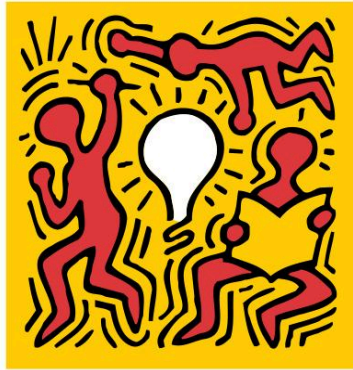


Milwaukee College Prep Family Handbook 2023-2024



**MILWAUKEE
COLLEGE PREP**

WWW.MILWCOLLEGEPREP.COM

MISSION

Knowledge plus character pave the road to college and beyond.

VISION

College Bound. Character Strong.

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School Overview

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

MCP Mission Statement

“Knowledge plus character pave the road to college and beyond”

At Milwaukee College Prep School, we are passionately committed to providing a transformative education that equips our students with the knowledge, skills, and character to excel academically and personally. Through rigorous academics, a nurturing environment, and a focus on character development, we empower our students to reach their full potential and become change-makers in their communities.

We foster a culture of collaboration, respect, and inclusivity, ensuring that every student feels valued and supported on their educational journey. With a passionate team of dedicated educators, we strive to create a learning environment that inspires curiosity, fosters a love of learning, and prepares our students to thrive in an ever-changing world. Together, we are shaping the future leaders of tomorrow with passion, purpose, and unwavering commitment.

MCP Vision Statement

“College bound. Character strong.”

To be a beacon of educational excellence, empowering students to become compassionate leaders, critical thinkers, and lifelong learners who positively impact their communities and the world.

MCP Core Values

Belief

We are unwaveringly committed to believing that ALL scholars can and want to learn and grow. We make decisions with the whole-student at the center. We will never communicate that scholars are unable to learn and succeed through actions nor words.



Excellence

We are committed to providing an excellent education that prepares our students for success in college and beyond. We strive for excellence in all aspects of our school, from our rigorous academic curriculum to our dedicated teachers and staff.

Integrity

We believe in doing what is right, even when no one is watching. We foster a culture of honesty, trust, and ethical behavior among our students, staff, and community.

Perseverance

We instill in our students the value of hard work and determination. We encourage them to never give up, even when faced with challenges or setbacks. We believe that with perseverance, anything is possible.

Respect

We treat everyone with respect, kindness, and empathy. We value diversity and celebrate the unique backgrounds and perspectives of our students, staff, and community.

Collaboration

We believe that collaboration is essential for success. We foster a collaborative environment where students, staff, and families work together to achieve common goals.

Joy

We believe that learning should be a joyful experience. We strive to create a positive and engaging learning environment that sparks curiosity, creativity, and a love for lifelong learning.

ENROLLMENT PROCEDURES

Registration applications are accepted in February. Priority enrollment is given to returning students and siblings. Only registration applications that include all required information (i.e.: proof of residency; birth certificate for new kindergarten students, immunization records, etc.) will be considered for admission. If more applications are received than seats are available in a grade, a random drawing will be held the first week of March to determine acceptance. Any remaining seats available will be assigned on a first come first serve basis. Class size will be limited to approximately 25. Students will be assigned to a homeroom teacher by the staff during the summer. That is a binding assignment.

PHILOSOPHY

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

COVID Protocol

- MCP will be mask-optional unless positivity rates climb above 3% over a 5-day period at their campus, masks will be required at that campus until rates again fall below 1% for 2 weeks.
- Classrooms will shut down if no staff are available to lead. Classrooms will be shut down for 5 complete days if there are 5 or more cases in a 5-day period. A campus will only be shut down if there are not enough staff to operate adequately and safely.

2023-2024 School Calendar



MILWAUKEE COLLEGE PREP
COLLEGE BOUND. CHARACTER STRONG.

July 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
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27	28	29	30	31		

September 2023						
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October 2023						
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29	30	31				

November 2023						
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December 2023						
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30	31					

25-Jul	Admin Staff Report
7-Aug	New Staff Report
14-Aug	Veteran Staff Report
21-Aug	Open House 3-5 p.m.
23-Aug	School begins
4-Sep	Labor Day Break (NO SCHOOL)
29-Sep	Staff In-Service (NO SCHOOL)
19-Oct	Qtr 1 ends (40 dys)
20-Oct	Records Day (NO SCHOOL)
23-Oct	Fall Break (NO SCHOOL)
9-Nov	Parent-Teacher Conferences
10-Nov	Parent-Teacher Conferences (NO SCHOOL)
20-Nov	Thanksgiving Break begins (NO SCHOOL)
21-Dec	Winter Vacation begins (NO SCHOOL)
2-Jan	Staff In-Service (NO SCHOOL)
3-Jan	School resumes
15-Jan	Dr. King Holiday (NO SCHOOL)
18-Jan	Qtr 2 ends (47 dys)
19-Jan	Records Day (NO SCHOOL)
1-Feb	Parent-Teacher Conferences
2-Feb	Parent-Teacher Conferences (NO SCHOOL)
19-Feb	Winter Break (NO SCHOOL)
15-Mar	Staff In-Service (NO SCHOOL)
22-Mar	Qtr 3 ends (42 dys)
25-Mar	Spring Break begins (NO SCHOOL)
1-Apr	Record's Day (NO SCHOOL)
2-Apr	School resumes
8-Apr	thru 4/19: Qtr 3 P-T Conf (as needed)
3-May	Staff In-Service (NO SCHOOL)
24-May	Memorial Day Weekend (NO SCHOOL)
27-May	Memorial Day (NO SCHOOL)
31-May	8th Grade Commencement/Last Day of School for MS (36/38)
8-Jun	Last Day of School/Qtr 4 ends (45 days) NOON DISMISSAL

January 2024						
S	M	T	W	T	F	S
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February 2024						
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March 2024						
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30	31					

April 2024						
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21	22	23	24	25	26	27
28	29	30				

May 2024						
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June 2024						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Calendar dates may change due to inclement weather, etc. Please stay in touch with your school for updates. Individual schools may have additional non-attendance days which do not appear on this calendar. Also, methods and dates for distributing report cards may vary from school to school.

GENERAL SCHOOL INFORMATION



SCHOOL SCHEDULE

7:00 a.m. - 7:30 a.m. Early Drop-off (Extended Day fee charged)

7:30 a.m. – 7:50 a.m. Breakfast served

8:00 a.m. School begins

3:10 p.m. Dismissal for grades K4 – 8th

3:10 p.m.-5:30 p.m. Y Camp (Extended Day fee charge starts at 3:30 p.m.)

SCHOOL CLOSING

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

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

TRANSPORTATION

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

ATTENDANCE POLICY

Absences

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

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

Student Attendance and Absences

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

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

Parent Notification of Absence

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

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

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

Reporting Absences: If a student is absent, the parent/guardian must report the absence to the school office by 9:00 a.m. via phone, through the form on the school website (www.milwcollegeprep.com), or by sending a note with your scholar when he/she returns to school the following day.

Absences:

- **Every Absence** - Office administrator will contact parent/guardian if absence is not called in.
- **Two Consecutive Absences** – Teacher/EA will contact the parent /guardian .
- **Five Unexcused Absences:** A habitual truant letter will be mailed home. An attendance meeting will be scheduled with the parent/guardian and administration team and/or the social worker. Participation in extracurricular activities could be suspended after 5 absences in a given quarter.
- **Eight Total Absences in a Year:** Parent/guardian will be notified by letter about the seriousness of the issue from the Dean of Culture.
- **Twelve Absences in a Year:** Parent/guardian will be called to the school to meet with an administrator to discuss the absences and develop an attendance plan. Parent/guardian will

be notified of a scholar's possible risk of retention. At twelve or more absences in a quarter, scholars may be withheld from extracurricular activities and sports. Exceptions due to health/wellness-related causes with adequate documentation may be made by the campus Principal.

- **Twenty-Five Unexcused Absences in a Year:** At this point, the student will be considered a habitual truant. School administration will make a referral to an outside community service including TABs and the district attorney office alleging the belief that the acts or omissions of the child are such that his/her family has service needs. Milwaukee College Prep is required to submit an annual report to the Department of Public Instruction that reports habitual truants.

TARDINESS

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

Definition of Tardiness: scholars arriving after 8:00 AM or picked up before 3:10 PM (as measured by the school's main office clock) are marked tardy.

- If a scholar will be arriving after 8:30 a.m. with a doctor's excuse or because of a family emergency, the parent or guardian must call the office before 8:15 a.m. to notify the school. If a scholar is picked up before 3:10 p.m., a parent or guardian must call the office by 2:30 p.m. to notify the school of the early release.
 - The following is a schedule of consequences for tardiness (arriving after 8:30 a.m.)
 - **Four Tardies in a Quarter:** If a scholar is late four times in a Quarter, it is considered a problematic issue. At this point, the parent/guardian will be notified by a letter about the seriousness of the issue.
 - **Eight Tardies in a Quarter:** If a scholar is late eight times a quarter, it is a serious issue. At this point, the parent/guardian will be called to the school to meet with the Dean of Culture, Principal, and/or School Social Worker. The problem will be discussed, and an "On Time" plan will be developed.
 - **Twelve Tardies in a Quarter:** If a scholar is late twelve times a quarter, the parent/guardian must come to the school for a meeting before the child is allowed back in class. A contract must be signed by the administrator, teacher, parent, and scholar outlining steps that will be taken to improve that individual child's attendance in school before the scholar is allowed back in class. At twelve or more tardies in a quarter, scholars will be withheld from extracurricular activities and sports. Exceptions due to health/wellness-related causes with adequate documentation may be made by the campus Principal.

- **More Than Twelve Tardies in a Quarter:** At this point, the school administration may file a written complaint with a relevant court or child services agency alleging the belief that the habitual tardiness of the child is such that his/her family has service needs.

Early Dismissals

Early dismissals (scholars being picked up prior to 3:10 p.m. dismissal time) are recorded as tardies. To ensure the safety and security of scholars and minimize disruptions to classroom instruction and school operations, we require the following for early dismissals.

- Guardians requesting to pick scholars up early must contact the school's main office by 2:15 p.m. on the day of the early dismissal.
- Scholars must be physically picked up no later than 2:45 p.m. on the day of early dismissal. Scholars who are not picked up by this time must be picked up at the school's pick-up line at 3:10 p.m.
- Scholars will not be released for early dismissal without being signed out by a guardian listed in Skyward.
- If there are more than three early dismissals in a quarter, the family will meet with the Dean of Culture and/or the School Social Worker. Early Dismissals are counted as tardies.

Late Pickup Policy

At Milwaukee College Prep, we understand that unforeseen circumstances can arise and result in parents or guardians being unable to pick up their scholar(s) on time. However, to maintain a safe and secure environment for all students, we have established the following policy regarding late pickups:

Parents or guardians are expected to pick up their scholar(s) during our designated dismissal period (3:10p-3:40p). If they cannot, they should notify the school as soon as possible to make alternate arrangements.

If a scholar is not picked up on time and the school has not been notified of a delay, a designated staff member will attempt to contact the parents or guardians. If contact cannot be made, the staff member will continue supervising the scholar during our late-pickup grace period (3:45 p.m.- 4:00 p.m.) until they are picked up.

Late pickup fees will be assessed for students picked up after 4:00 p.m. The per scholar fee will be assessed for every minute after 4:00 p.m. This fee assists in covering MCP's costs of providing supervision staff beyond their contracted hours. Please note that unpaid fees prevent scholars from engaging in extra-curricular activities and 8th-grade promotion.

Fees are based on the tiered system of occurrences below;

Tier 1: 1-2 pickups after 4:00 p.m. will be charged a fee of \$1/minute.

Tier 2: 3-5 pickups after 4:00 p.m. will be charged a fee of \$5/minute.

Tier 3: 6+ pickups after 4:00 p.m. will be charged a fee of \$15/minute.

If a scholar is not picked up by 4:00 p.m. and the school has not been notified of a delay, the designated staff member will contact the emergency contact(s) on the scholar's Skyward profile.

At MCP, scholar safety and supervision are paramount. To ensure safety and well-being, Child Protective Services and/or Local Law Enforcement may be consulted for scholars who are not picked up by 4:30 more than 6 times

without reasonable arrangements being made between the family and the school. As mandated reporters, we must legally report signs of abuse and/or neglect.

All school employees are mandated reporters of child abuse and neglect in statute, Wis. Stat. § 48.981(2). When a concern arises, if school staff are unsure whether they have reasonable cause to suspect child maltreatment, they must gather enough information to make this determination.

We appreciate your cooperation in helping us maintain a safe and secure environment for all students.

WHEN TO KEEP A CHILD HOME FROM SCHOOL

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

• Fever (temperature 100 degrees or higher)	• Heavy nasal congestion or frequent cough	• Vomiting or diarrhea
• Blistery	• Bed Bugs	• Lice
• If your child has been diagnosed with a contagious disease	• Pink Eye – 24 hours after treatment with a doctor’s excuse	
If your child has any combination of any of the following: Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, please keep your child home from school.		

ILLNESS DURING SCHOOL HOURS

If a child is sick (feverish, pink-eye, flu-like, or COVID-19 symptoms or presents a health hazard to others i.e. bed bugs, ringworm) the school expects him/her to stay home for the day. We do not have a nurse on site. If a child becomes ill or injured during the school day and is not well enough to stay in class, the parent/guardian will be called to pick the child up. We do not have the capacity to watch over and care for ill children. Therefore you **must** be able to pick up your scholar in a timely manner. It is necessary to have updated emergency contact numbers on file in the school office in case no one can be contacted at home. If a child needs to take medicine while at school, a consent form must be filled out in the main office. All medications are kept in the office and dispensed. Milwaukee College Prep reserves the right to request a doctor’s excuse before your scholar may return to school under any circumstances.

HEALTH

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

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

Immunizations

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

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

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

WELLNESS POLICY

It is the goal of Milwaukee College Prep to make a significant contribution to the nutritional intake and physical fitness of each student by providing a school environment that enhances learning and development of lifelong wellness practices. At the center of a thriving school is a healthy, resilient and successful learner. MCP recognizes that a carefully implemented school wellness policy will improve the health and safety of all members in the school community and improve the academic achievement of students. Schools must actively promote positive, motivating, wellness messages to reinforce the importance of personal health and wellness.

Nutrition Guidelines

During each school day, the MCP food service program shall offer breakfast and lunch under the nutritional guidelines of the USDA's National School Lunch and Breakfast Program. School nutrition programs are proven to improve student performance and assist in closing the achievement gap. Snacks offered to students in addition to meals will be of optimal nutrition quality as well.

Special Dietary Needs

Parents of children who have special dietary needs based on a severe food allergy or religious restrictions must fill out the Medical Statement for Special Dietary Needs form and have it signed by their child's physician. This must be turned into the main office. Milwaukee College Prep may choose, at their discretion, to make a food substitution, but is not required to provide a substitution.

Nutrition Education

Milwaukee College Prep aims to teach, model, encourage, and support healthy eating by students. Nutrition education is designed to provide students with the knowledge and skills necessary to promote and protect their health.

Physical Activity

Every student shall participate in daily physical activity. Daily recess, physical education classes, extracurricular/after-school programs, and movement activities provide students with a physically active and healthful lifestyle. It is recommended that children accumulate at least 60 minutes of moderate to vigorous physical activity on all or most days of the week.

Other School Activities

After-school programs will encourage physical activity and healthful habit formation. Local wellness policy goals are also to be considered in planning school-based activities, such as field trips, fundraisers, dances and assemblies. Whenever possible, fundraising activities should demonstrate Milwaukee College Prep's commitment to promoting healthy behaviors and improving personal wellness.

Beverages

- Allowed: water; fruit and vegetable juices and fruit-based drinks that contain at least 50% fruit juice; milk; soymilk; sports drinks.
- Not allowed: soda; energy drinks; beverages containing caffeine (including coffee).

Portion sizes of foods sent in bag lunches or for snacks

- Two ounces for chips, fries, crackers, popcorn, cereal, trail mix, nuts, seeds, cereal bars, granola bars, pastries, muffins, doughnuts, cookies, bagels, dried fruit, jerky, and other bakery items
- Items not allowed by school policy may be confiscated.

Fast Food Lunches

We kindly request your support in upholding our wellness policy by providing nutritious lunches for your children, while discouraging the inclusion of fast food. However, we understand that there may be exceptional circumstances or special occasions where fast food is necessary. In such instances, we urge parents to consider healthier alternatives, such as subs. Please be aware that our guidelines regarding the prohibition of soda and portion sizes apply universally, whether the lunch is brought from home or purchased from a fast food establishment.

In order to maintain an environment conducive to focused learning, MCP has instituted a policy that strictly prohibits the delivery of food by third-party companies, including but not limited to; UberEats, Grubhub, and DoorDash. Additionally, attempts to deliver food by individuals not identified on the scholar's MCP profile will be denied. Likewise, we cannot accept or accommodate food deliveries made by parents/ guardians after the scholar's designated lunch period has ended. Any such deliveries will either be declined or disposed of accordingly. It is important to emphasize that MCP lacks the necessary refrigeration space and oversight to safely monitor food left for scholars outside of the specified policy guidelines outlined above.

Birthday Celebrations

Birthday celebrations will be held at the end of the day (2:45-3:00). Teachers must be notified at least one day in advance by note or phone call. Below is a list of birthday celebration ideas. Snacks (Nutritional snacks are encouraged. Follow the above guidelines.) Please arrive with appropriate supplies (napkins, plates, silverware, etc.).

- Bookmarks, pencils, trinket bags
- Donate a book to the child's classroom in their name
- Individually wrapped items

To minimize disruptions to learning, scholars celebrating a birthday at school may only have two guest visitors admitted to the classroom.

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

standards requirements in conjunction with DPI and MPS.

PROHIBITED MATERIALS

Students are not allowed to have any item that may disrupt a first-class learning environment. Prohibited items may include gum, soda, candy, electronic game devices, toys, perfume or cologne.

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

CELL PHONES/ELECTRONICS/SMART WATCHES

Cell Phones/Smart Watches may be brought to school, but **MUST** be turned off and given to their homeroom teacher upon entering homeroom and will be returned when the scholar is dismissed for the day. Cell phones/Smart Watches may **NOT** be stored in lockers or bookbags nor used in any manner. If a student is caught using a cell phone/smart watch (talking, texting, playing games, listening to music, taking pictures, recording) the following will happen:

- **First Occurrence:** A staff member will confiscate the cell phone/smart watch, which may be picked up by the scholar at the end of the day, and the scholar will be issued a \$5.00 Virtuous Dollar Withdrawal by a staff member.
- **Second Occurrence:** A staff member will confiscate the cell phone/smart watch and **ONLY** a parent who is listed in Skyward is able to come and pick it up. In the chance that a scholar is normally picked up by an older sibling or someone not on the list - then the teacher or Dean of Culture should reach out to the parent and inform them of the confiscation and request permission to give the phone/smart watch to the sibling/or person picking up the scholar. A \$5.00 Virtuous Dollar Withdrawal will be given to the scholar as well by a staff member.
- **Third Occurrence:** The Dean of Culture will confiscate the phone/smart watch, make a \$5.00 withdrawal, and a meeting with the parent and scholar needs to be scheduled before the phone/smart watch can be returned. Repeat the procedure explained in **SECOND OCCURANCE** for returning the phone. During the meeting the scholar should be placed on a Cell Phone Success Plan which could include but not be limited to having to turn their phone in to the Dean or Principal daily for a required amount of time, total loss of cell phone privileges (scholar will not be able to bring phone/smart watch to school at all), Community Service, and/or Restorative Project.

If A Scholar Refuses to Give Their Phone/Smart Watch: If a scholar refuses to turn in a cell phone then the first priority becomes to get the phone. If the Teacher/EA are unsuccessful in getting the phone they should reach out to the parent and inform them or bring another staff member who has a better relationship/approach to get the phone. If those do not work then that is when the Dean of Culture should get involved. Once the phone is taken then the following should be issued:

- **A restorative consequence** - sitting down with the scholar and going over the expectations and talking through what turning in the cell phone looks like moving forward
- **A deduction** - a full withdrawal is issued - a suspension should only come into play if the scholar becomes aggressive, uses profanity, or displays gross disrespect with staff.
- **A logical consequence** - this can be reflection time with either the teacher, Dean, or Principal. This could also be loss of a class privilege, restorative project, community service, or a cell phone success plan.

SEARCH OF STUDENT BELONGINGS

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

CUSTODY POLICY

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

UNIFORM

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

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

- Parents are contacted regarding missing item by 9:00 a.m.
- Uniform withdrawal is issued (parents can agree to purchase one and have it added to their invoice in order for their child not to receive the withdrawal or they can drop the missing piece off by 10:00 a.m.)
- Major uniform infractions (no MCP polo, jeans, dressed-down when not earned, etc.) will require the scholar to be held out of class until the proper uniform is dropped off.

Elementary Uniform Policy: Grades K4-4th

Monday - Friday: MCP Red Polo/Fleece, Navy Blue Pants, Belt (1st - 4th), Tennis Shoes

Red MCP Polo	Polo Shirts are for sale online at https://mcpuniform.orderpromos.com (\$13 for short-sleeved; \$27.50 for fleece). If it is cold, students may wear t-shirts, long-sleeved t-shirts or turtlenecks under their polos (these shirts must be plain white, black, blue or red), a Milwaukee College Prep fleece or a navy blue cardigan sweater (no hoods, logos or belts). When polos are worn by themselves they must be tucked in.
Navy blue pants	Walking shorts, skirts or skorts that are no shorter than three inches above the knee are allowed on hot days (no jumpers). Cargo shorts/pants, jogger, skinny pants, corduroy and no denim of any color are prohibited), buttons, designer labels or outside zippers. If pants have belt loops, students must wear a belt.
Belt	(1st -4th grade) Must wear a belt when belt loops are present.
Headwear	Headbands and barrettes are allowed. No hats, hoods, bandanas, du-rags etc. (any headbands determined to be distracting to the learning environment may be asked to be removed, i.e. large bows, ears, lights, etc.)
Socks/Tights	Solid red, white, blue or black socks, tights or leggings. (No patterned i.e. stripes, polka dots, oversized logos sock, tights or leggings).
Shoes	Gym shoes are preferred so students do not need to change for P.E. classes. All scholars must wear closed toed shoes. No boots, moccasins, sandals, clogs, crocs, shoes that lace up one inch past the ankle, or flip-flops allowed. In winter, if boots are worn to school, students must change into uniform permitted shoes for class. Light-up shoes are to be turned off during the school day. Heelys are not permitted.

Middle School Uniform Policy: Grades 5th -8th

Monday & Wednesday: MCP Navy Blue Vest, White Oxford Button Down Shirt (Short or Long Sleeved), Tie, Navy Blue or Khaki Pants, Belt, Tennis Shoes

MCP Navy Blue Vest	MCP Vest are for sale online at https://mcpuniform.orderpromos.com for \$33. Scholars are expected to wear a short or long sleeved white oxford button down shirt under the vest which must also be accompanied with a tie (for the boys) and an ascot (for the girls).
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White Oxford Shirt (short or long sleeved)	Scholars must wear a white button down oxford shirt underneath the vest. It can be a short sleeve shirt for warmer days and a long sleeve shirt for colder days.
Tie/Ascot	Scholars MUST wear a tie (boys) or ascot (girls) on professional dress day. Ties and Ascots can be purchased in the main office of each campus.
Navy blue or khaki pants	Walking shorts, skirts or skorts that are no shorter than three inches above the knee are allowed on hot days (no jumpers). Cargo shorts/pants, joggers, skinny pants, corduroy and no denim of any color are prohibited), buttons, designer labels or outside zippers. If pants have belt loops, students must wear a belt.
Belt	Must wear a solid color belt, that does not obtain any rhinestones, when belt loops are present.
Headwear	Headbands and barrettes are allowed. No hats, hoods, bandanas, du-rags etc. (any headbands determined to be distracting to the learning environment may be asked to be removed, i.e. large bows, ears, lights, etc..). Please see photos below for examples of headwear NOT allowed.
Socks/Tights	Solid red, white, blue or black socks, tights or leggings. (No patterned i.e. stripes, polka dots, oversized logos sock, tights or leggings).
Shoes	Gym shoes are preferred so students do not need to change for P.E. classes. All scholars must wear closed toed shoes. No boots, moccasins, sandals, clogs, crocs, shoes that lace up one inch past the ankle, or flip-flops allowed. In winter, if boots are worn to school, students must change into uniform permitted shoes for class. Light-up shoes are to be turned off during the school day. Heelys are not permitted. Please see photos below for examples of footwear NOT allowed.

Tuesday, Thursday, and Friday: MCP Red Polo/Fleece, Navy Blue or Khaki Pants, Belt, Tennis Shoes

Red MCP Polo	Polo Shirts are for sale online at https://mcpuniform.orderpromos.com (\$10 for short-sleeved; \$25 for fleece). If it is cold, students may wear t-shirts, long-sleeved t-shirts or turtlenecks under their polos (these shirts must be
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	plain white, black, blue or red), a Milwaukee College Prep fleece or a navy blue cardigan sweater (no hoods, logos or belts). When polos are worn by themselves they must be tucked in, unless worn with a MCP fleece or MCP cardigan.
Navy blue or khaki pants	Walking shorts, skirts or skorts that are no shorter than three inches above the knee are allowed on hot days (no jumpers). Cargo shorts/pants, jogger, skinny pants, corduroy and no denim of any color are prohibited), buttons, designer labels or outside zippers. If pants have belt loops, students must wear a belt.
Belt	Must wear a solid color belt, that does not obtain any rhinestones, when belt loops are present.
Headwear	Headbands and barrettes are allowed. No hats, hoods, bandanas, du-rags etc. (any headbands determined to be distracting to the learning environment may be asked to be removed, i.e. large bows, ears, lights, etc..)
Socks/Tights	Solid red, white, blue or black socks, tights or leggings. (No patterned i.e. stripes, polka dots, oversized logos sock, tights or leggings).
Shoes	Gym shoes are preferred so students do not need to change for P.E. classes. All scholars must wear closed toed shoes. No boots, moccasins, sandals, clogs, crocs, shoes that lace up one inch past the ankle, or flip-flops allowed. In winter, if boots are worn to school, students must change into uniform permitted shoes for class. Light-up shoes are to be turned off during the school day. Heelys are not permitted.

Headwear NOT Allowed to be Worn During School Hours

**SnapBacks/Fitteds
Bandanas**

Du-rags

Headscarves (Non-religious)

Bonnets



Footwear NOT Allowed to be Worn During School Hours



Snow Boots

Crocs

Yeezy Slides

Yeezy Foam

Flip Flops/Slides

Heelys

Runners

SUPPLIES

Families will be sent a supply list in the summer of supplies to bring on the first day of school. Please visit the MCP website for more information.

K4-5th All scholars' supplies will be kept in separate, sealed containers. Scholars in grades **K4-4th** can request additional materials from their individual supplies as needed. A teacher will contact you when your scholar is running low on any of his/her supplies. **6th-8th** grade students will keep their necessary daily supplies in their backpacks each day. Extra supplies should be kept at home and only brought to school when they are running low of a particular supply. If a 5th-8th grade student shows up to a class without the necessary supplies for success, Virtuous Dollars will be deducted.

Scholars will be charged for any lost or damaged supplies provided by the school.

PROACTIVITY

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

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

Milwaukee College Prep embraces “Restorative Practices” as a foundation for social-emotional skills, happiness and health. Restorative Practices, which include weekly community circles and pride groups are used to establish trust, and honor scholar voices. Peacekeeping circles will be used

in behavioral situations and/or for scholar reinstatement when an individual, community or learning environment was harmed. **Restorative practices uphold MCP's mission of "Knowledge plus Character" to foster strong character choices with a focus on sustaining and repairing their community.**

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

Withdrawals and Deposits

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

Withdrawal

If a student displays poor behavior they are asked to make a withdrawal from their account. In grades K-3 - 8 this may result in a deduction from Virtuous Dollars. If repeated poor choices occur or a student commits a major offense, we say that s/he is "overdrawn" on their "good choice" account and he/she will have a "full withdrawal". Withdrawals are documented daily on LW sheets for elementary and are documented every Tuesday through Virtuous Dollar Sheets for Middle School.

Deposit

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

When a child is overdrawn for repeated behaviors and/or major offenses the following will occur:

1st full withdrawal of the day:

Student completes the full withdrawal reflection by answering questions about the poor behavior that was displayed. The student then presents the reflection to the teacher. The teacher and student work together to complete the deposit that outlines repair and restoration of the relationship or classroom community. The withdrawal and deposit form is sent home to be discussed and signed by the parent/guardian. Depending on the severity of the offense the Teacher, Educational Assistant or an Administrator will make a phone call home to communicate the behavior.

2nd full withdrawal of the day:

Students complete full withdrawal and deposit as outlined above. Depending on the severity of the offense the Teacher, Educational Assistant or an Administrator will make a phone call home to communicate the behavior.

3rd full withdrawal of the day:

Student is removed from the classroom and a mandatory conference with the teacher, parent and student is required before the student is allowed back in class. Students completes the full withdrawal as outlined above.

In a quarter: Repeated multiple full withdrawals in a day

A mandatory conference with the Culture Dean, teacher, parent and student is required before the student is allowed back in class.

In a quarter: 3 suspensions, or 5 full withdrawals

A mandatory meeting is required with the administrator, teacher, parent/guardian and student before the student is allowed back in class. During this meeting, the scholar will be placed on a success plan, or an AGO behavior plan based on the severity of the incident. At this point, the scholar may be referred to the RTI (Response to Intervention) team. Behavior monitoring will be assigned for the remainder of the quarter. Involvement from our school Social Worker or School Psychologist may occur.

Class Dojo

Class Dojo is an innovative communication platform designed to enhance collaboration and engagement between teachers, students, and parents within our school community. It provides a user-friendly interface that promotes positive behavior, fosters academic growth, and strengthens the school-home connection. Teachers can track and reward positive behaviors in the classroom, customize a list of desired behaviors, and award points to students in real-time for displaying these behaviors. This encourages a positive learning environment and reinforces good conduct. The platform also enables instant messaging between teachers and parents, facilitating discussions about a child's progress, upcoming events, or any concerns. Class Dojo allows teachers to share classroom updates, photos, and announcements through the Class Story feature, keeping parents informed about classroom activities and fostering a connection with their child's educational journey.

Student portfolios showcase academic achievements and growth, with parents actively engaging in their child's progress. Students earn Class Dojo points for positive behavior and participation, which can be redeemed for rewards or privileges set by the teacher, promoting motivation and responsibility. The platform fosters a sense of community within the classroom, encouraging teamwork and collaboration. Class Dojo prioritizes privacy and security, protecting personal information and complying with data protection laws. Through Class Dojo, we aim to create a supportive and encouraging learning environment, strengthening communication and involvement to foster the success and growth of all our students.

- **BEHAVIOR:** Teachers make every attempt to seek to understand and connect before corrections occur. Scholars are given opportunities to redirect their behavior, given warnings and the teacher will use least invasive techniques (such as having private conversations and using non-verbal cues) prior to giving a scholar a withdrawal. Teachers make withdrawals of Virtuous Dollars through Class Dojo for each minor offense including, but not limited to the following disruptions happening chronically: (calling out, out of seat, lack of materials, gum/candy ...). An increase of withdrawal amounts will occur for more serious offenses (disrespect to teachers/peers and refusal to follow directions). More egregious offenses, or continued repetition of above mentioned offenses, could result in a full withdrawal. Students who commit to repairing/ restoring the harm caused by their actions after a full withdrawal will receive 5 Virtuous dollars back into their account.

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

There is a weekly Class Dojo Report that goes home every first day of the week.

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

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

- Parent will be notified that their scholar's bank account is below the 70% amount.
- A Tracker will be developed for the scholar to track positive and negative behaviors for the following week.
- These Trackers will be completed by teacher and student following each class ● Trackers will be checked by Dean at lunch and at the end of the day and then taken home for a parent signature.
- This sheet is carried as long as the amount of virtuous dollars remains below 70%.

- Once a child's virtuous dollars go above 70% for a week, they are no longer required to carry the sheet.

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

- Dean of Culture will begin check-in with the student at the beginning of each day.
- Tracker expectations will remain in place
- Community Service to the school may be required twice a week
- Parent meeting will be required with the Dean of Students to review what has been happening and initiate a Success Plan

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

- Dean of Culture will begin check-in with the student at the beginning of each day.
- Tracker expectations will remain in place
 - Parent meeting will be required with Dean of Culture and Principal to review what has been happening and to review/revise Success Plan
- Community Service to the school may be required three times a week

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

Suspension

At Milwaukee College Prep, Ensuring the safety and well-being of our scholars is our top priority. Therefore, we have implemented a suspension policy that helps us maintain a safe and respectful learning environment for everyone. However, we also recognize the importance of restorative practices in addressing harm and promoting healing.

Along with our suspension policy, we will implement restorative practices to address any harmful behavior. These practices focus on repairing harm and restoring relationships rather than punishing the scholars. We may employ mediation, circles, and conferences as part of our restorative practices, as we tailor them to the specific situation and needs of the individuals involved.

Please note that suspensions are imposed when an extremely egregious behavior has harmed our school community. Because of this, scholars must be picked up from school immediately to allow our staff time and space to identify the next steps in restoring any harm that has taken place in our school community. Students picked up after 12:00 p.m. on the day of their suspension will have to serve their first day of suspension the following day.

We aim to create a more positive and supportive school community where everyone feels heard and valued. We hope that this policy will help us achieve this goal. Below is a list of infractions that may lead to a scholar being suspended.

Infractions may include but are not limited to:

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

Before the student may return to class after a suspension, a reinstatement meeting with the Dean of Culture teacher, parent/ guardian and scholar will be held to address the scholar's behavior and create a plan for restoring a relationship or repairing harm.

Discipline of Students with Disabilities 34 CFR §§ 300.530 – 300.536 To the extent that they also take such action for children without disabilities, school personnel may, for not more than 10 school days in a row, remove a child with a disability who violates a code of student conduct from his or her current placement to an appropriate interim alternative educational setting, another setting, or suspension. School personnel may also impose additional removals of the child of not more than 10 school days in a row in that same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement. Once a child with a disability has been removed from his or her current placement for a total of 10 school days in the same school year, the school must, during any subsequent days of removal in that school year, provide services to the extent required.

Additional Authority If the behavior that violated the code of student conduct was not a manifestation of the child's disability and the disciplinary change of placement would exceed 10 school days in a row, school personnel may apply the disciplinary procedures to that child with a

disability in the same manner and for the same duration as it would to children without disabilities, except that the school must provide services to that child. The child's IEP Team determines the interim alternative educational setting for such services.

Manifestation Determination Students who have an IEP or 504 plan are provided the protections under that plan as outlined in State and Federal statutes. Within 10 school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct (except for a removal that is for 10 school days in a row or less and not a change of placement), the school, the parent, and other relevant members of the IEP Team must review all relevant information in the student's file, including the child's IEP, any teacher observations, and any relevant information provided by the parents to determine: 1. If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or 2. If the conduct in question was the direct result of the school's failure to implement the child's IEP or 504. If the school, the parent, and other relevant members of the child's IEP Team determine that either of those conditions was met, the conduct must be determined to be a manifestation of the child's disability. If the school, the parent, and other relevant members of the child's IEP Team determine that the conduct in question was the direct result of the school's failure to implement the IEP, the school must take immediate action to remedy those deficiencies. For additional information on procedural safeguards and due process, please refer to: Parent Rights and Responsibilities in Special Education Notice of Procedural Safeguards at <https://dpi.wi.gov/sped/families/rights>.

Expulsion

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

- Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, **but not limited to, a gun or a knife; a toy weapon (gun, pellet gun, air gun or knife) or a controlled substance including, but not limited to, prescription medication (not prescribed to the scholar), cigarettes, cigars, vapes, pills, inhalants, edibles, THC/Delta 8, CBD, etc. may be subject to expulsion from the school.**
- Any student who assaults a staff member on school premises or at school-sponsored or school related events, including athletic games, may be subject to expulsion from the school.
 - When a student is expelled under the provisions of this section, no school or school district within the state shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the Principal a written statement of the reasons for said expulsion.

Please note that the definition of "assault" includes not only harmful or offensive contact, but also threatening such contact. Assault is an attempt or a threat to physically harm another person with the apparent present ability to do so and the victim has reasonable fear or apprehension of immediate

bodily harm. Assault is committed without physical contact.

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

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

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

BULLYING POLICY

Milwaukee College Prep is unwavering in its commitment to providing a secure environment for scholars to achieve academic excellence and to foster positive interpersonal relationships. Bullying is strictly prohibited within our institution as it undermines our mission and the safety and well-being of both scholars and staff. Bullying is defined as an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behavior that intends to cause physical, social and/or psychological harm. Bullying can manifest in various forms, including physical, verbal, indirect (e.g., cyberbullying), and through proxies. Bullying is strictly prohibited in all school-related settings, including school activities under supervision, and through electronic means of communication.

Bullying behavior can be:

- **Physical** - *assault, hitting, kicking, theft, etc.*
- **Verbal** - *threatening, or intimidating language, name calling, cruel rumors, racist remarks, etc.*
- **Indirect** - *spreading of rumors, social exclusions and isolation, using technology in a harmful manner*
- **Cyber bullying** - *Cyber bullying includes, but is not limited to, use of email, google classroom, Flip Grid (or any other online/social media platforms), Instant messaging, text messages, digital pictures or images, cell phones, or website postings.*
- **Bullying by proxy** – *someone engaging in bullying through another or on behalf of another*

1. Bullying VS Conflict

1.1 - Bullying and peer conflict are two different things that can occur in schools. Peer conflict refers to a disagreement or argument between two or more students that is typically a one-time or occasional occurrence and is not characterized by a power imbalance. On the other hand, bullying is a repetitive and intentional behavior that is meant to harm or intimidate a person who is perceived as less powerful. It involves a power imbalance, where the bully has more physical or social power than the victim. While peer conflict can be resolved through communication and mutual understanding, bullying requires more intervention and support to address the power imbalance and prevent further harm.

1.2 - Characteristics of Conflict VS Bullying

Normal Peer Conflict	Bullying
<i>Equal Power</i>	<i>Imbalance of Power</i>

<i>Happens Occasionally</i>	<i>Repeated negative actions</i>
<i>Accidental</i>	<i>Purposeful</i>
<i>Not serious</i>	<i>Serious with threat of physical odr emotional harm</i>
<i>Equal emotional reaction</i>	<i>Strong emotional reaction from victim and little or no emotional reaction from bully</i>
<i>Not seeking power or attention</i>	<i>Seeking power, control, or material things</i>
<i>Not trying to get something</i>	<i>Attempt to gain material things or power</i>
<i>Remorse - will take responsibility</i>	<i>No remorse - blames victim</i>
<i>Effort to solve the problem</i>	<i>No effort to solve problem</i>

*****Please note that bullying can also take place between scholar and scholar, scholars and adults, or adults and adults.*****

2. Bullying Prevention

2.1 - Milwaukee College Prep shall make available evidence-based resources and comprehensive research-based programs to prevent bullying. Prevention activities may include, but are not limited to, social and emotional learning programming, proactive relationship and community building strategies, morning meetings, community circles, surveys and evaluation tools, staff training, and scholar skill building.

3. Reporting Bullying Concerns

3.1 - Step 1: Report to a Staff Member - If a scholar experiences or witnesses bullying, their first step is promptly reporting it to a staff member. This staff member may be a teacher, counselor, administrator, educational assistant, or trusted staff member. Trusted staff members should collect details in writing and depending on the severity of the concern, staff members should work to resolve/mediate the concern or report it to the Dean of Culture.

3.2 - Step 2: Share the Details - When reporting a bullying concern, the scholar should provide as many details as possible about the incident. This includes information about the time, place, individuals involved, and any witnesses. Clear and accurate information is crucial for addressing the issue effectively.

3.3. Step 3: Maintain Confidentiality - Staff members are committed to preserving the confidentiality of the scholar's report to the fullest extent possible while addressing the issue appropriately. It's essential to understand that, in some cases, confidentiality may need to be compromised to ensure the safety of all scholars.

4. Staff Member's Responsibilities

4.1 - Step 1: Receipt of Complaint - When the Dean of Culture receives a complaint from a scholar about bullying, the administrator should partake in The 4-A Response Process while addressing the scholar's complaint:

4.2 - The 4-A Response Process

The 4-A Response Process	
Affair the Scholars Feelings	<ul style="list-style-type: none"> ● <i>“You were right to report this to an adult.”</i> ● <i>“I am really glad you told me about this.”</i> ● <i>“I am glad you asked for help with this.”</i> ● <i>“It must have been really difficult for you to come to me.”</i> ● <i>“This sounds like a really tough situation.”</i>
Ask questions	<ul style="list-style-type: none"> ● <i>Who was involved?</i> ● <i>What happened?</i> ● <i>When and where did it happen?</i> ● <i>How long has this been happening?</i> ● <i>How many times has this happened?</i> ● <i>Has anyone else seen this?</i> ● <i>What have you tried?</i> ● <i>What do you need to feel safe?</i>
Assess the scholars safety	<ul style="list-style-type: none"> ● <i>Do you feel safe?</i> ● <i>What do you need to feel safe?</i> ● <i>Are you concerned for the safety of the student being bullied? (When asking an upstander)</i>
Act	<ul style="list-style-type: none"> ● <i>Begin Investigation</i>

4.3 - Notify Parents - Reach out to parents and inform them of the claims and the start of the investigation. Have the scholar present when notifying the parent.

4.4 - Step 2: Investigate - Initiate investigation **immediately** after receiving the report. Complete the investigation as soon as possible, within **24 hours** of receiving the report, unless sufficient reason exists to extend the timeline.

- **Gather available information**
- **Interview all parties involved separately**
- **Keep a written record of the investigation in administrative records/files**
 - *collect written statements from victim, offender, and witnesses*
- **Maintain confidentiality**
- **Make a determination of whether bullying occurred**
 - *If bullying has not occurred, communicate with the parent of the victim detailing investigation and inability to substantiate bullying. If bullying has occurred, proceed to Step 3.*

4.5 - Step 3: Take Appropriate Action

- **Do environmental changes need to happen to promote the safety of scholars?**
 - *Ex. Change in classrooms or campus?*
 - *Ex. Supervision Plan, Stay-Away Contract, check-in/check-out for the offender(s)*

■ **MCP School Based Stay Away Agreement**

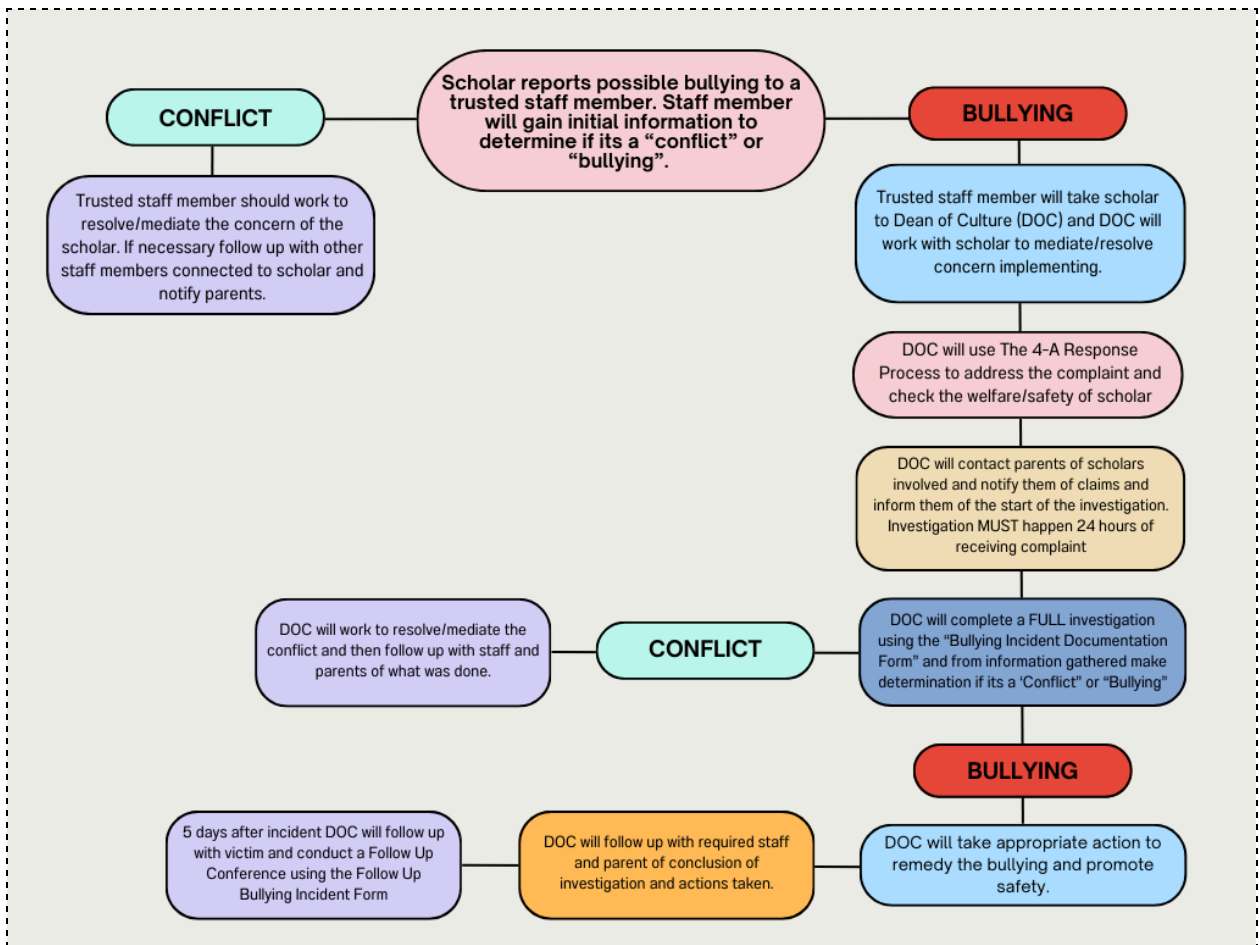
- **Balance need for accountability (discipline) and the need to teach appropriate behavior (support)**
 - *Awareness-raising consequences in conjunction with logical consequences*
 - *Develop Restorative and/or Self Education Projects/Task*
 - *Restricted access to areas or heightened adult supervision*
 - *Success Plan*
 - *Supervision Plan*
- **Document consequences within Skyward and ensure parents receive all documentation (i.e full withdrawal, suspension documentation)**

4.6 - Step 4: Notify parents/guardians of affected parties and the outcome of the investigation

- **Reach out to the parent and communicate with the parent of the victim detailing investigation and ability to substantiate bullying.**
- **Communicate actions being taken to prevent further bullying and/retaliation**
 - *Increase adult supervision*
 - *Temporarily change offenders schedule/environment*
 - *Establish a safe zone or person for the victim*
 - *Create a personal safety plan*

4.7 - Step 4: Follow Up - Within 5 school days, contact the victim to determine if behavior has recurred and whether additional support is needed. If so, work with appropriate staff to implement and follow up at regular intervals.

4.8 - Bullying Flowchart



5. Annual Distribution

5.1 - This policy will be distributed annually to all enrolled students, their parents or guardians, and employees to ensure everyone is aware of our commitment to a safe and respectful environment.

6. Responsibilities of Students and Parents

6.1 - This policy emphasizes the importance of open communication about bullying between parents and their children. Scholars are encouraged to report bullying, whether they are victims or witnesses, and parents are urged to contact the school if they become aware of any challenges to their child's safety and comfort.

In summary, this policy outlines clear steps for reporting bullying concerns and Milwaukee College Prep's commitment to addressing and resolving these issues to maintain a safe and nurturing learning environment for all.

TITLE IX POLICY

Title IX is a federal law that protects people from sex discrimination in educational programs and

activities at K-12 schools, colleges and universities that receive federal financial assistance. Sexual harassment, including sexual violence, and retaliation are forms of discrimination prohibited by Title IX. The law reads, in part, as follows:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial assistance.

At Milwaukee College Prep, all employees are mandated reporters. As such, they are required by Title IX and MCP policy to report any information they have concerning possible sexual harassment or sexual misconduct to the Title IX Coordinator. This means that information, reports and complaints regarding any alleged sexual harassment or misconduct shared with any staff member must be directed to a member of the Title IX staff.

The Title IX Coordinator will consult, when applicable, Title IX Lead Investigator regarding the merit of alleged violations and/or the disposition of the same (preliminary investigation). The Title IX Coordinator/Lead Investigator will assess if any immediate action is needed such as an interim suspension or no contact [protection] order.

If a report of possible sexual misconduct needs to be reported, please use the online form located here: <https://forms.gle/H5k4X1kci2gwits76>

SOCIAL MEDIA POLICY

The purpose of this social media policy is to guide Milwaukee College Prep scholars in the appropriate and responsible use of social media platforms. This policy aims to foster a safe, respectful, and positive digital environment while promoting the values and expectations of the school community.

1. Responsible Digital Citizenship:

1.1. Respect: Scholars must treat others with respect and kindness when using social media platforms. Refrain from engaging in cyberbullying, harassing behavior, or any form of harmful conduct.

1.2. Think Before You Post: Scholars should think carefully before posting anything online. Consider the potential consequences and how the post may reflect on yourself and the school.

1.3. Protect Personal Information: Avoid sharing personal information such as full name, address, phone number, or sensitive details on social media. Protect your privacy and stay safe online.

1.4. Be Inclusive: Embrace diversity and be inclusive in your interactions on social media. Do not discriminate or engage in any form of hate speech or offensive language.

2. School Representation:

2.1. Positive Image: When posting on social media, scholars are representatives of Milwaukee College Prep. Maintain a positive and respectful image that aligns with the school's values.

2.2. No Disparaging Remarks: Avoid making negative or disparaging remarks about the school, teachers, staff, fellow students, or any other members of the school community.

2.3. Respect School Time: During school hours, focus on your studies and avoid using personal devices or accessing social media platforms without explicit permission from teachers for educational purposes.

3. Cyber Safety:

3.1. Protect Yourself: Be cautious when interacting with others online. Do not share personal information, passwords, or sensitive data with anyone, even if you believe you know them.

3.2. Reporting Concerns: If you come across any harmful or inappropriate content on social media, report it to a teacher or a trusted adult immediately.

4. Privacy Settings:

4.1. Adjust Privacy Settings: Set your social media accounts to private to control who can see your posts and personal information. Only accept friend requests or connections from people you know in real life.

5. Digital Footprint:

5.1. Be Mindful: Understand that your online actions leave a digital footprint that can be traced back to you. Act responsibly and consider the potential impact of your online presence on your future.

6. Consequences:

6.1. Violations: Scholars who violate this social media policy may face disciplinary action, such as counseling, parent meetings, or other consequences deemed appropriate by school administration.

By adhering to this social media policy, Milwaukee College Prep scholars contribute to a positive and respectful digital environment that reflects the values of the school community.

LIFE'S WORK POLICY

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

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

Grades K-2, 15 - 45 minutes

Grades 3 - 5, 30 - 60 minutes

Grades 6 - 8, 60 - 90 minutes

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

In primary and elementary grades, the Life's Work sheet will go home nightly with each child and must be signed by a parent or guardian each night after the Life's Work is checked. The signature is an important part of Life's Work. The parent "signing off" on the Life's Work indicates that the Life's Work has been completed and checked and has been given the parental "stamp of approval".

In middle school, students use MCP-provided agendas to keep track of their life's work for their classes. Students in the middle grades are not required to have a parent or guardian sign their agenda as in these grades we are focusing on the self-efficacy needed to thrive in their transition to high school.

If a student is absent, the student will need to complete the homework no later than one day after returning to school (unless the teacher has given approval for an extension).

Life's Work will be collected and graded by the content area teacher. For example, Science life's work will be collected and graded by the Science teacher. If a scholar does not complete their Life's Work, the assignment will be entered into the gradebook as "Missing" and receive a 0%. Progress reports

are sent weekly on Tuesday mornings by 10:00 AM. In the progress report, parents will be able to monitor scholar's completion of Life's Work. It is essential that parents view the Tuesday Progress Report. Life's work makes up 10 to 15% of a scholar's grade in their classes.

Missing or Incomplete Life's Work

If a child does not fully complete his/her Life's Work, completes the Life's Work in poor quality, or does not have necessary materials for class, the student will be issued a deduction of 5 dollars in Class Dojo. In order for a homework assignment to be considered complete, it must:

- 1) Be written in complete sentences
- 2) Have the correct heading, including the student's first and last name
- 3) Have no skipped questions – all questions must be attempted. If a child needs assistance with his or her homework, he or she must do the following, in the order listed:

- Ask parent/guardian/family member for assistance
- Call a classmate
- Even if a child does not successfully make contact with any of the above resources, he/she must still complete every question on his/her assignment in order for it to be considered complete

Life's Work Accountability System

Class Dojo, see page 21, will be used to communicate missing life's work to parents. When students arrive at school, all of their life's work for all of their classes will be checked for completion by the homeroom teacher or EA. If an assignment is not completed, the homeroom teacher will notify the parent/guardian through a notification via Class Dojo that identifies the missing life's work. In the middle grades, a 5 point deduction will be made to the scholar's Class Dojo account.

Tiers of Communication for Missing Life's Work

1st offense of the quarter: Scholar is issued a verbal warning and the parent/guardian will be notified via Class Dojo

2nd– 3rd offenses of quarter: Scholar is issued a Life's Work deduction of 5 dollars in Class Dojo (middle grades) and parent/guardian is notified via Class Dojo of the missing assignment(s) by the homeroom teacher

4th offense of quarter: All steps above are completed in addition to a phone call from the teacher to discuss a plan to ensure timely submission of homework on a consistent basis

6th offense of quarter: All steps above are completed in addition to a mandatory in-school conference with the Academic Dean, parent, and student

10th offense of quarter: All steps above are completed in addition to a mandatory meeting with the Principal, Academic Dean, teacher, parent/guardian and student.

*Chronic Life's work withdrawals could result in retention due to the impact of missing or incomplete life's work can have on the overall grade for core classes.

STUDENT ASSESSMENT

Progress reports will be emailed on Tuesdays starting about the third week of the quarter. In addition to weekly classroom assessment measures given at each grade level, we will use several other more formal assessment tools to evaluate the academic progress of our students:

1. All scholars will be taking the WI Forward Exam of Common Core Standards. It will be administered to all students in grades 3-8. All tested grades take reading, writing, and math. Only 4th and 8th grades take science and social studies.
2. NWEA is a Common Core State Standards aligned assessment. It is a computerized adaptive assessment that provides accurate, useful information about student achievement and growth. The test is administered in fall, winter and spring for all K5-8th grade students.
3. MyIGDIS is administered to scholars in grade K4. DIBELS is administered in K5, 1st, and 2nd grades. It is given in the fall, winter, and spring. This DPI state mandated testing occurs to ensure that all scholars are meeting grade level benchmarks in literacy skills and that appropriate support services are provided if indicated.

Report Cards are issued quarterly as indicated by the school calendar. Conferences are scheduled at each of these times for parents/guardians and teachers to discuss the student's progress.



PROGRESS REPORTS

Student grades are always available for review via an on-line grade book on Skyward. To get logged on to Skyward, send an email requesting access to Skyward to info@milwcollegeprep.com. You will receive a return email within 1 school day with log-in information and your password. Progress Reports will be emailed to parents on Tuesdays starting about the third week of the quarter. It is important for your email information to be updated in Skyward so that you receive important information, such as progress reports. Any parents who opt-out of receiving email progress reports, and would prefer to still receive printed copies, please send an email to info@milwcollegeprep.com.

PURPLE SHIRT (ELEMENTARY) BLACK SHIRT (MIDDLE SCHOOL)

We will also award a special recognition of “Purple Shirt” and “Black Shirt” for students who earn a 93% GPA, 93% Virtuous Dollar average or higher for the quarter, no more than 1 Full Withdrawal, no more than 1 Life’s Work withdrawal, and 0 suspensions. Student’s status will be re-evaluated at the end of each quarter. If a child is suspended while wearing a Purple Shirt or Black Shirt, they automatically lose their status for the remainder of the quarter.

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

PROMOTION POLICIES

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

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

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

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

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

8th Grade Promotion Ceremony

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

- All 8th Grade students must submit a high school acceptance letter to the Dean of Culture.
- All 8th Grade students must be in good academic standing. If an 8th grader fails two or more academic classes for the full academic year, they will not be allowed to attend the promotion ceremony.

- All 8th Grade students must be in good character standing. Students falling below 70% of Virtuous Dollars for the year will complete a success plan with Administration to participate in the completion ceremony.
- All Campus Fees must be paid in full/zero balance.

FAMILY INVOLVEMENT

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

Visiting Classes

Milwaukee College Prep always welcomes and encourages visitors, both from within and outside of our school community, to our school. However, in order to assure the safety and well-being of all students and staff, all visitors – including parents and guardians – are required to sign-in with the receptionist at the main entrance. Then, if a staff member is available, they will escort visitors. If a staff member is not available, alternate arrangements will be made to conduct your classroom visit. During the beginning of school, it is critical for students to transition into their new setting, and parental presence in the classroom can sometimes slow this process. So we ask that parents be sensitive to this the first few weeks of the year and limit their time in the classroom. When observing in the classroom, parents are asked not to disrupt the education of their child or of other children or to attempt to conduct individual conversations with the teacher during instructional time. Parents who are disruptive to the educational process will be asked to leave. Please have cell phones off while in the hallways and classrooms. Alumni who would like to visit should seek pre-approval from that campus' Principal at least 48 hours in advance.

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

For more information, please see the MCP Family, Visitor, and Volunteer Code of Conduct below.

Volunteering

We love to have parent volunteers help out in the school! If you have time free during the school day and would like to help us with tutoring, copying, cutting, laminating, or any of the other tasks that it takes to make a school run smoothly, please contact the school to apply as a volunteer. All parents must fill out a volunteer form if they would like to help in their class or another room. If you are interested in volunteering to chaperone an upcoming field trip, please contact your child's teacher. Alumni who would like to volunteer should seek pre-approval from that campus' Principal at least 48 hours in advance.

For more information, please see the MCP Family, Visitor, and Volunteer Code of Conduct below.

Newsletter

School newsletters are sent via email every Tuesday. The newsletters have critical information about

upcoming school events, and parents are expected to read the newsletter carefully each week. Information is also available on our website under your scholar's campus tab on www.milwcollegeprep.com. The newsletter will be uploaded weekly.

Milwaukee College Prep Leadership Council

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

Concerns

Steps to follow if there is a concern or disagreement:

- Discuss the matter with the teacher and attempt to resolve the disagreement through informal discussion.
- If there is no resolution to the problem, the parent/guardian should then contact the Dean of Culture (behavior concern) to discuss the issue. If it is an academic concern that could not be resolved with the teacher, then the parent/guardian should contact the Academic Dean.
- If the problem still persists, please contact the Principal, who will mediate the problem with all parties involved.
- A parent may also contact any parent on the **Milwaukee College Prep Leadership Council** (leadershipcouncil@milwcollegeprep.com) with concerns. The Leadership Council will address the concern and/or act to mediate the problem with all parties involved.

Field Trips

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

Scholars will be excluded from attending a field trip if:

- Scholar earns two withdrawals (discipline and/or life's work) within the 5 school days prior to the field trip.
- Scholar is suspended within the 5 school days prior to the field trip
- Scholars who receive a discipline full withdrawal on the day of the field trip may be excluded from a field trip at the principal's discretion.
- Scholars who have earned a full withdrawal while on a field trip may be excluded from participation in future field trips
- If yourN/b/b.n /Bd in another classroom. In any case, parents will be notified upon

the child receiving the second full withdrawal or suspension.

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

Student Leadership

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

Athletic Program

Milwaukee College Prep Athletic Program

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

EVENT ATTENDANCE

- **Parent/Scholar Responsibilities**

- All minors must be accompanied by an adult chaperone over the age of 18.
- All behavior and conduct guidelines outlined in our family handbook are in effect during after-school activities and events.
- All chaperones are expected to assume full responsibility for the scholars/minors in their care.

- **Staff/Scholar Responsibilities**

- Staff acting as chaperones must remain with the minors for the duration of the event and until the minors are picked up. Staff are fully responsible for the scholars they are chaperoning.
- Staff are not allowed to chaperone more than 2 scholars.
- Coaches and event staff are not allowed to be chaperones as they are working the event.

BEHAVIOR

- Parents and family members should encourage all scholar-athletes to embrace the values of

good sportsmanship by enjoying the game and demonstrating fairness, respect, and self-control. Parents and family must be responsible for their words and actions while attending any MCP athletic practice, home or away game.

- Parents and spectators who are unsportsmanlike, use profanity, threaten a coach, athlete, or officials, or are unsafe while attending an MCP athletic event, home or away will be subject to action to ensure a safe and respectful athletic environment.
- Actions may include warnings, removal from the event, or suspension from future MCP sports events. Principals will make final decisions when limiting the ability to attend games and events.
- Scholar-athletes will also be held to the highest standards of sportsmanship during practices and games. Failure to maintain these standards will result in suspension from the team.
- Scholar-athletes must keep their Class Dojo Points above 70% and full withdrawals below 2 in the week prior to the competition. A Class Dojo report is distributed by the Middle School Deans of Culture every Monday morning for the week prior. This report will determine eligibility for competition for the remainder of the week. Scholar-athletes who are ineligible for competition **should** still attend practices. This does not necessarily mean that the ineligible scholar will engage in athletic activities. This time may be used to complete restorative work.
- Any scholar-athletes suspended will be ineligible from competition for 5 school days immediately following their reinstatement to school. Ineligible players should report to games/practices regardless of eligibility. Ineligible scholar-athletes are not allowed to compete or dress in athletic attire and should be in MCP uniform on game days.

ACADEMIC STANDING

- Scholars must have a minimum 75% cumulative Grade Point Average (GPA) without rounding and passing all core classes (ELA, Math) in order to participate in athletic activities. Quarterly report cards will determine athletic eligibility for the following quarter. The principal will inform the parent/guardian of any eligibility issues. Academic eligibility can be revisited after Progress Reports are run every week.

PRACTICES AND COMPETITIONS

- In order for a scholar to participate in a game, the scholar must be present on the school day of the game date or on Friday if it is a weekend game.
- All students who practice hard with focus and comply with all behavior guidelines will be guaranteed playing time in the weekly competition.
- Families must have a zero balance on their invoice to be eligible to utilize Milwaukee College Prep after school activities. Balances from last school year do roll over to this school year and if you are not at a zero balance when applying or at the start of the quarter, the activity will not be an option.

- o Balances will be checked at the start of the activity and also quarterly by the Athletic Director and Director of Operations.

UNIFORM

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

WEATHER/TRANSPORTATION

- If afterschool activities/practices would need to be canceled due to harsh weather or extenuating circumstances, the decision will be made prior to 12:00pm by the Athletic Director. At that time, calls to parents/guardians will be made as soon as possible.
- Transportation will most often be provided to scholar athletes if games fall on a school day. Scholars must obtain their own rides for weekend contests and home from all games. · Scholars that are not picked up 15 minutes after a game will be charged a camp fee of \$3.50 and \$1 for every minute after a 30 minute grace period following the game. · Parents / guardians picking up scholars after fifteen minute grace period after games must come in to sign out their scholars. Scholars will not be sent out to their ride.
 - o Parents will be required to arrange transportation to and from school practices for their children. Late fees will be assessed if scholars are not picked up by time designated by each campus (see activity permission slip for that campus activity).

REMOVAL FROM TEAMS/ACTIVITIES

- Scholars may be removed from teams without money being refunded after six sessions if effort or focus is not seen at practice and games.
- Removal from teams / activities is a last resort after the following steps:
 - o a meeting with the scholar
 - o a conversation with a parent / guardian via phone or in person
 - o a written letter to the parent / guardian that the scholar is on his / her last chance to change his / her behavior

Behavior that is not aligned to MCP expectations, as defined by the Principal, may result in removal from team / activity, bypassing the above steps and without refund.

SKYWARD

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

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

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

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

<http://milwcollegeprep.com/>

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

Child Find

The Exceptional Children department and Student Services is looking for all children and youth ages birth through 21 with special needs who may not be receiving help needed. These include children and youth with physical disabilities, emotional disabilities, and/or intellectual disabilities, and children and youth with suspected disabilities who are highly mobile, migrant and/or homeless. If your child has a disability, or you suspect that he/she may have a disability, please contact the school at (414) 445-8090.

COMMITMENT TO EXCELLENCE

The Commitment to Excellence on the following page outlines the responsibilities of the school, the family, and the student over the course of the coming year. The Commitment exists in order to ensure that we have all discussed our responsibilities in detail, understand the specifics they entail, and are prepared to accept those responsibilities. Parents commit to checking and signing progress reports weekly.

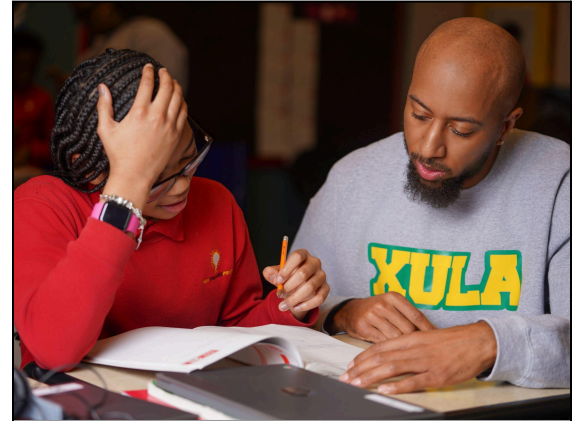
<p align="center"><u>PARENT/GUARDIAN COMMITMENT</u> <u>We fully commit to MCP in the following ways:</u></p>	<p align="center"><u>STUDENT COMMITMENT</u> <u>I fully commit to MCP in the following ways:</u></p>	<p align="center"><u>STAFF COMMITMENT</u> <u>I fully commit to MCP in the following ways</u></p>
<p>1. Make the school a safe and orderly environment by supporting the school as it enforces the school's code of conduct, as outlined in the handbook.</p> <p>2. Ensure that my child arrives at school by 8:00a.m. and attends school regularly. I have read and agree to the school's policy regarding tardiness and absences.</p> <p>3. Ensure that my child wears the appropriate uniform daily, as explained in the uniform section of the handbook.</p> <p>4. Communicate regularly with my child's teachers regarding my child's academic and behavioral performance and attend a minimum of TWO parent conferences, and any specifically requested conferences.</p> <p>5. Read the Tuesday Newsletter each week online to keep informed of updates / information from the school.</p> <p>6. Check my child's Life's Work (homework) nightly and sign his/her Life's Work sheet or agenda to indicate that I have done so.</p> <p>7. I attest that the information given on all registration forms is true and understand that false information may result in my child being dismissed from MILW COLLEGE PREP.</p> <p>8. I give permission to have my child's picture taken at school o school events and for it to appear in school booklets, brochures, videos, newspapers, social media or television.</p> <p>9. I will allow my child to attend MILW COLLEGE PREP field trips as announced in the Tuesday Newsletter.</p> <p>10. Keep current with any invoices.</p> <p>PARENT/GUARDIAN SIGNATURE: _____</p>	<p>1. I will always work, think, and behave in the most proactive and best way I know how. I will do whatever it takes for me and my fellow students to learn.</p> <p>2. This means that I will complete all of my Life's Work every night to the best of my ability, and I will raise my hand and ask questions in class if I do not understand something.</p> <p>3. I will always make myself available to parents, teachers, and any concerns they might have. If I make a mistake, this means I will tell the truth to my teachers and accept responsibility for my actions.</p> <p>4. I will always behave so as to protect the safety, interests, and rights of all individuals in the classroom. This also means that I will always listen to all my Milw College Prep teammates and give everyone my respect.</p> <p>5. I will wear my proper MILW COLLEGE PREP uniform each day.</p> <p>6. I will do everything in my power to arrive at school on time.</p> <p>7. I am responsible for my own behavior, and I will follow the teachers' directions.</p> <p>8. I have read and understand the policies and expectations as stated in the handbook.</p> <p><i>Failure to follow these Commitments will cause me to lose privileges, and could lead to me returning home from school.</i></p> <p align="center">SCHOLAR NAME (PRINT): _____</p>	<p>1. Make the school a safe and orderly environment by enforcing school rules as consistently as possible and by doing my part to instruct our students regarding appropriate and inappropriate behavior in school.</p> <p>2. Ensure that valuable school time is utilized thoughtfully and efficiently so that the school can provide our students with an education that is academically rigorous and that meets or exceeds the requirements of the Wisconsin State Standards.</p> <p>3. Communicate regularly with parents regarding their child's behavioral and academic performance through progress reports, report cards, parent conferences, telephone contact, and by welcoming parents to the school.</p> <p>4. Assign, collect, and evaluate nightly Life's Work assignments designed to support classroom instruction and teach responsibility, and ensure that students are held accountable for finishing those assignments on a daily basis.</p> <p>5. Constantly monitor the strengths, weaknesses, and progress of our students, both academically and behaviorally, provide extra academic and homework help to our students on a regular basis, and consistently enforce the code of conduct as a means of holding students accountable for their behavior at school.</p> <p>I have read and understand the policies and expectations as stated in the handbook.</p> <p align="center">STAFF SIGNATURE: _____</p>

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

MCP Family, Volunteer, and Visitor Code of Conduct

Statement of Purpose

At Milwaukee College Prep, we are dedicated to fostering an inclusive and respectful community that prioritizes the well-being and success of every student. Our Code of Conduct for Families, Volunteers, and Visitors serves as a guide to promote a positive and collaborative environment where all members can contribute to the growth and development of our students. This statement of purpose outlines the principles that underpin our expectations for conduct within our school community.



1. Commitment to Student Well-Being

Families, volunteers, and visitors are integral partners in supporting the well-being and academic success of our students. Our Code of Conduct emphasizes a shared commitment to creating a nurturing and safe environment that encourages learning and personal growth.

2. Respect for Diversity and Inclusion

We value and celebrate the diversity of our school community. Families, volunteers, and visitors are expected to embrace and respect the unique backgrounds, perspectives, and experiences of all individuals within our community.

3. Positive Communication

Open and respectful communication is crucial for the success of our students. Families, volunteers, and visitors are encouraged to engage in positive and constructive dialogue with teachers, staff, and each other.

4. Collaborative Partnership

We recognize the importance of collaboration between school and home. Families are invited to actively participate in their child's education, while volunteers and visitors are encouraged to support our school community through positive contributions.

5. Adherence to School Policies

Families, volunteers, and visitors are expected to familiarize themselves with and adhere to all school policies outlined in the Code of Conduct, including those related to behavior, safety, and respect.

6. Positive Role Modeling

All members of our school community, including families, volunteers, and visitors, are encouraged to model positive behavior and attitudes for our students. Demonstrating the core values of Trust, Respect, Empathy, Courage, and Kindness is essential to creating an environment where students can thrive.

7. Safety and Security

The safety and security of our students are paramount. Families, volunteers, and visitors must comply with all safety protocols and procedures, including check-in processes and adherence to designated areas.

8. Continuous Improvement

We recognize that growth and evolution are essential for our community's success. Feedback from families, volunteers, and visitors is welcomed as we strive for continuous improvement in all aspects of our educational community.

By adhering to this Code of Conduct, families, volunteers, and visitors actively contribute to the positive and enriching atmosphere at Milwaukee College Prep. Together, we create an environment where every student is empowered to thrive academically, embrace empathy, and evolve into a lifelong learner.



Conduct Prohibited on School Property

Milwaukee College Prep is dedicated to providing a safe and conducive learning environment for all students, staff, and visitors. To ensure the well-being and security of our educational community, certain behaviors are strictly prohibited on school property. The following conduct is not tolerated, and individuals engaging in such activities may face disciplinary actions, legal consequences, or both:

1. Trespassing

Unauthorized access to school premises is strictly prohibited. Only individuals with official authorization, such as students, staff, and approved visitors, are allowed on school property.

2. Disruptive Behavior

Any behavior that disrupts the learning environment, including but not limited to loud or offensive language, aggressive actions, or any other conduct that interferes with the educational process, is strictly prohibited.

3. Harassment and Bullying

Harassment, bullying, or any form of intimidation, whether verbal, physical, or electronic, is not tolerated. All members of the school community are expected to treat each other with respect and kindness.

4. Possession of Weapons or Dangerous Objects

The possession, use, or threat of weapons, explosives, or any other dangerous objects on school property is strictly prohibited (by state statute and city ordinance). Any individual found in violation of this policy may face severe consequences, including legal action.

5. Illegal Substances and Alcohol

The use, possession, distribution, or being under the influence of illegal substances, including drugs and alcohol, is strictly prohibited on school property. Violators may face disciplinary actions and legal consequences.

6. Vandalism and Destruction of Property

Vandalism, destruction, or defacement of school property is strictly prohibited. Individuals responsible for such actions may be held financially accountable and face disciplinary and/or criminal prosecution measures.

7. Theft or Unauthorized Possession

Theft or unauthorized possession of school property, personal belongings of others, or any form of stealing is strictly prohibited. Violators may face legal consequences in addition to school-based disciplinary actions.

8. Failure to Comply with School Policies

Non-compliance with established school policies, rules, and regulations may result in disciplinary actions. All individuals on school property are expected to adhere to the guidelines outlined in the school's Code of Conduct.

9. Criminal Activity

Engagement in criminal activities on school premises, including but not limited to assault, vandalism, general disorderly conduct, or theft, will result in legal consequences and severe disciplinary actions.

10. Violation of Privacy

Invasion of privacy, including unauthorized recording or photography, is strictly prohibited. Respecting the privacy of others is a fundamental expectation within our school community.

By adhering to these prohibitions, we collectively contribute to creating a safe, respectful, and supportive learning environment at Milwaukee College Prep. All individuals are encouraged to report any observed

violations to the appropriate school authorities promptly. Together, we work towards maintaining a positive and secure educational community for the benefit of all.

Tips for Families, Volunteers, and Visitors

On some occasions, there may be strong disagreement over a school decision, policy, or procedure. Individuals may refer to MCP campus administrators for any issues. The following are tips for how to approach and address concerns effectively.



Organize Your Thoughts

Clearly state the issue or the problem you are experiencing. Make a list of questions you would like to ask. Identify several possible solutions that would resolve your concern.

Stay Calm—Maintain a Civil Tone

Focus on the facts, not on the person with whom you are discussing the issue. Avoid blaming, demanding, and saying “should.” Say “I believe...,” “I feel...,” rather than “You should...”

Clarify, Rather Than Assume

If you are not sure about something or what you heard, ask for an explanation or clarification. Try to understand the other person’s view of the situation and the solutions they might propose.

Be Flexible

Recognize that problems can be solved in more than one way. Be open to alternative solutions.



Consequences for Violation of the Code of Conduct

The following consequences have been established in accordance with local law and MCP policies and procedures. Principals or their designees and school security have the authority to enforce the Code of Conduct for Families, Volunteers, and Visitors, as well as all network policies and procedures. They are authorized to determine the appropriate offense level outlined below.

Depending upon the severity of the incident, parents/guardians or visitors may be ejected from or otherwise banned from campus and participate in school-sponsored activities. In situations involving lesser infractions or where remediation is viable, a verbal warning will be provided. Should a parent/guardian or visitor fail to heed the direction issued in the verbal warning, a ban or other restrictions designed to deter the conduct will follow.

No restriction, however, will prevent the parent/guardian from working collaboratively with the school to meet the child’s educational needs, nor will a parent/guardian be excluded from a child’s Individualized Education Program (IEP) meeting.

Milwaukee College Prep is committed to cultivating a learning environment where the success and well-being of our scholars are at the forefront. Recognizing the vital role that families and visitors play in the educational journey, our goal is to build and maintain strong, collaborative, and thriving relationships with all stakeholders.

Offense Level	Level 1 Offense	Level 2 Offense
Description	<ul style="list-style-type: none"> Level 1 offenses do not jeopardize the safety or welfare of students or staff. Consequences are geared to deter and correct behaviors. Failure to act accordingly will result in the escalation to a Level 2 offense and consequence. 	<ul style="list-style-type: none"> A parent/guardian or visitor in violation of any portion of this code that jeopardizes the academic environment and/or safety and welfare of students and staff is subject to being banned from school property for a period of time and will be subject to the network’s actualization of its right to pursue a civil or criminal legal action. Repeated level 1 offenses.
Resulting Actions	<p>First Infraction Meeting (in-person or remote) with the Principal or network administrator followed by a verbal warning</p> <p>Second Infraction In-person meeting with Principal or network administrator followed by a written warning</p> <p>Third Infraction Mandatory parent meeting with school or network administrators</p>	<p>Issuance of a formal “No Trespass Notice” from MCP premises – this formal notice can be instituted for any length of time at the principal or network administrator’s discretion.</p> <p>Violation of this notice will result in prosecution for violation of Section 110-10 of the Milwaukee Code of Ordinances.</p>