as requested by the classroom teacher, principal, or dean. Students are encouraged to attend conferences with their parent/guardian.

17. PARENT MEETINGS

A parent or guardian may be called to a parent meeting to discuss a student's conduct, attendance, or academic progress in school. An administrator will arrange an acceptable meeting time with the parent. **If a parent fails to attend the scheduled parent meeting and does not contact the school, then the student will be given the appropriate consequence for their actions.**

18. VISITING SCHOOL/CLASSES

Parents are welcome and encouraged to volunteer or observe in daily activities at the school. Parents must sign in at the front office, receive and wear a guest pass. Cell phone use is prohibited during the school/classroom visit. **Parents may visit their children's classes provided that the visit is scheduled 24 hours in advance or the parent has received permission from an administrator to visit the class.** The school's administration is committed to providing teachers with advanced notice of guests in the classroom. This is done not only as a courtesy to teachers but also to ensure that the educational process is not disrupted and as an added security measure.

Parents may be denied the opportunity to visit a class and will be asked to leave if the school's administration has determined that the parents' presence has had, is having, or may have a negative impact on the educational process.

MMSA requires that all visitors:

1. Use ONLY the designated main entrance on Burleigh Street during school hours.
2. Report to the Main Office.
3. Sign in on the MMSA visitor log book.
4. Wear/display the MMSA visitor pass while in the school.
5. Be escorted to the requested location.
6. Return the visitor pass to the Office and sign out.
7. Use no "foul" language on school grounds, whether directly or indirectly, towards staff or students.
8. Under no circumstances will any visitor address any staff, parent, or student in an aggressive manner.

Visitors may be asked to leave if their presence interferes with student's learning time. The school's may ask a visitor to leave the school's premises, restrict the visiting time or deny a visitor access if deemed that the visit will disrupt the school's learning environment or if he/she refuses to follow the visitor rules and procedures established by the school. If necessary, the school will involve the authorities regarding harassment and disorderly conduct. **NO visitor shall enter any classroom without permission from one of the school's administrators.** Although safety precautions may at times appear extensive, we would rather err on the side of caution than overlook a situation that may lead to the injury or harm of a member of our school community.

19. PHONE CALLS/ELECTRONIC DEVICES

Teachers will not allow students to make phone calls during class time from their classrooms. The students will be allowed to use the phone at the main office or with an administrator.

MILWAUKEE MATH AND SCIENCE ACADEMY acknowledges parental concern for the safety and well-being of their children while they are attending school or school-sponsored activities. We also understand parental belief that students' possession of cell phones enhances their safety and security. The school

realizes, however, that student misuse of cell phones has: **(1) resulted in the undermining of the learning environment; (2) disrupted academic instruction causing distraction to students; (3) compromised the integrity of student testing; (4) increased disciplinary problems; (5) violated privacy rights of students and school staff; and, (6) increased the school's exposure to opportunistic litigation and potential legal liability. Due to the misuse of cell phones, cell phones are NOT permitted at Milwaukee Math and Science Academy.**

General electronic device rule: *"See it, hear it, lose it!"* **NO EXCEPTIONS.**

Failure to adhere to the terms of this rule the consequences below will be imposed.

1st Offense – The electronic device shall be confiscated and given to Mr. King until the end of the day.

2nd Offense – The electronic device shall be confiscated and given to the Mr. King for parent pick-up. The cell phone will remain with Mr. King until it is picked up by a parent/guardian. **NO EXCEPTIONS!!**

****After the 2nd offense parents will have to pick-up the device each time it is confiscated.**

20. TRANSPORTATION

Transportation is provided by MILWAUKEE MATH AND SCIENCE ACADEMY for the students who live no closer than 1 mile and no farther than 10 miles from the school facility. Early enrollment will make the routing easier. The school bus will drop off the students at MMSA around 7:30 a.m. and depart from MMSA at 3:25 pm. Parents who are dropping off or picking up their students must use the 1st Street (glass doors) entrance.

Bus Expectations

Be Respectful

- Voice level 2
- Respond Appropriately
- Keep it clean

Be Responsible

- Take your belongings with you
- Exit at your stop

Be Safe

- Keep hands, feet and other objects to yourself (KAHFOOTY)
- Remain seated until your stop
- Sit facing forward, seat to seat, and back to back

Failure to comply with the bus expectations and/ or directions from the bus-driver could result in loss of bus privileges temporarily or permanently.

MILWAUKEE MATH AND SCIENCE ACADEMY may provide busing for students who meet certain requirements. However, the right to free transportation is dependent on the student's good behavior while waiting for and riding on the school bus.

Poor Bus Behavior:

Bus drivers must focus on the road to make sure all students arrive to school and home safely. On the bus, students must remain in their seats, talk quietly, and follow all directions given by the bus driver. Students who behave poorly on the bus compromise the safety of themselves and others. Poor bus behavior may result in suspension or termination of transportation services. If your child is suspended from the bus, it will be your responsibility to arrange for alternative transportation.

Consequences for Misbehavior

Grades K4-8

1st infraction: Warning

2nd infraction: Parent Contact

3rd infraction: Bus Suspension (1day)

4th infraction: Bus Suspension (2 days)

5th infraction: Bus Suspension (3 days)

6th infraction: Permanent Suspension off the bus

Severe behavior may result in an immediate suspension off the bus. [For example, Fighting, opening emergency doors, throwing objects with intent to harm and other such unsafe and dangerous behaviors will result in an automatic 1-3 day suspension off the bus.](#) For example, **fighting**, opening emergency doors, throwing objects with intent to harm, and other such unsafe and dangerous behaviors will result in an automatic 1-3 day suspension off the bus.



Arrange Transportation Before Your Child Leaves Home:

Students will not be allowed to call home to check and see if they are being picked up. If you need to pick up your child (and your child usually rides the bus) or otherwise change your child's transportation for that day, your options are as follows:

- ✓ Send a note to school: Send a note to school in your child's homework folder explaining the situation and designate who will pick up your child.
- ✓ In an emergency, **call the main office before 2:00 p.m.** to change your child's transportation arrangements for that day. Unfortunately, we will not be able to deliver last minute notes/messages or changes after this time.
- ✓ If your child needs to ride another bus route for emergencies only, prior approval is required from Dean of Students.

Parent/Guardian Late to Pick Up from Bus Stop:

Parents/guardians have the responsibility to pick up their child (ages 6 and under) when the bus is at their designated school bus stop. Parents/guardians who are late to receive their children make the bus run late, inconvenience other families, and inconvenience the bus driver. **As such, late pick-ups will not be tolerated and student will be suspended off the bus for 24 hours after the second occurrence and thereafter.**

21. CLASSROOM CELEBRATIONS/BIRTHDAYS

Students love to celebrate birthdays at school, as it is a memorable time to share with teachers and friends. However, **students must be in uniform on their special day.** In addition, in an effort to abide by the state nutritional guidelines and to maximize student instructional time, we are asking all parents to follow these simple guidelines when planning for your child's birthday celebration at school.

- Birthday celebrations will be allowed **IF** the parent communicates with the classroom teacher to set up an appropriate time.
- Please send only items that are store bought and **peanut free** (due to allergies)
- Birthday treats will be limited to a small snack; pizza, chicken, and other cold items will not be permitted because it disrupts the learning environment.

22. TEXTBOOK AND SUPPLIES

MILWAUKEE MATH AND SCIENCE ACADEMY will provide students with textbooks for each of their classes. The textbook will remain in class. Students will also have access to library books. Each student should take care to see that these books are not lost, stolen, damaged, or defaced. **Students will have to pay to replace any books that are damaged or not returned.** An invoice will be sent home. If payment is not received, then the final report card/transcript will be withheld. Students may use class set textbooks that can be signed out by the student for study or homework. Teachers will write down the number of the textbook signed out by the student and the condition of the book.

Many of the classes will use consumable supplies – from materials to workbooks. Students will be required to pay for these consumable materials if lost or damaged.

23. LOCKERS /CLOSETS

Each 5th-8th grade student will be assigned a locker for his/her use. Due to the availability of lockers, students may be required to share lockers.

Locker combinations are not to be shared with any other student (except the partner). Each student should take care that no other student obtains another lock combination by secretly observing a student open his/her lock. **If a student claims that his/her locker has been broken into, but there is no physical evidence of forced entry, it will be assumed that he/she has given his/her locker combination to another student, "set" his/her lock to open easily, or otherwise compromised the integrity of the lock/locker security. In that case, no locker or personal searches will be made for items reported stolen.**

- Lockers are the property of MMSA - and are subject to search by school personnel at any time.
- Each student is responsible for cleaning and maintaining his or her own locker.
- The school is not responsible for any items stored in lockers.
- Inappropriate pictures or displays are not permitted in/on lockers.
- All materials left unclaimed at the end of the school year or when a student withdraws become the property of MMSA- and will be dealt with accordingly.

Report any damaged or nonfunctional lockers to school administration. Unreported damage will be considered the responsibility of the student assigned to that locker, and will fall under the provisions of the school discipline policy for damage to school property.

24. BOOK BAG AND PURSE POLICY

Students are **not permitted** to carry book bags or purses with them during the school hours for safety purposes. The presence of book bags in a classroom presents a fire hazard because they could impede people from exiting the classroom in case of an emergency. Purses in the classroom are a distraction and are not needed for class work. For this reason, students are required to place their book bags and purses in their locker. *(Female students will need to purchase a pencil pouch for their personal items)*

25. SCHOOL'S RIGHT TO SEARCH

Lockers, desks or storage places provided for student use are, and remain at all times, property of the MILWAUKEE MATH AND SCIENCE ACADEMY. These areas and the contents, therefore, are subject to a random search at any time. Administrators are authorized to conduct reasonable inspection of school property or of students and items brought upon school grounds, including book bags, and other packages, when there is reasonable cause to believe that a student may be in possession of evidence that a law or a school rule has been violated.

26. LOST AND FOUND

There will be a lost and found box in the front office. If you find books, clothing or personal items on the school grounds, please bring these items to the office. If you lose something, check the lost and found. Once a quarter, the lost and found items that are not claimed will be donated to a charity and the school will hold no liability or responsibility for the items.

27. LUNCH AND CAFETERIA RULES

All students will remain in school during their lunch period. During the lunch period, students will be expected to display good manners and courtesy. Students must eat their lunch only in the lunch area. Students will be expected to clear their area and dispose of all trash appropriately. Teachers on duty during the lunch period will hold all students responsible for the cafeteria behaviors and expectations will be enforced. The school does not have the accommodations to warm up any student's lunches. Students may bring a cold lunch if they choose. In order to plan a nutritious lunch for your child, try to include the following:

- ✓ Protein
- ✓ Fruit or vegetable
- ✓ Cheese and crackers, or string cheese
- ✓ Grain (bread, pasta, rice, etc.)
- ✓ A drink (**soda is not permitted**)

To prevent problems at lunch, students are not allowed to share food!

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

28. LUNCH AND RECESS DETENTION

Occasionally, it becomes necessary to issue lunch and/or recess as a logical consequence for behavior incidents. Students may be separated from other students in the cafeteria or may be asked to report to an assigned room for the entire lunch/recess period. Failure to serve lunch and/or recess detention will result in further action such as being assigned **two additional days of detention**.

29. EMERGENCY SCHOOL DRILLS

Students will not talk, run, laugh, joke, or carry on in any way. This is a safety issue and will be dealt with immediately. Students, who violate the above stated items, do not follow teacher/administrator directions during an emergency drill, may receive **at least a one-day detention** and further discipline actions may be taken if deemed necessary.

30. SCHOOL ACTIVITIES, CLUBS, AND TUTORING

MILWAUKEE MATH AND SCIENCE ACADEMY will offer a range of activities that will enrich student learning during the school day and after school. Because the safety of students is very important to us, specific rules will apply to these activities.

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 Math and Science Academy, 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 referrals, or are suspended in the five days prior to the field trip (5th day being day of field trip) will not attend. If a student receives a referral on the day of the field trip, s/he will not be allowed to attend the field trip that day. Students will not be allowed to attend a field trip if an out of school or in school suspension falls on the day of the trip. If your child loses the privilege to attend the field trip s/he will remain with an administrator or be placed in another classroom. 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 Math and Science Academy students.

For all field trips, you will be expected to follow these rules:

- ✓ Student must return the field trip permission slip signed by their parents or guardian by the specified date. No phone calls will be accepted as permission.
- ✓ Student must wear their school uniform unless otherwise specified.
- ✓ Student must abide by MILWAUKEE MATH AND SCIENCE ACADEMY codes of student conduct while on the field trip.
- ✓ Permission can be revoked by MMSA Administration because of poor behavior, struggling academic performance or attendance related concerns.

After-School Activities

There is no better way for students to enrich their education than by taking parts in clubs and after-school activities or working with a teacher. MMSA teachers offer after-school tutoring two days a week (Mondays and Thursdays) and a club activity that meets once a week (Tuesday). These opportunities will allow students to explore more deeply things they already enjoy and try other areas that sound interesting.

School activities are available to MMSA students who meet eligibility requirements. Eligibility requirements are:

- ✓ Student must be in good academic standing (K-2nd)
- ✓ Student has to possess at least 2.0 G.P.A. (3rd-8th)
- ✓ **Administration may take any decision to restrict a student from any school activities because of poor academics and/or behavior performance.**
- ✓ Student must meet requirements of activity and abide by rules of teacher in charge of the after-school activity.

If students stay for an after-school activity, they will be expected to follow these rules:

- ✓ Must be with a teacher or other staff member at all times.
- ✓ Must arrange for their own transportation to arrive promptly at the end of the activity.
- ✓ Must abide by the MILWAUKEE MATH AND SCIENCE ACADEMY code of student conduct while participating in the activity.
- ✓ May not stay after school to wait for another student.
- ✓ May not roam the hallways and if they are caught roaming the hallways they will be asked to leave.

A full list and description of after school clubs and activities will be posted after school starts and students will have an opportunity to explore each one that looks interesting. If there is any inappropriate behavior, the student's parents will be called and the student will need to be picked up immediately.

31. ACCEPTABLE COMPUTER USAGE POLICY AGREEMENT

I agree to follow all of the rules for using the instructional computer network in MMSA.

I understand that:

- Computers at school are to be used for educational purposes only.
- The use of the computer network is a privilege, not a right, and I will use appropriate language and behavior when using the network.
- I will not use the network to send or receive any illegal or inappropriate materials.
- I will not give my password to anyone else; I will not use anyone else's account or move, change or delete anyone else's work.

- I will only use the Internet for school purposes and only with a teacher in the room.
- I will not give out personal information about me or others (such as name, address, or telephone number) on the Internet.
- I will not use email or Instant Messenger unless a teacher has told me to.
- I will not download anything from the Internet without permission from a teacher.
- I will not change any computer settings or install programs on school computers without permission from a teacher.
- I will not send friend request to MMSA staff members via social media.
- If I do not follow the rules, I will not be allowed to use the computer network for a period of time and may face additional school disciplinary action.

Students violating any computer agreement guideline will lose all computer privileges and disciplinary action will be taken.

Grades K4-2nd Field Trip Behavior Expectations

❖ Be Safe

- On the bus, remain seated at all times.
- On the bus, no eating or drinking.
- On the bus and at the field trip site, use an appropriate voice level.
- Keep your hands, feet and body to yourself at all times.
- No “horseplay” (throwing balls, water games, wrestling etc.).
- Stay with your assigned chaperone at all times.

❖ Be Respectful

- Use polite and courteous behavior at all times.
- Treat the field trip site with care and follow the site’s rules for visitors.
- No fighting or cussing
- Respond immediately to the directions of school personnel.

❖ Be Responsible

- Pick up your trash and beverage items. Throw them away.
- Follow the MMSA Dress Code.
- Do not damage or steal anything that doesn’t belong to you.
- Follow the MMSA Electronic Device policy- any electronic devices that are visible will be taken by the teacher. Only a parent will be allowed to retrieve the device.

CONSEQUENCE

Students that do not meet the MMSA Field Trip Behavior Expectations will receive a consequence and may not be able to attend future field trips.

I have read and understand the expectations for all field trips and the possible consequences if I do not meet those expectations.

Student Name: _____ Date: _____

I have read and understand the expectations for my child on all field trips and the possible consequences if my child does not meet those expectations.

Parent Signature: _____ Date: _____

Grades 3rd - 8th Field Trip Behavior Expectations

❖ Be Safe

- On the bus, remain seated at all times.
- On the bus, no eating or drinking.
- On the bus and at the field trip site, use an appropriate voice level.
- Keep your hands, feet and body to yourself at all times.
- Follow the schedule at all times.
- No "horseplay" (throwing balls, water games, wrestling etc.).
- Stay with your assigned chaperone at all times.

❖ Be Respectful

- Use polite and courteous behavior at all times.
- Treat the field trip site with care and follow the site's rules for visitors.
- Physical fighting, use of profanity, vulgarity, harassment, and intimidation is not permitted and will result in suspension, expulsion and/or arrest.
- Respond immediately to the directions of school personnel.
- No inappropriate public displays of affection will be tolerated.

❖ Be Responsible

- Pick up your trash and beverage items. Throw them away.
- Follow the MMSA Dress Code.
- Do not damage, deface or steal the site's private property.
- No participation, possession and/or association with drugs, drug paraphernalia, alcohol, smoking and/or other substances that are illegal.
- Follow the MMSA Electronic Device policy- any electronic devices that are visible will be confiscated. Only a parent will be allowed to retrieve the device.

CONSEQUENCE

Student's failure to comply with the MMSA Field Trip Behavior Expectations will be subject to disciplinary action at the school and student may be ineligible to participate in future field trips.

I have read and understand the expectations for all field trips and the possible consequences if I do not meet those expectations.

Student Name: _____ Date: _____

I have read and understand the expectations for my child on all field trips and the possible consequences if my child does not meet those expectations.

Parent Signature: _____ Date: _____

Technology Network Acceptable Use Policy

- I agree to follow all of the rules for using the instructional computer network in MMSA.
- I understand that: Computers at school are to be used for educational purposes only.
- The use of the computer network is a privilege, not a right, and I will use appropriate language and behavior when using the network.
- I will not use the network to send or receive any illegal or inappropriate materials.
- I will not give my password to anyone else; I will not use anyone else's account or move, change or delete anyone else's work.
- I will only use the Internet for school purposes and only with a teacher in the room.
- I will not give out personal information about me or others (such as name, address, or telephone number) on the Internet.
- I will not use email or Instant Messenger unless a teacher has told me to.
- I will not download anything from the Internet without permission from a teacher.
- I will not change any computer settings or install programs on school computers without permission from a teacher.
- I will not send friend request to MMSA staff members via social media.
- If I do not follow the rules, I will not be allowed to use the computer network for a period of time and may face additional school disciplinary action.

Student Signature

Date

A parent or guardian must read and sign: I, _____, parent/guardian of _____, have read and understand the contract, which my child has signed in order to use the Milwaukee Math and Science Academy's Instructional Network. I have discussed this contract with my child to help them understand it. I fully agree with the contents of the contract and recognize that my child must abide by it.

Parent/Guardian Signature

Date

This is our No-Bullying Pledge

I will pledge to be part of the solution.

I will eliminate bullying from my own behavior.

I will encourage others to do the same.

I will do my part to make my community a safe place by being more sensitive to others.

I will set the example of a caring individual.

I will eliminate profanity towards others from my language.

I will not let my words or actions hurt others.

And if others won't become part of the solution, I will.

This pledge and contract serves to prove a student's knowledge about the definition of bullying, and to inform parents of school policy regarding aggressive and inappropriate behavior among students.

By signing this pledge/contract, _____, (hereafter referred to as "Student,") understands that: (student name)

- Bullying can be physical, verbal, or emotional.
- Bullying consists of, but is not limited to: name-calling, violence, theft, rumors, exclusion, threats, intimidation, put-downs and pranks.
- Students should all be treated with courtesy and equality regardless of age, gender, race, religion, orientation, size, disability, intelligence, athletic ability or popularity.

Student understands that any incidents of bullying will result in an immediate disciplinary action from School Administration.

Child's Signature

Date

Parent's Signature

Date

Because you have elected to apply to Milwaukee Math and Science Academy, we anticipate that all students will not only accept their rights as members of our school community, but also their responsibilities to other members of our community. We ask both parents and students to carefully read over and sign this acknowledgement page and, as the school year unfolds, do your best to behave in ways that will enhance your own and others' ability to learn for MMSA will keep the parents and students accountable to adhere to this handbook.

I have received and read a copy of Milwaukee Math and Science Academy's Student/Parent Handbook and understand the rules, regulations, and procedures of the school. I understand that if I ever have any questions regarding school policies, I can always ask my parent or guardian, or other member of the school community for a further explanation.

Print Students Name

Student Signature

Date

Parent's Signature

Date