



# **Family Handbook 2018-2019**

Milwaukee Collegiate Academy

4030 North 29<sup>th</sup> Street – Milwaukee, WI 53216

Office: 414.873.4014 – Fax: 414.873.4344

[www.milwaukeecollegiateacademy.org](http://www.milwaukeecollegiateacademy.org)



Dear Milwaukee Collegiate Academy Families:

Welcome to Milwaukee Collegiate Academy's 2018-19 academic year. This handbook outlines our values and expectations followed by every member of the MCA family in order to create a safe, productive learning environment.

Our expectations have been thoughtfully designed to develop the whole person so that each one of our students are successful throughout their lives. We believe that in order to achieve growth in college readiness, character, and academic achievement, individuals must practice good habits daily.

This year, I would like to highlight five important enhancements to our expectations.

1. **Students who are chronically absent (more than 2 absences per month), unexcused, tardy or who chronically leave school before the end of day may be required to have a parent conference with the principal and counselor before participating in any extracurricular activities.** And a written note is required after any absence in order for the absence to be considered "excused."
2. **Grading policies and Homework policies have changed for students in the personalized learning model (9, 10, and 11th grades).** Please take note and ask questions if you have them.
3. **Uniform expectations are strictly enforced. Black pants have been added as a choice for our uniform.** These can only be pants--not denim, leggings or joggers. Also, belts and approved uniform shirts are required at all times even when wearing fleece jackets.
4. **Monthly Open Houses.** Parents can visit classrooms and meet with school administrators every third Thursday of the month. Please arrive by 8:30 a.m. or 1:30 p.m. for classroom tours and post-tour meetings. A general meeting will be held at 4:30 p.m. Unfortunately, no tours will be held after school. Parents can also learn more about the curriculum and the systems we use to check grades.
5. **Student participating in clubs or athletics are required to adhere to the Student Activities Agreement.**

MCA is making great progress each year as a result of our students, families, teachers, Board members and community partners working as one team, one family. On behalf of our staff, I would like to welcome you all to the MCA family and thank you for choosing MCA to be a partner in your child's college journey.

Sincerely,

Principal Judith Parker  
j.parker@MilwaukeeCollegiateAcademy.org

<b>MILWAUKEE COLLEGIATE ACADEMY</b>	6
Our Mission	6
Our Vision	6
Our Core Values	6
<b>ACADEMIC EXPECTATIONS and REQUIREMENTS FOR GRADUATION</b>	7
<b>Additional Requirements for Graduation</b>	8
Civics Test Requirement	8
Attendance	8
Community Service	8
Senior Seminar	8
College Acceptance	8
Grade Level Promotion	8
Awarding Credit from Other Schools	9
Assessment Policy	9
Tutoring And Support	9
Course Failures	9
Reporting Progress To Parents/Guardians	10
Homework Policy	10
Grading Policy for 12th grade only	10
<b>Personalized Learning</b>	12
Personalized Learning Grading Policy	12
The Personalized Learning Plan	15
Academic Integrity	16
Standardized Testing	17
Honors	17
Dean’s List	18
Quarter and Half Cap Ceremony	18
Awarding Partial Credit for Transfer Students	18
<b>Special Education</b>	18
Special Education Referral and Evaluation Procedures:	18
Child Find Activity Notice	19
<b>CULTURE COMMITMENTS</b>	20

Attendance	20
Excused and Unexcused Absences	20
Excused Absences	20
Unexcused Absences	20
Truancy	21
Tardiness	21
Cell Phones and Electronic Devices	<b>Error! Bookmark not defined.</b>
Character Development	21
MCA's Character Traits	21
Code Of Conduct For Community Learning Center (CLC)	22
Code Of Conduct for Computer Use	22
Inappropriate Use of Computers	24
Discipline	24
Merits	24
Detention and In-School Suspension Rules	25
Acts of Misconduct	27
Fighting / Arranging Fights	28
Possession of Weapons	28
Use or Possession of an Illegal Substance	28
Sexual Harassment Policy	29
General Information Regarding Reports and/or Complaints of Sexual Harassment	31
Filing a Report or Informal Complaint of Discrimination, Harassment, Intimidation, or Bullying Based on Sex	32
Dating Violence	33
Discipline Matrix	34
Early Release	39
Locker Policies	39
Prohibited Items	40
Restroom Policies	40
Student Activities and Special Events	40
Uniforms	41
Specific Uniform Expectations	42
<b>Student ID Card</b>	<b>43</b>

<b>SCHOOL OPERATIONS</b>	45
Daily Schedule: Monday, Tuesday, Thursday, and Friday	45
Wednesday Early Release Schedule	45
Change Of Address & Phone Number	46
Closed Campus Policy	46
Off Campus Lunch Policy	46
Communication	46
Discrimination	46
Emergencies	47
Health Information	47
Immunizations	47
Hours of Operation	48
Inclement Weather	48
Meal Program	49
Photography & Video	49
Re-Enrollment	49
Student Record Policies	49
Transcripts	49
Withdrawal Policy	52
Suspected Child Abuse And Neglect	52
Transportation	53
Strategies for Local Traffic	53
Strategies for Student Drop off/Pick up	53
Strategies for Pedestrian Behavior	54
Visitors	54
2018-19 MCA Teachers and Staff	55
<b>FORMS</b>	57

# MILWAUKEE COLLEGIATE ACADEMY

## **Mission and Vision**

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 six 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 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 Core Values**

Milwaukee Collegiate Academy’s core values 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 more likely to graduate from college 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 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>
<b>ENGLISH</b>	<ul style="list-style-type: none"> <li>● English 9</li> <li>● English 10/Honors</li> <li>● English 11/Honors / AP Language &amp; Composition</li> <li>● English 12/Honors /AP English Literature</li> </ul>	4.0 Credits
<b>SOCIAL STUDIES</b>	<ul style="list-style-type: none"> <li>● Modern World I</li> <li>● Modern World II</li> <li>● US History</li> <li>● US Government</li> <li>● AP US Government</li> <li>● Economics</li> </ul>	3.0 Credits
<b>SCIENCE</b>	<ul style="list-style-type: none"> <li>● Biology</li> <li>● Chemistry</li> <li>● Physics</li> </ul>	3.0 Credits
<b>MATHEMATICS</b>	<ul style="list-style-type: none"> <li>● Algebra 1 / Math I</li> <li>● Geometry / Math 2</li> <li>● Algebra 2 / Math 3</li> <li>● Pre-Calculus / Finite Mathematics</li> </ul>	3.0 Credits
<b>FOREIGN LANGUAGE</b>	<ul style="list-style-type: none"> <li>● Spanish 1</li> <li>● Spanish 2</li> </ul>	2.0 Credits
<b>ELECTIVES</b>	<ul style="list-style-type: none"> <li>● Physical Education / Health</li> <li>● 9<sup>th</sup> – 12<sup>th</sup> Advisory / Pride</li> <li>● Junior Seminar</li> <li>● Senior Seminar</li> </ul>	6.0 Credits
<b><i>Total Credits Required for Graduation</i></b>		<b><i>21 Credits</i></b>

## **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." MCA supports students through the process of studying for and passing the civics exam, for which they are allowed multiple attempts. Students taking Citizenship will complete the exam as a part of their coursework.

### **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 (20) 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**

Promotion decisions are made at the end of each academic year. 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: | <b>5 Credits</b>    | ● Senior:   | <b>16 Credits</b> |
| ● Junior:    | <b>10.5 Credits</b> | ● Graduate: | <b>21 Credits</b> |

Students must pass their mathematics course in order to receive credit. Students who do not earn a math credit for the year may not be programmed for the next level of classes. Students are required to make up any math course in a credit recovery course taught only by a certified mathematics teacher.

### **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 as well as students and monitors the progress of students' academic growth. All MCA students may be required to take the following examinations:

- Regular course examinations (quizzes, tests, projects, content assessments, etc.)
- Interim assessments
- Semester exams (12th grade only)
- Standardized tests

Please refer to the school's 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. To ensure student safety in the school building during after-school hours, all students must follow the sign-up procedures to attend any teacher's Office Hours; they may not go from room to room without a pass. Additionally, students must promptly exit the building after Office Hours, unless other arrangements have been made through the Main Office for a later pick up. 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 3:45 p.m. to 4:30 p.m.** Teachers will share their office-hours schedule with students at the beginning of each quarter as well as the procedure for signing up to attend them. Students who neglect class time or have created a negative learning environment in their regular classes due to poor decision-making may be required to have a conference with the teacher and an administrator before being allowed to attend Office Hours. Students who consistently violate after-school expectations may also be prohibited from attending Office Hours until a parent conference has been held.

### **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 coursework 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. A staff directory can be found here: <https://milwaukeecollegeiateacademy.org/parents-2/staff-directory/>. If you would like an in-person conference with one or more MCA teachers, please call the office to schedule a meeting. Progress reports and report cards will be mailed to the parent or guardian four times per year. Parent/teacher conferences are scheduled twice per year throughout the school year. See school calendar for dates.

### Homework Policy

All students will have daily homework to complete during the 2018-19 school year. 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 need to follow the teacher's expectations for making the work up within the timeframe that is communicated by the teacher. Some assignments cannot be made up, therefore it is the student's responsibility to write down homework assignments and complete them on time.

**Late work** is homework that is not completed by the beginning of class. Homework assignments turned in after the teacher has collected them from the rest of the class are considered late. 12th grade 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 12th grade only

MCA 12th Grade Grading Scale			
Course Percentage	Letter Grade	Grade Points	Honors/AP Grade Points

94%-100%	A	4	5
90%-93%	A-	3.667	4.667
87%-89%	B+	3.333	4.333
84%-86%	B	3	4
80%-83%	B-	2.667	3.667
77%-79%	C+	2.333	3.333
74%-76%	C	2	3
70%-73%	C-	1.67	2.667
65%-69%	D	1	2
Below 64%	F	0	1
Incomplete	I	--	--
No Grade	NG	--	--

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 for work that does not meet MCA standards (below 74%).

12th grade students grades are calculated based on the following categories unless otherwise noted by an individual teacher.

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

## **Personalized Learning**

MCA is in its third year of implementing Summit Learning, a free online application that provides teachers and schools across the country with the resources they need to bring personalized learning into the classroom. This year, it will include all students in 9th, 10th and 11th grades.

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, 10th and 11th grade will use the Summit's Personalized Learning Platform, which was developed by teachers at Summit Public Schools, as the organizational hub for their students' experience.

The Personalized Learning Platform can be accessed at <http://www.summitlearning.org>. If you would like to learn more about personalized learning at MCA, please contact a school administrator or plan to attend one of MCAs open house events. The MCA Student and Family Handbook Addendum for 9th, 10th and 11th grade families contains much more information specific to this school model.

## **Personalized Learning Grading Policy**

Grading in a personalized environment is different from traditional grading in that students work towards mastery and are able to improve any earned grade in order to demonstrate mastery of a skill and of standards. Students will have opportunities for small group instruction with a teacher to go deeper into the learning experience or to fix up misunderstandings.

9th, 10th and 11th grade students official grading policy is below. Please pay close attention as it has changed from last year. The grading policy now adds credit for Homework and for growth metrics.

### **Year-End Grade Calculation:**

**60% Cognitive Skills**

Scores on projects completed during project time

**18% Power Focus Areas**

Scores on content assessments taken during personalized learning time

**7% Additional Focus Areas**

Scores on content assessments taken during personalized learning time

**10% Homework / Notes**

Quality and completion of homework assignments and notes for each course

**5% Growth on ACT / Aspire\***

Growth on standardized test scores taken at the beginning of the school year and then again at the end. Students should aim to score two year's worth of growth for their grade's assessment, as determined by the test manufacturer.

**\*Growth Calculation**

Students will earn points in this category, up to a maximum of 100 points, based on how much their score increases on their grade level’s standardized test from the beginning of the year to the end. The table below shows how many points would be earned in this category for 8 different growth values.

Growth equal to...	will earn...
+2 years	100 points = 100%
+1.5 years	90 points = 90%
+1 year	80 points
+.5 years	70 points
+0 years (no growth)	60 points
-.5 years (spring score is lower than fall)	50 points
-1 year	40 points
<-1 year	0 points

**\*\*\*NOTE: Any student reaching benchmark on the spring test for their grade level will receive 100 points in this category, regardless of how much growth they attained\*\*\***

**Projects & Cognitive Skills Grading**

For each project, students are measured on a variety of cognitive skills. Cognitive skills are deeper learning skills, such as critical thinking, communication, problem-solving and collaboration. At the end of a project, students are graded based on a rubric on how they performed on each of the cognitive skills measured.

**Cognitive Skill Grading Breakdown**

Our students will be improving in their abilities throughout the year, and we want their grades to reflect and celebrate how much they know and can do at the end of the year.

A student's grade on cognitive skills in projects is determined by how/she performed on cognitive skills across all projects. Cognitive skills scores make up 60% of a course's grade.

- The overall grade is based on the weighted average of all cognitive skills being measured in a course. For example, if a specific cognitive skill is assessed 4 times in different projects, then it will count in a student's grade 4 times.
- **Only the best grade for each cognitive skill in a course will be counted towards the overall grade.** Thus, if a student had a low score in Oral Presentations early in the year, that score won't count if she scored higher in a later project for that course.
- If a student's cognitive skill average for a course is below 60%, then the student will have an Incomplete grade.
- Students must complete every project to pass a class.

A student can change an Incomplete into a letter grade by completing any overdue projects and improving his/her cognitive skill scores.

### **Cognitive Skills Rubric**

Milwaukee Collegiate Academy uses the Summit Public Schools Cognitive Skills Rubric which was developed in partnership with researchers at Stanford University and is aligned to the Common Core State Standards. The cognitive skills rubric helps our students learn the powerful and enduring skills our students need for success in college, career and life. Because these are life-long skills, they cut across subjects, courses, and grade levels. You can track your student's progression on these skills throughout their entire tenure at Milwaukee Collegiate Academy.

Students will have scores between 1 - 8 on their cognitive skills where an 8 is at the level of a pre-professional. The score is translated to a percentage grade based on the student's grade level. See the table below to see which cognitive skill score matches to a 70%, 85%, and 100% grade at different grade levels.

Grade Level	70% (grade)	85% (grade)	100% (grade)
6	2	3	4
7	2.5	3.5	4.5
8	3	4	5
9	3.5	4.5	5.5
10	4	5	6
11	4.5	5.5	6.5
12	5	6	7

## **Focus Area and Content Assessments Grading**

Students show mastery of content knowledge in a course by passing Content Assessments in both Power and Additional / Challenge Focus Areas.

- Power Focus Areas are the core content that we expect every student to learn before completing a course to be college ready.
  - **Students must pass ALL Power Focus Areas to pass a course.**
- To deepen one's knowledge and improve their grades, students are encouraged to learn the concepts in Additional and/or Challenge Focus Areas.
  - Additional Focus Areas are NOT required to complete a course, but they count towards a student's final grade.
  - Challenge Focus Areas do NOT count towards a student's grade but are there to push students who have already mastered that course's content.

### **Focus Area Grading Breakdown**

**Students demonstrate mastery of a Focus Area by passing a Content Assessment (CA) for that Focus Area.**

### **Passing Content Assessments**

A Content Assessment (CA) is a 10 question assessment from a large bank of questions that tests students' understanding of the knowledge. Students can take CAs multiple times, so that they are motivated to learn the knowledge even if they didn't on their first try and are rewarded when they finally do.

**Students must answer 8 out of 10 questions (receive an 80%) on a Content Assessment (CA) to pass.**

If a student passes a CA, he/she receives full credit for that Focus Area.

### **Power vs. Additional Focus Areas**

**Students must pass ALL Power Focus Areas' CAs to pass a class.**

## **The Personalized Learning Plan**

Milwaukee Collegiate Academy recognizes and values every student and seeks to support them in realizing their full potential. To help fulfill this belief, MCA creates a Personalized Learning Plan for every student. A Personalized Learning Plan allows each student to have a personalized learning experience because it is catered to each individual student's goals, aspirations, and dreams. Based on where a student wants to be, go and do when they leave MCA, we work with the student to create a road map to help them get there.

The Personalized Learning Plan is created using Summit Schools' Personalized Learning Platform (or, PLP) and is your student's online dashboard for setting goals and tracking progress towards those goals. As a parent, the PLP will help you support your student's academic success and college readiness at home. If you would like to view your student's current assigned work to a yearlong view of their progress, you can find that all online.

We encourage parents to check the PLP tool weekly to understand:

1. The current projects your student is working on and whether your student is completing projects on time;
2. Your student's cognitive skill performance and whether he/she is on-track to meet his/her individual goals; and
3. Your student's pace of passing content assessments and whether he/she is on-track to meet his/her individual goals.

When you enter your student's PLP dashboard, you will see everything your student sees. You may also reach out to your student's mentor or teachers at any time if you have questions regarding the PLP or your student's progress.

### **Textbooks and Academic Materials**

Students are expected to care for and respect all course materials, including: desks, dry erase boards, textbooks, computers, calculators and other resources. All materials belonging to MCA should be returned by the assigned date as designated by the classroom instructor. Students that lose or damage classroom materials 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 Associate Dean of Discipline will arrange a conference with the student and parent/guardian and will receive additional disciplinary consequences.
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 AND be required to attend Office Hours every day for the remainder of the semester and take and complete a workshop on what cheating is and how to avoid it.

#### 2nd and any Subsequent Incidents:

1. The Principal / Counselor or Dean of Student Life 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.



## Standardized Testing

Any test that is given to students in more than one place is called a “standardized” test. There are “standard” rules for how the test is given and “standard” questions that everyone answers. The key ones that students take are:

Test	Description	Grades	Timing
<b>MAP Reading &amp; Math</b>	The NWEA MAP (Measures of Academic Progress) exams helps us understand our students' current skill levels so that we can customize our learning plans to meet each student's needs.	9th and 10th	Fall, Winter, Spring
<b>AP Exams</b>	AP exams prepare students for the rigor of final exams in college-level courses. Most colleges in the US will provide credit and/or advanced placement for qualifying scores.	Enrolled 11th - 12th students	May
<b>ACT</b>	These test scores are part of a student's college application along with their grades, essays and letters of recommendation. This is a state-mandated test and the scores are also reported to the state.	11th - 12th	February 20, April and June for 11th grade October for 12th grade
<b>ACT Aspire</b>	These test scores are used to help predict students' ACT scores in 11th grade as well as their level of college readiness. The ACT Aspire tests students in reading, English, science, math, and writing. This is a state-mandated test and the scores are also reported to the state.	9th & 10th	May
<b>ACT and ACT Aspire Interims</b>	This tests allows us to understand a student's level of college readiness, and help students practice for the ACT. Colleges don't see these test scores.	9th, 10th & 11th	September, January and April
<b>Wisconsin Forward Exam</b>	This tests help us understand our students' current level of knowledge and skills in Social Studies. This is a state-mandated test and the scores are also reported to the state.	10th	Spring
<b>Wisconsin State Civics Test</b>	Wisconsin law requires each student in the state of Wisconsin to pass this test before they graduate.	12th	Spring

## 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. Honor roll students receive special privileges, such as exclusive uniform shirts that can be worn on Wednesday in recognition of their outstanding achievement and status.

### Dean's List

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

### Principal's List

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

### Quarter and Half Cap Ceremony

Students who have completed all of their required coursework in 9th and 10th grade before the last month of the school year will be invited to participate in a Quarter or Half Cap Ceremony, specific to their grade level, where their academic accomplishments will be celebrated with their families and the school. Final decisions and criteria regarding participation will be communicated in advance by administration.

### Awarding Partial Credit for Transfer Students

9th, 10th, and 11th grade students who transfer out of MCA during the course of the year shall be awarded partial credit based on their completion of required coursework, including projects, assessments, and other assignments as deemed necessary by the classroom teacher and administration. Students will be awarded credit based on the formula listed below.

*Calculation for determining % grade on day x of the semester*

*$x / \text{total days in semester} = \text{calendar progress}$*

*Grade breakdown = 70% **cog skills**, 20% **power focus areas**, 5% **additional focus areas**, 5% **HW /***

***Notes***

***Cog skills** = current cog skill average / (cog skill req for semester credit \* calendar progress)*

***Focus areas** = average score on content assessments, regardless of progress*

***HW / Notes** = current HW / Notes grade in SR*

### Special Education

MCA is committed to serving all students with excellence and will satisfy all legal mandates set by state and federal law (per the Individuals with Disabilities Education Act) regarding students with disabilities. MCA believes all of its scholars are capable of success in college 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 inform parents/guardians of their rights if they suspect their child has a disability which is impacting his/her academic progress. MCA is also required to identify Child Find Activities and the Confidentiality of Personally Identifiable Information (34 CFR 300.123 and .612). "All children with disabilities, residing in the State, including children with disabilities, attending private schools, regardless of the severity of their disability, and who are in need of special education and related services, are identified, located, and evaluated..."

On December 3, 2004, the Individuals with Disabilities Education Improvement Act was signed into law. As of July 1, 2005, it no longer matters where the child resides, but rather where he/she attends school. The new provisions require MCA to locate and evaluate any child attending a private school within the jurisdiction of the Milwaukee Collegiate Academy. If the child qualifies for services, MCA could offer a "service plan" however; the resident district would be responsible for offering Free and Appropriate Public Education (FAPE) if the child were enrolled in the public school.

## CULTURE COMMITMENTS

### **Attendance**

Students shall maintain an attendance rate above 90% for the academic year while enrolled in MCA. **Students who miss more than 2 days of school per month are considered truant.**

Notification of absences will occur through the following:

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

\* The parent/guardian is responsible for providing MCA with the 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, and for graduating seniors to attend the graduation ceremony.** Additionally, students who do not maintain a 90% attendance rate can have their bus pass privileges revoked.

### **Excused and Unexcused Absences**

Absences of any kind keep students out of the classroom and then require them to make up missed learning while at the same time keep up the forward progress of the class. 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(s), including but not limited to, athletics, the Community Learning Center (CLC), 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 students' attendance rate, so if a student's total absences falls below 90%, students will not be able to take advantage of semester/final exam exemptions.** Please see the section on excessive absences for more information. It is in students' best interest to schedule medical/legal/other appointments after 3:30 p.m. on Monday, Tuesday, Thursday, Friday, and after 1:00 p.m. on Wednesday, or on weekends when possible. Every absence negatively impacts grades and opportunities and creates a cycle of catch-up that many students struggle to get out of.

#### **Unexcused Absences**

Unexcused absences are absences that are not due to personal illness, religious holidays, or death in the immediate family. Examples of this 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 7:55 a.m. Scholars arriving after 7:55 a.m. are considered tardy and should report to the office for a pass. Students that are tardy to school will earn a lunch detention. Parents will be notified by phone after five instances of school tardiness in a given quarter.

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

## *Excessive Absences*

If students are chronically truant (more than 6 absences two months) and neither the student nor the parent respond to the school's attempts to support the family through intervention and counseling, the student will be unenrolled. ***Families who request statements verifying enrollment for governmental agencies please be advised that the student's attendance rate and the family's response to the school's request for intervention support meetings will be reported in these letters and documents.***

k

## 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 9<sup>th</sup>-12<sup>th</sup> grade program includes both a rigorous college preparatory education and community-focused character development program. Our graduates leave MCA not only with a diploma, but 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.

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

### **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 through the Boys and Girls Club. 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. Students are responsible for checking out their chromebook each morning and for ensuring it is returned to the cart at the end of the day and is plugged in to charge. Students should only transport their chromebooks when they are closed and should be held carefully to prevent any damage to the chromebook.

***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 email account on a regular basis. Teachers often communicate to their students and request assignments via email. 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.

***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, etc. on MCA computers or chromebooks. 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.

Additionally, students are not allowed to take and/or transmit pictures that are not directly required by an assignment using Academy computers.

## **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.

## **Discipline**

Milwaukee Collegiate Academy believes that self-discipline is the key to personal and professional success. The goal of our disciplinary policies are to ensure a safe environment that is conducive to learning. By living our character traits and honoring our school culture, our students' ability to participate in and contribute to our learning community is ensured.

## **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. Merits can be redeemed for special privileges and awards. They can also be used to remove some detentions.

## **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 or out of 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. **Five demerits will earn a student a detention.**

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

## **Referrals**

A student earns a referral when they are removed from class. These infractions are serious and are usually the result of a student disrupting the learning environment with immature, unsafe, or unscholarly behavior. Prior to being removed from class, a student is informed of the classroom expectations and is often given warnings to self-correct the behavior. Incidents of disrespect, defiance, or harassment will result in an immediate in-school detention. Students that are removed from class must report immediately to the Assistant Dean of Student Life who will consult with the student and determine consequences. Students may be required to remain out of class 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 who are removed more than twice from the same class may be required to have a parent conference with the teacher (or team of teachers) before returning to class.

## **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), not serving an after-school detention, or while awaiting further consequences for an unacceptable behavior.

### **After School Detentions**

After school detentions are served every Wednesday from 1p.m. to 4 p.m. After school detentions may be earned the following ways:

- Earning five or more demerits;
- Refusing or failing to serve a lunch detention (due to tardiness);
- Referrals for significant behavior infractions;
- Failure to report to mandatory Office Hours; and
- Additional specific behaviors are listed on the discipline matrix (pg 36).

When a student earns an after-school detention, the primary phone number on record will receive a pre-recorded message.

**NO STUDENT CAN MAKE ARRANGEMENTS TO BE EXCUSED FROM MISSING AFTER-SCHOOL DETENTION.** If there is a conflict the parent must talk with the Associate Dean of Discipline (Mr. Ford) only to get approval for an absence from detention. Students who fail to serve after-school detentions (with or without prior approval) will be ineligible to attend school functions and field trips.

**Missing an after-school detention, for any reason, will result in the assignment of an in-school suspension the following day (Thursday) which will result in missed classes.** The student will then be required to attend mandatory office hours that same Thursday plus they must serve the original detention the following Wednesday 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. Bus tickets will be passed out 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.
5. Students that fail to serve their detention will not be allowed to participate in any school activity (field trips, school dances) until all detentions are served.

### **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 including exclusion from field trips, including college tours and school events (dances, athletic events, and off-campus incentives).

### **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 Intervention Meeting
- Third Incident and Further Incidents: In-Person Conference, Behavior Contract, and Possible 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 a last resort, but may unfortunately be necessary to maintain a 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. We are one team, one family and we intentionally nurture relationships among all students, including:

- Every student has a mentor they can talk to and advise them if they need support or are in a conflict that needs an intervention;

- Any student can request a restorative circle to help resolve any conflict they are having with a student or group of students;
- 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 contributing to an unsafe environment within the school.
- MCA's School Leaders maintain a constant presence to intervene with any 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.

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, the MCA Associate Dean of Discipline and Principal 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 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. As lockers are the property of the school and as such can be searched without cause at any time and the contents of the lockers can be searched at any time, MCA 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;
- Any “look-alike” substance; and
- 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 MCA property, at all MCA sponsored-events whether the event is on or off MCA grounds or on MCA-sponsored transportation.

## **Sexual Harassment Policy**

Milwaukee Collegiate Academy is committed to making the school free from sexual harassment and discrimination. Sexual harassment is a form of sex discrimination under Title IX of the Education Amendments of the Civil Rights Act of 1972 and is prohibited by both federal and state laws. The school prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities. Sexual harassment is defined to mean unwelcome sexual advances; requests for sexual favors; or verbal, visual, or physical conduct of a sexual nature, made by someone from or in the educational setting. The Principal or his/her designee shall ensure that MCA students receive age-appropriate instruction about their rights to be free from sexual harassment, the district procedure for reporting and investigating complaints of sexual harassment including with whom a complaint should be filed.

The school prohibits conduct that has the purpose or effect of having a negative impact on the individual's work or academic performance, or that is sufficiently severe, persistent, or pervasive to create an intimidating, hostile, or offensive educational environment.

The school further prohibits sexual harassment that conditions a student's status, progress, benefits, services, honors, program or activities based on submission to such conduct.

Any student who feels that he/she is being, or has been, sexually harassed by a school employee, another student, or a non-school employee at school or at a school-related event, shall immediately contact his/her teacher or any other district employee. An employee who receives such a complaint shall report it in accordance with administrative procedures.

Employees who violate this policy shall be subject to discipline up to and including dismissal. Any disciplinary action shall be in accordance with applicable federal and state laws and/or collective bargaining agreements.

Students who violate this policy may be subject to discipline, up to and including expulsion, in accordance with district policy, administrative procedure and state law.

The school believes that it can resolve issues of harassment and discrimination at the school site.

Definitions:

**Sexual Harassment** - Any form of discrimination which includes, but is not limited to, unwelcome sexual advances, requests, or other verbal visual or physical conduct of a sexual nature made by someone from or in the educational setting under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress; or
- Submission, or rejection of, the conduct by the individual is used as a basis of academic decisions affecting the individual; or
- The conduct has the purpose or effect of having a negative impact upon the individual's academic performance or of creating an intimidating, hostile or offensive educational environment; or
- Submission to, or rejection of, the conduct by the individual is used as a basis for any decision affecting the individual regarding benefits and services, honors, programs or activities available at or through the educational institution.

**Unwelcome Conduct** - Some examples of sexual harassment may include, but are not limited to:

- Deliberate written or oral comments, gestures, or physical contacts of a sexual nature or demeaning to one's gender, which are unwelcome or interfere with school productivity;
- Implicit or explicit sexual behavior by a fellow student, school employee, or other person within the school environment which has the effect of controlling, influencing or otherwise affecting the school environment;
- Unwelcome suggestive, vulgar, or obscene letters, notes, posters, calendars, or other visual products, or derogatory comments slurs, and/or jokes of a sexual nature.

**Hostile Educational Environment** - A hostile educational environment is created when sexual harassment is sufficiently severe, or objectively offensive AND persistent or pervasive.

**Sufficiently Severe** - Physical is more likely to be severe without need for repetition. Touching of another's genitals, buttocks, or breasts could be considered severe. Sexual assault, sexual battery, and sexual violence are considered severe. If an incident is severe, it does not have to be persistent or pervasive to be sexual harassment.

**Objectively Offensive** - The behavior is such that a reasonable person would consider the behavior offensive. The behavior sometimes may involve physical threats, humiliation, intimidation, or ridicule.

**Persistent or Pervasive** - Persistent such that the behavior may be repeated, continuing beyond the usual, not stopping, or continuing even though others want the behavior to stop; OR pervasive such

that the behavior is widespread, openly practiced, well-known among students or employees, occurring in public, occurring with regularity, or known but nobody talks about it.

**Sexual Violence** - Physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Sexual violence can be carried out by school employees, other students, or third parties. All such acts are forms of sex discrimination prohibited by Title IX.

**Responsible Reporter** - ALL school employees are considered "Responsible Reporters" of sexual harassment. Any employee who witnesses, suspects, or receives notification involving a student or students, is required to report the sexual harassment to an administrator or designee.

#### General Information Regarding Reports and/or Complaints of Sexual Harassment

- **Confidentiality:** The privacy of the persons involved will be protected to the extent possible. The principal, site administrator, or designee will evaluate the request for confidentiality and make the determination as to whether confidentiality may be possible. Disclosures may be required by law or to those who need to know within the context of the investigation, analysis, appeal, prevention of recurrence, or correction of misconduct. Therefore, a guarantee of confidentiality is not provided. Should an accuser or reporter request confidentiality and that no action be taken, the district must still discharge its duties and obligations to prevent and correct the sexual harassment.
- **Disciplinary Action:** Depending upon the nature of the confirmed conduct, the individual facts, and the age of the children involved, there could be a range of disciplinary measures applied. Appropriate discipline will be determined on an individual basis by the school.
- **Retaliation** - The district prohibits retaliation against any participant in the reporting and complaint process including witnesses. A separate Uniform Complaint may be filed if retaliation occurs against any individual involved in the processing of discrimination, harassment, or bullying complaint. Each complaint shall be investigated promptly and in a way that respects the privacy of all parties concerned. Follow up with the student will occur to ensure the harassment has stopped and that there is no retaliation.
- **Criminal Complaints:** Students, parents or guardians have a right to file a criminal report or complaint and a Title IX report or complaint simultaneously.

## Filing a Report or Informal Complaint of Discrimination, Harassment, Intimidation, or Bullying Based on Sex

The school believes discrimination, harassment, intimidation and bullying issues may be resolved at the school site. As such, students, parents, or guardians may report any act of discrimination, harassment, intimidation or bullying based on sex (in any area covered by Title IX, including sexual harassment) by a student, staff member or third party directly to the school's principal for immediate resolution at the school site.

- **Investigation of Reports or Informal Complaints:** The responsible school official will conduct a prompt, thorough and impartial investigation into the complaint which will include, but is not limited to, interviewing the accuser and the accused, asking each to provide names of witnesses, interviewing potential witnesses, and gathering relevant evidence. When sex-based discrimination, harassment, intimidation, and bullying is reported, interim steps will be taken to stop harassment and protect the accuser from further harassment pending outcome of the investigation and/or complaint. A thorough investigation is required to protect the accuser, afford due process to the accused, and to ensure resolution of the issue(s). A student, or parent or guardian, is not required to attempt resolution through the school site before contacting the District Title IX Coordinator.

**\*\*A copy of the sexual harassment reporting form is included at the end of this handbook\*\***

At any time during the process students, parents, or guardians, may contact the Title IX Coordinator directly to report or file an informal complaint directly with the school at:

Phil Smith Title IX Coordinator  
Milwaukee Collegiate Academy  
4030 N. 29th Street  
Milwaukee, WI 53216  
p.smith@milwaukeecollegiateacademy.org  
414-873-4014  
FAX: 414-873-4344

### **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:

- Physical abuse (hitting, kicking, pushing, choking, etc.)
- Control of daily activities, choices, and access to resources
- Isolation from family, friends, religious activities, school, community, etc.
- Emotional Abuse (put-downs, public humiliation, etc.)
- Sabotage
- Technological abuse and stalking
- Sexual coercion
- 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.

## Behavior Expectations in Common / Shared Spaces

The following are a list of behavior expectations for shared and common spaces throughout the school.

### Hallways

- During passing periods:
  - students voice volume level should not exceed level 2.
  - all behavior expectations regarding profanity, horseplay, and uniform expectations are to be met.
  - students should follow one way signs that are posted throughout different areas of the school.
- During class time:
  - students must ensure that they have a pass from their teacher to be in the halls.
  - students voice volume should not exceed level 1 so as to not disrupt learning inside of various classrooms.
  - all behavior expectations regarding profanity and uniform expectations are to be met.
  - students will not stop and distract or communicate with students in classrooms they pass.

### Union

- during morning meeting:
  - students are facing the speaker and are honoring the One Voice norm.
  - students are seated in their prides (M-Th).
- during lunch:
  - students are either waiting in line for lunch or are seated at a table.
  - all behavior expectations regarding profanity, horseplay, and uniform expectations are to be met.
  - students must ensure that they have a pass from a teacher to leave the union.
  - students must ensure that their tables are clean by the time lunch is over.

### ***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	Associate Dean of Discipline or Principal	Detention, Suspension, Parent Meeting
3	Associate Dean of Discipline or Principal	Suspension, Mandatory Parent Meeting
4	Associate Dean of Discipline 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-related activities/events. The Levels indicate either the degree of their severity and/or how consequences can escalate depending upon how frequently an individual repeatedly chooses these behaviors.

Students who choose to engage in these behaviors can face the following consequences: demerits, detention, suspension, expulsion and/or the filing of formal police charges. Students who chronically fail to adhere to MCA’s rules will be identified for intensive support including: small group or one-on-one therapy, parent-teacher conferences, behavior contracts and restorative circles with those whom have been offended. Chronic failure to adhere to MCA’s rules, regulations and policies could lead to a student’s suspension and ultimate expulsion from MCA.

Category	Violation	Definition of Misconduct	Levels			
Attendance/ Punctuality	Tardiness	Failure to be in place of instruction at the assigned time without a valid excuse	1	2		
	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, expressing disrespect toward a gender or group of people, 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		
	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. Consequences for devices escalates when they are used to violate the right to privacy of any individual or group of students and staff.	1	2	3	4
	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)	1	2	3	4

		*If there is documented evidence that this is a repeat offense, go to #2.				
	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, continuously talking during instruction or silent study time, walking out of and walking into classrooms without permission from the teacher, and admitting outsiders into the school environment.	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 of the learning environment or chronic 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 MCA 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 any 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. Students who are observed using profanity will be given 2 demerits. .	1	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 bus tickets.			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, personal property, academic work, or food		2	3	4
	Trespassing	Entering any school property or into any restricted school area 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				4

		immediate bodily harm to others, or to put others in fear of immediate bodily injury			
	Theft	Attempting to take or the act of taking or acquiring the property of MCA or others without their consent on MCA property, or during a MCA activity, function, or event (includes assisting or aiding in the taking of MCA 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 statute 18 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 (including student desks, walls, signage, student notebooks)		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 time lost due to early release causes the student’s attendance to fall below the minimum 90% attendance, the student will face the same consequences as a student who is truant. These consequences include: Loss of M-card privileges, loss of eligibility for attendance rewards and incentives, and final exam exemptions.**

**Locker Policies**

Lockers are MCA property and students are expected to follow the directions given by MCA 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 administrators 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, including cell phones. Cell phones found in lockers will be confiscated according to the MCA Cell Phone policy. 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. If students arrive to class past the time on his or her tardy slip will be subject to consequences for tardy students.

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**

Outside beverages are not permitted at MCA. All 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. Since 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 during class time. 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 abuse of the bathroom policy is evident. 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). This includes student activities that involve co-op arrangements with other schools.

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 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 the 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.
- Black pants or Khaki pants (no denim, leggings, tracksuits or sweatpants).
- 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) that are not distributed or approved by the school 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 and 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 arriving to school 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"> <li>● Uniform shirts <b>must</b> be tucked in students’ pants/skirts for the duration of the school day. This includes the lunch period.</li> <li>● All uniform shirts should be purchased at the appropriate, professional size for the student (i.e. not too big or small).</li> <li>● 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.</li> <li>● Honors shirts can only be worn for the current school year.</li> </ul>
Bottoms:	<p>Black, Tan or Beige Khaki pants or shorts- Not denim, sweats, joggers, leggings or jeggings are allowed. Young ladies may wear skirts.</p> <ul style="list-style-type: none"> <li>● Shorts must be knee-length for young men.</li> <li>● Skirts and shorts must extend below the fingertips when arms are extended down for young ladies.</li> <li>● Girls may not wear knee socks or thigh-high hosiery with their shorts or skirts.</li> </ul> <p>All pants, shorts, and skirts must fit appropriately:</p> <ul style="list-style-type: none"> <li>● “Sagging” is not permitted and will result in demerits.</li> <li>● No tight, stretch materials or “jeggings” are permitted.</li> <li>● Denim, joggers, sweat pants or other loose-fitting material are allowed.</li> </ul>
Belts:	<ul style="list-style-type: none"> <li>● 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.</li> <li>● Belts are required to be worn regardless of whether a student is wearing a school-issued fleece which may cover the waistline.</li> </ul>
Footwear:	<ul style="list-style-type: none"> <li>● All black shoes, tennis shoes, and/or boots.</li> <li>● Sandals, open-toed, or house shoes are not permitted.</li> </ul>
Jewelry:	<ul style="list-style-type: none"> <li>● Piercings on the face or tongue are allowed. Earrings are acceptable too.</li> <li>● Grills, partial grills, and/or other teeth ornaments are not acceptable.</li> </ul>

	<ul style="list-style-type: none"> <li>• Jewelry that others may find culturally offensive are not allowed.</li> </ul>
Hair:	<ul style="list-style-type: none"> <li>• Hair will be neat and combed upon entering the building.</li> <li>• Caps, hats, bandanas, bonnets, grooming scarves and other head coverings are not permitted other than for cultural/religious purposes.</li> </ul>
College Friday:	Students may wear a t-shirt, sweatshirt, or polo representing a post-secondary institution. <b>All other uniform expectations remain unless students have been given specific notice otherwise.</b>
Jean Day	ONLY denim is allowed on jean days unless otherwise notified. Therefore, no sweat pants, camouflage pants, stretch pants, or pants other than denim will be allowed.

## Student ID Card

Students ID Cards are a required part of the MCA uniform. It identifies you as a member of the Milwaukee Collegiate Academy community, provides essential personal identification, and should be presented on request to MCA staff. An ID and lanyard will be provided to each student at the start of the school year.

### Your student ID is used for

- Students who receive a school-issued M-Card for the Milwaukee County Transit System are required present their student ID to the bus driver
- Your school ID Card is required for school lunch and breakfast services.
- A school ID Card is required for some state mandated testing (ACT Test)
- Required for access to MCA sporting and other special events both on and off-campus
- A school ID Card may be used to access, books, computers and other technology at MCA
- Your ID Card may be used as a form of identification for some employers, service providers and other agencies
- Show proof of student status for discounts at local and national stores, museums, restaurants, and entertainment venues

**Do not share your Card.** Your ID Card is personal to you and should not be used by any other person. As you can see your ID Card is an important part of who you are at MCA, so please treat it with care.

**Do not damage your Card.** If you make holes in it, bend it, or attach stickers to it, leave it in the sun or near other heat sources it may need to be replaced.

**If your ID Card is lost or damaged.** The cost of a replacement ID is \$5 with payment due at the main office. MCA accepts cash, check, MasterCard and Visa. The cost of an ID may also be charged to a student's account

with parental permission. Please allow up to 24-hours for your replacement ID. Replacement lanyards may be purchased at the main office.

*Your student ID remains the property of Milwaukee Collegiate Academy and must be turned into the office if you are longer attending MCA.*

## SCHOOL OPERATIONS

All MCA students will start school at 7:55 a.m. and end at the same time, 3:34 p.m. All students will be dismissed every Wednesday at 12:41 p.m. Office Hours will be held after school on Monday, Tuesday, Thursday and Friday, only, from 3:45 p.m. to 4:30 p.m.

### **Daily Schedule: Monday, Tuesday, Thursday, and Friday**

<b>Start</b>	<b>End</b>	
<b>7:35</b>	<b>7:50</b>	<b>Breakfast</b>
<b>7:50</b>		<b>Morning Bell</b>
<b>7:55</b>	<b>8:10</b>	<b>Morning Meeting / Morning Pride</b>
<b>8:13</b>	<b>9:07</b>	<b>W.I.N. (What I Need) Grade Level Academic Intensives</b>
<b>9:10</b>	<b>10:21</b>	<b>Block 1</b>
<b>10:24</b>	<b>11:34</b>	<b>Block 2</b>
<b>11:37</b>	<b>12:15</b>	<b>Lunch/Pride I</b>
<b>12:18</b>	<b>12:56</b>	<b>Lunch/Pride 2</b>
<b>1:00</b>	<b>2:14</b>	<b>Block 3</b>
<b>2:17</b>	<b>3:27</b>	<b>Block 4</b>
<b>3:31</b>	<b>3:34</b>	<b>EOD Pride Dismissal</b>

### **Wednesday Early Release Schedule**

<b>Start</b>	<b>End</b>	
<b>7:55</b>	<b>8:10</b>	<b>Morning Meeting / Morning Pride</b>
<b>8:13</b>	<b>9:16</b>	<b>Block 1</b>
<b>9:19</b>	<b>10:22</b>	<b>Block 2</b>
<b>10:25</b>	<b>11:28</b>	<b>Block 3</b>
<b>11:31</b>	<b>12:34</b>	<b>Block 4</b>

**W.I.N. Academic Intensives:**

- Walking Personal Learning Time (PLT) (9<sup>th</sup> – 11<sup>th</sup>)
- ACT Preparation (11<sup>th</sup>)
- College Preparation: Applications, Scholarships, Finance and Study Hall (12<sup>th</sup>)
- Mentor Groups

**Change Of Address & Phone Number**

Parents and students are expected to notify the school whenever his or her address or phone numbers change over the course of the year. It is strongly recommended that parents and students register a personal email address (not school-issued) that can be used as a secondary address and in case of emergency. A Change of Address form is enclosed on the last page of this handbook that you can use to submit a change of address of a physical address.

**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.

**Off Campus Lunch Policy**

Students will receive occasionally, as an incentive, an opportunity to go off campus for lunch with an adult supervisor. These incentives will be the result of perfect attendance and grades. Please complete and return the form giving your child permission to walk to a nearby restaurant to purchase a meal. Students will return to the school to eat their purchased lunch.

**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 regular school 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 which 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 1<sup>st</sup>. The following immunizations must be completed for high school:

- |                    |               |
|--------------------|---------------|
| ● 4 DTP/DTaP/DT/Td | ● 3 Hep B     |
| ● 1 Tdap           | ● 2 MMR       |
| ● 4 Polio          | ● 2 Varicella |

### **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 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.

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

MCA begins each morning at 7:55 a.m. sharp. Please refer to the “Tardiness” section of the handbook for policies concerning students’ arrival after 7:55 a.m.

Dismissal is every day at 3:34 p.m. except on Wednesdays when students are released early at 12:41 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 Connect phone message.
- The school closing notice will be posted on the school website at [www.milwaukeecollegiateacademy.org](http://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. Additionally, students who participate in CLC through the Boys and Girls Club are entitled to a free meal after school, provided that the student has completed all necessary enrollment requirements.

### **Photography & Video**

By signing the handbook acknowledgement parents are giving permission to Milwaukee Collegiate Academy to take students' photographs and videos and publish those photos and/or videos for educational and/or promotional purposes. 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 of 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 semester in which a student attains 18 years of age has been completed and the student 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. Access to email will be immediately terminated. 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 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.

**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. Milwaukee Collegiate Academy cannot ensure the safety of students who choose to linger or loiter in neighborhood restaurants and students who are the subject of nuisance complaints by any local business during after-school hours will lose their M-Card privileges and face school disciplinary action.

**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 29<sup>th</sup> 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 35<sup>th</sup> Street or 27<sup>th</sup> Street instead of 29<sup>th</sup> Street if they are on the bus stop across the street from the school building.
- Milwaukee Collegiate Academy Administrators 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 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.

## 2018-19 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.

<b>ADMINISTRATION &amp; STAFF</b>	
Carek, Andrew	Director of Teaching and Learning
Logan, LaQuasha	Dean of Student Life
Mewes, Samantha	Director of Counseling and Alumni Engagement
Parker, Judith	Principal
Smith, Philip	Dean of Teaching and Learning
Weigel, Scott	Director of Operations
Buford, Rodney	School Culture Support and Varsity Basketball Coach
Ford, Kim	Associate Dean of Discipline
Hayes, William Sr.	Associate Dean of School Culture: New Student Recruitment & Student Math Coach
Hightower, Sabrina	Secretary
King, Brenda	Office Manager
Lloyd, Sharon	School Counselor
Shipp, Christal	Credit Recovery Manager
Martin, Grace	Diverse Learners Specialist
Montgomery, Arie	Diverse Learners Specialist

Rafferty, Leah	Diverse Learners Specialist
Hoffman, Elizabeth	English Teacher 12th
Musselman, Bailey	English Teacher, 10th Grade
Kelly, Emma	English Teacher, 11th Grade
Amoruso, Julianna	English Teacher, 9th
Sasveld, Lucas	Math Department Chair, 12th Grade
McCann, Robert	Math Teacher, 10th Grade
Johnson-Crump, Amanda	Math Teacher, 9th grade Math
Webb, Amy	Mathematics, 11th
Jones, Donnell	Paraprofessional, Special Education
Wick, Daniel	Physical Education Teacher
	Science Teacher, 11th and 12th
Towne, Lauren	Science Teacher, 9th and 10th Grades
Green, Kwame	Seminar Teacher, 11th and 12th
Marshall, Jesse	Social Science Teacher, 10th and 12th Grade
Fritz, Micah	Social Studies Teacher, 9th and 10th
Gleason-Maddox, Maria	Spanish Teacher, 10th and 12th
Bergeron, Michelle	Diverse Learners Specialist
Buethe, Christiane	Diverse Learners Specialist
Steggall, Courtney	Transitions Coordinator and Social Science Teacher, 11th Grade



# FORMS



FIELD TRIP PERMISSION FORM

September 4, 2018

Dear Parents/Guardians,

Throughout the school year, MCA scholars will attend several field trips. These trips include, but are not limited to: college tours, arts exhibits, and theater shows. The goal of this form is to receive permission for your scholar to attend those trips, particularly if they are of no cost to students. You will be made aware of each trip as its date approaches.

With this form on file, it signifies agreeance to your scholar attending MCA sponsored field trips for the 2018-2019 school year.

If the trip has a cost per student attached, you will receive a form similar to this that discusses those costs. If you have any questions, please let Ms. Logan know.

Thank you,

Ms. Logan, Dean of Student Life  
And MCA Teachers and Staff

-----  
I **DO** grant permission for my child, \_\_\_\_\_ to attend the MCA sponsored field trips for the 2018-2019 school year.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

- I agree that the school will, in no way be held liable for the loss of any personal items that the student brings to the field trip including electronic devises, money, or any other items.
- I agree to pick my child up at the field trip if there is a lack of cooperation on their part in any way and the teacher deems it best for the student to be sent home.

Transportation Release: I hereby release any and all staff member/supervisors and the Milwaukee Collegiate Academy from any and all liability in the event of an accident or injury that may occur with the transportation including emotional or physical distress of the student named, on this form or other students who ride with the teacher/chaperone. I also give permission for my child to be transported by the teacher/chaperone in case of an emergency. Medical Release: I hereby release any and all staff/supervisors and the Milwaukee Collegiate Academy from any and all liability in the event of any accident that may occur at the MCA event. I grant my permission to MCA staff to treat my child in case of a medical emergency.





**OFF CAMPUS LUNCH PERMISSION SLIP**

September 4, 2018

Dear Parents/Guardians,

Throughout the school year, MCA scholars will receive the incentive of off campus lunch for meeting high expectations for academics, achievement and college readiness.

The goal of this form is to receive permission for your scholar to go off campus for lunch. This form will be good for the entire year. If you wish to revoke your permission you can call the office at 414-873-4014 or emailing [l.logan@milwaukeecollegiateacademy.org](mailto:l.logan@milwaukeecollegiateacademy.org).

With this form on file, it signifies agreeance to your scholar leaving campus to go to a local restaurant (McDonald's, Popeye's, Wendy's or Hook's) along with an MCA staff member.

Students are expected to pay for their own lunch using their own funds. In order to keep the privilege, students must comply with all the expectations for participation. These expectations can be shared with you via email if you would like.

Thank you,

Judith Parker, Principal  
And MCA Teachers and Staff

-----  
I **DO** grant permission for my child, \_\_\_\_\_ to go off campus for lunch during the 2018-2019 school year.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_





School Title IX Contact  
Sexual Harassment Investigation Form

Complainant: \_\_\_\_\_

Date: \_\_\_\_\_

School: \_\_\_\_\_

Who was allegedly responsible for the harassment ?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the incident as clearly as possible, including such things as what force, if any, was used, any verbal statements (i.e. threats, requests, demands, etc.), what, if any physical contact was involved.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Response of the accused to the accusation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date(s), time(s), and place (places) the harassment occurred:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Were there other individuals involved in the harassment?

---

---

---

If so, name the individual(s) and what their role was.

---

Did anyone witness the harassment? If so, name the witnesses.

---

---

---

---

Describe any reported prior incidents and resolution(s).

---

---

---

---

---

Remedy sought:

---

---

---

Decision:

---

---

---

---

---

Signature of School Title IX Contact

Date

Note: A complete copy of the MCA Sexual Harassment Policy is contained within the MCA Family Handbook.

