



**MILWAUKEE
COLLEGIATE
ACADEMY**

Founded 2004

Family Handbook 2016-2017

Milwaukee Collegiate Academy

4030 North 29th Street – Milwaukee, WI 53216

Office: 414.873.4014 – Fax: 414.873.4344

www.milwaukeecollegiateacademy.org



Dear Milwaukee Collegiate Academy Families:

Welcome to Milwaukee Collegiate Academy's 2016-2017 academic year. We kick off this year celebrating that 100% of our 2016 graduates were accepted into four-year universities, committing that 100% of the Class of 2017 is accepted into college, and dedicating ourselves to preparing the Classes of 2018, 2019, and 2020 for college.

During the 2016-17 school year, we will continue to maintain our high expectations that support our core values of College, Achievement, and Character. After thoughtful consideration, we made a few changes to our school policies to ensure that MCA's scholars remain competitive in their quest to go to and through college.

I encourage our families to review the entire handbook and pay special attention to the policies related to:

- **The School Day.** We will start at 8 a.m. every day and end at 3:43 p.m. on Monday, Tuesday, Thursday, and Friday. Our dismissal is five minutes later than it was last year so that we can dismiss every Wednesday at 1 p.m. Office hours will begin at 4 p.m. and end at 4:30 p.m. on Monday, Tuesday, Thursday and Friday only.
- **Bus passes and Attendance Percentage.** Students will receive a weekly bus pass only if their attendance for the week is 90%. Students whose attendance fall below 90% must meet with me or Mr. Hayes, our new Dean of School Culture, or counselors Mrs. Mewes or Ms. Lloyd so that we can help families find solutions related to absences. Once an attendance plan is in place, bus passes will be reinstated. Bus passes may be withheld for students falling below 90%.
- **Technology Acceptable Use Policy.** We are now a 1:1 technology school so that students can have access to technology in all classes. Now, more than ever, all of our scholars must respect their access to technology, including only logging into approved sites, handling equipment with care, and being responsible for equipment and email accounts.
- **Graduation Requirements.** The state of Wisconsin now requires students to pass a standard Civics exam in order to graduate. MCA will support students at 12th grade to meet this requirement

Our most exciting news is that we will be innovating MCA's high school experience beginning with the Class of 2020. This year, MCA will launch a personalized learning model that pairs all of our scholars in 9th grade with a mentor who will guide their intellectual and personal development over the next four years. Students will spend significantly more time engaged in projects that will connect what they learn in classes to the real world. This model will prepare our scholars for the demands of their future college courses and career. As a result, the Class of 2020 will have an **addendum** to this handbook that will explain differences in grading policies, class schedules, and performance expectations. If you are a parent of a new 9th grade student, please make sure that you read and sign the addendum as well.

We are seeking to increase student and parent voice in the life of the school. Students will be able to engage in various opportunities to share their feedback and talents with the greater MCA school community. Parents who are interested in sharing their time and talent with the MCA family should plan to attend monthly parent meetings that will be held on the third Thursday of every month beginning in September. If you have any questions or concerns about any of our school policies, I invite you to call me directly. My door is always open to you.

Please note that the handbook does not replace regular, ongoing communications from MCA to students and parents/guardians. As information changes and/or new policies are put into place, we will communicate those in writing.

Sincerely,

Judith Parker
Principal

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MILWAUKEE COLLEGIATE ACADEMY

Milwaukee Collegiate Academy (MCA) is a public charter high school delivering a college-focused education to high school students for over ten years. Our school sets ambitious goals for student achievement and we believe that all scholars are capable of academic success. Our graduates are consistently accepted to four-year colleges and universities at a rate of 100% percent over the last four years. We do more than prepare our scholars for higher education--we provide them with the skills necessary to effect change in society and help transform their local, national and global communities.

Our Story

The school first opened in 2003 as a private Christian high school known as the Clergy for Educational Options (CEO) Leadership Academy, which ceased to operate in the summer of 2011. In the autumn of 2011, the Commitment, Excellence, & Opportunity (CEO) Leadership Academy opened its doors. In 2013, we changed our name and location. We are now Milwaukee Collegiate Academy.

The Mission of Milwaukee Collegiate Academy remained unchanged during the private to charter transition and continues to focus on getting students prepared to go “to and through college”. This line of the Milwaukee Collegiate Academy Mission reflects the school’s core values of Character Achievement and College. MCA believes that all students are capable of academic achievement and educational success past the secondary level regardless of their race or socioeconomic level.

Our Mission

Milwaukee Collegiate Academy’s mission is to nurture scholars, capable of transforming their world, by sending them to and through college.

Our Vision

Milwaukee Collegiate Academy’s vision is to produce responsible leaders through academic mastery, community focused education and the fostering of lifelong learning in any environment.

Our Three Pillars

Milwaukee Collegiate Academy’s pillars are ***CHARACTER, ACHIEVEMENT, and COLLEGE***. In order to live our values, our students will:

- Show up and be engaged learners,
- Acquire the courage, confidence and character to contribute to the continuous improvement of MCA,
- Meet or exceed the national average for high school graduation and college readiness, enrollment and completion; and
- Take action to empower their families and communities.

ACADEMIC EXPECTATIONS and REQUIREMENTS FOR GRADUATION

Milwaukee Collegiate Academy commits to preparing each student for post-secondary education with rigorous, college preparatory coursework. College-success research shows that high school students graduating with a B average or better are most likely to graduate from college whereas others are not. **MCA so strongly believes in its mission to *nurture students to and through college*, that all students are expected to strive for grades of B's or better in all of their classes and no credit is given to students who earn less than 74% (C-) in any class by the end of the semester.**

An overall GPA of 3.0 or better is achieved by setting high, specific goals to earn grades of B's or better in each of their classes, to attend school 90% of the time, and to earn merits that show they are of high character. **In order to earn a high school diploma from Milwaukee Collegiate Academy, a student must fulfill the following requirements:**

<i>SUBJECTS</i>	<i>COURSES</i>	<i>UNITS OF CREDIT REQUIRED FOR GRADUATION</i>
ENGLISH	<ul style="list-style-type: none"> ● English 9 ● English 10/Honors ● English 11/Honors / AP Language & Composition ● English 12/Honors /AP English Literature 	4.0 Credits
SOCIAL STUDIES	<ul style="list-style-type: none"> ● Modern World I ● US History ● Current Events Writing ● Citizenship ● Street Law ● AP Human Geography 	3.0 Credits
SCIENCE	<ul style="list-style-type: none"> ● Biology ● Chemistry ● Physics ● Environmental Science /AP Environmental Science 	3.0 Credits
MATHEMATICS	<ul style="list-style-type: none"> ● Algebra 1 ● Geometry ● Algebra 2 ● Pre-Calculus ● AP Statistics 	3.0 Credits
FOREIGN LANGUAGE	<ul style="list-style-type: none"> ● Spanish 1 ● Spanish 2 	2.0 Credits
ELECTIVES	<ul style="list-style-type: none"> ● Physical Education / Health ● 9th – 12th Advisory ● Junior Seminar ● Senior Seminar 	6.0 Credits
<i>Total Credits Required for Graduation</i>		<i>21 Credits</i>

Additional Requirements for Graduation

Civics Test Requirement

There is a requirement in Wisconsin's Act 55 that any students graduating from a Wisconsin high school (starting with the class of 2017) "takes a civics test comprised of 100 questions that are identical to the 100 questions that may be asked of an individual during the process of applying for U.S. citizenship by the United States Citizenship and Immigration Services and the pupil correctly answers at least 60 of those questions."

Attendance:

Seniors must maintain a 90 percent attendance average throughout their senior year to be eligible to participate in the MCA graduation ceremony. This includes excused and unexcused absences.

Community Service:

MCA encourages all of our students to give back to the community through community service. We recommend five hours of community service for all Milwaukee Collegiate Academy students each academic year. **Twenty cumulative hours of service are required in order for students to participate in the MCA graduation ceremony.**

Students are required to find their own community service. Examples of community service sites are schools, daycares, libraries, churches, hospitals, etc. Students will receive paperwork to take to their site for documentation of hours. Students are required to submit completed community service hours before graduation.

Senior Seminar:

Students must pass the Senior Seminar writing class to be eligible to participate in the MCA graduation ceremony.

College Acceptance:

Students must be accepted to at least one postsecondary institution to be eligible to participate in the MCA graduation ceremony.

Grade Level Promotion

Students must earn credits in the core, required classes to be promoted to the next grade level or to graduate. The following are credits needed to become a:

- Sophomore: **5 Credits**
- Junior: **10.5 Credits**
- Senior: **16 Credits**
- Graduate: **21 Credits**

Promotion decisions are made at the end of each academic year.

Awarding Credit from Other Schools

Students seeking to have credit awarded from institutions other than MCA must present a transcript indicating the credits earned at the previous institution; MCA may require additional information (such as course syllabus) in order to award credit. MCA reserves the right to deny credit to a student who earned credits at another institution.

Assessment Policy

Assessment is an integral part of teaching and learning at MCA. Assessment provides feedback for instructors and monitors the progress of students' academic growth. All MCA students will be required to take the following examinations:

- Regular course examinations (quizzes, tests, etc.)
- Semester exams
- Interim assessments
- Standardized tests

Please refer to the class syllabus, daily classroom agendas and school calendar for assessment dates.

Tutoring And Support

MCA provides the opportunity for additional tutoring and support. Students may choose to attend office hours if in need of tutoring or support. At times, teachers may require a student to attend office hours to address an academic concern. **Office hours will be held on Monday, Tuesday, Thursday, and Friday 3:50 p.m. to 4:30 p.m.** Teachers will share their office-hours schedule with students at the beginning of each quarter. Students may attend the office hours of another teacher, in the same content area, if their teacher is not available.

Course Failures

College-success research shows that high school students graduating with a B average are more prepared to meet the rigor of college and to graduate than those who do not. MCA so strongly believes in its mission to *nurture students to and through college*, that all students are expected to strive for B's in all of their classes. At a minimum, students who failed to earn 74% or higher in each of their classes by the end of the semester may have the opportunity to enroll in *Credit Recovery Classes* in order to make up credits and stay on track for promotion and graduation. Any student failing classes at the end of second semester will be expected to seek options to earn credits for failed classes in a program approved by the Administration of MCA. In order to transfer credits, students are expected to produce a transcript validating the work completed outside MCA. The cost of any recovery credit course work is the responsibility of the student and his/her parents/guardians.

Reporting Progress To Parents/Guardians

MCA is committed to providing regular and accurate academic information to students and families. Grades will be updated once per week and are accessible online. See school website for login access. Families are welcome to contact the instructor by phone, email, or in-person to receive updated progress information. Progress reports and report cards will be mailed to the parent or guardian eight times per year. Parent/teacher conferences are scheduled twice per year throughout the school year. See school calendar for dates.

Homework Policy

Students will be assigned homework on a daily basis. It is the student's responsibility to fully complete and turn in high quality homework on time. All students will be required to keep track of all homework assignments. Parents/guardians should remember to ask about homework and encourage students to get all work turned in on time.

- Students cannot complete homework in class on the day it is due.
- Students cannot work on homework in any class during instruction.
- If a student fails to complete homework when it is due, the student will stay after school the day the homework was due for Homework Club

Late work is homework that is not completed by the beginning of class. Homework assignments turned in after the beginning of the class in which it was due is considered late. Students have one day

to make up a late assignment and 20% will be deducted from the score. Students that submit assignments after one day can earn zero credit for that assignment.

Incomplete work is a homework assignment in which questions are left blank and/or directions are not followed completely. Students are expected to answer **all** questions to the best of their ability. Incomplete assignments will be returned to students and accepted as late work upon completion.

Students are allowed to receive full credit for assignments missed during **excused** absences. Teachers are available for consultation, but it is the responsibility of the student to follow each teacher’s procedure for getting all missed assignments, notes and other information.

Grading Policy for grades 10th - 12th

Student academic performance is measured through grading of traditional assignments and the attainment of learning growth targets as part of the personalized learning activities. No credit is assigned work that does not meet MCA standards (below 74%).

- 40% Course Assessments (Quizzes, Tests)
- 25% In-class Work
- 15% Homework
- 15% Achieving Growth Targets on Personalized Learning Programs
- 5% Binder/Organization Grade

MCA Grading Scale			
Course Percentage	Letter Grade	Grade Points	Honors/AP Grade Points
94%-100%	A	4	5
90%-93%	A-	3.67	4.67
87%-89%	B+	3.33	4.33
84%-86%	B	3	4
80%-83%	B-	2.67	3.67
77%-79%	C+	2.33	3.33
74%-76%	C	2	3
70%-73%	C-	1.67	2.67
65%-69%	D	1	2
Below 64%	F	0	1
Incomplete	I	--	--
No Grade	NG	--	--

for

9th grade students please see MCA’s Personalized Learning Student and Family Handbook Addendum for details about their official grading policy.

Textbooks and Academic Materials

Students are expected to care for and respect all course materials, including: desks, dry erase boards, textbooks, computers and resources. All materials belonging to MCA should be returned by the assigned date as designated by the classroom instructor. Missing or damaged materials during classroom use may be subject to fines and/or disciplinary action.

Academic Integrity

Students who plagiarize papers or projects or are involved in any other form of cheating will be subject to the following policy:

1st Incident:

1. The Dean of School Culture will arrange a conference with the student and parent/guardian.
2. The incident will be recorded in the school data system.
3. The student will lose standing if he or she is a member of the Honor Roll.
4. The student will receive no credit for the assignment, test, or quiz.

2nd and any Subsequent Incidents:

1. The Principal will arrange a conference with the student and parent or guardian.
2. The student will be required to retake the course for credit.
3. Third and subsequent incidents will be considered for expulsion from MCA.

School administrators reserve the right to take all necessary steps to investigate alleged academic honor code violations; including but not limited to requiring a student to retake an exam or quiz or rewriting portions of a paper. The school administrator will make the final decision on all issues related to academic integrity.

Honors

MCA celebrates those students who, through their hard work and dedication, achieve high academic results. Students who receive exceptionally high grades in any given quarter will be recognized and become an honor roll member for the following grading cycle.

Dean's List:

Students earning a quarter grade point average of 3.00 to 3.49 will be recognized on the Dean's List.

Principal's List:

Students earning a quarter grade point average of 3.50 to 5.00 will be recognized on the Principal's List.

Personalized Learning

We're proud to announce that in the 2016-17 school year, MCA will join Summit Basecamp, a free program that provides teachers and schools across the country with the resources they need to bring personalized learning into the classroom. With the support and resources of Summit Public Schools, a national leader in personalized learning, we will explore personalized learning, **beginning with the Class of 2020, growing a grade level each year**, and adapt it to meet the specific needs of our school community.

Personalized learning empowers teachers to customize instruction to meet students' individual needs and interests. Students become self-directed learners, building the habits, mindsets and behaviors that lead to academic and personal success. This approach is supported by technology that allows both students and teachers to create and carry out individual learning plans, track progress toward their goals and collaborate. Teachers and students in 9th grade will use the Summit Personalized Learning Platform, which was developed by teachers at Summit Public Schools, as the backbone to their students' experience during the 2016-17 school year.

Learn more about the Summit Basecamp program at summitbasecamp.org or contact Director of the Freshman Academy, Kourtney Bauswell, or Principal Judith Parker with questions. There is also a MCA Student and Family Handbook Addendum for 9th grade families' reference.

Special Education

MCA is committed to serving all students with excellence and will satisfy all legal mandates set by the state and federal law (per IDEA) regarding students with disabilities. MCA believes all of its scholars are capable of college acceptance and college success, and is committed to creating an effective instructional environment that supports the unique learning needs, styles, and interests of all students, placing a special emphasis on supporting students with identified disabilities. MCA believes that

empowering students with identified disabilities and their families to become advocates of their own learning is integral to our school's mission to nurture scholars *to and through college*.

Special Education Referral and Evaluation Procedures:

Upon request, MCA is required to evaluate a child for eligibility for special education services. A request for evaluation is known as a referral. When the school receives a referral, the school will appoint an Individualized Education Program (IEP) team to determine if the child has a disability, and if the child needs special education services.

A physician, nurse, psychologist, social worker, or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a disability has a legal duty to refer the child, including a homeless child, to the school district in which the child resides. Before referring the child, the person making the referral must inform the child's parent that the referral will be made.

Others, including parents, who reasonably believe a child has a disability, may also refer the child, including a homeless child, to the school district in which the child resides. Referrals must be in writing and include the reason why the person believes the child is a child with a disability. Please contact the school office for more information.

Child Find Activity Notice:

According to Federal Law 34 CFR PART 300.125, MCA is required to locate, identify, and evaluate all children, with disabilities, including children with disabilities attending private schools in the school district, and homeless children. The process of locating, identifying, and evaluating children with disabilities is known as child find. This agency conducts the following child find activities each year, identifying and evaluating children with disabilities. This notice informs parents of the records the school district will develop and maintain as part of its child find activities. This notice also informs parents of their rights regarding any records developed.

The school district gathers personally identifiable information on any child who participates in child find activities. Parents, teachers, and other professionals provide information to the school related to the child's academic performance, behavior, and health. This information is used to determine whether the child needs special education services. Personally identifiable information directly related to a child and maintained by the school is a pupil record. Pupil records include records maintained in any way including, but not limited to, computer storage media, video and audiotape, film, microfilm, and microfiche. Records maintained for personal use by a teacher and not available to others and records available only to persons involved in the psychological treatment of a child are not pupil records.

The school district maintains several classes of pupil records.

- "Progress records" include grades, courses the child has taken, the child's attendance record, immunization records, required lead screening records, and records of school extra-curricular activities. Progress records must be maintained for at least five years after the child ceases to be enrolled.
- "Behavioral records" include such records as psychological tests, personality evaluations, records of conversations, written statements relating specifically to the pupil's behavior, tests relating specifically to achievement or measurement of ability, physical health records other than immunization and lead screening records, law enforcement officers' records, and other pupil records that are not "progress records." Law enforcement officers' records are maintained

separately from other pupil records. Behavioral records may be maintained for no longer than one year after the child graduates or otherwise ceases to be enrolled, unless the parent specifies in writing that the records may be maintained for a longer period of time. The school district informs parents when pupil records are no longer needed to provide special education. At the request of the child's parents, the school district destroys the information that is no longer needed.

- "Directory data" includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received, and the name of the school most recently previously attended by the student.
- "Pupil physical health records" include basic health information about a pupil, including the pupil's immunization records, an emergency medical card, a log of first aid and medicine administered to the pupil, an athletic permit card, a record concerning the pupil's ability to participate in an education program, any required lead screening records, the results of any routine screening test, such as for hearing, vision or scoliosis, and any follow-up to the test, and any other basic health information, as determined by the state superintendent. Any pupil record relating to a pupil's physical health that is not a pupil physical health record is treated as a patient health care record under sections 146.81 to 146.84, Wisconsin Statutes. Any pupil record concerning HIV testing is treated as provided under section 252.15, Wisconsin Statutes.
- The Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and section 118.125, Wisconsin Statutes, afford parents and students over 18 years of age ("eligible students") the following rights with respect to education records:
 - The right to inspect and review the student's education records within 45 days of receipt of the request. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The school district will comply with the request without unnecessary delay and before any meeting about an individualized education program, or any due process hearing, and in no case more than 45 days after the request has been made. If any record includes information on more than one child, the parents of those children have the right to inspect and review only the information about their child or to be informed of that specific information. Upon request, the school district will give a parent or eligible student a copy of the progress records and a copy of the behavioral records. Upon request, the school district will give the parent or eligible student a list of the types and locations of education records collected, maintained, or used by the district for special education. The school district will respond to reasonable requests for explanations and interpretations of the records. A representative of the parent may inspect and review the records.
 - The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask [Name of] School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record, the district will notify the parent or eligible student of the decision and the right to a hearing regarding the

request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information in the student's education records, except to the extent that federal and state law authorize disclosure without consent. The exceptions are stated in 34 CFR 99.31, Family Educational Rights and Privacy Act regulations; Sec. 9528, PL107-110, No Child Left Behind Act of 2001; and section 118.125(2)(a) to (m) and sub. (2m), Wisconsin Statutes. One exception that permits disclosure without consent is disclosures to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Also the district discloses "directory data" without consent, unless the parent notifies the district that it may not be released without prior parental consent.
- The right to file a complaint with the U. S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

CULTURE COMMITMENTS

Attendance

Students shall maintain an attendance rate of 90% or higher for the academic year while enrolled in MCA.

Notification of absences will occur through the following:

- Automated phone calls for one-time absence
- Personal phone calls for three absences
- Mailed letter at five absences
- Certified letter at eight absences

* Parents/guardians are responsible for providing MCA with their most up-to-date contact information.

Only students meeting the 90% or higher attendance requirement will be eligible for various attendance-related incentives, and no exceptions will be made. 90% or higher attendance is one of two requirements to exempt a final exam. Students who do not maintain a 90% attendance rate can have their bus pass privileges revoked.

Excused and Unexcused Absences:

All absences result in a loss of learning time. Please ensure that absences are infrequent and reserved for emergency purposes only. In the cases where absences are unavoidable, it is encouraged that arrangements are made with the teacher ahead of time. Students who are absent from school for any reason may not participate in any school-sponsored activities on the day of the absence, including but not limited to athletics, the Community Learning Center, or school-sponsored events.

Excused Absences:

Excused absences are reserved for reasons including: personal illness, religious holidays, and the death of **immediate** family members. Excused absences require prior arrangements and/or a note sent with the scholar on his or her date of return. While excused, these absences count toward the student's attendance rate. As such, all consequences relating to the failure to meet a 90% attendance rate will apply. Please see the section on excessive absences.

Please refrain from scheduling appointments during school hours. Appointments should be scheduled after 4:00 p.m. on Monday, Tuesday, Thursday, Friday, after 1:00 p.m. on Wednesday, or on weekends when possible.

Unexcused Absences:

Unexcused absences are absences that are not due to personal illness, religious holidays, or death in the immediate family. Examples of these absences include: transportation issues, family caretaking, sickness of siblings, etc. MCA will not excuse absences for the reasons listed above. Absences without notification will be considered unexcused, regardless of reason. Please see the section below on truancy.

Truancy:

Truancy is defined as absence from class or school for any portion of a period or day without proper permission from home and school. Parents/guardians must understand that there are compulsory

attendance laws for student attendance. Any willful or premeditated violation of the state's compulsory attendance laws or regulations governing school attendance on the part of the student or parent/guardian is regarded as truancy. Truancy may result in severe consequences such as suspension of transportation allowance and municipal citations or prosecution by the Milwaukee County District Attorney's office.

Tardiness:

All students will be held accountable for arriving at MCA and being in class on time. Tardiness is defined as a failure to be in the place of instruction at the assigned time. Tardiness to MCA and class is unacceptable. A pattern of tardiness on the part of the student will be brought to the attention of the parents/guardians and will be met with appropriate consequences.

School begins promptly at 8:00 a.m. Scholars arriving after 8:00 a.m. are considered tardy and should report to the office for a pass. Students who are tardy to school will earn a lunch detention (to be served that day). Parents will be notified by phone after five instances of school tardiness in a given quarter. Parents should call the Dean of School Culture, the Principal or Counselor to discuss any situation that is contributing to the student's tardiness.

Class tardiness occurs when a student arrives to a class period after the designated start time. **If a student is late to class he/she will receive an automatic lunch detention.**

Excessive Absences:

Mandatory attendance meetings will be required after eight cumulative absences to discuss the scholar's future and success at MCA. Failure to schedule or attend the meeting may result in the student's expulsion from MCA.

Cell Phones and Electronic Devices

For the safety of all students and for a learning environment that is free of distractions, cell phones must be turned into the office upon entering MCA. Other listed items must remain in student lockers during the day. Any cell phone or electronic device found in a student's possession will be confiscated. **A phone or electronic device will not be returned to the student.** If a phone or electronic device is confiscated from a student, parents/guardians must schedule an appointment to pick up the device. If a device is confiscated from a student a second time, it **will not be returned until the end of the academic year or it can be returned by paying a \$25 penalty for the first infraction and a \$50 penalty for each subsequent occurrence.** Items prohibited in classrooms, hallways, and the cafeteria include, but are not limited to:

- Cellular (Cell) Phones
- Music players (iPods, mp3 players, etc.)
- Digital cameras
- Electronic games
- Tablets

Character Development

At MCA we know that putting our students on a path to becoming transformational leaders involves more than just meeting high academic standards. MCA's comprehensive 9th-12th grade program includes both a rigorous college preparatory education and community-focused character development program. Our graduates leave MCA with a diploma and a toolkit of skills and experiences that will help them problem-solve, lead, and navigate our world through college and beyond. Students will receive weekly instruction and feedback on the following characteristics:

MCA's Character Traits

Grit	Finishing what one starts; completing something despite obstacles; a combination of persistence and resilience.
Zest	Approaching life with excitement and energy; feeling alive and activated.
Self-Control	Regulating what one feels and does; being self-disciplined
Optimism	Expecting the best in the future and working to achieve it
Gratitude	Being aware of and thankful for opportunities that one has and for good things that happen
Social Intelligence	Being aware of motives and feelings of other people and oneself; including the ability to reason within large and small groups
Curiosity	Taking an interest in experience and learning new things for its own sake; finding things fascinating
Love	Valuing close relationships with others; being close to people

Code Of Conduct For Community Learning Center (CLC)

Students are strongly encouraged to participate in after school activities, especially those sponsored by Community Learning Center. Extra-curricular activities provide students with extended learning opportunities. As such, it is imperative that we maintain a sense of safety and a positive learning environment. For that reason, the expectations and consequences for not meeting those expectations that are in effect during the school day are also in effect during the CLC's after-school hours, whether students are engaged on-site or at a location that the CLC may take students for additional activities.

Students are not permitted to leave the school premises between dismissal and the start of CLC for any reason. Students who are absent from school for whatever reason, may not participate in after-school activities. **Students who disrupt the safety, harmony or learning environment within the CLC may be asked to leave for the day or can be suspended from the program for a period of time up to a year.** When that happens, the CLC Coordinator will call home to let the parent know that the student is leaving early.

Code Of Conduct for Computer Use

All students and parents must read and sign off on MCA's Acceptable Use Policy (a separate document from this handbook) prior to being given access to MCA's technology. Computer-based instruction is a key element of MCA's learning model. Students have the privilege of using computers, the MCA network, and the Internet for educational purposes in developing technological skills, information gathering skills and communication skills. In order for MCA to provide sound educational opportunities via its computer network, each student must use computers and the network responsibly. Students must treat computers, printers, and other hardware carefully.

Student Responsibilities: Students will:

1. Make no setting changes that alter the computer's appearance or function
2. Treat the mouse, keyboard, printers, and furniture gently to avoid damage
3. Keep the computer, monitor, keyboard, mouse, and furniture clean
4. Make no changes to passwords or printer settings

Email:

Students must check their e-mail account on a regular basis. Teachers often communicate to their students and request assignments via e-mail. Responsible students maintain the integrity of the private electronic mail system. The student has the responsibility to report all violations of privacy. Students are accountable for all mail sent or received under their user account. It is the student's responsibility to follow all computer lab rules and obey supervisors of the labs.

Internet Usage:

Students must use the Internet appropriately. The student exercising the privilege to use the Internet, as an educational resource is responsible for all material received. Students are not allowed to access social networking websites like Facebook, Twitter, Snapchat, Instagram and any other social networking sites on MCA computers. Students are not allowed to take and/or transmit pictures using MCA computers.

Students must comply with the following **safety rules** for Internet use:

1. 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.
2. Students should tell their teacher, principal, or parent/guardian immediately if they receive inappropriate or uncomfortable information.
3. Students should never agree to meet or to send pictures to someone they have communicated with on-line.
4. Students should never share their technology passwords with others.
5. Students should never store personal files on any technology at school. All files should be stored in their Google Drive in *GoogleApps @ MCA*.

Students are **not** allowed to access, use, or possess:

1. Pornographic, gang-related, violent, or illegal material
2. Inappropriate or offensive text via e-mail or other means
3. Files deemed dangerous to the integrity of the MCA network system (e.g., viruses, worms, or other harmful programs designed to disrupt or alter computer's functions)
4. Unauthorized or illegally obtained hardware, software or data including music, gaming, or video files.
5. Alternate network settings or use personal hotspots to visit unapproved or non-school related sites
6. Any site or application unrelated to approved assignments or tasks.

Inappropriate Use of Computers:

Failure to comply with the Code of Conduct for Computer seriously compromises his/her good standing with MCA since students' use computers to address their individual learning needs and a significant portion of the school day is spent using computers. **Students who lose their computer privileges may be at risk to making satisfactory academic progress is compromised by the loss of computer privileges. Students observing or knowing of any violation of these guidelines or of a security problem on the network/Internet must notify a teacher or the principal.**

Collegiate Cards - School-wide Merit and Demerit System

The "Collegiate Card" is a double-sided card that is used to keep track of the merits and demerits that an individual student earns. Students are responsible for keeping his or her Collegiate Card.

Merits:

Merits are awarded for strong character demonstration and positive choices. Any staff member can award them at any time for students who are seen upholding MCA values.

Students who earn ten merits may exchange their card for a new card. All demerits documented on the other side reset as well. All accumulated merits can be used in an auction for fun prizes. The filled merit card will go into a raffle for school-wide prizes, which are announced at the end of each week. Students must be present during the drawing to receive their prize. Students who fail to produce a Collegiate Card for a merit will lose the opportunity to earn a merit for that instance only.

Demerits:

Demerits serve as a point of correction when students fail to meet a school-wide behavioral expectation or choose not to respond to redirection in the classroom. Just as students will face consequences for negative choices in the real world, students will earn consequences at MCA for making poor decisions. MCA will always correct student behavior and promote character development. Our promise to families is to uphold the highest behavioral expectations for all students. Earned consequences will be distributed in a fair, consistent manner.

Students who earn five demerits will have his or her card confiscated, including any earned merits. The classroom teacher will immediately issue the student a new card. On the day of the fifth demerit, scholars will serve an after school detention. Students that fail to produce his or her card for a demerit will earn an automatic afterschool detention. A student cannot earn more than one detention in a day for not producing his or her card. Students that have lost/missing cards will adhere to this replacement policy.

Demerits can also be earned, without warning, for inappropriate behavior outside of the classroom (noise level, running, play-fighting, public displays of affection, misuse of language, disrespect, etc.).

* MCA reserves the right to adjust the merit/demerit system, including quantities and reset dates, for students who are on individualized behavior plans.

Discipline***In-School Detentions:***

In-school detentions are earned as a result of failing to correct behavior that disrupts the learning environment. Students are afforded several opportunities to correct the misbehavior before being removed from class: including non-verbal cues, classroom consequences, and earning a demerit. Incidents of disrespect, defiance, or harassment will result in an immediate in-school detention. (*For further descriptions of disrespect, defiance, and harassment, please see pages 21-22*). Students that are removed from class must report immediately to the In-School Suspension (ISS) room with their class assignments and will remain there for the duration of the class period. Students may be able to attend the rest of his or her scheduled classes pending calm and compliant behavior that demonstrates reflection and a willingness to be successful. Students that earn two in-school detentions within a school day will earn an in-school suspension for the remainder of the day.

In-School Suspensions:

In-school suspensions are full-day suspensions served at MCA during regular school hours. Students may earn an in-school suspension for displaying a consistent pattern of misbehavior in the classroom (see in-school detention) or while awaiting further consequences for an unacceptable behavior.

Lunch Detention:

Lunch detentions are earned when a student arrives to school or class late.

After School Detentions:

After school detentions are served immediately following the end of the school day from 3:50 p.m. to 4:50 p.m. everyday except Wednesday. Wednesday after school detentions will take place from 1:05 p.m. to 2:05 p.m. After school detentions may be earned the following ways:

- Earning five or more demerits
- A student fails to produce his/her collegiate card for a demerit
- Non-compliant behavior during lunch detention
- Failure to serve lunch detention or homework club
- Additional specific behaviors are listed on the discipline matrix (beginning on page 21)

When a student earns an after-school detention, the primary phone number on record will receive a pre-recorded message. Missing an after-school detention, for any reason, will result in the assignment of an in-school suspension the following day. The detention will still be served the following school day as well.

Detention and In-School Suspension Rules:

1. All MCA rules and uniform expectations apply during detention and in-school suspension.
2. The supervising staff member can and will remove a student at any time for violating the rules of detention/in-school suspension. Removal from detention will result in further disciplinary action as well as making up the detention/in-school suspension.
3. During detention there is to be no talking, passing notes, horseplay, gum chewing, eating, drinking of beverages, or use/possession of any electronic devices. All cell phones, music players, and any other electronic devices must be turned in to the supervising staff member upon entering the detention room. Phones/devices will be returned only after detention is served.
4. Students must be working at all times while in detention. Students who complete all assignments during detention must sit quietly in their seats until detention is over. Students may not sleep or lay their heads down on their desks.

Parent Meetings Concerning Behavior:

MCA partners with families as part of a holistic approach to education. MCA collaborates with to support their child's successful journey toward college readiness. When necessary, MCA will require in-person meetings to address inappropriate behaviors and behaviors that undermine their child's success. We appreciate the support of our families in attending these meetings. Parent meetings may be called at any time by MCA administration for severe and/or consistent behavioral concerns, including poor attendance (attendance trending under 90%).

A parent meeting concerning behavior must be conducted with MCA staff before a student is reinstated. Failure to attend the parent meeting after several attempts will result in escalating consequences for the student.

Out of School Suspensions:

MCA Administrators reserve the right to suspend a student for a disciplinary infraction and/or consistent or serious disregard of MCA policy. Suspensions may range between one and three days. Written notice of the suspension will be provided to parents/guardians.

Students that are suspended will not be permitted to participate in scheduled events or after-school activities.

Parent communication is necessary before students can return from an out of school suspension.

- First Incident: Phone Conference
- Second Incident: In-Person Conference and Probation Meeting
- Third Incident and Further Incidents: In-Person Conference, Behavior Contract, and Possible Expulsion Hearing

If a student breaks a non-negotiable rule, he or she forfeits the opportunity to be re-admitted into MCA according to this policy. Breaking a non-negotiable rule will result in an expulsion hearing.

Expulsions:

Expulsion is the legal termination of a student’s privilege to attend school. The Principal of MCA has the right to expel a student. A breach of the MCA’s Non-negotiable rules will result in an immediate expulsion. In addition, the administration reserves the right to expel any student from MCA when, in their judgment, that student’s presence is detrimental to the well-being and attitudes of the other students.

- Official transcripts of expelled students will be released only after all outstanding financial obligations (missing books, trips, etc.) have been met and all MCA property (books, etc.) have been returned.
- Students who have been expelled may not return to visit MCA or attend MCA activities for one year after the date of expulsion, unless accompanied by their parent/guardian.
- Expelled students may be eligible to re-enroll after one year with approval from the Principal.

Expulsion is the legal termination of a student’s privilege to attend school. Expulsion is a last resort, but may unfortunately be necessary to maintain a safe, violence-free, drug-free, and bully-free environment that supports a productive college-going culture.

There are many layers of support for students at MCA to help students and families meet the school’s expectations and agreements. School leaders engage new students and their parents in two-way conversations about our school-wide expectations and agreements prior to enrolling at MCA. All returning families receive an updated Student Handbook with a letter highlighting recent changes. Parents and students are able to request a meeting with MCA’s school leaders to address any concerns that they have about the school’s expectations or relationships that may be creating or

Expulsions (continued)

contributing to an unsafe environment within the school. MCA’s School Leaders intervene to de-escalate any situation among students that could result in serious consequences, even expulsion, before those actions take place. MCA has a number of trained staff, including two school counselors, who can be called upon by the school’s leaders, parents, or students themselves to provide support and resolution to any situation. We are one team, one family and we intentionally nurture relationships among all students.

However, after all supports have failed, the Principal and MCA’s Disciplinary Leaders reserve the right to expel any student from MCA when evidence shows that a student’s actions are detrimental to the well-being of other students and/or are in violation of MCA’s non-negotiable school rules. A breach of the MCA’s non-negotiable rules will result in an immediate expulsion.

It is strongly recommended that parents, friends, and relatives come forward to resolve a situation before it creates an unsafe school environment. A person's acknowledgement of an impending incident does not exempt their child from receiving consequences, even expulsion.

When a student's actions make them eligible for expulsion, parents/guardians will be notified by phone and/or mail that MCA is currently conducting an expulsion investigation and will share the findings of that investigation at a hearing within five (5) school days. At the expulsion hearing, the student who is eligible for expulsion, and his/her parent will be presented with the evidence from the investigation and be invited to contribute to the hearing. At this meeting, MCA's Disciplinary Leaders will determine if the evidence warrants an expulsion.

Appeals:

If a student is expelled at the expulsion hearing, the parent/guardian has the right to appeal the decision. The parent/guardian must submit a letter to the MCA Board of Directors within five (5) days of the expulsion in order to be granted an appeal. If the Board of Directors grants an appeal hearing, an expulsion appeal will be scheduled within five (5) school days from the date appeal the appeal was granted. The expulsion appeal hearing outcome is final.

If a student is officially expelled from MCA, the following procedures will be followed:

- Official transcripts of expelled students will be released only after all outstanding financial obligations (missing books, trips, etc.) have been met and all MCA property (books, etc.) has been returned.
- Students who have been expelled may not return to MCA, either to visit or to attend MCA activities for one year after the date of expulsion, unless accompanied by their parent/guardian.
- Expelled students may be eligible to re-enroll after one year with approval from the Principal.

Acts of Misconduct:

MCA has a culture of high expectations for all students. All students enrolled at MCA are expected to respect, uphold and adhere to the rules, regulations and policies of MCA. The following **Non-Negotiable Acts Of Misconduct** are considered so critical to the culture of MCA that the violation of any of them will result in an immediate expulsion.

Fighting / Arranging Fights

Students cannot engage in fighting and/or a physical altercation in or within a two-mile radius of MCA. This includes any instance of physical contact in anger, regardless of whether fists or weapons are used; arranging, participating in, or leaving assigned areas to view a fight. Students are prohibited from capturing and posting of pictures and/or videos of physical, or verbal altercations that occur on school grounds and/or with school members on the Internet.

Possession of Weapons:

Students cannot bring and/or use weapons into or within a two-mile radius of MCA. A weapon is defined as anything that can inflict harm. It may also include any toy that is presented as a real weapon. It also includes objects converted from their original use to an object used to threaten or injure another. All weapons are considered contraband. The student who is in possession of contraband will be required to turn it over to a staff member. Faculty and all staff members who have reason to believe they have witnessed the sale, possession, or transfer of weapons shall report this immediately to administration. If sufficient cause exists, the staff will file a disciplinary report and notify the Milwaukee Police Department, potentially to file charges. Academy personnel may search lockers,

book bags, purses, coats, and/or any other containers at any time there is suspicion of possession of a weapon.

Use or Possession of an Illegal Substance:

Student(s) cannot bring drugs and/or alcohol into or within a two-mile radius of MCA. Students are prohibited from engaging in the following activities while in MCA environment:

- Selling, distributing, possessing, consuming, using, handling, storing, concealing, offering to sell, transmitting, acquiring, representing, or making any illegal substance.
- Consumption of or the exhibiting of evidence or any indications of having consumed any illegal substance whether consumed on or off MCA premises.
- Participation in a plan to sell, distribute, possess, buy or consume any illegal substances as defined in this policy.

The term “illegal substance” is defined to include:

- All alcoholic beverages
- All controlled substances under the Controlled Substances Act except when prescribed for the student by a licensed physician.
- All prescription drugs, in a manner inconsistent with the prescription and/or the prescribed purpose.
- Cannabis under the Cannabis Control Act
- Any “look-alike” substance
- Any drug paraphernalia (devices used to ingest, inhale or inject cannabis or controlled substances into the body or for use in growing, processing, storing or concealing cannabis or controlled substances)

The provisions of this policy shall be enforced on Academy property, at all Academy-sponsored events whether the event is on or off Academy grounds, or on Academy-sponsored transportation.

Sexual Harassment:

Sexual harassment is a form of sexual discrimination that occurs when one person subjects another person to unwanted sexual attention, coerces him or her into sexual activity, and/or punishes him or her for refusal. Sexual harassment may be manifested verbally (which includes, but is not limited to, propositions, innuendoes, and/or subtle pressure for sexual activity) and/or physically (which includes, but is not limited to, touching, patting, pinching, brushing against another’s body, physical assault, rape, or subtle pressure for sexual activity). The accusation of sexual harassment is a serious one, and all cases will be given immediate, individual attention with the strictest confidentiality imposed.

Other Misconduct:

The following acts of misconduct require an immediate mandatory parent meeting before a student can return to campus. Failure to attend a parent meeting or repeated acts of this conduct will result in a student behavior contract or expulsion.

Harassment / Bullying:

No one should be subjected to harassment or bullying on or off campus for any reason. Therefore, it is the policy of MCA that all employees, volunteers, parents and students will deal with all persons in ways that convey respect and consideration for individuals regardless of race, color, national origin, gender, age, disability, sexual orientation, family situation, religion, or political affiliation. Acts of harassment, bullying, hostility, or defamation, whether verbal, written, or physical, will not be tolerated

and constitute grounds for disciplinary action including suspension and/or expulsion from school. Legal agencies may also be contacted.

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. This can include, but is not limited to: physical (hitting, kicking, pushing, choking), verbal (threatening, taunting, teasing, starting rumors, hate speech), electronic (e-mail, text messaging, blogging, chat rooms, social media, etc.) or written threats.

Additionally, MCA recognizes that bullying may take the form of social or relational aggression. Relational aggression is behavior that is intended to harm someone by damaging or manipulating his or her relationships with others through direct and indirect methods which include but are not limited to social isolation and/or excluding, blatant acts of aggression that can be physical and verbal and harm through damage or threat of damage to another’s physical well being. Students who engage in this behavior toward another MCA student will be subject to the same disciplinary actions outlined for other forms of bullying.

Dating Violence:

Dating violence includes the intentional use of physical, sexual, verbal, or emotional abuse by a person to harm, threaten, intimidate, or control another person in a dating relationship. It is a pattern of coercive behavior that one partner exerts over the other for the purpose of establishing and maintaining power and control. Dating violence can include but is not limited to:

1. Physical abuse (hitting, kicking, pushing, choking, etc.)
2. Control of daily activities, choices, and access to resources
3. Isolation from family, friends, religious activities, school, community, etc.
4. Emotional Abuse (put-downs, public humiliation, etc.)
5. Sabotage
6. Technological abuse and stalking
7. Sexual coercion
8. Suicide or homicide threats, attempts, or completions

For counsel and assistance in resolving matters of this nature, contact the MCA administration. Students who witness, or are made aware of, such situations are expected to report the incident immediately to an adult. Failure to do so may result in disciplinary action.

Progressive Discipline:

Levels of progression indicate the range of disciplinary actions that may be taken as a result of misconduct.

Level	Person(s) Responsible	Outcome(s)
1	Teacher or other staff member	Redirection, Demerit, or Referral
2	Dean or Assistant Dean of School Culture or Principal	Detention, Suspension, Parent Meeting
3	Dean or Assistant Dean of School Culture or Principal	Suspension, Mandatory Parent Meeting
4	Dean or Assistant Dean of School Culture or Principal	Suspension, Expulsion

Discipline Matrix:

Certain behaviors that could impede the positive culture at MCA are outlined below. These behaviors are prohibited and will not be tolerated at MCA or Academy related activities/events. Disciplinary action, ranging from demerits to expulsion, will be taken against students who engage in these behaviors. Chronic failure to adhere to Academy rules, regulations and policies could lead to a student’s suspension and ultimate expulsion from MCA.

Category	Violation	Definition of Misconduct	Levels			
			1	2	3	4
Attendance/ Punctuality	Tardiness	Failure to be in place of instruction at the assigned time without a valid excuse		2	3	4
	Truancy	Failure to report to school or class without prior permission, knowledge, or excuse by school/parent	1	2	3	4
Learning Environment	Inappropriate dress	When in uniform or on “dress down days”, wearing clothing articles of a suggestive nature or with images or words related to drugs, sex, guns, or violence. Dressing or grooming in a manner that disrupts the teaching and learning of others. This includes but is not limited to the “sagging” of pants or shorts, visual undergarments, clothing that reveals midsections, sleeveless shirts of any kind (tank tops, camisoles, spaghetti straps, etc.)	1	2	3	
	Lack of uniform	Student dressed out of school uniform	1	2	3	
	Chronic lack of supplies	Repeatedly reporting to class lacking necessary materials such as books, physical education attire, class supplies, etc.	1	2	3	
	Inappropriate personal property	Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others such as food, beverages, laser pointers, electronic and communication devices	1	2	3	
	Refusal to work or follow instructions / Head down/asleep in class	Failing to comply with proper and authorized directions or instructions of a staff member. (First offense in a week is a #1) *If there is documented evidence that this is a repeat offense, go to #2.	1	2	3	4
	Disruptive Behavior	Any disruptions of classroom activities, or the operation of MCA or the educational process; any engagement in any act that is potentially harmful to the health, welfare, safety or learning environment of the student committing the act, other students or staff, including throwing objects, or making loud noises	1	2	3	4
	Public displays of affection or communication	Engaging in any display of dating affection (kissing, clasped hands, hugging at waist or neck, or other behaviors typical between dating individuals); communicating in an obscene and/or inappropriate manner	1	2	3	4
	Leaving the classroom without permission	Leaving the classroom learning environment without permission from staff members in charge		2	3	4

	Chronic disruption or 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		2	3	4
	Disrespecting staff / Insubordination	Confronting, arguing with, or talking back to staff; refusing to comply with reasonable requests, orders and directions of teachers, substitute teachers, teacher aides, administrators or other authorized personnel during any period of time when properly under the authority of MCA personnel (including but not limited to: walking away from a staff member while he/she is talking, not following Academy rules or proper procedures, not following assigned schedule/being in an unauthorized area (trespassing), repeated misbehavior after a warning)	1	2	3	4
	Gang activity	Wearing of any insignia, uniforms, any means of gang identification and/or making or using any signs, signals, handshakes, or other means of gang communication or identification		2	3	4
		Gang posturing which provokes an altercation			3	4
Physical Safety/ Mental Well-Being (Non-criminal Acts)	Bullying, harassment	Direct or indirect threats, gestures, or verbal attacks on a person delivered orally, in writing or electronically, that are derogatory, offensive, or abusive and cause or attempt to cause someone to feel intimidated, as well as any form of obscene language, swearing, slander, name-calling, or slur (includes attacks directed at one's racial, ethnic, or religious background, sexual preference, physical or mental disability, appearance)		2	3	4
	Verbal abuse, profanity	Use of language, either written or spoken, or conduct or gestures, which are obscene, lewd, profane, vulgar, or sexually suggestive used in the classroom and/or toward members of the community		2	3	4
	Sexual harassment	Unwelcome sexual advances, request for sexual favors, sexually motivated physical contact, or other verbal conduct or communication of a sexual nature (including communication via telephone, email, social media or on the Internet)		2	3	4
	Personal threat	Direct or Indirect (through another party), verbal, or written statement of intent to do bodily harm directed towards others		2	3	4
	Fighting Participants	Participating in, arranging, viewing, video-taping, communicating the events of a fight before or after a fight. Viewing a fight before or after school may result in suspension of the student's bus pass.			3	4
	Fighting – Non-Negotiable	Pushing, shoving, or exchange of physical blows; any instance of physical contact in anger, regardless of whether fists or weapons are used;				4

Physical Safety/ Mental Well-being (Criminal Acts)	Loitering	Remaining around or lingering about a school building without a lawful purpose for being there	1	2	3	
	Extortion	Forcing other persons to act against their will, under threat of physical harm, such as the demand for money or food		2	3	4
	Trespassing	Entering any school property or into any school facilities without proper authority. Includes any school entry during a period of suspension or expulsion			3	4
	Possession or use of fireworks	Using or possessing any explosive amusement device			3	4
	Assault – Non-Negotiable	Aggressive behavior exhibited in an attempt to do immediate bodily harm, or to threaten to do immediate bodily harm to others, or to put others in fear of immediate bodily injury				4
	Theft	Attempting to take or the act of taking or acquiring the property of MCA or others without their consent on Academy property, or during an Academy activity, function, or event (includes assisting or aiding in the taking of Academy property or the property of others); taking property from a person by force or threat of aggression			3	4
	False fire alarms	Reporting a fire to school or fire officials, or setting off a fire alarm without reasonable belief that a fire exists			3	4
	Possession or use of a weapon other than a gun.	Possessing, having under one's control, using or threatening with a knife, razor, karate stick, metal knuckle, box cutter, laser pointers used to do bodily harm, or any other object that by the way it is used or intended to be used is capable of inflicting bodily harm in accordance with Section 921 of statute18 USC			3	4
	Bomb threats – Non-Negotiable	Reporting to school, police, or fire officials the presence of a bomb on or near school property without a reasonable belief that a bomb is present on school property				4
	Possession or use of a gun – Non-Negotiable	Possessing, having under one's control, using or threatening with a gun (pistol, BB, pellet, rifle, starter, replica, or toy gun)				4
Property (Criminal Acts)	Vandalism	Attempting to act or acting in a way that results in the destruction or defacement of Academy or private property; maliciously / intentionally causing damage to school property or the property of others		2	3	4
	Possession of stolen property	Having in one's possession property obtained without permission of the owner		2	3	4
	Gambling	Engaging in any activities, such as playing cards and shooting dice that involves the transfer of money, personal belongings or other stakes		2	3	4

	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			3	4
	Arson	Intentionally starting any fire or combustion on school property			3	4
Controlled Substances (Criminal Acts)	Possession or use of alcohol or controlled substance – Non-Negotiable	Possessing, having under one's control, or using any alcoholic beverages, or controlled substance				4
	Possession with intent to distribute illegal drugs, alcohol, or prescribed drugs – Non-Negotiable	Selling, giving away, or otherwise transferring to another person any controlled substance or alcohol, including any transfer of a prescription drug or any substance alleged to be a drug regardless of its actual content				4
	Possession of other dangerous substances or materials	Possessing, using, or having under one's control tobacco or any substances, materials, including vaporizers, or related paraphernalia that are dangerous to health or safety, or that disrupt the educational process			3	4

Early Release

MCA is very concerned about student safety. Early release from MCA is an important issue. In all instances of early release, students may be released before the scheduled end of the school day only when verbal or written permission is given from a parent/guardian whose signature is on file in MCA office or to a properly identified person, authorized by the parent/guardian to act on his/her behalf. All students must sign-out at the main office before exiting the building.

All non-school related early dismissals will be counted against a student’s overall attendance. If the absences related to early releases exceed 10% of a student’s overall attendance, students will be excluded from taking advantage of all incentives for students with 90% or better attendance including Attendance Awards, final exam exemptions, and special attendance celebrations.

Locker Policies

Lockers are Academy property and students are expected to follow the directions given by Academy personnel concerning the use of lockers and the protection of personal property. Lockers are assigned to students at the beginning of MCA year. Students are responsible for their assigned locker and its content. Students will be assigned individual lockers and should not share their locker combinations or a locker with other students.

MCA does not relinquish its exclusive control of lockers provided for the convenience of students at any time. **Inspections of lockers may be conducted by MCA administrator for any reason, at any time, without notice, without student consent, and without a search warrant.** Lockers are subject to inspection at any time and should be kept clean and presentable. If a locker is damaged, the student the locker is assigned to will be required to pay for the loss or damage.

Items of value should not be stored in lockers. Lockers are provided as a convenience only; therefore, the care of valuables is a personal responsibility and not that of MCA. MCA cannot guarantee the security of the contents of the lockers.

Locker Usage:

Scholars may not use their lockers during class time. Scholars that forget items will serve the natural consequence of being without those items until the next allotted locker time. Students who choose to visit their locker during an unapproved time will receive an automatic demerit for violating the locker usage policy.

Scholars arriving late to school will have three minutes after receiving a tardy slip to visit his or her locker and join class. After three minutes, students that choose to remain in the hallway will earn a demerit and be escorted to class by an MCA staff member.

All non-instructional items, including bags and jackets, shall remain in the locker throughout the day and are not permitted in the classroom. Students may carry a professional, non-distracting, age-appropriate pencil case to hold belongings necessary for instruction.

Prohibited Items

Food and beverages are to be consumed in the cafeteria. Students may not eat, drink, or chew gum while in other areas of MCA. If students choose to consume these prohibited items outside designated areas, the food or beverage will be confiscated and thrown away. Students will receive demerits for these choices and further consequences if it becomes a repeated behavior. In some cases, there will be teacher incentives or celebrations in classrooms that allow a snack. This is at the discretion of the teacher.

Paraphernalia or literature that is associated with drug or alcohol use, gang activity or sexual activity is expressly prohibited. This includes t-shirts, socks, belts, buttons, jewelry, bandanas, drawings, etc. The administration of MCA reserves the right to search, at their discretion, all lockers, handbags, purses, lunch boxes, etc. A student's person may be searched by a staff member of the same gender in the presence of another staff member of the same gender. Consequences will vary with severity of paraphernalia.

Restroom Policies

Students may use the restroom before school, during lunch, after school, and during the three minute passing period between classes. Because MCA places extreme value on classroom instruction and student safety, students' movement through hallways and to the restroom should be on an as-needed basis only. In cases of emergency, students are allowed bathroom passes that can be used during class at the teacher's discretion. MCA reserves the right to revoke bathroom passes if necessary. Students with medical conditions may present a doctor's order or letter to the office to allow for increased restroom access.

Student Activities and Special Events

The eligibility requirements outlined in this section will be applied consistently to all clubs, classes, sports, student organizations, or special events, for which students are required to study, practice, perform or compete during and outside the usual school day (with the exception of academic tutoring and detention).

Since it is a privilege to represent our school in any activity, performance, or competition, the school reserves the right to revoke the privilege when student-athletes/participants do not meet the standards set forth. This responsibility not only exists while the athletes/participants are involved in their chosen activity, but shall be required of them most certainly while at school and competition. All students are invited and encouraged to take part in athletic and performance programs. Program participants should

be prepared to follow all rules and regulations as determined by the athletic and performance staff, and administrators. Only students who are willing to comply with rules and regulations will be permitted to participate in programs.

Excellent physical and mental preparation is essential for a successful athletic/performance program. A student athlete must be ready for the physical and mental rigors of the contest. This is done through participation in practice sessions planned by each coach/sponsor and by the observance of certain training rules and regulations.

A student-athlete/performer is expected to be a positive contributor to Milwaukee Collegiate Academy. Every student-athlete/performer is expected to:

1. Display dedication to hard work in practice.
2. Display sportsmanship in defeat, as well as in victory.
3. Display a respect for authority.
4. Display a spirit of cooperation.
5. Display a high standard of social behavior.

If a student does not attend school the day of a game/performance/practice, they will not be allowed to participate in the game or performance. (Friday attendance applies to Saturday & Sunday game/performances)

Uniforms

It is mandatory that students wear MCA uniform daily. MCA Faculty and Staff will strictly enforce the dress code, as it is the **expectation** that all students will begin the academic day with the correct uniform.

MCA Uniform Expectations:

- Purple uniform shirt tucked into pants
- Khaki pants
- Black belt
- **All black** shoes
- Non-approved sweatshirts and sweaters may not be worn in MCA or carried around.
- Coats, jackets, hats, and other outerwear must be left in students' lockers all day. An exception may be made in the event of inclement weather.
- No accessories (e.g. buttons or pins) may be attached to student uniforms. Any jewelry or accessory that is determined by a staff member to be distracting to the learning process is not permitted and students will be required to remove such items upon request.

**These rules/expectations are meant to cover the majority of anticipated uniform issues. However, Milwaukee Collegiate Academy staff reserves the right to modify or add rules in order to limit classroom distraction and maintain overall order and safety at MCA.

Students showing up to MCA without the proper uniform will not be allowed into class until someone brings him/her the appropriate uniform item. Students will be required to call someone to bring him/her the correct uniform item. Students who cannot make contact with someone to bring the

correct uniform item may be sent home to correct the violation and return, or remain in in-school suspension.

Specific Uniform Expectations:

Tops:	<p>Milwaukee Collegiate Academy purchased purple polo shirt, or other Academy approved uniform shirts.</p> <ul style="list-style-type: none"> ● Uniform shirts must be tucked in students’ pants/skirts for the duration of the school day. This includes the lunch period. ● All uniform shirts should be purchased at the appropriate, professional size for the student (i.e. not too big or small). ● Students can choose to wear solid black or white undershirts (short sleeve), without writing or colored lining. Long sleeve undershirts may not be worn underneath short-sleeve polos.
Bottoms:	<p>Tan or Beige Khaki pants or shorts. Young ladies may wear skirts.</p> <ul style="list-style-type: none"> ● Shorts must be knee-length for young men. ● Skirts and shorts must extend below the fingertips when arms are extended down for young ladies. <p>All pants, shorts, and skirts must fit appropriately:</p> <ul style="list-style-type: none"> ● “Sagging” is not permitted and will result in demerits. ● No tight, stretch materials or “jeggings” are permitted.
Belts:	<ul style="list-style-type: none"> ● Black belt, without any other colors or embossed messages on the leather, must be worn at all times with pants and shorts that include belt loops.
Footwear:	<ul style="list-style-type: none"> ● All black shoes, tennis shoes, and/or boots. ● Sandals, open-toed, or house shoes are not permitted.
Jewelry:	<ul style="list-style-type: none"> ● No piercings on the face or tongue. Earrings are acceptable. ● Grills, partial grills, and/or other teeth ornaments are not acceptable. ● No accessories (e.g. buttons or pins) may be attached to student uniforms. Any jewelry or accessory that is determined by a staff member to be distracting to the learning process is not permitted and students will be required to remove such items upon request.
Hair:	<ul style="list-style-type: none"> ● Hair will be neat and combed upon entering the building. ● Caps, hats, bandanas, and other head coverings are not permitted other than for cultural/religious purposes.
College Friday:	<p>Students may wear a t-shirt, sweatshirt, or polo representing a post-secondary institution. All other uniform expectations remain.</p>
Jean Day	<p>ONLY denim is allowed on jean days unless otherwise notified. Therefore, no sweat pants, twill pants</p>

SCHOOL OPERATIONS

All MCA students will start school at 7:55 a.m. and end at the same time, 3:43 p.m., however, the Freshman Academy's Schedule will have different schedule throughout the day to accommodate MCA's new personalized learning instructional model.

All students will be dismissed every Wednesday at 1:00 p.m.

Office Hours will be held after school on Monday, Tuesday, Thursday and Friday, only, from 4 p.m. to 4:30 p.m.

Freshmen Academy (9th Grade) Daily Bell Schedule

Monday, Tuesday, Thursday and Friday Schedule

Morning Bell	7:55 a.m.	Morning Bell
Morning Meeting/Crew Time	8:00 to 8:15 a.m.	Morning Meeting/Crew Time
Math/Literacy Boost	8:18 to 8:45 a.m.	Project Time
Personalized Learning Time	8:48 to 9:48 a.m.	
Project Time	9:51 to 11:21 a.m.	Project Time
Crew Time/Midday	11:24 a.m. to 12:04 p.m.	Crew Time/Midday
Lunch	12:07 to 12:37 p.m.	Lunch
Project Time	12:40 to 1:07 p.m.	Math/Literacy Boost
	1:10 to 2:10 p.m.	Personalized Learning Time
Project Time	2:13 to 3:43 p.m.	Project Time
Dismissal	3:43 to 3:55 p.m.	Dismissal
Office Hours	3:55 to 4:30 p.m.	Office Hours

Wednesday Schedule

7:55 a.m.	Morning Bell
8:00 to 8:15 a.m.	Crew Time
8:18 to 9:18 a.m.	Elective/Boost Period
9:21 to 10:06 a.m.	Crew Time
10:09 a.m. to 12:09 p.m.	Mentor Time & Personal Learning Plan
12:12 to 12:49 p.m.	Study Hall & Workshops
12:49 to 1:00 p.m.	Dismissal

MCA 10TH – 12TH Grades Daily Bell Schedule

Monday, Tuesday, Thursday and Friday Schedule

7:55 a.m.	Morning Bell
8:00 to 8:15 a.m.	Morning Meeting & Independent Reading in Advisory
8:18 to 9:48 a.m.	Block 1
9:51 to 11:21 a.m.	Block 2
11:24 to 11:54 a.m.	Lunch 1
11:24 a.m. to 12:04 p.m.	Advisory - Mini Block 1
12:07 to 12:37 p.m.	Lunch 2
11:57 to 12:37 p.m.	Advisory - Mini Block 2
12:40 to 2:10 p.m.	Block 3
2:13 to 3:43 p.m.	Block 4
3:43 p.m.	Dismissal

Wednesday Schedule

7:55 a.m.	Morning Bell
8:00 to 8:15 a.m.	Morning Meeting & Independent Reading in Advisory
8:18 to 9:23a.m.	Block 1
9:26 to 10:31a.m.	Block 2
10:36 to 11:41a.m.	Block 3
11:44 a.m. to 12:49 p.m.	Block 4
12:52 to 1:00 p.m.	Whole School Lunch
1:00 p.m.	Dismissal

Change Of Address & Phone Number

Students whose home addresses or telephone numbers change over the course of the Academic year are required to report this information to MCA office as soon as the change is known so that records may be corrected in case of an emergency.

Closed Campus Policy

Providing a safe and orderly campus environment is important. Therefore all students are required to stay inside Milwaukee Collegiate Academy upon arrival. If it is necessary to leave campus for doctor, dental or other appointments or for reasons of illness, all students who are leaving campus must have an approved parent/guardian or designee check him/her out through the office. Students will not be allowed to leave campus with any persons other than parent/guardian without parent/guardian permission for such appointments. Likewise, all visitors to the building will need to check in at the office to secure the safety of all students at Milwaukee Collegiate Academy.

Communication

Students are responsible for communicating their schedule with parents/guardians. **The main office does not keep track of where students are outside of their scheduled classes.** Students are expected to inform their parents/guardians any time they will be delayed or kept late at MCA. Students will be directed to call home to inform parents/guardians if they wish to remain after Academy hours and have not previously informed a parent/guardian. Parents are not allowed to call students and speak with them directly; parents can, however, leave a message for their child and the office will deliver during the next transition.

Discrimination

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.

Emergencies

MCA attempts to provide an environment in which students are safe from accidents. If a minor accident does occur, first aid will be administered. If a student becomes ill or sustains a serious injury and it is necessary for him/her to be sent home, the parent/guardian will be contacted immediately. An emergency medical card and authorization form is required to be completed by each parent/guardian at the beginning of the academic year. Parents/guardians must give two other names and phone numbers of relatives/neighbors who MCA may contact, in the event the student's parents/guardians cannot be reached.

Health Information

Communicable Disease:

Parents/guardians of students diagnosed as having a communicable disease must notify the MCA office within 24 hours of diagnosis. MCA will make a decision on a case-by-case basis as to whether the student will be permitted to attend classes or school activities. The decision will be based upon consultation with the attending physician, an independent physician, an attorney selected by MCA, and appropriate Public Health officials. The Principal will make the final decision. Should the student be allowed to attend, periodic observations will be made and the decision may be rescinded if necessary.

Other factors in making the determination are:

- The behavior, neurological development and physical condition of the student.
- The level of exposure and interaction with other students.
- The severity of the effect of the disease upon the student and others.

Immunizations:

Wisconsin law requires immunizations for all school children. All immunization records must be completed by September 1st. The following immunizations must be completed for high school:

- 4 DTP/DTaP/DT/Td
- 1 Tdap
- 4 Polio
- 3 Hep B
- 2 MMR
- 2 Var

Medical Records:

Medical records of all students shall remain confidential except as may be required by law. Care will be taken to limit disclosure of medical information to those personnel who have a “need to know” in order to properly care for the student and limit or control the spread of the disease.

Medication Policy And Procedure:

Parents/guardians of children at MCA must give any substance used for medication to the administrative assistant immediately upon arriving at MCA. These medicines are to be properly labeled. Parents/guardians must notify MCA, by filling out a parental request for administration of drugs form.

- If the student is to take a prescribed drug, it is required that, in addition to the parental/guardian consent required above, written instruction from the physician who prescribed the drug must be provided.
- In the event that a student is ill and requires non-prescribed medication, the office must obtain permission from a parent/guardian before a student is allowed to take it. The office may attempt to contact a parent/guardian if it is apparent by the student's demeanor that he/she is in need of medication. The office is not required to provide non-prescribed medication.
- All drugs, except those needing refrigeration will be stored in MCA office. They must be in properly labeled bottles, including the name of the student, the name of the physician, the name of the drug, and the dosage to be given.
- The Principal will provide written authorization to the office staff to allow him/her to administer the medications.
- No one will be **required** to administer drugs. State law states that persons authorized by the administrator to administer drugs are immune from civil liability for their acts or omissions unless there is a high degree of negligence.

Hours of Operation

The Milwaukee Collegiate Academy is open from 7:35 a.m. to 4:30 p.m. each weekday. After school activities end at 6 p.m.

Breakfast will be served from 7:35 a.m. to 7:55 a.m.

MCA begins each morning at 8:00 a.m. sharp. Please refer to the “Tardiness” section of the handbook for policies concerning students’ arrival after 8:00 a.m.

Dismissal is every day at 3:43 p.m. with the exception of Wednesdays, when students are released early at 1:00 p.m.

Inclement Weather

Before a decision is made to close school, information from the Milwaukee County Transit System, weather reports on current and pending conditions, and road condition reports from the area are taken into consideration. Milwaukee Collegiate Academy will automatically close when Milwaukee Public Schools close due to inclement weather.

If conditions are deemed unsafe, the Principal will make a decision to close the school. It is our intent to make a decision no later than 6:00 a.m. When a decision is made to close school, we will notify parents and students through various channels:

- All parents/guardians will receive a Blackboard phone message.
- The school closing notice will be posted on the school website at www.milwaukeecollegiateacademy.org, on our Facebook page, Instagram and on Twitter.
- The local media will also be contacted. Please keep in mind that even though a decision is made at this early hour, it may take time for the media to announce the closing. It is a very busy time for the media as they receive a barrage of phone calls.

If deemed appropriate to close schools before the end of the school day, we will attempt to call all parents and/or guardians at using the Blackboard system or work to notify them of the early dismissal.

Lost And Found

Articles left in MCA building or on its grounds will be taken to the lost and found area. Students may check with the office regarding lost items. Items left and unclaimed for more than 5 days will be discarded at the end of the week.

Meal Program

Milwaukee Collegiate Academy participates in the State’s Community Eligibility Program (CEP) meal program. All students receive FREE breakfast and lunch.

Photography

By the signing of the handbook acknowledgement Milwaukee Collegiate Academy has permission to take students’ photographs and/or interview them for promotional or educational use. Students and parents/guardians have the right not to be filmed/photographed, but must notify the office of this wish in writing.

Re-Enrollment

Students **must** re-enroll **each** academic year. No student who has been expelled will be re-admitted or allowed to seek enrollment to Milwaukee Collegiate Academy until two full semesters have passed.

Student Record Policies

Transcripts:

Enrolled students who need copies of their transcripts sent to a college or other agency should make their request by completing the proper forms in MCA office. While enrolled at Milwaukee Collegiate Academy, transcripts will be free of charge. Transcripts for former students will cost \$3.00 each. A transcript copy is marked “Official Copy” only at the time of its authorized release to another institution or student approved recipient, excluding parents/guardians.

Access to Student Records:

The following policies and procedures were developed in compliance with Wisconsin State Law, Sec. 118.125(2) (d), Stats., 20 U.S.C. & 1232g (b)(1)(a), 34 C.F.R. & 99.31 (a)(1), and 34 C.F.R. 99.7 (a)(3)(iii). These regulations permit school officials who have legitimate interests to have access to confidential pupil records without the consent of an adult pupil or the parent/guardian of a minor pupil.

- School staff members who have a current and legitimate educational interest in the student records shall have access as needed for professional purposes to both the student’s permanent and temporary records.
- School officials shall release student records without parent permission pursuant to a valid court order or subpoena presented by local, state, or federal officials. However, the school officials shall notify the parents in writing regarding the judicial order and the information so provided.
- Student records may be made available to researchers for statistical purposes, provided that:
 - a. Permission has been received from the State Superintendent of Education
 - b. No student or parent shall be personally identified from the information released.
- Information may be released without parental consent in connection with an emergency to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.
- If a student is 18 years of age and the student is financially independent of his/her parents, the student may request the parents to be denied access to his/her records. A student who desires to declare him/herself financially independent of his/her parents shall submit such a request in writing to the school’s record custodian.

Definition of Student Records:

Student Records shall mean any written or recorded information concerning a student by which a student may be individually identified and which Milwaukee Collegiate Academy maintains. Recorded information maintained by a staff member for his/her exclusive use, or his/her substitute, shall not be considered a part of the student records. Student Records consist of two parts: the Student Permanent Record and the Student Temporary Record.

Permanent Record:

The Student Permanent Record shall consist of:

1. Basic identifying information, including the student’s name and gender.

2. Academic transcript, including grades, class rank, graduation dates, grade level achieved, and scores on college entrance examinations
3. Attendance records
4. Health records and accident reports
5. Honors and awards received
6. Record release of permanent record information

Temporary Record:

The Student Temporary Record shall consist of all information not required to be in the student's permanent record and may include:

1. Family background information
2. Intelligence test scores (group and individual)
3. Aptitude test scores
4. Reports of psychological evaluations including data on intelligence, personality, and academic achievement through test administration, observation or interviews
5. Elementary and secondary achievement test results
6. Participation in extracurricular activities
7. Teachers' anecdotal records
8. Disciplinary information
9. Special education files including the reports on which placement or non-placement was based and all records and tape recordings related to special education placement hearings and appeals
10. Any verified reports or information from non-educational persons, agencies, or organizations
11. Other verified information of clear relevance to the education of the student

Inspection of Student Records:

Whenever a parent or student desires a copy of information contained in the student's records, he/she shall submit a written request. Prior to graduation, copies are free. After graduation, the student will incur a charge of \$3 per copy.

Student records shall be made available to parents and eligible students within fifteen (15) school days of the time a written request for review is submitted to the records custodian. Whenever access to student records is granted to parents or students, a qualified staff member shall be present to interpret the information contained in these records.

Parents shall have the right to inspect, challenge, and copy student records of their child until one of the following events occurs:

1. The student attains 21 years of age
2. The student attains 18 years of age, and declares him/herself financially independent of his/her parents

Students shall have the right to inspect and copy their permanent record. Students shall not have access to their temporary records until one of the following occurs:

1. The student attains 18 years of age
2. The student graduates
3. The student assumes financial independence

Challenge Procedures:

A parent shall have the right to challenge the accuracy, relevance, or propriety of any entry in the student records of his/her child, exclusive of grades. A request to challenge the contents of a student record shall be made in writing to the school by the parent(s) and shall state in specific terms what entries in their child's record are being challenged. The Principal shall conduct an informal conference with the parents within fifteen (15) school days of the receipt of the written challenge.

Transfer of Student Records:

School officials shall release student records to the official records custodian of another school in which the student has enrolled or intends to enroll upon the written request of such official or student, provided that the parent receives prior written notice of the nature and substance of the information to be transferred, and that all outstanding fees owed to the school have been paid. Parents may, upon written request, inspect, copy, and challenge such information.

Once parents have been notified of their right to inspect, copy, and challenge information to be transferred to another school and the parents do not respond within five (5) school days, the records shall be forwarded to the requesting school.

Withdrawal Policy:

Students must be formally withdrawn from Milwaukee Collegiate Academy before any records will be transferred to another school. The office should be notified three days in advance of the withdrawal and a withdrawal form must be completed by the parent/guardian. Students must return all Academy-owned materials to the office. Parents/guardians are responsible for full payment of all charges through the calendar month that the withdrawal is made. Records will not be released, and transcripts will not be sent until fees and required payments all paid in full.

Suspected Child Abuse And Neglect

Academy staff members are legally required to report child abuse, neglect, or the threat of abuse or neglect. The State of Wisconsin requires individuals who work in certain professions to report child abuse and neglect. With some exceptions, an individual who "has reasonable cause to suspect that a child seen by the person in the course of professional duties has been abused or neglected or who has reason to believe that a child seen by the person in the course of professional duties has been threatened with abuse or neglect and that abuse or neglect of the child will occur" is required to report to law enforcement, the child welfare agency (CWA), or child protective services (CPS) agency.

Providing help for a student **suspected** of child abuse, neglect, or the threat of abuse or neglect is a legal requirement that is compatible with sound educational practices. Because of the extensive amount of time spent with children, Academy staff is in a unique position to identify and refer students who may demonstrate abuse or neglect, thus providing support and aid in preventing future instances, intervention which may help to eliminate the cycle of abuse or neglect.

Investigative Agencies:

According to Wisconsin Statute 48.981 (3) (c) the county Department of Social Services is charged with the responsibility of receiving and investigating referrals of children alleged to be abused or neglected. In most counties a specialized Child Protective Service Unit has been set up for this purpose. Law enforcement agencies are also mandated to receive and investigate reports.

Confidentiality:

The Milwaukee Collegiate Academy policy regarding confidentiality of records shall pertain to reporting child abuse and neglect. Records must be given to investigating agencies in relation to referrals of children alleged to be abused or neglected. In most countries, a specialized Child Protective Service Unit has been set up for this purpose. Law enforcement agencies are also mandated to receive and investigate reports.

Transportation

Our school building is located on one of the city's busiest and most prominent streets. As such, there are three major considerations to ensure the safety of students traveling to and from Milwaukee Collegiate Academy. Students who do not follow strategies for navigating traffic or who refuse to follow verbal directions of adults on post at intersections and bus stops, risk losing any transportation passes.

Strategies for Local Traffic:

- Students crossing Capitol Drive should only do so at controlled intersections (traffic lights) when approaching or leaving the school building. This will allow students to cross in larger groups as well address excessive speed concerns.
- Students riding Bus Route 62 should only board or exit the bus at 29th Street if they are on the same side of the street as the school building.
- Students riding Bus Route 62 should board or exit at 35th Street or 27th Street instead of 29th Street if they are on the bus stop across the street from the school building.
- Milwaukee Collegiate Academy staff will be present at each of the major bus stops after school dismissal and outside of the facility to greet students in the mornings. Staff presence is to ensure that students are adhering to the traffic safety plan expectations.

Strategies for Student Drop off/Pick up:

- Parents should pick up and drop off on the east side of 29th street, the same side of the street as the school building.
- Students entering and exiting the building can do so at any point on the east side of 29th Street north of Capitol Drive.
- Vehicles should exit 29th Street by turning left (west) into the thru alley to 30th Street and out. This will eliminate students crossing 29th Street from the west side and congestion from vehicles making U-turns or Y-turns.
- There are parking signs indicating that there is no parking in front of the facility. We will use the directions of these signs in order to leave the pick up/drop off area clear of parked cars.

Strategies for Pedestrian Behavior:

- Milwaukee Collegiate Academy staff educates our students on safety practices and the school's expectations for pedestrian behavior, holds students accountable for expectations through warnings and follow-ups for repeat offenders of unsafe behavior, and connects with law enforcement to help reinforce safety expectations.
- Staff members will be present at the corner of 29th Street and Capitol Drive in the mornings and afternoons. Staff will walk to the northwest corner of 27th Street and Capitol with students at the dismissal time. The staff will monitor the behavior of all students who are visible.

- Students will not be allowed to cross Capitol Drive at 29th Street at any time due to lack of traffic signals and signs. Students will be expected to walk to 27th Street to use the traffic lights at the crosswalks.

Visitors

All visitors must check in at the main office upon entering the building. Visitors must sign the Visitor's Log upon arrival and receive a badge to be work at all times while in the school. Visitors will be escorted through the building by a staff member or designated student representative whenever possible. Visitors must also sign out when leaving.

2016-17 MCA Teachers and Staff

To meet with any staff member, please call in advance for an appointment. If you cannot make an appointment, we will do our best to meet with you, but teachers who are with classes will not be able to be interrupted. If no response is received within 48 hours to your request for a meeting, please contact any member of the Administrative Team for further assistance.

ADMINISTRATION		
Parker, Judith	Principal	18
Bauswell, Kourtney	Director of Freshmen Academy	36
Carek, Andrew	Dean of Instruction	35
Hayes Sr., William	Dean of School Culture	3
Lloyd, Sharon	Counselor	7
Mewes, Samantha	Director of Counseling and Alumni Engagement	9
Weigel, Scott	Director of Operations	5
STAFF		
Attewell, Bill	Technology and Communications Coordinator	37
Ford, Kim	Assistant Dean of School Culture	12
Hightower, Sabrina	Secretary	Office
Jones, Charles	Paraprofessional, Special Education	38
King, Brenda	Office Manager	Office
Shipp, Christal	Recruitment Coordinator / Personalized Learning Coordinator	34
TEACHERS		
Charters, Kyle	Special Education Lead Teacher	21
El Manssouri, Abderrahim	Science Teacher	31
Gorelik, Aaron	English Teacher	33
Green, Kwame	Seminar Teacher / ELA	32
Hunter, Dietrich	Spanish Teacher	22
Ifarinde, Judith	Math Teacher	19
Larson, Amanda	Math Teacher / Mentor Coach	101
Logan, Laquasha	English Teacher	17
Malugade, Philip	English Teacher	102
Marshall, Jesse	Social Studies Teacher	27
Mayer, Arielle	English Teacher	15

Merists, Meredith	Special Education	38
O'Brien, John	Math Teacher	16
Paker, Elizabeth	Spanish Teacher	100
Pietrantonio, Anna	Science Teacher	103
Phillips, Kendall	Special Education	100
Sasveld, Lucas	Math Teacher	28
Smith, Phillip	Social Studies Teacher	26
Steggall, Courtney	Social Studies Teacher	100
Wick, Daniel	Physical Education Teacher	Fitness Center