



Student & Parent Handbook 2024-2025

The mission of the Milwaukee Academy of Science, an exemplary leader in STEM education, is to graduate urban students prepared to compete successfully at the post-secondary level.

Main Campus 2000 West Kilbourn Ave. Milwaukee, WI 53233

Phone: 414-933-0302

Fax: 414-933-1426

24th Street Campus 1441 North 24th St. Milwaukee, WI 53205

Phone: 414-933-0522

Fax: 414-316-9656

Milwaukee Academy of Science Administration Team

President/CEO	Mr. Anthony McHenry	414-933-0302 x1123
Chief Financial Officer	TBD	414-933-0302 x4023
Chief Academic Officer	Dr. Lita Mallett	414-933-0302 x5122
Chief Compliance and Operations Officer	Mr. Chris Schwab	414-933-0302 x5223
Chief Strategy Officer	Mrs. Tresca Meiling	414-933-0302 x1122
Principal 9 th -12 th	Mrs. Judith Parker Brown	414-933-0302 x5121
Assistant Principal 9 th & 11 th	Ms. Jillian Lyles	414-933-0302 x5220
Assistant Principal, 10 th & 12 th	Mr. Orlando Verdecia	414-933-0302 x5367
Principal 6 th -8 th	TBD	414-933-0302 x3311
Assistant Principal 6 th -8 th	Mrs. Jocelyn White	414-933-0302 x3346
Principal K4-5 th Main Campus	Mrs. Staci Gruse	414-933-0302 x1133
Assistant Principal K4-5 th Main Campus	Ms. Kimberly Peterson	414-933-0302 x1138
Principal K4-5 th 24th Street Campus	Ms. Morgan Woods	414-933-0522
Assistant Principal K4-5 th 24th St. Camus	Ms. Chanel Warren	414-933-0522
Director of Student Services	Ms. Elissa Retkowski	414-933-0302 x5224
Managing Director of Teaching and Learning	Ms. Mary Hanni Devine	414-933-0302 x5220
General Operations Manager	Mr. Salvador Vazquez	414-933-0302 x4007
24th Street School Operations Manager	Ms. Maria Rodriguez	414-933-0522
School Operations Manager	Ms. Katherine Orr	414-933-0302 x1107
Transportation Coordinator	Mr. Daniel Turnbull	414-933-0302 x1108 414-406-8135
Family Engagement and Recruitment Coordinator	Ms. Tierra Fisher	414-933-0302 x4008 414-406-8131

Milwaukee Academy of Science Board of Directors

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Mission

The mission of the Milwaukee Academy of Science, an exemplary leader in STEM education, is to graduate urban students prepared to compete successfully at the post-secondary level.

Guiding Principles

- We prepare our students for future opportunities with our STEM curriculum, diverse experiences, and enrichment beyond the core curriculum.
- We make decisions about programming and services based on the best interest of our students, strategic plan, budget, and professional development analysis and feasibility.
- We collaborate with students, family, staff, and our community to provide a quality education.
- We never compromise safety.
- We conduct business with integrity to ensure the school's longevity for our students, families, and the community.
- We embrace diversity.
- We hold the MAS community to high academic and behavior expectations.

ACADEMICS

Academic Intervention

RtI is a framework for implementing high quality instruction, balanced assessment and collaboration using a multi-tiered system to provide the support to increase success for all students.

Academics	Behavior
Tier 1—Core Curriculum and Differentiation All students are challenged at their instructional level using research-based core curriculum and instructional strategies.	Tier 1—Classroom Behavior System All students participate in classroom consequence and reward programs, as well as whole school incentives.
Tier 2—Small Group Intervention Periods Teachers will create a plan for students	Tier 2—Behavior Support Teachers will create behavior monitoring systems that include

<p>that need additional practice beyond the core reading and math instruction.</p>	<p>rewards/consequences for students in need of additional behavior support.</p>
<p>Tier 3—Intensive Intervention planned by Problem-Solving Team Teachers and administration team will create a plan for students who need additional support, which will include participation in intervention periods using different instructional materials and strategies to meet their needs.</p>	<p>Tier 3—Behavior Intervention Plan Teachers and administration team will create a Behavior Intervention Plan based on analysis of a student's behavior to support student success in the school environment.</p>

Acceptable Technology and Internet Use Policy

This section is at the end of this handbook.

Advanced Placement (AP) Classes - High School

- Students have the opportunity to take AP classes and the corresponding exam to earn college credit.
- Grades will be weighted by one grade-point in all AP and honors classes.
- Students are not permitted to drop an AP class after September 15, 2024

High School Credit Aquisition

The following credits are necessary for promotion to the next grade level:

- Sophomore 6.0
- Junior 12.0
- Senior 18.0

*credit accommodations may be considered for students with identified disabilities

Drop Policy - High School

- Students may drop a class in order to enroll in an alternate class during the first five school days of a semester only. Students or parents should contact a school counselor immediately if they have concerns over scheduling.
- Drops will only be allowed by Administrative review if there is an appropriate alternate class with space available for students to enroll in.
- To prepare students to compete successfully at the post-secondary level, MAS does everything it can to build students' full, rigorous schedules for all four years of high school.

Exams - High School

- High School Students are required to complete all semester exams in order to receive credit for the course.
- Exemptions are granted based on semester average or reaching benchmark on Pre-ACT or ACT assessments.
- If a student misses their assigned exam time, they must make arrangements to make up their exam the same day.

- Additional information on exam procedures and expectations will be mailed home prior to final exams.

Grade Level Promotion - Junior Academy

It is our firm belief that in order to prepare our students for success in high school and keep them on track for post-secondary education, it is essential to develop academic proficiency at the middle school level. Students will be promoted based on:

- Proficiency levels obtained in their core classes
- MAS Standardized Assessments
- Wisconsin State Standardized Assessment-Forward Exam
- In good academic standing
- Maintaining an attendance rate of 90% or higher

If a student is failing to make adequate growth, however, teachers will inform the Dean of Instruction and a plan of support will be developed. The parents/guardians will be notified of concerns as well as what strategies and supports have been put into place to help the student. This information will be communicated as soon as possible, but no later than 2nd quarter parent/teacher conferences. Before deciding whether a student will be retained the following year, the Light's Retention Scale will be completed by the Dean of Instruction. Light's Retention Scale is a research-based tool used by educators to aid in considering all the relevant factors when deciding whether a student would benefit from being retained. Parent notification of the recommendation to retain and the plan for the retention year will be given no later than 10 school days from the end of the year and no earlier than 4th quarter progress reports.

Grading Policy - Junior Academy and High School

- The Milwaukee Academy of Science uses a skills-based approach to assessing our students. In most subject areas, teachers determine an overall grade for the course in addition to reporting student proficiency in multiple skill areas. Report card comments assist parents in understanding their student's current level of performance.
- Final grades represent what a student knows and is able to do at the end of an instructional unit. Therefore, grades are composed of 70% summative assessments (test, projects, papers, etc.), 20% formative assessments, and 10% practice assignments.
- Homework is a required part of the MAS curriculum and it is expected that students come to school prepared with their homework completed. Incomplete homework is subject to disciplinary action. Students need time to practice skills to develop mastery over a period of time. Homework/practice assignments account for no more than 10% of a student's final grade.
- Grading scale: 90-100%=A, 80-89%=B, 70-79%=C, 60-69%=D, below 60%=F

PROPOSED - Grading Methodology

Classwork	10%
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Exit Tickets/ Formatives	20%
Quizzes, Labs, Projects	30%
Exams/ Summatives	40%

Academic Probation

At the end of each quarter, students who have 3 or more Fs will be placed on Academic Probation. This will include the following:

- A phone call home to inform the parent/guardian of the student's academic progress.
- Parents and students will receive homework and grade notifications from teachers through School Runner.
- Meetings with school leadership/teachers will occur to check in on grades and develop academic goals.

**8th graders who end up with 3 or more Fs at Semester 1 will not be eligible to participate in the promotion ceremony. To earn back the ability to participate in the promotion ceremony, students must have a parent meeting, faithfully complete their Daily Academic Report card, and receive no more than 1 F on their Semester 2 report card.

8th Grade Promotion

Milwaukee Academy of Science 8 th Grade Promotion Ceremony is an opportunity for scholars, staff, and families to celebrate the success of our scholars' and help promote an exciting transition into their next journey of their life. We look forward to celebrating with our scholars as they continue on our Mission where they will be prepared to compete successfully at the post-secondary level. The following criteria must be met for students to participate in the Promotion Ceremony:

- Scholars must be in good academic standing
- maintain a 90% attendance rate
- have no outstanding fees
- have no outstanding discipline issues
- be in good character standing (specifics will be provided to 8 th grade parents in the fall)
- Meet the established number of earned dojo points between December 1 st and May 15 th .

Graduation Requirements - High School

Listed below are the minimum requirements for graduation from Milwaukee Academy of Science.

- English 4.0
- Math 4.0
- Social Studies 3.0
- Science 6.0

- Foreign Language 2.0
 - Electives 5.0 (which must include 1.5 credits in PE and .5 credits in Health)
- Total: 24.0 credits

The 2023-2024 school year marked a transition from trimester to semester. The transition resulted in an over-statement of credits for students in the class of 2024, 2025, and 2026. The Department of Public Instruction allows high schools to reward credit based on classroom instructional hours. Since the total of three trimesters is the same as two semesters, students in the classes of 2024, 2025, and 2026 will continue with the MAS articulated instructional course requirements to achieve the minimum state graduation requirements. As an example, there are four credits of English required for high school graduation. A student will be required to take four different English courses to accumulate the four credits.

Graduation Ceremony Requirements

Only students who have achieved all graduation requirements will be allowed to participate in the graduation ceremony.

Library

Reading is an essential part of your child's academic development. One way to help your child develop responsibility is by ensuring they stay in good standing with the Library Promise form. Students are responsible for each item they check out, including keeping that item in good condition. Fees will be charged for lost or damaged items. Unpaid fees may result in loss of future library privileges, field trip and/or graduation privileges.

Parent Teacher Conferences

Parent Teacher Conferences are an essential part of the family and school partnership. Decades of research show that when parents are involved students have higher grades, test scores and graduation rates. Be a part of your child's successes. Parent Teacher Conferences are held three times each year and attendance by the families is a mandate per our charter with the City of Milwaukee.

Promotion/Retention

Student achievement is closely monitored throughout the school year to ensure that all students are being challenged to excel. School staff formally communicate with families regarding student progress with quarterly report cards, progress reports, and conferences.

School staff may also request parent meetings when a student is in need of supplemental or targeted services to make growth as a learner. At these parent meetings, a plan of success is created to support the child with clearly defined goals and strategies that will be implemented and monitored to increase student success. Each meeting participant will have a role in

implementing the plan.

Students will be promoted by demonstrating essential knowledge and skills. Students must demonstrate proficiency on quarterly assessments and benchmark assessments including, but not limited to the MAP test and Forward Exam.

MAS is committed to setting students up for success each year based on academic performance; therefore, it should not be assumed that a student will be promoted from one grade to the next.

Student Athletic Code

- In order to be academically eligible for extra-curricular athletics, a student-athlete must have a 2.00 Grade Point Average (GPA) on a 4.00 scale. They must also have passing grades in the four core courses (English, Mathematics, Science, and Social Studies) and may have no more than one failing grade in their remaining courses per ten-week marking/grading period. Please refer to the Parent/Guardian and Student-Athlete Athletic Handbook for further detail on academic eligibility.
- Like all other extracurricular activities, student-athletes are expected to follow all M.A.S. policies and expectations as outlined by this handbook, the Athletic Handbook, and their advisor/coach.
- Please see the Parent/Guardian and Student-Athlete Athletic Handbook for all policies related to student-athletes.
- For High School Sports specifically, MAS will follow all rules and regulations expected of the WIAA.

Textbooks

Students are issued textbooks at the beginning of each year or semester. They are responsible for the condition of the textbook and may be required to pay a fee for lost and/or stolen textbooks. Destruction of textbooks is a violation of our discipline code and may be subject to disciplinary action.

Transcripts

Transcript requests are processed in the main office of the high school. A minimum of 24 hours is necessary for processing.

Valedictorian/Salutatorian

Valedictorian and Salutatorian selection is based on GPA. In order to be considered, students must have been enrolled with MAS for 3 consecutive school years. Tie breaker rules will be applied

in the event of a tie (ACT scores, GPA from science classes, etc.)

Work Release

Some students in their senior year are ahead of graduation expectations in terms of credits earned and may benefit from release time to work a job, earning money, and learning soft skills. MAS seniors may submit an application for a shortened schedule in their senior year and earn credit for work experiences or co-ops if the criteria are met and the corresponding form is completed.

Seniors requesting to be scheduled for less than 7 classes must meet the following criteria:

- Completed 20 or more credits after semester 2 of their junior year.
- Completed 23 credits or more after semester 1 of their senior year.
- Parent approval verified with phone call home by counselor (applies to 18 year old students also)
- School Approved Employment. Schedule and contact information must be submitted to the Principal.
- Completed the postsecondary plan and submitted applications to: at least one University of Wisconsin School and MATC.
- Completed the ACT in Junior and Senior year.
- Completion of FAFSA
- Taken beginning of year and end of year assessments
- 94% attendance rate
- 2.7 GPA Cumulative and 2.5 the previous semester

MAS reserves the right to revoke shortened schedule privileges for semester 2 if a student does not complete his/her college applications and FAFSA during the first semester. MAS also reserves the right to revoke shortened schedule privileges if a student's grades are not satisfactory. Students are required to leave the building after their last class or be on time in a supervised area.

ATTENDANCE & OPERATIONS

Arrival

- Students will be allowed in the building at 7:55 AM. Students should not be dropped off prior to 7:50AM.
- The school day begins at 8:00AM
- Parents who would like to meet with staff members before the start of the school day should be sure to have an appointment prior to arriving at the school.

- Students are considered tardy as of 8:20AM.

Attendance and Tardies

At the Milwaukee Academy of Science we believe that the path to college begins with attendance. This is one of the most important ways that you can support your child's education.

The Wisconsin State Compulsory Attendance Law:

Any person having under his/her control a child who is between the ages of 6 and 18 years and has not graduated from high school shall cause the child to attend school regularly during the full period and hours, religious holidays excepted, that the public or private school in which the child should be enrolled is in session until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age, s. 118.15 (1) (a), Wis. Stats.

- Students who are not in attendance on the first day of school, August 21, 2024, may forfeit their seat.
- Students are required to attend school every day from 8:00AM – 3:00PM in elementary and 8:00AM to 3:30PM in Junior Academy and High School (Please refer to the State of Wisconsin Compulsory School Attendance Law (SL 118.15)). Students who miss any portion of the school day are considered truant.
- Students with five or more absences (or 10 tardies/early dismissal requests) in one semester are considered habitually truant and may be reported to the state.
- Planned absences may not exceed more than 10 days within the school year.
- Students who are not in attendance for 10 consecutive days may be dropped.
- Students with excessive absences (more than 5 in one semester) may be referred to the Student Attendance Review Board and may be reported to the Milwaukee TABS program & the Milwaukee District Attorney if attendance does not improve.
- The Wisconsin Compulsory Attendance Law states that parents cannot excuse their child more than 10 days per school year.
- The principal reserves the right to retain students who are habitually truant.

Procedure if your child is absent or tardy:

Absent:

Parents must report absences via the attendance text or email platform. Directions will be sent out digitally at the beginning of each school year with reminders throughout. Examples of excused absences include but are not limited to illness, death, doctor/dentist appointments, court appearances, transportation issues, and family emergencies.

Tardy:

All students arriving after 8:45AM are considered tardy. Tardy slips are issued at the front desk.

Breakfast and Lunch Program

- Breakfast and lunch is served daily. MAS is part of the Community Eligibility Provision (CEP), which means that all students are provided with breakfast and lunch each day. Breakfast is served each day until 8:30 AM.
- Lunch is served each day from 11:00AM – 1:00PM.
- If your child has an allergy which prevents the child from eating the regular school meal, the school will make a substitution based on the doctor's written orders.

Bus Transportation

School Bus Transportation Appropriate bus behavior assures a safe ride for all. The school bus is an extension of the school day and unacceptable behavior on the bus is subject to disciplinary actions.

- Students who live beyond 1 mile from MAS are eligible for bus transportation if within the outer limit boundary.
- MAS reserves the right to terminate bus transportation to any student at any time.
- Pick up/drop off may be within a few blocks from the student's address.
- Changes in bus routes take place on the 15th and 30th of each month. Bus route changes can be made by completing the MAS Student Transportation Information Form. A limit will be placed on the amount of route changes that can be processed in a year.
- If a bus is running late, please call the bus company, Go Riteway, directly at 414-226-5481.
- Parents are responsible for getting their child to school during route change requests, a bus suspension or after a bus expulsion. Absences are NOT excused and may be treated as truancy under the Wisconsin Compulsory School Attendance Law (118.15).
- Students must cross in front of the bus, only when the red flashers are on and the bus drivers have signaled that he/she may cross.
- Student must remain in his/her assigned seat during the entire duration of the ride.
- Parents, family members nor anyone who has not been assigned to the bus WILL NOT be allowed to get on the bus for any reason. By doing so student(s) will be indefinitely suspended off the bus for the remainder of the year.
- The bus driver is in charge at all times. The driver may set rules as needed and take appropriate disciplinary action to ensure the safety and well-being of all bus riders. Riders are to be courteous to one another.

Bus Discipline:

School Bus Transportation Appropriate bus behavior assures a safe ride for all. The school bus is an extension of the school day and students are expected to uphold school

expectations. Students who fail to meet expectations, for any reason, will be subject to disciplinary actions.

Students boarding the bus

1. Students should be ready to board the bus in the morning ten (10) minutes before anticipated arrival time. The bus will stop and wait thirty (30) seconds; if the student cannot be seen, the bus will leave. Promptness is necessary so that the bus can arrive at school on time and/or make connections with other buses.
2. Students should be ready to board the bus immediately after school when dismissed. If the student does not board within a reasonable period of time the bus will depart without them. It will then be the parent's responsibility to ensure that the child finds a way home.
3. If a student needs to ride a bus other than his/her regular route a parent must contact the transportation coordinator and permission has to be granted by a Riteway supervisor. It is then that the transportation coordinator will issue the student a bus pass. This procedure is to eliminate students getting on the wrong bus and helping to avoid busses being overcrowded and "lost" students.

Bus Violations

<p>Level 1 Violations: Eating or drinking on the bus, littering on the bus, standing or walking around while the bus is in motion, yelling out bus window, driver disrespect, use of profanity on the bus, and violations of any other level 1 bus or school rules</p>	<p>Possible Consequences for Level 1 Violations: warning, assigned seat for a specified duration, parent phone call, parent conference, detention, community service, writing assignment, apology, bus suspensions among other consequences as determined by administration.</p>
<p>Level 2 Violations: Tampering or damaging bus equipment, refusal to cooperate with bus driver, use of profanity at the bus driver, bullying or harassment, throwing items at students/ the bus or out the window, putting hands/feet/head or any other body part out of the window, pushing/shoving/kicking students, chronic violations of any level 1 rules, or violations of any other level 2 bus or school rules</p>	<p>Possible Consequences for Level 2 Violations: Any possible level 1 consequences, in-school suspension, out-of-school suspension, bus suspension or bus expulsion, among other consequences as determined by administration.</p>
<p>Level 3 Violations: Bringing weapons of any type on the bus, fighting, inviting family members onto the bus or to the bus stop to instigate a fight, smoking or possession of incendiary devices on the bus, chronic violations of any level 1 or 2 rules, and violations of any other level 3 bus or school rules</p>	<p>Possible Consequences for Level 3 violations: Any possible level 1 or 2 consequences, among other consequences up to expulsion as determined by administration.</p>

Dismissal

- Dismissal starts at 3:00pm in elementary academy, 3:30pm in JA and HS .
- In order for staff to prepare for and manage dismissal efficiently, no parent escorts to classrooms will be permitted after 2:45pm. Additionally, students may not be called for pick up out of classrooms from the front desk after 2:45pm.
- Students who get picked up by parents or day care are released at 3:05pm as part of VIP dismissal.
- VIP and pickup students are to be picked up between 3:05 and 3:45.
- Children who get picked up occasionally will only be released when a parent/day care has come into the building to sign out the child. Children are not allowed to wait outside or walk through the parking lot unattended.
- If a student is not picked up by the end of the administrators' work day, the student may be accompanied to the District 3 Police Station. The substation's address is 2333 N. 49th Street, and the phone number is (414) 935-7233.

Early Dismissal

- Students are not allowed to be dismissed early on a regular basis– this is considered truancy under Wisconsin Compulsory School Attendance Law (118.15).
- Students who must leave early due to doctor/dentist appointments, illness, funerals, or court appointments must bring a signed note to school that day stating the child's name, date, phone number, and reason for early dismissal.

Field Trips

- Any student going on a field trip must have a signed permission slip.
- A student may be held back from a field trip if warranted by behavior or academic discrepancies. Students may be required to attend field trips with an adult chaperone at the discretion of the teacher, dean, or administrator.
- Egregious misconduct on a field trip will prohibit a student from participating in field trips for the remainder of the year.

Illness

- If your child is ill or has a communicable disease (pinkeye, head lice, ringworm, etc) he/she must remain at home until all symptoms are gone or has been treated by a physician. A physician's note may be required to return.
- Students who become ill at school will be assessed by the school staff and parents will be called if it becomes necessary for the child to go home. Students must be picked up immediately to prevent the illness from spreading to others.

Lockers

- Students are issued a locker to keep their personal items secure. Students may not change or share lockers, or distribute their combinations.
- Locks are provided by MAS and no outside locks may be used. Students will be charged \$5 for lost locks.
- MAS reserves the right to search lockers at any time.
- MAS will not be responsible for any loss or damage of personal items kept in the locker.
- Lockers should be locked at all times and combinations kept private.

Lost and Found

- Please label your child's clothing (coats, sweaters, backpacks, boots, etc). If an item is found without a name, the item will be placed in a "Lost and Found"
- MAS is not responsible for lost or missing items.

Money and Valuables

The Milwaukee Academy of Science does not assume responsibility for money or any valuables (including electronics, cell phones, toys, etc.) whether it has been lost, damaged, or stolen.

Parking Lot

The parking lot is primarily for staff and visitors. Students may use the parking lot if space is available. Poor driving (not following rules of the road, weaving, speeding, tailgating, etc) and inappropriate behavior in the parking lot (loitering, smoking, blasting music, will result in the loss of a student's privilege to park in the parking lot. Cars parked in the school's parking lot are subject to search or the owner/driver of the vehicle can risk consequences up to and including expulsion.

Phone Calls

If you need to reach your child in an emergency, please call the main office. Teachers are asked to only answer calls before and after school.

Photography and Videotaping

- During the school year, photographs and videos may be taken by school staff for general purposes, student projects, assemblies, student productions, or for student recognition.
- Students are NOT allowed to photograph, videotape, or distribute images of students,

student projects, classes, teachers, instruction, assemblies, or any other occasion without prior consent from MAS administration.

- Because of the sensitive nature of adolescent development and federal laws related to underage images being photographed and distributed, students who photograph, videotape or distribute images of students may be subject to Tier 3 disciplinary action up to expulsion if the content is connected to domestic violence, sexual harassment, pornography, or bullying.
- During the school year, outside media may come into the school to photograph or videotape students
- Student teachers may be required to photograph or videotape students as a part of their required coursework.
- Families are required to sign-off on permission for the above photography and videotaping as a part of the application process.

School Closings

An automated system is used to communicate school closings with parents. Please keep your phone number and email address up to date with the main office.

School Supplies

The school supply list is distributed in the summer. It is the student's responsibility to have all of the supplies needed to complete his/her assignments. Some supplies may need to be replenished in January.

Tardy Policy – High School

- Students have four minutes to get to their next class. Trips to lockers should be limited to the beginning of the day and before lunch. Any student that is caught in the hall after the bell rings will be marked tardy and will face additional consequences from administration, including detention and loss of transportation.
- Students are expected to come to class on time, in uniform, and with all their school materials. Students who arrive to class out of uniform or without their materials will receive a demerit or tardy if they have to go fix their uniform and return. Students will need to borrow uniform pieces (if they are available) or have a parent or guardian drop off missing uniform pieces before they are allowed to go to class.

Visitors

- All parents and visitors must sign in at the main office and obtain a visitor pass
- Parents must have a meeting scheduled in advance with their child's teacher or administrator in order to be permitted beyond the lobby during instructional hours.
- Parents /guardians who need to visit their child during the school day must wait in the main lobby and the student will be called to meet them.

- Parents and visitors are expected to conduct themselves in accordance with MAS behavior expectations for students. Any threatening behavior (verbal or physical) will not be tolerated and will result in an expulsion hearing for the associated student(s) and/or a no trespassing order
- To ensure a positive learning environment, visitors are asked to refrain from conferencing with teachers without appointments, pulling students out of class, talking to other students, etc. Disrupters will be asked to leave the building.

BEHAVIOR & DISCIPLINE

Behavior

We are all family at the Milwaukee Academy of Science and every member of our community is expected to show respect and kindness to their fellow Novas. MAS also holds values that support all students' development as responsible and respectful individuals who are prepared to be successful in various professional environments while also maintaining safety as a top school priority. Students will receive specific feedback on their behavior so that they know what they are doing that is productive and professional and what they are doing that needs to improve. Behavior violations are organized according to severity. Students are expected to follow and will be held accountable to all school expectations from the time of their arrival on campus until they arrive home each day. They are also expected to follow expectations at all school events and whenever they are wearing the MAS uniform.

[2024-2025 MAS Discipline Matrix](#)

Resolving Parent Discipline 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 school leadership to discuss the issue.
- If the problem still persists, please contact the DSS in the case of a behavior concern and the CAO in the case of an academic concern, and they will mediate the problem with all parties involved. The Principal or parent may request the CAO for DSS to be present for this meeting if the situation merits.
- In the event a parent or student wishes to appeal an Expulsion decision, they may email the CEO with their appeal directly, and the CEO will forward the appeal to the Parent Committee of the Board of Directors who will review the appeal and either uphold or reverse the decision.
- Additionally, our administrative team annually reviews our discipline policies and procedures along with student behavioral data prior to the start of each school year. We invite all families and students to participate in and provide feedback

on these policies and procedures and our results through our annual parent and student surveys, our parent committee, and our annual state of the school meetings.

Bullying Policy

The Milwaukee Academy of Science (MAS) strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and school buses and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The school consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

Definition

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)

Prohibition

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

Procedure for Reporting

- All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building Principal.
- Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to the building Principal.
- Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

- The school official receiving a report of bullying (building Principal) shall immediately investigate the report. The Principal may assign other administration team members to help with the investigation: including the President/CEO, Achievement Director, and/or Guidance Counselor.
- There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

Procedure for investigating reports of bullying

- The person assigned by the district to conduct an investigation of the bullying report shall interview the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.
- Parents and/or guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

Sanctions and supports

- If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school district administration and school board may take disciplinary action, including: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Pupil services staff will provide support for the identified victim(s).

Disclosure and Public Reporting

- The policy will be distributed annually to all students enrolled in the school district, their parents and/or guardians and employees.
- Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.
- An annual summary report shall be prepared and presented to a subcommittee to the school board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior.

Cell Phones (see Electronics)

Cell phones and phone watches are not allowed to be seen or used in the building from arrival/breakfast until dismissal. All cell phones must be turned off and stored according to Academy policy. Cell phones may only be used in the lobby after dismissal. If cell phones or phone watches are seen or heard by any staff member, subsequent consequences will follow the MAS Behavior Matrix (see above)

Detention (High School)

- Students will serve an after-school detention from 3:30 p.m. to 4:30 p.m. on Friday or Monday who:
 - Disrupt the learning environment without regard to their education or to the education of others,
 - Arrive late unexcused,
 - Create a hostile or unsafe school environment, or
 - Violation of any of the school policies where an after-school consequence is required

will be required to serve an after-school detention.

- After School Detentions will be held from 3:30 p.m. to 4:30 p.m. on Friday or Monday. Parents will be notified by Thursday at 4 pm if their child must serve a detention. The first opportunity to serve the detention will be Friday after school and the second will be Monday after school. Any student not serving their detention will be restricted from attending any school event or activity until the detention is served including honors and awards, field trips, or sporting events and dances. Unserved detentions will also result in a permanent record of insubordination. Students who rely on school transportation to get home will need to be picked up or find alternative transportation home. No other transportation will be provided. During detention students cannot use their phones or work on homework assignments. Students will not be excused from serving a detention because of work. Students with siblings in other academies, please notify the High School Principal or Assistant Principals if the high school student normally monitors younger siblings from the elementary or junior academies so that we know whether the siblings should go home on the bus without their high school sibling or if they should serve the detention with the high school sibling.

Dress Code

School uniforms support our efforts to focus on academic achievement. As student bodies grow and change throughout the school year, please regularly check uniform clothes for rips, tears, broken zippers, and inappropriate fit.

Students are required to be in full uniform each day. The school is not required to provide or loan uniform tops or bottoms if a student is out of uniform. Parents will be asked to bring in a uniform for students who are out of uniform. Repeated violations will result in disciplinary action that may include removal from class.

- Students may not alter their MAS uniform.
- No Hoodies are allowed.
- In hot weather, students may wear navy or tan dress skirts or shorts that are 2 inches above the knee or longer. No biker shorts, athletic shorts, or pants that have been cut to make shorts.
- Students must wear a MAS-issued polo with a long-sleeved, solid-colored navy blue, gray, or white undershirt may be worn. Students may also wear an MAS-issued navy blue sweatshirt or fleece.
 - MAS polos and sweatshirt available for purchase online. Please call Ms. Orr for assistance if you need it.
 - Shirts must be worn as intended without knots at waistline, arms out, body parts showing that should not be (chest, stomach, back).
- Students must wear tan or navy dress pants at the waist level. No jeans, corduroys, cargo pants, or leggings are allowed. Pants may not have any slashes or holes.
- Skirts or shorts must be 2 inches above the knee or longer.
- Shoes must have closed toes and a solid back
- No bandanas, bonnets, or hats are permitted. Additionally, no headwear designed for warmth (ear muffs, winter headbands, etc.) are permitted. Students with religious reasons for head coverings or personal emergencies have head wear approved prior to entering school.

- Purses larger than 8x10, backpacks, and fanny packs may not be carried during the school day.
- No sunglasses (including prescription sunglasses), grills, or key lanyards may be worn.
- Students will be asked to remove any accessory that is deemed a distraction to the learning environment.
- Athletes may wear approved athletic warmups when approved by administration.
- Students may have the opportunity to earn spirit wear or dress down days during the school year.

K4-2 nd Tops: <u>Navy Blue</u> MAS Issued polo or MAS Issued Navy Blue Crew Neck may be purchased in the main office	3 rd -5 th Tops: <u>Gray</u> MAS Issued polo or MAS Issued Navy Blue Crew Neck may be purchased in the main office
5 th -8 th Tops: <u>Light Blue</u> MAS Issued polo or MAS Issued Navy Blue Crew Neck may be purchased in the main office	9 th - 12 th Tops: <u>Navy Blue</u> MAS Issued polo or MAS Issued Navy Blue Crew Neck may be purchased in the main office

Electronics (personal)

Electronics are not allowed to be seen or used during school hours (7:55AM – 3:20PM). All electronics should be stored according to School Policy.

PHONES

Elementary Academy	Phones will be collected and stored in a secure location in the classroom
Junior Academy	Phones must remain in student lockers
High School	Phones must be stored in student lockers

- Personal headphones, earbuds and AirPods should remain in student lockers
- Personal iPads, tablets, and laptops are not allowed during the school day. If they must be brought to school they are to remain in lockers powered down, and should not be seen.
- Students may wear smart watches; however, they may be asked to give them to a teacher if they are distracting from learning or being used to communicate the way a cell phone or personal computer would be.
- School staff will make every effort to ensure that property is safe; however, we are not responsible if items are lost or stolen.
- If a device is being used during school hours, it will be confiscated and will need to be picked up by a parent or guardian. Students will receive the appropriate consequence when this happens.

Merit and Demerit System

Each Academy uses a merit and demerit system to track positive and negative behavior. Points are recorded among all MAS staff and point amounts may be used to determine a student's eligibility for certain incentives, including but not limited to dress days, school spirit events, and field trips. Students who are eligible for such incentives are asked to adhere to school rules as applicable on incentive days. Students wearing clothing that is deemed inappropriate may be asked to change so it is a good idea for students to pack their school uniform on such days. Students who are invited to participate in incentive days will be given a note to take home to their

families describing the event and their eligibility.

Negative Representation of MAS in the Community

If students are involved in any criminal, harassing, or negative behaviors outside of school or online, we may treat the behavior as if the behavior happened on school grounds. Students who fight or get into any serious trouble within the community risk disciplinary action up to expulsion. In accordance with our principles, we will enforce compliance of only those behaviors that will lead to students leading successful and productive lives.

REGISTRATION & ENROLLMENT

Admission

- The Milwaukee Academy of Science is a public school and therefore admits all of our students in a non-discriminatory manner.
- Early enrollment applications for the 2025-2026 school year will be accepted beginning October 1st, 2024. Applications for the current school year will be accepted and students will be enrolled as seats are available.
- Applications must be completed fully and all accompanying documents (Birth Certificate, proof of residency, immunization records) must be submitted before a student is enrolled.
- Students entering K4 must be 4 on or by September 1st of the current school year.

STUDENT SERVICES

Contact Information/Emergency Contacts

- Families are required to keep the school informed of their most current address

and phone number, along with emergency contact information. Emergency contact information must include whether they have the right to remove the child from school, as well as access to academic information.

- MAS requires both parents to be listed on the student application. If one of the parents no longer has legal parental rights, the school must be provided with the appropriate court documents. Without documentation, both parents have equal access to academic, behavioral, and attendance records and may visit and/or remove the child from school.

- If you are anticipating a move or change in phone number call the office and a purple contact information form will be sent home with your child, .

- MAS will communicate regularly using the email on file. It is important to check your email for these weekly messages and let the school know if your preferred email address changes.

Extra Curricular Activities

Participation in extracurricular activities is a privilege.

- Students are expected to adhere to all MAS policies and expectations as outlined by the advisor/coach.
- Siblings of participants must have prior approval from the advisor/coach in order to attend.
- All students in the building after school hours must have written permission and be supervised by an adult.
- Students must be in attendance for a full day (unless there is an excuse for part of the day) to be on school grounds after school, attend practices, after-school activities, and special school events.
- Chronic or egregious behavior after school can prohibit a student from participating in afterschool activities.

Medication

- Students may not be in possession of any controlled substances or medications.
- Parents and the prescribing physician must sign an “Authorization for Medication” form – available in the main office for any prescription medication.
- All medication brought to school should be left with office personnel to be secured in a locked safe.
- This medication needs to be left at school until it is no longer needed.
- For the school to administer over-the-counter medication, a medication authorization form must be completed by a parent and kept on file in the office.
- Students may not carry pills, vitamins, etc in school – any and all medication must be administered by office staff or school designee.

Parent Committee

The MAS parent committee is inclusive of parents, teachers, and administrators. Opportunities for parents to become involved in activities and participate in monthly parent engagement opportunities will be posted in newsletters and our website throughout the school year.

Pupil Non-Discrimination

The Board is committed to providing an equal educational opportunity for all students in the District.

The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including gender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities. This policy is intended to support and promote nondiscriminatory practices in all District and school activities, particularly in the following areas:

- A. use of objective bases for admission to any school, class, program, or activity;
- B. prohibition of harassment towards students and procedures for the investigation of claims;
- C. use of disciplinary authority, including suspension and expulsion authority;
- D. administration of gifts, bequests, scholarships and other aids, benefits, or services to students from private agencies, organizations, or persons;
- E. selection of instructional and library media materials in a nondiscriminatory manner and that reflect the cultural diversity and pluralistic nature of American society;
- F. design and implementation of student evaluation practices, materials, and tools, but not at the exclusion of implementing techniques to meet students' individual needs;
- G. design and configuration of facilities;

- H. opportunity for participation in extra-curricular and co-curricular activities provided that separate programs for male and female students may be available provided comparable activities are made available to all in terms of type, scope, and District support; and
- I. the school lunch program and other school-sponsored food service programs.

Students with Disabilities

MAS is committed to setting students up for success. If your child has a disability and requires support or to refer a student that is believed to have a disability for a special education or Section 504 evaluation please contact the Director of Student Services, Elissa Retkowski, at 414-933-0302 Ext. 5224.

Toilet Training

If your child is not toilet trained upon entering school in K4, parents may be asked to come in for a meeting to create a plan of action. Parents should provide a change of clothes for their child. If one is not provided, parents will be asked to bring clothes up to the school if an accident occurs. Teachers and assistants may need to assist children in changing into clean clothing. Parents will be notified if an accident occurs and assistance given by school staff. Additional meetings may need to be scheduled to update the plan of action if accidents continue.

Wellness Policy for Food, Snacks & Treats:

- Healthy snacks and lunches support student learning. Foods and beverages that are high in sugar and caffeine such as soda, energy drinks, candy, and other sweets may be held by a teacher until the end of the school day if they pose a distraction to learning.
- Birthday Celebrations - Birthday celebrations must be approved by the Academy Principal and Teacher whose classroom the celebration will occur in. The celebration will be held during the time designated by the teacher, which is to prevent loss of instructional time. The teacher must be notified at least one day in advance by note or phone.
- Students will not be given food that has been ordered by themselves or others to the school by an outside vendor. Outside food includes food carried in by the student and food purchased and dropped off by a family member or food delivery service.

Milwaukee Academy of Science

Acceptable Technology & Internet Use Policy for Students

The purpose of this document is to inform parents, guardians, and students of the rules governing the use of district and personal technology resources while on or near school property, and at school-sponsored activities, as well as the use of district technology resources via off-campus remote access. Please read the following carefully.

Introduction

The Milwaukee Academy of Science (MAS) is pleased to offer students access to district computers, communications system, the internet and an array of technology resources to promote educational excellence. Each student is responsible for his/her use of technology, whether personal or district-provided. While using district and personal technology resources on or near school property, and at school-sponsored activities, as well as using district technology resources via off-campus remote access, each student must act in an appropriate manner consistent with school, district, and legal guidelines. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology.

Communication systems include: e-mail, web sites, cell phones, pagers, text messaging, instant messaging, blogging, podcasting, listservs, and/or other emerging technologies.

Using the Internet and Communications Systems

District technology resources are provided to students to conduct research, complete assignments, and communicate with others to further their education. Access is a privilege not a right; as such, general rules of school behavior apply. Access to these services is given to students who agree to act in a considerate and responsible manner. Just as students are responsible for good behavior in a classroom or a school hallway, they must also be responsible when using school computer networks or personal technologies. Students must comply with district standards and honor this agreement to be permitted the use of technology.

All digital storage is district property, and as such, school staff will review files and communications to maintain system integrity and ensure that students are using technology responsibly. Students should not expect that files stored on district servers will be private.

All web pages created by students and student organizations on the districts computer system will be subject to treatment as district-sponsored publications. Accordingly, the district reserves the right to exercise editorial control over such publications.

The educational value of technology integration in curriculum is substantial. Access to the Internet will enable students to use online libraries and databases. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, profane, sexually oriented, or potentially offensive to some people. While the intent is to make Internet access available to further educational goals and objectives, students may find ways to access these other materials as well. MAS does not condone or permit the use of this material and uses content filtering software to protect students to the extent possible. Parents and guardians must be aware that content filtering tools are not completely fail-safe and while at school, direct supervision by school personnel of each student using a computer is desired but not always possible. Students are expected to use technology resources in a manner consistent with the rules below and will be held responsible for their intentional misuse. MAS believes that the benefits of student access to the Internet in the form of information resources and opportunities for collaboration exceed any disadvantages. Ultimately, parents and/or guardians are responsible for setting and conveying the standards that their children should follow when using technology. If a student accidentally accesses inappropriate material they should back out of that information at once and notify the supervising adult.

Proper and Acceptable Use of All Technology Resources

All district technology resources, including but not limited to district computers, communications systems, and the Internet, must be used in support of the educational mission and objectives of MAS.

Activities that are permitted and encouraged include:

- School work;
- Original creation and presentation of academic work;
- Research on topics being studied in school;
- Research for opportunities outside of school related to community service, employment or further education

Activities that are NOT permitted when using district or personal technologies include but are not limited to:

- Plagiarism or representing the work of others as one's own;
- Using obscene language; harassing, insulting, ostracizing, or intimidating others;
- Searching, viewing, communicating, publishing, downloading, storing, or retrieving materials that are not related to school work (searching inappropriate materials is not permitted);
- Damaging or modifying computers or networks;
- Intentional or neglectful transmission of viruses or other destructive computer files; hacking into district or external computers; intentionally bypassing district filters;
- Use of USB, bootable CDs, or other devices to alter the function of a computer or a network;
- Online sharing of any student's or staff member's name, home address, phone number, or other personal information;
- Non-educational uses such as games, social media sites, role-playing multi-user environments, gambling, junk mail, chain mail, jokes, or raffles;
- Participating in online chat rooms or using instant messaging, unless specifically assigned by a teacher;
- Use of district resources for commercial purposes, personal financial gain, or fraud;
- Any activity that violates a school rule or a local, state, or federal law.

Students are expected to report harassment, threats, hate-speech and inappropriate content to a teacher or administrator. If a student has any questions about whether a specific activity is permitted, he or she should ask a teacher or administrator.

Privacy and Security

Students must use district technologies responsibly and in a secure manner. They must not share their logins, passwords, or access with others.

Online Assessments

Student assessments may be conducted using technologies such as the Internet or NWEA MAP assessment. Normally, students will use these technologies as a part of their instructional day. Privacy and security, as defined above, along with confidentiality of assessment responses, are expected.

Vandalism

Any intentional act by a student that damages district technology hardware, software, operating systems, or data will be considered vandalism and will be subject to school rules and disciplinary procedures. Any intentional act that requires a person's time to repair, replace, or perform corrective work on district technologies or data is also considered vandalism.

Consequences of Misuse

Misuse of personal or district technology resources while on or near school property and at school-sponsored activities, as well as the misuse of district technology resources via off-campus remote access may result in disciplinary action up to and including expulsion. In addition, the student's use of district technologies may be suspended or restricted. Furthermore, intentional unauthorized access and/or damage to networks, servers, user accounts, passwords, or other district resources may be punishable under local, state, or federal law.

Reliability and Limitation of Liability

MAS makes no warranties of any kind, expressed or implied, for the technology resources it provides to students. MAS will not be responsible for any damages suffered by the student, including those arising from non-deliveries, misdeliveries, service interruptions, unauthorized use, loss of data, and exposure to potentially harmful or inappropriate material or people. Use of any information obtained via the Internet or communications technologies is at the student's own risk. MAS specifically denies any responsibility for the accuracy or quality of information obtained through the Internet. The student and his/her parent/guardian will indemnify and hold MAS harmless from any losses sustained as the result of misuse of the district's technology resources by the student.

Student Device Contract

I, _____ (scholar name), agree to the following terms and conditions for the use of a device provided by Milwaukee Academy of Science (MAS):

- Be **trustworthy** and **respectful** by using the device only for school work. Things like cyberbullying (being mean to others online), playing games during work time, watching videos, or looking at things that are not school related are not allowed.
- Take **care** of your devices by not throwing, dropping, running with, writing on, or doing anything else that might break your device. MAS tracks who is using the computers, so make sure you are working hard!
- Be **responsible** to make sure your devices are never near food or drinks!
- Show great **citizenship** by telling an adult if the device gets damaged or broken—even if it was just an accident—so we can fix it as soon as possible.
- Demonstrate **fairness** by following all the rules set by the school *and your teachers* for using technology in the classroom.

By following these rules, you can make sure there will always be a device for you to use! Otherwise there may be consequences like not being able to use devices or even having to pay to fix it.

Please sign below to show that you have read and understand these rules. Thanks!

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

MILWAUKEE ACADEMY OF SCIENCE SCHOOL/PARENT/STUDENT COMPACT

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

<p>As a staff, we promise to:</p> <ul style="list-style-type: none"> ● Create and maintain a welcoming climate at MAS ● Maintain a standard of excellence regarding academic achievement ● Provide professional and emotional support to staff ● Assure a safe environment for all students, parents, and staff ● As a Teacher, I promise to: <ul style="list-style-type: none"> ● Build positive relationships with all students ● Respect the cultural differences of students ● Collaborate with parents to improve parental involvement ● Provide a safe, challenging, exciting, and enjoyable learning environment 	<p>We need:</p> <ul style="list-style-type: none"> ● Students who come to school every day, follow the school rules, and put forth their best effort ● Teachers who love and respect the children and are committed to high standards of excellence. ● Parents to partner with the school in the education of our children. ● Students who are in complete uniform and prepared to work. ● Cooperation, communication, and respect from parents, families, staff and the community. ● Consequences for students who disrupt the learning environment. <p>Teacher Signature _____ Date _____</p>
<p>As a Parent, I promise to:</p> <ul style="list-style-type: none"> ● Ensure my child comes to school and arrives on time as detailed in the Parent Handbook ● Model positive behavior towards teachers, staff, and students ● Help my child with homework and encourage reading 20-30 minutes per night ● Provide up-to-date phone numbers to office staff ● Attend parent meetings and collaborate with my child's teacher (parent conferences, PTA meetings, curriculum nights, etc...) ● Ensure that my child maintains at least 93% average daily attendance ● Ensure that my child follows the bus rider rules and regulations 	<p>I need:</p> <ul style="list-style-type: none"> ● Respect from all staff, students and other parents ● Clear and frequent communication with the school (newsletters, flyers, etc...) ● Supportive services provided to my child ● Assistance with learning how to utilize the resources within our school and the community (health and social services) <p>Parent Signature _____ Date _____</p>

- Ensure that my child wears a clean/complete uniform daily

As a Student, I promise to:

- Understand the MAS school mission and work to the best of my abilities.
- Respect peers, adults, and myself
- Follow MAS school-wide rules
- Listen attentively during classroom instruction
- Complete and return homework, read 20-30 minutes every evening, and give school notices to my parents or guardians
- Learn and apply MAS values to my life
- Maintain a 93% daily average attendance
- Follow the bus rules and regulations

I need:

- All staff to respect and listen to me
- Teachers to help me identify my strengths through learning
- Teachers and administrators to provide a safe learning environment.

Student Name _____ Grade: _____

Student Signature _____ Date: _____