



Milwaukee Excellence Charter School

4950 N. 24th St. Milwaukee, WI 53209

Student Name _____

Advisor _____

Please note that this handbook is subject to change. The teachers and staff at Milwaukee Excellence work very hard to prepare students well for college and the high academic and behavior expectations help make that possible. Staff members pledge to communicate well with parents and will return all parent calls and emails within two business days.

HOURS OF OPERATION

In the pursuit of excellence, Milwaukee Excellence has an extended school day and school year. This gives students more time for academic growth and non-academic enrichment experiences.

Monday-Friday, doors will open at 7:15 AM. Breakfast will be served from 7:15 AM -7:50 AM. If students arrive after 7:50, they will not have access to breakfast.

Monday through Friday, the regular school day is from **7:45 AM - 2:40 PM**. Students performing below grade-level or with chronic behavior challenges will have **mandatory academic tutorial** from 2:45 PM to 3:45 PM **or behavioral support detention** from **2:45 PM to 4:00 PM**. Tutoring may also be offered to proficient students to advance their skills. Those students who are required to stay will need to get picked up promptly at 3:45 or 4:00 PM.

Students arriving to school after 7:45am will be marked as "tardy". A parent/guardian must sign the student in as present in the front office. Students are expected to be present every single day. It is extremely important that students are present at school and on time to ensure they do not miss any academic content. We strive to maintain a high level of communication with our parents. If your student is absent/running late, please contact the main office at 414-464-7188. Students are expected to be in attendance every day. Any student who is absent will receive a phone call from both the classroom teacher as well as office staff to ensure students are both safe and on their way to school to ensure students are not missing any lessons and are prepared for weekly Friday quizzes.

MILWAUKEE EXCELLENCE BUS TRANSPORTATION & EXPECTATIONS

It is our goal to ensure that all of our students have a safe, enjoyable and dependable ride to school each day so they don't miss a minute of learning. Riding the bus is a privilege at Milwaukee Excellence. We uphold high expectations on our school buses that align with our expectations inside of the school so our students are clear of what is expected of them as citizens of our community. These expectations include, but are not limited to, silent noise level when directed, seating arrangements, following directions from a staff member riding the bus or trustworthy student bus captains. If a student struggles to follow expectations on the school bus after conferencing with the Dean and their family, they will not be allowed to ride our bus for a determined amount of time be suspended from the bus and need to find an alternate way to school. Bus suspensions will be made at the discretion of the Principal and Dean based on the behavior. If bus issues continue, the student may be removed from riding the bus indefinitely in order to preserve a safe riding experience for other students. Parents will be notified of bus suspensions via phone.

In the event that you feel a driver has missed a bus stop on the route in error, please contact the bus company directly to get a real time update on the busses current location. Note- The bus company is not responsible for students who are not at their bus stop during the scheduled pick up time.

Riteway: 414-438-5400

Durham: 414-760-7480

Lakeside: 414-536-2040

Wisconsin Central: 414-482-1016

STUDENT DROP OFF/PICK UP EXPECTATIONS

At Milwaukee Excellence we are here to supply a first class education to all students. This is only possible if our students are on time and present in class each and every day so they won't miss out on any part of a lesson. Every minute counts!

Student Drop Off: Students may be dropped off at school starting at 7:15 AM. There is no parking in the bus lanes on the east side of 24th street in front of the school building. Any vehicles that block the bus parking will be asked to relocate immediately in order to unload/load the busses efficiently and safely.

Students arriving to school after 7:45 AM must have a **parent/guardian sign student in as present in the front office.**

During dismissal, all students will exit out of the front doors. Students being picked up from school at 2:40 PM will be required to pick up students on Fairmount Ave.

Early Release: For scheduled appointments, students must bring a written note OR a parent must contact the office by 9:00 AM the same day to make arrangements. Students will NOT be permitted to be picked up after 2:15 PM unless previous arrangements have been made with the office. Every minute in the classroom matters and therefore students may not wait in the office for pick up unless directed by an administrator. Students will be called down for dismissal once their ride has arrived and signed them out in the main office.

Pick Up: Students are expected to be picked up promptly after school. Students waiting for pick up are expected to follow all school dismissal policies and may be asked to wait for their ride outside of the school building if they are not following school dismissal policies.

Academic Tutorial & Detention Pick Up: Students being picked up from mandatory academic tutorial at 3:45 PM or behavior support detention at 4:00 PM will be picked up at the front entrance of the school on 24th St. Buses leave campus at 2:45 PM and will not provide transportation for students in tutoring or detention.

Extra-Curricular Pick Up: Students are expected to be picked up on time at the end of the scheduled extra-curricular time. A 30 minute grace period will be granted for extenuating circumstances. Please contact the extra-curricular leader to communicate any transportation/pick up concerns or issues. Failure to pick up students on time may result in student removal from extra-curricular activities.

PARENT COMMUNICATION

Communication is one of the most valuable tools we have in supporting our students' success. There are several structures that Milwaukee Excellence has put into place to make sure parents are receiving frequent communication about their student's progress. Some of this communication is personal, some is in writing. To that end, we believe communication is a two-way street. We want families to know how/when to expect updates on their students – that way, they know when to expect updates and also know they should reach out to the school if they're not getting a scheduled communication.

1. **SchoolRunner Parent Portal (Middle School)** - Parents have access to live data regarding student's attendance, academic, and behavior. If you need new login information for your student's SchoolRunner, please contact the main office for new log-in credentials.
2. **Infinite Campus Parent Portal (High School)**- Parents have access to live data regarding student's attendance, academic, and behavior. If you need login information for your student's account, please contact the main office for log-in credentials.
3. **Monthly Newsletter** - A monthly newsletter will be sent out at the beginning of each month that will include important dates, volunteer opportunities, student shout outs, etc. These newsletters may remain at home and we suggest posting them to keep tabs on important upcoming dates and events!
4. **Daily Behavior / Academic Communication** - Majority of communication to parents will come from your student's advisor or teachers. Our culture team works very closely with all families to ensure student's behavior does not impede the learning of their student or others at Milwaukee Excellence. The less distractions that take place in the classroom lead to more learning for all. In the event your student is sent out of class or commits an egregious violation to the student code of conduct resulting in after-school detention, you will be contacted by the Milwaukee Excellence Culture Team (see Student Code of Conduct). We believe students learn best from experiencing immediate consequences and reflecting upon their choices from that day which is why students serve same day detention to minimize the same behaviors from occurring again.
5. **Parent Conferences - Mandatory** Parent/Teacher Conferences will be held on the following dates:
 - o October 25th
 - o February 14th
 - o March 20th
 - i. At these conferences, parents will receive student report cards and current assessment data. Report cards are not sent home (with the exception of mailed Quarter 4 report card) and must be picked up during conferences.

INCLEMENT WEATHER CLOSINGS

In the event of poor weather conditions such as heavy snow, ice, extreme cold, or rain, please check our Facebook page "Milwaukee Excellence", examine our website, wait for a robocall, and listen to local TV or radio stations for relevant information regarding school cancellations or delays.

Milwaukee Excellence Charter School follows the delay and cancellation policies of Milwaukee Public Schools (MPS). If MPS is closed or delayed, this means that Milwaukee Excellence is also closed or delayed.

PROMOTION POLICY

At Milwaukee Excellence we believe that all students can and will achieve at our 5-star rated school. We place high expectations on our students so they are able to conquer any expectations or challenges after they graduate from Milwaukee Excellence. Excellence is a habit that we can create and we do that by ensuring students are learning daily.

Academics: The best way we can ensure learning is happening is through our students' GPA. Therefore, in order to be promoted to the next grade level they will have to meet the following criteria in their end of year cumulative GPA:

6th grade - 2.0 Cumulative
7th grade - 2.25 Cumulative
8th grade - 2.5 Cumulative

This means that at the end of the school year they will have to earn this GPA to move on to the next grade level. As the parent, and our biggest partner in preparing your student for success, we will need you to continuously inform your student that they need to come to school to focus and learn every day. If they are not 100% focused on academics, then they may be in danger of not being promoted and may have to attend summer school and be required to meet the same criteria in the summertime.

Attendance: Students must meet the Milwaukee Excellence attendance requirement as detailed in the attendance section of the handbook. Students who have 10 or more days of absence during any school year will be required to attend a summer school class. Students who reach this attendance threshold will also not be allowed to attend any out of school field trip experiences or participate in the 8th grade promotion ceremony.

8th GRADE PROMOTION

Milwaukee Excellence 8th Grade Promotion Ceremony is an opportunity for students, staff and families to celebrate the success of our students and help promote an exciting transition into their next educational endeavour at Milwaukee Excellence High School. We look forward to celebrating our students as they continue on our mission to be prepared to compete successfully at the post-secondary level. The following criteria must be met for students to participate in the promotion ceremony in May:

Students must

- Be in good academic standing - students require a cumulative GPA of 2.5 in order to walk in the ceremony
- Maintain a 95% attendance rate
- Have no outstanding fees
- Have no outstanding discipline issues

GRADING POLICY

Grading Scale: Milwaukee Excellence uses the following grading scale:

A	90-100	4.0
B	89-80	3.0
C	79-70	2.0
D	69-60	1.0
F	59- 0	0.0

Extra Credit:

Extra credit can only be made available to the whole class and not to individuals.

Grading Periods:

1. Milwaukee Excellence Charter School operates on a 40-week school year. There are 4 quarters per year; each quarter is approximately 10 weeks long.
2. We believe that partnering around your students' academic success is key to reaching his/her full potential. Parents and students have access to grades online so that you can stay up to date on a daily basis and communicate with teachers frequently about academics. Report card pick-up is held at the end of every quarter on October 25th, February 14th and March 20th. We ask that all parents attend this mandatory event to review the report card, discuss and celebrate academic growth, and set goals for the next quarter. Your child should also be part of the conference to take ownership of his/her learning.

High School Credits:

Each course that a student takes in high school builds on essential information from previous classes so students need to have a strong understanding of the previous material in order to be successful. **Milwaukee Excellence will only award course credit to students who earn at least a 74% or higher in the class.** This will ensure that they move on ready for the challenges of the next course and to be successful with the material in college.

All Milwaukee Excellence students will follow a course sequence designed to meet entrance requirements for top universities like UW-Madison. Graduation from Milwaukee Excellence will be dependant upon obtaining the following course credits:

Subject	Requirements	Courses
English	4 Years	One unit of English each year Scholars must pass English 9 (both semester 1 AND 2) English 10 (both semester 1 AND 2) to enroll in upper level courses.
Math	4 Years	Including algebra or geometry, algebra 2, AND either Pre-Calc, AP Statistics or AP Calculus
Science	4 Years	Including one life science and one physical science
Languages	4 Years	Two consecutive years of the same world language and/or 1 year of another language
Social Science	3 Years	Citizenship in ninth grade World History in tenth grade AP US History in eleventh grade
P.E / Health	4 Semesters	Health - Ninth Grade
Fine Arts	2 Semesters	Courses in art, music, or speech/theatre arts
Electives	8 Semesters	One semester must be an online course, community service experience, OR service learning

Grading Methodology:

The following will be used to calculate semester grades:

Quarter 1 Grade = 45%

Quarter 2 Grade = 45%

Semester Exam Grade = 10%

ENROLLMENT & ATTENDANCE POLICY

Enrollment Fees: An \$100 enrollment fee is required at the start of each school year. This fee allows us to provide school supplies, 1 on 1 technology, and field trips throughout the year for your student. Any fees paid to Milwaukee Excellence are non-refundable after a student's first day of attendance. Additional fees may apply for athletics, extra-curricular activities, and end of year trips.

Attendance: Absences may be excused only for illness covered by a doctor's note, doctor's appointments, observance of a religious holiday, death in the immediate family, or for a verifiable family emergency. These absences can be excused only if a written note from the legal guardian is received in the main office upon the student's return to school. If a student is going to be absent, the parent/guardian must inform the school's main office before classes begin at 7:45AM. Please note: The office may be experiencing heavy volume in the morning. Please leave a detailed voicemail with your name, student's name, date, phone number, and reason for your student's absence.

Students who are absent for all or part of any day may not attend or participate in any extra-curricular event or sporting event on that day or night except with permission from the principal.

Students must complete all work when absent (excused or unexcused) from school. All work can be retrieved from individual teachers upon the students arrival. The student may be required to spend time after school making up missed work and instruction time..

Students who have 10 or more days of absence during any school year may be required to attend a summer school classes in order to be promoted to the next grade.

For excused absences, students will be provided the opportunity to make up any missed work (including tests) for equivalent credit and generally, students are given as many days to turn in work as they were absent. For example, if a student is absent for two days, he or she would have to turn in make-up work by the second day he or she returns.

Leaving Campus (school): Students are not permitted to leave campus (school and grounds) once they are inside the building or on campus grounds. Leaving the campus (school) without authorization may result in disciplinary action.

Early Dismissals or Late Arrivals: If at all possible, students must make medical or other appointments after school hours or on weekends. In the rare event that a student needs an early dismissal or late arrival, the following procedures must be followed:

1. The legal guardian or designated emergency contact with guardian approval must come and sign the student in or out of school.
2. The student must make up all missed work.
3. Only early dismissals or late arrivals for verified doctor's appointments, observance of religious holiday, death in the immediate family, or verifiable family emergency will count as excused absences. All others are considered unexcused. Doctor's notes must be brought upon arrival to school.

Early Release: For scheduled appointments, students must bring a written note OR a parent must contact the office by 9:00 AM the same day to make arrangements. Students will NOT be permitted to be picked up after 2:15 PM unless previous arrangements have been made with the office. Students may not wait in the office for pick up unless directed by an administrator. Students will be called down for dismissal once their ride has arrived and signed them out in the main office.

Late arrivals and early dismissals will have an impact on a student's attendance record.

Homebound and Hospital Attendance: Homebound will be provided if a student's medical doctor provides written documentation anticipating that due to a medical condition the student will: 1) be unable to attend school for two or more consecutive weeks or 2) be absent an ongoing intermittent basis.

Students who have an IEP or 504 with an accommodation regarding absenteeism and/or have a medical condition that results in absences as a result of the medical condition may qualify for a waiver of the summer attendance class requirement. The medical condition must be verified by the student's treating doctor with all supporting paperwork completed and the waiver must be approved by the Executive Director.

In order to ensure students are ready for the day and set up for success, Milwaukee Excellence students will be responsible for the following checklist each day:

1. Be in full uniform compliance:
Middle School: MX Oxford, Navy Blue Bottoms, Solid Black Belt, Solid Black Shoes
High School: MX Polo, Navy Blue Bottoms, Solid Black Belt, Closed toe shoes
2. Have completed and neat homework visible in hand upon entry to school building.
3. Have Milwaukee Excellence issued binder. Students who lose or damage their binder will be required to purchase a new binder at cost.
4. Have 5 sharpened pencils and independent reading book upon arriving to school in their binder

CELL PHONE POLICY

Milwaukee Excellence students may bring their cell phones to school and use them on the school bus. To ensure there are no distractions to our learning environment once students arrive at school, we have a cell phone policy to keep students safe and distraction free.

Students may bring their cell phone to school under the following expectations:

- Cell phones are turned off before upon entering the school building. Once inside the school building, students may not make or take any phone calls or use social media in order to prepare for a focused day of work.
- Cell phones are turned into a class storage locker and kept safe until the end of the day. Cell phones will be returned at dismissal.
- Any student in possession of a cell phone during school hours will have the phone confiscated, earn after school detention, and the phone will only be returned to the parent/guardian after school.
- Staff is not responsible for items that are damaged, lost or stolen.

In the age of technology, we want our students to be good stewards of their community by building habits that will keep students safe, prepare them for their future work endeavors and allow students to completely focus during their workday without distractions from their cell phone.

If a parent needs to contact their child during school hours, please call the office at 414-464-7188 or contact your child's advisor.

STUDENT CODE OF CONDUCT (SCC) AND DISCIPLINE POLICY

Milwaukee Excellence will adhere to the policies in accordance with the *2019 - 2020 MPS Parent/Student Handbook on Rights, Responsibilities, and Discipline*¹.

The expectations of Milwaukee Excellence Charter School are high and the Student Code of Conduct is designed to give students the best chance to be prepared for college and purposeful citizenship. The purpose of the SCC is to a) instill habits of self-discipline, b) protect the learning environment, and c) to promote a strong and supportive sense of community in our school.

The SCC is not intended to address the entire spectrum of student misbehavior; instead it outlines a range of appropriate consequences proportionately related for certain inappropriate behaviors. While school leaders retain the discretion to create campus specific policy and address student misconduct that is not specifically included in this discipline policy as long as it is consistent with this policy, Milwaukee Excellence will establish and consult with parents and staff advisory committees to annually review this SCC policy. This code applies to actions of students 1) during school hours and before and after school, while on school property, 2) while traveling on school vehicles to or from a school activity, team or function, or event, 3) off school grounds at all school-sponsored activities or events or events that bear a reasonable relationship to the school, and 4) while using the school network or any electronic devices. This code also applies to actions of students before or after school hours and off school property if those actions pose a substantial likelihood of disruption to the learning environment in the school.

Prior to being subject to any exclusionary discipline, students shall be provided appropriate due process, while consistently following the policies outlined below. Students are encouraged to complete his/her schooling at Milwaukee Excellence.

A student's IEP (including a BIP if one exists) will be followed. When determining any disciplinary consequence for misconduct by a student with a disability which may result in a suspension for more than 10 cumulative school days or will result in a change of placement, the IEP team will consider all relevant information in the student's file, including the student's IEP, any teacher observations and any relevant information provided by the parent to determine if the conduct was a manifestation of the student's disability.

Milwaukee Excellence Culture: Milwaukee Excellence strives to create an engaging college preparatory environment for all of our students. We primarily do this by being clear, consistent, positive, and firm in our behavioral expectations.

Like academics, we recognize that behavior is something that often develops over time and requires a deliberate community approach of support and resources. Every Milwaukee Excellence student receives social/emotional development from dedicated staff advisors who guide students through the Milwaukee Excellence experience. Advisors provide important feedback and encouragement to students while providing a consistent link for communication with Milwaukee Excellence parents. Additionally, we seek to consistently reinforce the positive behavior and cultural values that we want to see in our students. Students are frequently celebrated in front of their peers for their achievement, growth and service to others. We encourage students to pursue awards and achievements that can be displayed openly as a source of pride and community identity. We assume the best in every student and seek to provide positive reinforcement at every opportunity, whether in the hallways, in the classroom or at

¹ <http://mps.milwaukee.k12.wi.us/MPS-English/SUPT/Family--Student-Services/rights-responsibilities-english-handbook.pdf>

extracurricular events. Student leadership is also developed through a variety of programs- like peer mentorship programs, student government, and a host of other student leadership opportunities in extra-curricular activities.

In addition to our proactive development of students, Milwaukee Excellence is consistent in our approach to responsive discipline. We first seek to provide clarity of expectations (either through the SCC or through classroom policies). This is done as a support to students. Once expectations are clear, we consistently enforce these expectations with fidelity, positivity and without warning. The purpose of this approach is not to punish with demerits but to teach accountability for the student and to maintain a focused learning environment for the school. When consequences are earned, students are encouraged to reflect on their actions and pursue growth through required assignments and character development work. Students complete focused reflections designed to foster learning while in detention and if earned, students are provided with character development assignments that are designed to teach skill and habit development that will foster future success at Milwaukee Excellence and beyond. When incidents occur that require removal from the learning environment, we seek to actively mediate conflicts and to restore students to the classroom environment.

Affirmations (Merits): MXCS Affirmations are one of the tangible methods to reinforce positive behavior. Merits will be given when students perform above and beyond in the areas of citizenship, behavior, kindness, or school upkeep that promote a positive community. All merits are rooted in our FIRST values of Focus, Integrity, Respect, Self-Determination and Team. Some examples include:

- A. Making the school look better (picking up garbage)
- B. Stopping to greet visitors to the school and answer their questions
- C. Helping tutor a fellow student
- D. Displaying academic grit or contagious enthusiasm

Students may spend affirmations on the following incentives:

- School Store
- Quarterly Auctions
- Participate in dress down/spirit days and field trips

Opportunities (Demerits): Opportunities are the primary method to apply responsive discipline and reinforce clearly stated expectations without warning. A student can be assigned from 1 or 3 opportunities for a rule infraction. More serious infractions may earn more severe consequences as outlined in the SCC. A list of opportunities and their corresponding amount can be found below.

CATEGORY	CODE	BEHAVIORAL INFRACTION	CONSEQUENCE (Opportunity = Demerit)
Dress Code Violation	1DC	Dress Code can be fixed immediately (shirt untucked, shoes taken off in class)	1 Opportunity
		Dress Code violations that cannot be immediately corrected (missing belt, not solid black shoes)	1 Opportunity Phone Call Home
Academic Dishonesty	3AD	Cheating or plagiarism	3 Opportunities (ASDT)
Hallway Violation	3HWP	In the hallway without a pass	3 Opportunities (ASDT)
	1IT	Improper Transition	1 Opportunity
Classroom Disruption	1TOT	Talking out of turn	1 Opportunity
	3TICS	Talking to a student on ICS	3 Opportunities (ASDT)
Disrespect	3IR	Inappropriate response to correction (verbal or non-verbal)	3 Opportunities (ASDT)
	3DS	Disrespect to student (Ribbing, bullying, etc.)	3 Opportunities (ASDT)
	3DF	Disrespect to faculty	3 Opportunities (ASDT)
	3DP	Disrespect to school property (Writing on desks/lockers/etc., dropping Chromebook, defacing any school property, etc.)	3 Opportunities (ASDT)
	3FIL	Foul Inappropriate Language	3 Opportunities (ASDT)

Failure to Follow Directions	1FFD	Failure to follow directions	1 Opportunity
	1LEU	Lack of effort or urgency in class (Head down on desk, refusal to work, etc.)	1 Opportunity
Unpreparedness	1UP	Unprepared for class (missing book, pencils, etc.)	1 Opportunity
Technology	3CP	Possession of cell phone in class or school during school hours	Cell phone confiscated 3 Opportunities (ASDT)
	1CB	Inappropriate use of technology (Usage of inappropriate websites in class, playing games, listening to music, etc.)	1 Opportunity

After School Detention (ASDT): A student is issued after-school detention for earning 3+ opportunities in one day. In order to minimize classroom disruptions that interrupt the flow of learning, students are assigned opportunities after a verbal warning of expectations. This allows our classrooms to be fully focused on learning 100% of the time. We believe students learn best from experiencing immediate consequences and doing reflecting upon their choices from that day which is why students serve same day detention to minimize the same behaviors from occurring again. **Detention will be held the same night it is earned from 2:45 - 4:00 PM.** Detention may take the form of a silent study period, character development work, or a combination of these. **If a student earns after-school detention, the parents of the student will be notified via phone call when the student earns 3 opportunities. Middle school parents may also track student's opportunities on the live School Runner parent portal.** Failure to attend an earned detention will result in further consequences.

Send Out Referrals: If students are displaying disruptive behavior that negatively impacts the learning of others in the class, they may be sent out of class and complete a ROE (Refocus on Excellence) Intervention with the Assistant Dean or Dean of Culture. If students are sent out of the class the following will occur:

- The Dean of Students or Assistant Dean will contact the student's parent/guardian to notify them of the classroom disruption
- The student will be required to serve ASDT until 4:00 PM to restore the relationship that was damaged due to classroom interruption
- The student will automatically receive a 0% on assessments in that class due to the disruption that occurred and will need to make up this work
- Student will not be allowed to return to class until the class period is over
- Students will be required to restore broken trust for disrupting the classroom environment through apology letter and/or public apology.

ICS (In-Class Separation): Specific infractions warrant consequences that are more severe than detention, but less severe than Out-of-School Suspension. Therefore, Milwaukee Excellence has an In-Class Separation (ICS) model ensuring that students have access to the curriculum while at the same time ensuring that students face appropriately progressive consequences for more severe infractions or repeated infractions.

Specific infractions which warrant ICS from the community include, but are not limited to:

- Repeated disruptions of a similar nature
- 2 send out referrals in the same day
- Walking out of the classroom without permission
- Use of foul or inappropriate language
- Physical threat/fronting
- Cheating or copying work
- Bullying or Cyberbullying

Furthermore, in order to promote and uphold our school community's FIRST values and Code of Conduct, students who communicate with a student who is currently on ICS will earn 1 demerit.

Requirements for Students on ICS: In the morning, students will need to check in with the Assistant Dean, or another member of the culture team, who will reiterate the expectations of ICS.

Students on ICS will:

- Attend classes, receive instruction and complete class work.
- Not be permitted to communicate with any students throughout the day, including during breaks and lunch, except as specifically instructed by a teacher during an academic discussion.
- Not participate in selected class activities, as determined by each teacher.
- Not attend reward events including field trips, dances, etc. (Exceptions may be made in extraordinary circumstances at the sole discretion of the school administrator).

Students who are assigned ICS must show, through behavior and reflection, for an entire class day, that they are ready to rejoin the school community. If a student receives all "Y's" (Yes) on their ICS tracker they will rejoin the community. If a student fails to meet this benchmark, they will serve another day of ICS. If a student continues to fail to meet the expectations for 3 consecutive days, the student will require a parent meeting with the culture team. Students who earn ICS will receive a \$30 Paycheck deduction for each day they are on ICS.

Student Notification: If a student is assigned ICS, he/she will be notified by a staff member the day before, or the day of, In Class Separation.

Parent Notification: Parents of those students who have been assigned In Class Separation receive notification in three ways. First, families will receive communication from the culture team. Secondly, they will receive a letter each day a student is on In Class Separation that must be signed and returned to the Dean. The letter will indicate the reason for the ICS as well as an update on the status of ICS (completed or continuing).

Failure to return this form will result in a scholar earning a demerit for unpreparedness. Lastly, parents will receive a notice of In Class Separation on School Runner live data portal.

Saturday Detention Discipline Academy: Milwaukee Excellence is in pursuit of curbing Out of School Suspension offenses and working hard to keep students engaged in classrooms every minute of every day. Our goal is to have little to no classroom disruptions or distractions due to misbehavior. This will allow for students to receive the best education possible and not fall behind due to behavior interruptions. For certain offenses, students may earn a Restorative Project and are not allowed to attend classes until they mend the relationship(s) that were severed. Saturday Discipline Academy is a school disciplinary consequence that seeks to build productive habits and personal self-discipline in students. Students may earn Saturday Discipline Academy for any offense listed below in the “Unacceptable Behavior & Corrective Disciplinary Consequence” table. Misbehavior while assigned to Saturday Discipline Academy or not attending assigned Saturday Detention may result in further discipline. Saturday Detention Discipline Academy will be issued by the principal or Dean and communicated to families via phone.

Exclusionary Discipline: Milwaukee Excellence strives to maximize instructional time and protect the learning environment for all students. Milwaukee Excellence employs a host of behavior interventions and restorative practices to limit the number and duration of exclusionary discipline, resolve threats and address disruptions– including consistent student advisors, fully staffed culture teams, character development classes, and conflict resolution practices– to ensure students meet the high expectations for behavior with ample support when they struggle. Milwaukee Excellence uses exclusionary discipline practices, such as suspension, as a last resort. Students who are subject to exclusionary discipline, will be provided notices consistent with legal requirements for all exclusionary discipline and upon the student’s return, Milwaukee Excellence will facilitate a re-engagement plan with the student and their parent/guardian to prevent from further suspensions.

The following infractions are in direct accordance with the *2019 - 2020 MPS Parent/Student Handbook on Rights, Responsibilities, and Discipline*². The infractions listed for suspension are only the ones MPS defines as infractions which may warrant an Out-of-School Suspension as a minor consequence. These infractions include:

- Chronic Disruption of violation of school rules - Behavior that disrupts the educational process of others by involvement in misconduct that recurs on a regular basis over a period of time
- Gang Activity - All gang activities which include, but are not limited to, use of material, jewelry or clothing to disrupt or intimidate others; gang posturing to provoke an altercation, engagement in gang initiation
- Hazing - Intentional or reckless acts which endanger the physical health or safety of others for the purposes of initiation/admission/affiliation with an organization
- Disorderly conduct - Behaving in a violent or seriously inappropriate manner that disrupts the educational process
- Extortion - Forcing other persons to act against their will, under threat of physical harm
- Robbery - Taking property from a person by force or threat of aggression
- False Alarms - Reporting a fire to school or fire officials, or setting off a fire alarm without a reasonable belief that a fire exists
- Burglary - Unauthorized entry into a school district building for the purpose of committing a crime when the building is closed to the students and public

School Grounds: The Milwaukee Excellence Student Code of Conduct and Discipline Policy applies to infractions committed on school grounds, which includes modes of transportation to or from school activities, any public way within 1000 feet of the school, the school property itself, or any other location while wearing Milwaukee Excellence school uniform or branding.

² <http://mps.milwaukee.k12.wi.us/MPS-English/SUPT/Family--Student-Services/rights-responsibilities-english-handbook.pdf>

Unacceptable Behavior & Corrective Disciplinary Consequences

Please note, while the ranges in the table below allow for exclusionary discipline as a consequence, a suspension or expulsion will only occur consistent with the policy stated earlier on a case by case basis. The following chart is copied directly from the Milwaukee Public School Parent & Family Handbook.

Behavior	Consequence Range	
	Up To:	Not to Exceed:
Electronic Devices	Confiscation - for release to legal guardian or designated emergency contact with guardian approval only, 3CP demerit	Confiscation - for release to legal guardian or designated emergency contact with guardian approval only, 3 CP demerit, detention and/or 1 day suspension, expulsion recommendation
Failure to Serve Detention	Serve missed detention, serve penalty detention and contact parent	Serve missed detention and 1 day suspension
Gambling	Item/money confiscated, 1IB demerit	3 day suspension
Improper Use of Technology	Suspend network use privilege, loss of technology, parent conference	3 day suspension
Leaving Class and/or School Without Permission	ICS	3 day suspension
Solicitation or sale of good for any fundraiser or other reason while in school (unless done for a school-sponsored club or organization)	3IB demerit	3 day suspension
Forgery/ Academic Dishonesty	Parent conference, no credit given for assignment and 3AD demerits	3 day suspension and/or summer school requirements
Possession or Use of Tobacco or Related Items (such as lighters or matches) or Look-alike Items	Confiscation of Item, detention	3 day suspension, confiscation of item, parent conference
Gross Disrespect - Disrespectful Behavior to a Staff Member,	Parent Conference, 3DS demerit, or 1 day suspension	5 day suspension

Student, or Visitor, including Verbal Disrespect, Written Disrespect, Obscene Gestures, and Disrespect on the Internet		
Arson	1 day suspension	Expulsion recommendation
Possession, use, intoxication, distribution, or sale of alcohol, or illegal drugs, or drug paraphernalia or look alike item	2 day suspension	Expulsion recommendation
Fighting / Battery	3 day suspension	Expulsion recommendation
Gang-related or Group Organized Disruptive Activity	1 day suspension	Expulsion recommendation
Theft, Robbery or Extortion	1 day suspension	Expulsion recommendation
Threats, Harassment, Bullying or Hazing of Staff or Students including Sexual Harassment and Threats on the Internet	1 day suspension, parent conference	Expulsion recommendation
Vandalism, or Damage of School or Community Property including Hacking into or Disrupting Network Technology Systems	Resolution of property & cost, parent conference and 1 day suspension	Expulsion recommendation
Possession of Weapons/Dangerous Objects	Item confiscated, parent conference, 1 day suspension	Expulsion recommendation
Repeated Violations of the SCC including Repeated Disruptions to the Learning Process after Earning 20+ detentions in one school year	Parent conference, 1 day suspension	Expulsion recommendation
Use or Attempted Use of Weapons/Dangerous Objects	Expulsion recommendation	Expulsion recommendation

Good Standing: Students who break school rules or fail to serve the penalty for breaking them may lose their good standing status at school. For those who are not in good standing, this could result in not eating lunch with classmates and in not being eligible for sports, dances, camp, activities, and field trips.

Parent Conference: With some infractions, a parent may be informed by phone or in person with conference documented, incident explained, and future consequences reviewed.

Searches: Students or personal property of students can be searched with reasonable suspicion and be reasonable in scope and justified in its inception. Student personal property can be seized if a search produces evidence that the student has violated the law or the SCC. The search must be done by a staff

member who is the same gender as the student and there must always be a second staff member present as a witness.

Social Media/Networking: The principal (or designee) may investigate or require a student's cooperation in an investigation if there is specific information about an activity on the student's social networking account that violates the SCC. A student may be required to share the reported conduct during the investigation. The school may not request password or account information.

Lockers and Other School Property: Student lockers, desks and parking lots are school property. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. Accordingly, school officials may inspect and search school property and the personal effects left in there at any time without notice or warning.

Police Report: If there is reason to believe that a student may be, or was involved in any illegal activity on school grounds or at any school sponsored activity or event, school personnel may contact the police to report the incident. This standard applies to all violations of the SCC. A campus official will take reasonable actions to inform parents prior to or shortly thereafter the police are called. A school staff member shall immediately notify the office of the principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Weapon Definition: For the purposes of the SCC, weapon is defined as any object which may be used, is intended to be used, or is attempted to be used for bodily harm including, but not limited to a firearm or firearm "lookalike," a stick, brass knuckles, a knife, box cutters, bullets, screwdrivers, scissors, saws, metal pipes, b.b. guns, toy guns, slingshots, mace/pepper spray, billy clubs, or broken bottles.

BULLYING

Anti-Bullying Policy: Bullying is contrary to Wisconsin law and Milwaukee Excellence policy, and is a serious and punishable offense.

Bullying is prohibited on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, sexual orientation, gender-related identify or express, military status, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic.

Bullying is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

4. Through the transmission of information from a computer that is accessed at a non-school- related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school if the bullying causes a substantial disruption to the educational process or orderly operation of the school. This item #4 applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred. It does not require school to staff or monitor any non-school-related activity, function, or program.

Definitions

For the purposes of this policy and as defined under the Wisconsin *School Code*, the terms used mean the following:

Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students, that has or can be reasonably predicted to have one or more of the following effects:

1. Placing the student in reasonable fear of harm to the student's person or property;
2. Causing a detrimental effect on the student's physical or mental health;
3. Substantially interfering with the student's academic performance; or
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Aggressive conduct toward other students that is not severe or pervasive shall not be deemed as bullying, but may constitute other inappropriate behaviors listed in the SCC. Students who engage in bullying conduct also shall be disciplined under the SCC.

Cyber-bullying means bullying through the use of technology or any electronic communications, including without limitation, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo electronic system, or photo optical system, including within limitation, electronic mail, Internet communications, instant messages, or facsimile communications. Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Reporting

Students, school staff, and parents/guardians who witness bullying or who has information about actual or threatened bullying shall immediately report it to the Principal, the Dean of Students, the designee identified on the campus website, or any Milwaukee Excellence employee. A report may be made orally or in writing by completing the "Bullying Report" form located on the internal Milwaukee Excellence server. Anonymous reports also are accepted. No disciplinary action will be taken solely on the basis of an anonymous report.

Investigating

The Principal/Dean/designee shall promptly investigate and address reports of bullying. All reasonable efforts will be made to complete the investigation **within 10 school days** after the date the report of bullying was received.

As part of the investigation, the principal/designee shall:

1. Take into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
2. Involve appropriate school support personnel and other school staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
3. Notify the principal/school administrator/designee of the reported incident of bullying as soon as possible after the report is received.
4. Investigate whether a reported incident of bullying is within the permissible scope of the school's jurisdiction.

Notification

Consistent with federal and State laws and rules governing student privacy rights, the Principal/Dean/designee shall promptly inform parents/guardians of all students involved in the alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

In addition, the Principal/Dean/designee shall, consistent with federal and state laws and rules governing student privacy rights, provide parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal/school administrator/designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The principal/designee shall document each of these notifications to parents/guardians.

Interventions and/or Consequences

When an investigation determines that bullying occurred, the Principal/Dean/designee immediately will impose the appropriate SCC consequence. The Principal/Dean/designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services. Additionally, the Principal/ Dean/designee shall provide the victim with

information regarding services that are available within the School and community, such as counseling, support services, and other programs.

Any form of intimidation, reprisal, harassment, or retaliation directed against any person who reports bullying or provides information during an investigation about actual or threatened bullying is prohibited. Any such act by a student will be met with disciplinary consequences and appropriate remedial actions consistent with this policy and under the SCC.

A student will not be punished for reporting bullying or supplying information about actual or threatened bullying, even if the school's investigation concludes that bullying did not occur. However, knowingly making a false accusation or providing false information will be met with disciplinary consequences and appropriate remedial actions consistent with this policy and under the SCC.

Distribution & Review

This policy shall be posted on the school's website and included in the student handbook, and, where applicable, posted where other policies, rules, and standards of conduct are currently posted. The policy also must be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.

The school shall review and re-evaluate this policy and make necessary and appropriate revisions every two (2) years, and file the updated policy with the Wisconsin State Board of Education. The policy must be based on the engagement of a range of school stakeholders, including students and parents/guardians.

The principal/designee shall assist with the evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:

1. The frequency of victimization;
2. Student, staff, and family observations of safety at a school;
3. Identification of areas of a school where bullying occurs;
4. The types of bullying utilized; and
5. Bystander intervention or participation.

The evaluation process may include the use of relevant data and information that the school already collects for other purposes. The school must post the information developed as a result of the policy evaluation on the school's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

This policy must be consistent with all policies of the school.

Procedural guide for students with disabilities: If a student with a disability is suspended or removed for disciplinary reasons, school administrators should follow the same due process procedures that are established for all students. Though there is no statutory limit on the number of days that a child with a disability may be suspended over the course of a year, students with disabilities have specific additional rights at the time of the eleventh day. For example, the school is obligated to provide educational services to children who are suspended more than ten (10) days while the student is out of school. The provision of education services beyond the tenth day of disciplinary removal must be documented for special education students. There is no obligation to provide services to §504/ADA students beyond the tenth day of disciplinary removal. Before the school may suspend any special education student for a day of removal past the tenth day, the school must first determine if the proposed suspension will be a change of placement. If it will not be a change of placement, the school may suspend. If the district is

considering a Central Services hearing, suspension, or expulsion of a child with a disability that would constitute a change in placement, the school must schedule an IEP team or §504/ADA meeting to conduct a manifestation determination immediately following the scheduled hearing, which establishes whether the behavior that prompted the disciplinary action is linked to the child's disability. Because the manifestation determination is conducted in the context of an IEP or §504/ADA team meeting, parents have the right to request a due process hearing if they disagree with the outcome.

MILWAUKEE EXCELLENCE DRESS CODE

Dress Code: Similar to the SCC, Milwaukee Excellence's dress code aims to instill habits of self-discipline and promote a strong sense of community in our school and show school professionalism and pride. The dress code is strictly enforced so students are able to focus on our rigorous academics. The dress code is in effect anytime students are in the school building, except where mandated by legitimate religious requirements or with a medical note. Any gang affiliation or representation of any kind (clothes/socks, jewelry, hair, etc.) is prohibited. During summer school, at school events and sporting events outside of the school building, or on dress down days, it may not be required to wear the school uniform; however, the rest of the dress code still applies.

1. Shirts and Outerwear

MIDDLE SCHOOL:

- a. Middle School Students must wear unaltered MX Light Blue Oxford school shirt each day. The only exception to this is when a student has gym class. (See Fitness Uniform)
- b. Students may not wear anything underneath their school shirt except one white short or long sleeved t-shirt and nothing over them except school approved sweater. The collar of the school shirt must be completely visible at all times.
- c. Coats, non-school sweaters, or any other outerwear are not permitted to be worn in school or taken anywhere in the building at any time and must be left in students' lockers or hooks all day.
- d. Shirts must always be tucked in whenever students are on school grounds to promote professionalism. Students will receive a 1DC opportunity for having their shirt untucked.
- e. All other MX shirts/clothing (such as extra-curricular, trip, or MX events) are permitted only on gym days and/or special incentives as indicated.

HIGH SCHOOL:

- a. High School Students must wear unaltered MX Gray Polo school shirt each day.
- b. Students may not wear anything underneath their school shirt except one white short or long sleeved t-shirt and nothing over them except school approved sweater. Collar of the school shirt must be completely visible at all times.
- c. Coats, non-school sweaters, or any other outerwear are not permitted to be worn in school or taken anywhere in the building at any time and must be left in students' lockers or hooks all day.
- d. Shirts must always be tucked in whenever students are on school grounds. Students will receive an 1DC opportunity for having their shirt untucked.
- e. All other MX shirts/clothing (such as extra-curricular, trip or MX events) are permitted only on gym days and/or On Fire Phoenix.

2. Pants and Skirts

- a. Males must wear navy blue dress pants. Females must wear navy blue dress pants or skirts. Capri pants, leggings/jeggings, spandex material, jeans or corduroy are not permitted.

- b. All pants and skirts must be navy blue in color and khaki material.
- c. No pockets, loops, or straps on pants or skirts can be below the hip level. Rubber bands are not permitted around pants.
- d. Pants must not be too baggy or too tight, nor torn or frayed. Pants must be worn at waist level. Other clothing must not be visible under pants.
- e. Skirts must be knee length or longer and there may be not slit. Skorts are allowed if knee length.
- f. Pants that allow for belts must be purchased.

3. Shoes

MIDDLE SCHOOL:

- a. Solid black shoes are required. Shoelaces and all parts of the shoe must be black. Females' dress shoes are acceptable only if they cover more than half of the foot and don't have more than a 3" heel.
- b. Flip-flops, stilettos, stacks, platform shoes, and sandals are not permitted.
- c. Shoes must be laced up, with tongue inside, and tied securely. Pant legs must be worn over the shoe.

HIGH SCHOOL:

- d. Students are permitted to wear the color shoe of their choice.
- e. Closed toe shoes are required. Females' dress shoes are acceptable only if they cover more than half of the foot and don't have more than a 3" heel.
- f. Flip-flops, stilettos, stacks, platform shoes, and sandals are not permitted.
- g. Shoes must be laced up, with tongue inside, and tied securely. Pant legs must be worn over the shoe.

4. Belts

- a. Solid black belts must be worn at all times. Belts may not hang down. Pants must be purchased that allow for belts.

5. Jewelry and Makeup

- a. Males may not wear any earrings and females may wear earrings only in ears.
 - i. Earrings may not exceed the size of a quarter
- b. Visible body piercings, nose piercing, tongue piercings, or band-aids covering piercings are not permitted.
- c. No distracting makeup is permitted and makeup, perfume, lotion, or any other cosmetics are never to be applied anywhere but the bathroom and must remain in students' backpacks.
- d. Sweatbands or distracting wrist wear are prohibited.
- e. Students may only use chapstick to treat chapped lips. No lip gloss or lipstick will be allowed.

Acceptable Example:



6. Head Coverings

- a. No hats (other than MKE Excellence hats) or other head coverings are permitted, including scarves, hairnets, flower crowns, animal ears or other unprofessional headbands, athletic sweatbands, and bandanas anywhere inside the building at any time.
- b. Headbands, including bows, width should be 2" or less.

7. Hair

- a. Hair can be colored or highlighted only in natural human hair color. Purple, blue, bright red, pink, orange, etc. are not allowed.

- b. No distracting, unprofessional styles or designs are permitted to be on the face or in the hair. A single part is allowed.
- c. No slits or designs in eyebrows.

8. **Distracting / Inappropriate Clothing**

- a. No clothing, jewelry, or accessory that is determined by any teacher or staff member to be unprofessional or distract from the learning process is permitted.

9. **Gym Uniform**

MIDDLE SCHOOL and HIGH SCHOOL:

- a. On designated gym days, students may wear their fitness uniform to school: Gray MX T-Shirt, Navy blue MX athletic shorts, MX navy blue sweatshirt and/or jogging pants.
- b. All black shoes must be worn on gym days.
- c. If a student is not wearing the gym uniform, they must be in full daily uniform compliance.

10. **On Fire Phoenix Dress Down Days**

- a. To celebrate students who go above and beyond our expectations, we have an exclusive "On Fire Phoenix" list sent out weekly. Students who earn 2 or less opportunities during the week will earn On Fire Phoenix dress down Friday. Students who earn On Fire Phoenix will be allowed to wear any Milwaukee Excellence or college shirt, pants of their choice (jeans, sweatpants), and their favorite closed-toe shoes.
- b. Students will be notified if they qualify for On Fire Phoenix during Thursday PMA announcements.

ACADEMIC DISHONESTY

Academic dishonesty: Students must understand that copying the words, ideas, or opinions of someone else without giving credit to that person in the form of footnotes or references is considered plagiarism. Whether deliberate or accidental, plagiarism is a serious and punishable offense. Students must always be responsible for their own work and not engage in any manner of cheating.

These types of academic dishonesty will result in loss of credit and/or failure according to the discretion of the Principal. Students may receive an automatic detention or more severe penalty if their cheating continues.

Deliberate plagiarism:

1. Copying of a phrase, sentence or a longer passage from a source and passing it off as one's own
2. Summarizing or paraphrasing someone else's ideas without acknowledging that the work is not one's own.
3. Obtaining a class paper and handing it in as one's own.

Accidental plagiarism:

1. Forgetting to place quotation marks around another writer's words.
2. Omitting a source citation for another's idea because one is unaware of the need to acknowledge the idea.

Cheating:

1. Obtaining a copy of tests or scoring devices, or altering scores/grades.
2. Copying another student's answers during a test.

3. Providing another student questions or answers to, or copies of, actual test questions.
4. Having or using non-permitted materials during tests.
5. Duplicating another student's project or work for submission as one's own work.
6. Having someone other than the student prepare the student's homework, paper, project, laboratory report or take-home test.
7. Permitting another student to copy one's own homework, paper, project, laboratory report, or take-home test.

The following consequences may occur for students who engage in acts of academic dishonesty:

1. Zero on the assignment
2. Detention
3. Teacher/student/Dean of Discipline/parent conference

The following consequences may occur for more severe or repeat violations of academic dishonesty:

1. Removal or disqualification from academic honors society or summer programs
2. Suspension
3. Homework must be handed in to the office

TECHNOLOGY ACCEPTABLE USE POLICY

Milwaukee Excellence is committed to preparing students to be successful digital citizens in a global economy. Research is clear that to ensure student success, education must move from a teacher-centric to a learner-centric approach and therefore Milwaukee Excellence provides all students with the use of a Chromebook so learning can become flexible and personalized for staff and students. One-to-one programs create the opportunity for personalization of teaching and learning for each student. With access to personal portable technologies in a varied activities, resources and tools that make learning more engaging and accessible regardless of learning style through the use of wireless environment, students can learn at their own pace, ability levels, and take advantage of the worldwide experiences and resources available online.

Our students will use 21st Century skills and resources to think critically, communicate and collaborate as they creatively solve problems and demonstrate understanding.

In order for the digital learning program to function appropriately and in order to develop students' responsibility and real world skills, technology policies and procedures are in place to assure that students use the technology as intended, take care of the equipment and preserve the resources so other students can share the benefit of the program.

Parents and students will be informed about student expectations for proper use of any digital device in the educational setting. Every student is expected to read, understand and adhere to Milwaukee Excellence Acceptable Technology Use Policy . Failure to adhere to the policy may be grounds for discipline.

Distribution:

At the beginning of the school year, Chromebooks will be issued to students for the duration of the year. Students are expected to treat Chromebooks according to care guidelines. All Chromebooks should be returned in the same state as when they were issued, with the expectation of normal wear and tear.

The Chromebook is the property of Milwaukee Excellence Charter School. The device's function will provide each student access to required educational materials needed for each student to be successful. The Chromebook is issued as an educational tool not intended for personal use including gaming, social networking or high end computing.

Fees:

Student/families will be responsible for covering costs for destruction, damage, or loss of MX issued technology that extends beyond average wear and tear.

Chromebook Care:

Students are responsible for the Chromebooks they have been issued. Students must report Chromebooks in need of repair or replacement to teacher within 24 hours. The following guidelines should be followed on a daily basis to ensure our technology can be sustained for following years of use:

- o Always close the lid before moving your Chromebook. Do not leave anything on the keyboard before closing the lid (e.g. pens, pencils or ear buds)
- o Take extreme caution with the screen. The screens are very susceptible to damage from excessive pressure or weight. In particular, avoid picking up the Chromebook by the screen or placing your finger directly on the screen with any force. Do not touch the screen with anything that will mark or scratch the screen surface.
- o Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- o Clean the keyboard and outer surface with a damp, soft microfiber cloth. Never spray any liquid directly on the Chromebook. If using a cleaning solvent, dilute the solvent and use a damp cloth.
- o Storage and carrying of the Chromebook: Please be aware that overloading a binder will damage the Chromebook. Take precaution when placing the binder/carrying case on a flat surface. Never swing or throw binders when Chromebooks are present. Never sit on the binder with the Chromebook present .
- o When using the Chromebook, keep it on a flat, solid surface so that air can circulate
- o Liquids, food and other debris can damage the Chromebook. DO NOT eat or drink while using the Chromebook.
- o Never attempt repair or reconfiguration of the Chromebook. Under no circumstances are you to attempt to open or tamper with the internal components of the Chromebook. You should not remove any screws because doing so will render the warranty void.
- o Chromebooks must remain free of any writing, drawing, or stickers.
- o Vents should not be covered. This will cause the device to overheat.
- o Chromebooks must have the Milwaukee Excellence identification tag located on the cover displayed at all times. This tag must not be altered in any way. Removing or defacing the district inventory tag and/or other factory labels may result in disciplinary action.

Sound:

Audio shall be muted at all times unless permission is obtained from the teacher for instructional purposes. Student provided headphones may be used at the discretion of the teacher.

Internet Usage:

Students are not allowed to access, use or possess pornographic, gang-related, violent, illegal, or inappropriate material. Students may not download or listen to any music on their devices. Students may not access any social media, email, chats, blogs without the consent of a staff member. Students are not allowed to access, use, or possess unauthorized or illegally obtained hardware, software, data, or files

deemed dangerous to the integrity of the Milwaukee Excellence Network system (e.g., viruses, worms, or other harmful programs designed to disrupt or alter a computer's functions). Students may not alter any network address or identifiers. Students must not attempt unauthorized entry to any area of the network or interfere with or disrupt any computer, network, source or equipment, regardless of who may own, operate or supervise it.

Students must comply with the following safety rules for internet use. Students should not give out any personal information such as address, telephone number, parent's work address or telephone number, or any other person's address or telephone number without parental permission. Students should tell their teacher, principal, or parent/guardian immediately if they experience an uncomfortable situation. Students should never agree to meet or to send any picture to someone they have communicated with on-line.

Accounts & Passwords:

Responsible students respect the privacy and rights of others: Students must keep their computer account and password private. Students may not access the records of other students. Students may not destroy or damage another person's files or messages. Students may not use school computers, the school network, or the internet to make inappropriate or negative comments about other students, teachers, administrators, or the school.

Technology Use Accountability:

Responsible students maintain the integrity of the school network: Students are accountable for all e-mail sent or received under their user accounts. Students may not use the network for wasteful or frivolous purposes including, but not limited to; playing games, social media, using chat programs, listening to music, watching videos unrelated to a school assignment, participating in "chain letters," writing blogs, participating in online chats, or engaging in any for-profit commercial activities including advertising or sales. It is the student's responsibility to follow all computer lab rules and obey supervisors of the labs.

Digital Work:

Students should not expect that files stored on school-based computers or servers will be private. Electronic messages and files stored on school-based computers or stored outside the school using the school's internet account may be subject to monitoring by MXCS Staff. The school reserves the right to monitor any and all emails/messages sent on or within school property. All administrators and teachers have access to stored files and e-mail. Administrators and teachers may review files and messages at any time to maintain the integrity of the system, to ensure that students are acting responsibly, to conduct the business of the school, and to comply with legal requirements. School student email is school owned and as such students have no reasonable expectation of privacy to student email. Accordingly, student email accounts can be search without notice, consent or reasonable suspicion.

SUPERVISION OF STUDENTS

Students are not to be in the building or on the school grounds outside of regular school hours unless under the direct supervision of a school staff member. Failure to comply with school policy may result in removal of student from school building.

Students that are required to attend mandatory academic support tutorial or after school detention must be picked up at the designated end time.

EMERGENCY, DRILLS, EVACUATION

A map detailing the evacuation protocol is posted in every room. In any emergency drill or evacuation, students should remain silent, follow their teacher, and stay with their class in the designated area and wait for further instructions. Students should not gather personal belongings or stop at bathroom or lockers. Any student violating this procedure is jeopardizing the safety of the school and will face consequences including possible suspension.

SCHOOL ISSUED PROPERTY

Students are responsible for keeping their textbooks, school supplies, lockers, lock and any other school issued property in the condition in which they received them or pay the cost of replacement. Failure to pay for cost of replacement will result in an inability to participate in student incentives or field trips.

MILWAUKEE EXCELLENCE HEALTH AND FITNESS

Milwaukee Excellence aims to help create future leaders through a positive and holistic culture of mental, emotional and physical fitness.

Medical Exemptions: Students who are medically unable to participate in a physical fitness activity or testing must have an approved medical documentation on file with the school.

Fitness Uniform

- A. Students must be in a school issued uniform top (t-shirt or sweatshirt) and bottom (gym shorts or sweatpants).
- B. Students must wear all black athletic shoes.
- C. Black or white spandex or leggings are allowed underneath the school issued fitness shorts.
- D. Students may still be required to participate in physical activities if they are not in full fitness uniform.

MILWAUKEE EXCELLENCE ATHLETICS & EXTRA-CURRICULARS

Milwaukee Excellence is a member of the Milwaukee Public Schools Athletic league.

Sports & Extra-Curricular Eligibility

Eligibility: All eligibility is determined on a week by week basis. To be eligible to participate in sports or extracurriculars, Milwaukee Excellence students must:

1. Have a 2.8 GPA
2. No unserved detentions
3. Meet any additional requirements by coach or school

Students who do not meet the GPA requirement at any time during that quarter will need to stay after to study or complete assignments rather than go to practice or the respective activity.

Fees for Sport Participation: Milwaukee Excellence may charge a reasonable fee for participation in sports and/or extra-curricular activities. Fees may help cover costs associated with operating an athletic/ extra-curricular program.

Equipment and Uniforms

Campus-Issued: Milwaukee Excellence may issue uniforms and equipment for their sport. Campus-issued uniforms and equipment must be returned in similar condition as originally issued minus regular wear and tear at the end of a season. Students who do not return issued equipment and uniforms, or who return damaged materials, may be required to reimburse the school for replacement costs.

Non Campus-Issued: Students may be required to purchase personal items essential for sport (i.e. socks, under shirts or shorts, athletic shoes, protective gear).

Conduct within Athletics: Student-athlete or student-spectator misconduct at sporting or extracurricular activity events is subject to consequences aligned with the Milwaukee Excellence Code of Conduct. Milwaukee Excellence and the MPS Athletic League may remove parent-guardians, family members or other supporters from athletic contests temporarily or permanently if behavior is detrimental to the experience of the student-athletes and student-spectators. This includes but is not limited to negative verbal interactions with coaches, referees, opposing student-athletes and opposing spectators. Campuses may temporarily or permanently remove a student-athlete from an athletic team if the behavior of the parent-guardian, family members, or other supporters is detrimental to the experience of the team.

Risk of Injury: There is risk of injury in PE classes, athletic competition, training, and practices. Milwaukee Excellence and employees are not liable for any accidental harm that may occur. Coaches or teachers may provide first-aid to your child in case of injury to your child is sustained in connection with these activities.

VISITORS & GUESTS

Guests must always sign in and obtain a visitor's pass from the main office and must be authorized by a staff member. Guests should be greeted politely in the hallways or when knocking on the door of a classroom. Guests are asked to respect the learning environment and subject to removal if conduct deemed distracting.

MEDICAL POLICIES

Immunizations and health exams: All students entering in 6th grade must submit proof of a health examination and immunizations by campus deadline. Students who fail to submit the required health examination and immunization documentation (and who are not otherwise exempt from such requirements under Wisconsin law) will be excluded from school until such time as the student presents proof of the health examination and required immunizations.

Allergies: If a student has an allergy that would limit participation in school activities or the food program, please provide the school with medical documentation of such.

Medications: If a student requires medication during school hours, the distribution of the medications will be supervised by the authorized employee or nurse under the following guidelines required by state law:

- A. Prescription medications must be supplied in the original pharmacy container.
- B. The container must be identified with the following information: student name, name of medication, and doctor's name and phone number
- C. Parents/guardians must sign the medicine administration release form
- D. Non-prescription medications must also be supplied in the original container and must be accompanied by written consent from parent/guardian.

All medication, except student carried medications, must be placed in a locked box in the main office. In order to administer any prescribed medication to a student or child, there must be a valid doctor's note on file. For any over the counter medication, a note signed by the parent with directions must be present. Furthermore, a log will be kept on file that indicates the following: name of student, name of medication, date, time, and who dispensed medication.

Students are responsible for coming to the main office to receive their medications at the appropriate time.

Students are not allowed to have medications in their possession or in their lockers/backpacks. This includes any over the counter medications. Students are permitted to self-carrier EpiPens and inhalers consistent with the student's doctor's order that have been properly registered with the main office. Non-permitted medications will be confiscated.

Milwaukee Excellence employees and agents are exempt from liability or professional discipline, except in the case of willful or wanton conduct, as a result of any injury arising from the administration of asthma medication, an EpiPen, or an opioid antagonist. Parents/guardians must sign and return an acknowledgment of this policy to Milwaukee Excellence.

If Milwaukee Excellence or its employees or agents administer an EpiPen or opioid antagonist, whether or not undesignated, Milwaukee Excellence will provide the parents/guardians with notice after such administration.

Bathroom Usage: To minimize time spent out of the classroom and to maximize student learning, students are urged to use the restroom during AMA, Homework Help block and PMA. Students are required to have a pass with them at all times. *If a student has a medical reason to use the bathroom more frequently, a doctor's note must be delivered to the front office so we are able to communicate with staff regarding student needs.*

POLICY ON MANDATED REPORTING OF ABUSE OR NEGLECT

All school personnel are mandated reporters of suspected abuse and/or neglect. Mandated reporters are required to report suspected child maltreatment immediately when they have reasonable cause to believe that a child who is under 18 years old known to them in a professional or official capacity has been harmed or is in danger of being, harmed-physically, sexually, or through neglect and that a caregiver either committed the harm or should have taken steps to prevent the child from harm.

1. Once any staff member becomes aware that student may be the victim of abuse or neglect, they must:
 - a. Call the CPS hotline

- b. Notify the principal or Dean of Students
 - c. Complete an incident report
2. No one in the workplace, even a supervisor, is permitted to suppress, change, or edit a report of abuse. A mandated reporter who willfully fails to report suspected incidents of child abuse or neglect is subject to license suspension or revocation, and commits a misdemeanor. Falsely reporting information to the hotline is also a misdemeanor.

POLICY ON SCHOOL STUDENT RECORDS

Student records are confidential and will not be released except as provided by law. Students and their parents are provided notice of the campus' policy upon enrollment and annually thereafter via this handbook.

The official records custodian shall be designated by the campus principal and have responsibility for the maintenance, care and security of all school student records, whether or not the records are in his/her personal custody or control.

Definition of school student records: "School student record" or "education record" means all recorded information, concerning a student, which is maintained by or on behalf of the school district.

The following shall not be considered school student records:

1. Recorded information maintained for the exclusive use of an employee, provided the recorded information is not shared (except with a substitute) and is destroyed not later than the student's graduation or permanent withdrawal from the district
2. Video or electronic recordings created for security or safety reasons or purposes, provided the information was created at least in part for security or safety reasons or purposes
3. Electronic recordings made on school buses
4. Any information whether written or oral, received from law enforcement pursuant to State law regarding (1) a student under the age of 17 who has been arrested or taken into custody if law enforcement believes there is an imminent threat of physical harm to students, school personnel or others who are present in the school or on school grounds, (2) a student who is under investigation for a matter directly related to school safety, or (3) any reports from courts or law enforcement about the detention of a student for any criminal offense, any violation of a municipal or county ordinance, or for any proceedings under the Wisconsin *Juvenile Court Act*.

MILWAUKEE EXCELLENCE COMMITMENT TO STUDENT SUCCESS

Milwaukee Excellence is committed to serving all students who are accepted to our campus. We know that families will occasionally encounter extreme situations.

School fees & financial hardships: Milwaukee Excellence will assist students whose families demonstrate financial hardship in the payment of all school fees. Homeless students will have all school fees waived. Other students whose families encounter financial hardship may apply for a payment plan through the school's main office. A payment plan will allow families to reduce payments and/or extend payment timelines so that students may still participate in mandatory school activities without penalty for inability to pay. In addition, promotion will not be denied on the basis of an inability to pay fees. Families may separately apply to the free and reduced lunch program. To apply or receive notice of the criteria, contact a school administrator.

Students in temporary living situations: Milwaukee Excellence adheres to all federal and state laws protecting the rights of homeless students. Additionally, homeless students will have all school fees waived. Please contact the main office to speak with the students in temporary living situations coordinator.

Students and family members with disabilities: Milwaukee Excellence will reasonably accommodate individuals with disabilities, including at parent-teacher conferences, school programs, and school meetings.

If the above or other concerns surface please contact your student's advisor.



2019-2020

**ACKNOWLEDGEMENT OF RECEIPT OF THE STUDENT AND PARENT HANDBOOK
& THE STUDENT CODE OF CONDUCT**

Milwaukee Excellence Charter School

STUDENT AGREEMENT

I, _____, have received and read the

Print Student Name Here

Student and Parent Handbook and the Student Code of Conduct (SCC) for Milwaukee Excellence. I am aware of my rights and responsibilities. Furthermore, I understand that acts of misconduct or inappropriate student behavior will result in interventions and consequences as stated under the SCC.

Student Signature

Date

PARENT/GUARDIAN AGREEMENT

I, _____, have received and read the

Print Parent/Guardian Name Here

Student and Parent Handbook and the Student Code of Conduct (SCC) for Milwaukee Excellence. I am aware of my rights and responsibilities. Furthermore, I understand that acts of misconduct or inappropriate student behavior will result in interventions and consequences as stated under the SCC.

Parent/Guardian Signature

Date

MILWAUKEE EXCELLENCE SCHOOL/PARENT/STUDENT COMPACT

We know that students learn best when everyone works together to encourage learning.

<p>As a staff, we promise to:</p> <ul style="list-style-type: none"> ● Create and maintain a welcoming climate at MXCS ● Maintain a standard of excellence regarding academic achievement ● Provide a professional and emotional support to staff ● Assure a safe environment for all students, parents and staff ● Build positive relationships with all students ● Collaborate with parents to improve parental involvement ● Provide a safe, challenging, exciting and enjoyable learning environment 	<p>We need:</p> <ul style="list-style-type: none"> ● Students who come to school every day, following the school rules and put forth their best effort ● Teachers who love and respect children and are committed to high standards of excellence ● Parents to partner with the school in the education of our children ● Students who are in complete uniform and prepared to work hard ● Cooperation, communication, and respect from parents, families, staff and the community ● Consequences for students who disrupt the learning environment <p>Staff Signature _____</p>
<p>As a parent, I promise to:</p> <ul style="list-style-type: none"> ● Ensure my child comes to school and arrives on time as detailed in the handbook ● Model positive behavior towards teachers, staff and students ● Help my child with homework and encourage reading 30 minutes per night ● Provide up to date phone numbers to office staff ● Attend parent meetings and conferences ● Ensure my student maintains at least 95% average daily attendance ● Ensure my student follows the bus rider 	<p>I need:</p> <ul style="list-style-type: none"> ● Respect from all staff, students, and other parents ● Clear and frequent communication with the school (SchoolRunner, progress reports, etc.) ● Supportive services to be provided to my child as necessary ● Assistance with learning how to utilize the resources within our school and the community

<p>rules</p> <ul style="list-style-type: none"> ● Ensure my child wears a clean school uniform daily 	<p>Parent Signature _____</p>
<p>As a student, I promise to:</p> <ul style="list-style-type: none"> ● Understand the MXCS school mission and work to the best of my abilities every day ● Respect my peers, adults and myself ● Follow MXCS school wide rules ● Listen attentively during class ● Complete and return my homework, read 30 minutes every night and give school notices to my parents ● Maintain a 95% daily average attendance ● Follow the bus rules ● Apply MXCS FIRST values to my life 	<p>I need:</p> <ul style="list-style-type: none"> ● All staff to respect and listen to me ● Teachers to help me identify my strengths through learning ● Staff to provide a safe learning environment <p>Student Signature _____</p>