



A Non-Instrumental Charter School of the



Milwaukee Public Schools

**2008-2009  
ACADEMIC YEAR**

# **STUDENT HANDBOOK**

# WISCONSIN CAREER ACADEMY

4801 S. 2<sup>ND</sup> STREET, MILWAUKEE, WI 53207

August 30, 2008

Dear Students,

Welcome to the 2008-2009 school year at Wisconsin Career Academy! The administrative team is excited about this coming school year, and the staff at Wisconsin Career Academy is caring, competent, dedicated and willing to assist you. We are working very hard to provide the best possible learning climate for students.

We believe that education is a shared responsibility and that the successful operation of a school depends on the cooperation of everyone concerned: students, parents, and staff. The mission of Wisconsin Career Academy is to create a partnership among the members of this triad. Each of us is responsible for doing our part to make our school a place where we can work and study together in harmony.

Wisconsin Career Academy is a reflection of all of us. All of our policies are intended to provide a safe and orderly environment that will be conducive to learning. Our faculty and staff look forward to sharing their expertise in academics, special programs, and extracurricular activities. We encourage you to get to know your school, its programs, activities, and schedule. Become an active participant in our school. Get involved through classes, clubs, and activities.

This handbook is an overview of our school's goals, services, and rules. It is an essential reference book describing what we expect and how we do things. Read it carefully, discuss it with your parents, and let it act as a guide for your effective involvement in all parts of the school. It has been written to provide you and your parents with the information that will make your year purposeful and rewarding in every aspect. Keep this handbook because you will use this information throughout the school year.

**Please note that while we have made every effort to give accurate and current information, we may have missed something. Any changes to this handbook will be made in writing through our school newsletter and will also be updated on our school website.**

On behalf of the entire Wisconsin Career Academy staff and community, best wishes for a great 2008-2009 school year!

Sincerely,

*Mr. Dawursk,  
Assistant Principal  
Dean of Students*

# 2008-2009 STUDENT HANDBOOK

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Updated August 7, 2008 - GED

# MISSION STATEMENT

*Wisconsin Career Academy is a democratically structured environment that fosters natural curiosity, creativity, and self-awareness. At WCA, our students learn to take initiative and assume responsibility for their decisions, actions, and their own learning. The environment at WCA is multicultural, and our staff members take the time that is necessary to meet our students' emotional and social needs as well as their educational needs. Our staff cares for each of the students as individuals, and we work to bridge the gap between school and community with our integrated curriculum and hands on program. The parents, the students, and staff, attempt to work together to understand and put our personal relationships with each other into perspective. Recognizing that educational success is built upon the harmony of the triad made up of students, parents, and teachers, Wisconsin Career Academy creates a partnership among members of this group that will help our youth fulfill their highest intellectual, social, emotional, and physical potential. Because of the nature of its mission, Wisconsin Career Academy does not discriminate against any member of its community on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disabilities or handicap in educational programs or activities.*

## WISCONSIN CAREER ACADEMY STUDENTS' RIGHTS AND RESPONSIBILITIES

<b>STUDENTS' RIGHTS</b>	<b>STUDENTS' RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>➤ To feel safe in the school environment</li> <li>➤ To take full advantage of the learning opportunities</li> <li>➤ To work in an environment free from disruptions</li> <li>➤ To express their opinions, ideas, thoughts, and concerns</li> <li>➤ To have a healthy environment that is smoke alcohol, and drug free,</li> <li>➤ To use school resources and facilities for self-betterment under appropriate supervision,</li> <li>➤ To expect courtesy, fairness, and respect from all members of the community,</li> <li>➤ To be informed of all expectations and responsibilities,</li> <li>➤ To take part in a variety of school activities, and</li> <li>➤ To have the right to due process.</li> </ul>	<ul style="list-style-type: none"> <li>➤ To be caring and honest,</li> <li>➤ To do his or her best to learn and master all he or she can,</li> <li>➤ To respect school rules, regulations, and policies,</li> <li>➤ To be sure that personal expressions do not interfere with the rights of others,</li> <li>➤ To follow state law and school policies concerning substance abuse,</li> <li>➤ To respect and protect the personal and property rights of others and of the school,</li> <li>➤ To treat all members of the community with full respect, fairness, and courtesy,</li> <li>➤ To abide by all the expectations of the school and its community,</li> <li>➤ To follow the prescribed guidelines for participation in school activities, and</li> <li>➤ To adhere to due process procedures.</li> </ul>

## 1. INTRODUCTION

To achieve our mission, every member of the Wisconsin Career Academy Community must respect the rights of all members of the community to learn. This means creating an environment that is physically, emotionally and intellectually safe, orderly, and conducive to learning. The information in this handbook provides the guidelines for all of our behaviors and attitudes that will create a positive environment in which each student, parent, and teacher can contribute and learn. Because this is a “Student” Handbook, it is written to you. Each section begins with a general description of the issue involved, and then it addresses you and your actions and attitudes very specifically.

## 2. DRESS CODE/PERSONAL APPEARANCE

WCA has a dress code policy to help create a safe and orderly environment, instill discipline, and eliminate the competition and distractions caused by varied dress styles. You will be expected to arrive in dress code every day. Please cooperate, display modesty and neatness, and take pride in these clean, neat and attractive uniforms. We rely on your common sense and your parents’ and/or guardians’ support in helping maintain this dress code. Dress Code information was given to all admitted students in the application packet. If you need further uniform information, please call the school office.

You should know that the school uniform policy is strictly enforced in our school. Make sure your child wears the school uniform on the **first day** of school. Your child must come to WCA everyday in their uniform.

**Students will have the opportunity to buy uniform shirts and sweatshirts at orientation and throughout the school year.** Logo shirts and sweatshirts may be purchased through the school office. School apparel is available at a reasonable cost in the school office before or after school only.

### Modified Dress Code Policy for Wisconsin Career Academy Updated 10/24/08

**This replaces the dress code policy outlined  
in the original 2008-09 Student Handbook**

#### ■ **Shirts:**

- School uniform shirts may be purchased at orientation or anytime before or after school in the office for \$15.
- Shirts **MUST** be tucked-in or hang naturally. Shirts cannot be tied or bound at the bottom.
- Sweatshirts, sweaters, or long sleeve shirts may be worn under the school shirt, but they must be tucked in and not visible at the bottom of the shirt. Shirts underneath should be a solid color without writing, designs or pictures on them. Hoods on sweatshirts, sweaters, or shirts are not allowed. Jackets or coats are not permitted under the school shirt.

■ **Shoes:**

Students must wear shoes in good repair with their toes and heels completely covered. Laces must be tied properly. Heels must be one inch or less. Boots may be worn under pants only. Sandals, slippers, or flip-flops are not permitted.

■ **Pants:**

- Students must wear pants/jeans with their uniform shirt. Pants must be solid colored black, blue or khaki.
- Student pants must be at waist level (at least 2" from the belly button) and must completely cover the knee.
- Pants of any type must be a solid color with no photographic pictures or caricatures of people. Appropriate designs, symbols, art work, and manufacturer's logo art are permitted on back pants pockets only. If the design, artwork, graphics or logo extends beyond the enclosed pocket area, the pants will be considered unacceptable.

*For example: a manufacture's name such as "Apple Bottom" written across the entire seat of the pants or "Niki" written along a front pocket leg would not be allowed. Art work of paint dripping from the belt buckle loops or beyond the sides of the pockets would also not be allowed.*

- Inappropriate symbols, graphics or art work include but are not limited to: skulls, blood, gang, hate or sexually orientated symbols, drugs or alcohol references, and weapons of any kind.
- No text other than the manufacturer's name is permitted anywhere on the pants. No handwriting or original artwork (not provided by the manufacturer) is permitted anywhere on the pants. If the manufacturer's logo or name is located anywhere else other than the pocket area on the pants it must be one inch or smaller and not replicated.
- Pants/jeans must be in good repair, no holes, or fraying. Pants must be worn properly at the actual waistline.
- Pajama bottoms and sweat pants (or pants made of similar design or material) are not allowed.
- Boxers, biker, gym, running shorts, or any tight fitting shorts are not allowed. Gym shorts may only be worn during gym class.
- Leg warmers and boots can not cover the pants. Both must be either tucked under the extended pants leg or be removed while at school. Leggings and lacey style leg warmers are not to be visible and must remain hidden under pants legs.
- Pants can not be rolled up to display socks. If visible, socks must be the same solid color with no words or inappropriate designs.

■ **Head Gear:**

- Hats, caps, doo-rags, and headgear may not be worn in the building, except for religious reasons and then only with a prior written note from their parent or guardian.
- All headgear must be removed upon entering the building. Girls may wear hair bands of one inch or less as long as they are not a distraction in the classroom. Scarves worn as hair bands are not permitted.

- **Jewelry:**
  - Jewelry should not be a distraction to the classroom. Ear rings must be less than 3 inches in length.
- **Hair:**
  - Hair color must be a “natural” color. Unnatural colors dyed into the hair are not permitted. Hair cuts/styles must be professional looking; no Mohawks are allowed. Hair color should not be a distraction to the classroom.
- **Sweaters/Jackets:**
  - No jacket, coat or hoody of any kind may be worn in the building.
  - The WCA sweatshirt (with school logo) may be worn over or in place of the school uniform shirt.
- **Bags / Purses:**
  - Only clear, see-through backpacks or purses are allowed in classrooms. All other backpacks and items must remain in lockers.
  - Keep all personal hygiene items in your lockers.
- **Facial / Head Decorations:**
  - Grills and tongue piercing are not allowed. However, a single, non-disruptive facial piercing will be permitted.

### 3. GRADING SCALE

All classes at WCA will follow this standard scale for assigning letter grades for quarter and semester work. Individual teachers will establish the grading policies and procedures for their classes, and their grades will correspond to this scale.

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
59 and below	F

Teachers may assign a grade of plus (+) or minus (-) grade, but will not count differently toward the student’s grade point average. Incompletes (I) will only be given in extreme circumstances when a student has a plan for completing the missed work.

### 4. HOMEWORK POLICY

Homework is an essential part of your successful educational program at WCA. Doing homework will help you develop many valuable skills such as good study habits, time management, responsibility, and perseverance. Teachers will assign homework that will foster individual learning and growth and that is appropriate for the subject area. Homework is part of all students’ regular evaluations. It is your responsibility to complete and turn in homework on time. If you or your parents have questions about homework, immediately contact the teacher who assigned it. The teacher determines homework due and final make-up dates for the

quarterly projects. Teachers have individual policies on late work, so be sure to check each teacher's syllabus for information.

## 5. GRADE PROMOTION POLICY

### HIGH SCHOOL:

- In high school, there will be final exams at the end of each semester required for all grades in all classes. Students who miss the test may take a make-up test as scheduled on the school calendar
  - Final exam will count as 20% toward the final semester grade.
  - A student may be exempt from any exam in which they have a “B” average or above, have zero (0) unexcused absences, and three (3) or less excused absences. All exemptions are at the discretion of the teacher.
- A. Seniors must have 23 credits to graduate.
- B. Students must attain the correct number of credits to be promoted to the next grade level. (1 credit =1 course for 1 year)
- 10th grade: 5
  - 11th grade: 11
  - 12th grade: 18
- C. Classes required for graduation from WCA and all MPS High Schools:
- 4 credits of English
  - 3 credits of Social studies
  - 3 credits of Science
  - 2 credits of Math
  - 1.5 credits of Physical Education
  - 1.0 credit Fine Arts
  - .5 credit of Health

### MIDDLE SCHOOL:

1. Students must pass six (6) out of eight (8) classes. Only one F each semester is allowed in the academic classes of Science, Social Studies, Math and English.
2. Students must receive at least two (2) points per semester in each class to pass the class. (A = 4 points, B=3 points, C=2 points, D=1 point)
3. Students must pass proficiencies in classes.

## 6. ILLNESS, INJURY, AND MEDICATION POLICIES

If you are ill, you must go to the office. There you will have the option to call home and get permission to leave or be picked up.

### Medication Policy:

Medication should not be brought to school unless it is essential to the health of the student. If your child needs to take a prescribed medication that is taken once daily, please have

your child take this before coming to school, or in the evenings. If a student must take medicine at school, these procedures must be followed:

- The school must receive a Medication Administration Directions Form signed by the student's physician and parent/guardian.
- The student's name must be printed clearly on the medication bottle.
- All medication will be kept in a secure location in the office.

Students are not allowed to carry any medication with them to school. Aspirin, Tylenol, and other patent drugs **are not** available from school. Students may carry their inhalers.

## 7. PUPIL SERVICES

The guidance counselor and the school social worker are available to help students with any personal, social, educational, or vocational problems. Confidentiality is always kept with the exception of situations that will endanger the lives of the student or others.

## 8. LOCKERS

- Each student will be assigned a locker for his/her individual use at WCA. This locker is for storing books, coats, and personal items necessary for school. The lockers should not be used to store valuable items you bring from home. WCA will not be liable for personal items you leave in your locker or bring to school with you. To keep your school items safe, we strongly advise you to keep your locker private. Do not trade lockers with another student. Do not let another student share your locker since it is a violation of the school policy. It is your responsibility to see that your locker is kept locked and in order at all times. You should report any damage, vandalism or non/working condition of your locker to the office. If you do not report vandalism, damage or non-working condition of your locker, you will be held responsible for it.
- **ONLY A SCHOOL SUPPLIED LOCK MAY BE USED AT WCA. ANY OTHER LOCK WILL BE REMOVED AND DISCARDED AT THE OWNER'S EXPENSE.** School locks may be purchased for \$10.00 at the start of the school year. Upon return at the end of the school year, locks may be sold back to the school at the administration's discretion for \$5.00 each.
- Locks issued by WCA in prior years must be approved and signed-in prior to placement on a school locker. **Non-approved locks will be considered a violation of school property and will be cut-off and discarded at the owner's expense.**
- Please remember that your lock and locker are school property and remains at all times under the control of the school; however, you have full responsibility for the security of your lock and locker and what is stored in your locker. Periodic locker checks with or without student permission will be made by WCA administration to ensure that lockers are kept clean and orderly.
- Students requesting a locker change or lock exchange will be assessed a \$15.00 processing fee paid at the time of the exchange. Students may not put their own locks on the lockers. Illegal locks will be removed and not returned to the student.

## 9. LOST AND FOUND

There is a lost and found box in the school office. If you find books, clothing or personal items on the school grounds, please bring these items to the office. If you lose something, check the lost and found.

## 10. LUNCH PERIODS

WCA has a closed campus. All students must remain at school during the lunch period. You may buy the MPS hot lunch provided, or you may bring a packed lunch. There are microwaves available if you need to heat your lunch. If you have a special situation, you will need to meet with the administration. During the lunch period, you will be expected to display good manners and courtesy. You must eat your lunch **ONLY** in the lunch area. You will be expected to clear your place and dispose of all trash appropriately. No food or beverages are allowed out of the cafeteria area. Teachers who are on duty during the lunch period will hold you responsible for your behavior. There are two lunch periods. The first period is for middle school. The second one is for high school. The following are the **LUNCH ROOM RULES AND REGULATIONS**, which must be followed or there will be disciplinary action:

- The cafeteria area is where food is to be eaten. Do not sit on tabletops. Clean up after yourself. Throwing food or garbage is not allowed—even into garbage cans. If you throw something on the floor, you may be asked to clean the area and you will be disciplined.
- Dress code will also be enforced during lunch.
- Do not take food or drink into the gym area. (Basketball courts) Do not move back and forth between the gym and café area. Do not bring gym equipment into the cafeteria.
- State Law requires students to follow any instructions given by an adult as soon as possible and without hesitation or argument. If any lunchroom supervisor gives a direct instruction, students must do as told or face the consequences.
- No CD players, cell phones, or any other electronic devices are allowed in the school. These items will be confiscated if found. Headsets and earpieces are not allowed to be on your person either. If found, they will be confiscated for a minimum of 9 weeks (equivalent to one quarter).
- There will be no play-fighting or running allowed anywhere on school property. If you are caught play fighting in the cafeteria or gym, you will be disciplined.
- Students are not allowed to carry any opened drinks or food of any kind outside of the cafeteria. The only exception is a planned class party. Students are only allowed to buy products from a vending machine during lunch periods. Gum is not allowed in school at all.
- Students are not allowed to leave school grounds, at anytime of day; unless they are given permission by the administration.

- Students are not allowed to leave the cafeteria without permission from the person in charge.
- Students may not leave the cafeteria to go to their locker or to a teacher's room without a pass from a teacher. **NO EXCEPTIONS.**

## 11. PUBLIC AREAS: HALLWAYS, STAIRWELLS, AND BATHROOMS

Hallways, stairwells, and bathrooms are areas used by all members of WCA. Because everyone uses these areas, there are rules of conduct that all students must follow:

- Do not loiter in the halls, lunchroom, bathrooms, or on staircases.
- Do not eat in halls, bathrooms, on staircases, or classrooms.
- Do not run in the halls, lunchroom, bathrooms, or on the staircases.
- Do not use any profane or vulgar language.
- Do not yell, scream, hit lockers or otherwise make excessive noise.
- Do not roughhouse, push, wrestle, or play fight.
- There will be no birthday spankings/beatings given.
- Report any leaks, spills, or other problems in the bathroom to a teacher or the office.
- Students should stay on their assigned floor of school unless they are going to scheduled classes or have written permission from a faculty member.

During class time, students should not be in the halls, stairwells, or bathrooms without a pass from their teacher or the main office. Students who disregard these rules will be sent to administration for disciplinary action.

- **Students will be entitled to two passes from each class per quarter.**
- **Any student in the hallway without a valid hall pass will receive a minimum of an after-school detention or ALC consequence.**

## 12. SCHOOL ACTIVITIES

WCA will offer a range of activities that will enrich student learning during the school day and after school. Because the safety of students is very important to us, specific rules will apply to these activities.

### **FIELD TRIPS**

Field trips offer exciting ways to learn. WCA students will have the opportunity to go on field trips at various times throughout the school year. For all field trips, you will be expected to follow these rules:

- You must bring the Field Trip Permission Slip to school signed by your parent(s) or guardian(s) by the specified date. No phone calls will be accepted as permission.
- You must wear your school uniform unless otherwise specified.
- You must abide by WCA codes of student conduct while on the field trip.
- Teachers and administrators have a right to exclude students from field trips based on unacceptable behavior or lack of academic progress.

## **AFTER-SCHOOL ACTIVITIES**

There are no after school activities after 4:00 PM. Unless your child is participating in an after school activity, they will have to wait outside the school doors after 3:00 PM. Students will use only the north door (Facing McDonald's) to exit after school. Please pick up your child no later than 3:00 PM at the north exit.

There is no better way for students to enrich their education than by taking part in clubs and after-school activities or working with a teacher. These opportunities will allow you to explore things more deeply that you already enjoy and to try other areas that sound interesting. If you stay for an after-school activity, you will be expected to follow these rules:

- You **must** be with a teacher or other staff member at all times.
- You **must** arrange for your own transportation to arrive promptly at the end of the activity.
- You **must** abide by the WCA code of student conduct while participating in the activity.
- **Students are not allowed to stay after school to wait for another student.**

A full list and description of after school clubs and activities will be posted after school starts and students will have an opportunity to explore each one that looks interesting.

## **13. BUS PASSES**

WCA does not offer the free bus service and does not provide free city bus passes. Transportation is the sole responsibility of the Parent(s)/Guardian(s) of the student.

## **14. TEXTBOOKS**

WCA will provide students with a textbook for each of their classes. At the end of the school year, students must return all textbooks in the same condition that they were given out in. If damage was done to the textbook throughout the school year, the student must pay for the damages or replace the book if it was lost. If the damages are not paid for or the lost books are not replaced, the student's report card/transcripts will not be available until those costs are paid.

## 15. TELEPHONE

There is a pay phone for student use outside the main office. This phone should be used in an emergency situation only. Students will not be allowed to use the phone in the main office unless it is an emergency. Teachers will not allow students to make phone calls during class time. If a student comes down to the main office to use the phone for any other reason beyond sickness or emergency, they will be told to return to class. Phone calls can be made after school. Parents should call the school during normal hours to speak with their child only in the case of an emergency. Messages taken for any student will be delivered at the end of the school day. Emergency messages will be delivered during the passing time.

## 16. VISITORS

Visitors for educational reasons are welcome at WCA. Visitors must register with the office when they arrive. Parents must also check in at the office to pick up a badge for security purposes. Students wishing to bring visitors to WCA must complete the Student Visitor Form and receive approval from the office at least one week in advance. Do not bring guests to school without prior arrangements.

## 17. ATTENDANCE

**IF YOUR CHILD IS GOING TO BE ABSENT OR LATE TO SCHOOL YOU MUST CALL THE SCHOOL OFFICE AND REPORT THIS BY 8:00 AM. IF YOU REPORT BY PHONE YOU ARE ALSO REQUIRED TO SEND US A WRITTEN EXPLANATION.**

The Wisconsin Board of Education requires all students enrolled at WCA to attend school regularly in accordance with the laws of the State of Wisconsin. The success of WCA's educational program is based on the daily presence of the students and requires continuity of instruction and classroom participation. In addition, the regular contact of students with one another in the classroom and their participation in well-planned instructional activities under the guidance of a competent teacher are vital to the success of the educational program. For these reasons, the administration, faculty, and staff of WCA will frequently talk about the importance of students being in class and on time.

Promoting and fostering consistent student attendance requires a commitment from the administrators, teachers, parents, and students. No single individual or group can successfully accomplish this task. Members of WCA's professional staff will do all they can to encourage and support student attendance. This ranges from creating a pleasant and safe physical environment to providing meaningful learning experiences and opportunities in every class. In addition, professional staff will:

- Keep accurate attendance records of excused and unexcused absences,
- Incorporate defined, daily participation as part of the teaching/learning process for each grading period, and
- Require accountability for students to complete work they missed while absent including homework, projects, quizzes, tests, and other assignments.

We ask that you, as a student, do all you can do to attend school every day. If you have any problems with attendance, please talk with a teacher or administrator about them.

## **Absence and Tardiness**

Educational studies show that regular school attendance is a key factor in successful academic achievement, positive social interaction, and high self-esteem of school-age children. Children who attend school regularly are less likely to become involved in drugs, alcohol, and youth violence.

State law requires all children between the ages of six and 18 to attend school full time. A child who has turned 18 must attend until the end of the term, quarter, or semester following his/her 18th birthday. The state of Wisconsin and the Milwaukee Board of School Directors set policies for student absences. They are summarized here.

## **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 truancies.

- Personal illness
- Medical/dental appointments
- Family emergencies where the student is needed to ensure family well-being
- Funerals
- Driver's examinations
- Required legal appearances
- Designated religious holidays
- Educational or district-sponsored activities approved by the school principal
- School suspensions during the expulsion process, up to 15 days

As a parent/guardian, you also have the right to excuse your child from school for any reason for up to 10 days per year. You must submit a written excuse before the child is absent. Students may complete class work and take examinations missed during excused and unexcused absences without being penalized for their absence. Under attendance policies, you have the right to request a program or curriculum change for your child. Contact the principal. A conference will be held within two days, and a decision made within three days. The decision may be appealed to the district superintendent.

## **Truancy**

Your child is considered truant when:

- He/she is absent for all or part of the school day and you, as the parent/guardian, have not contacted the school with a legal excuse as noted on page eight under Excused Absences.
- He/she attends school irregularly but often enough that he/she is not in violation of the state laws that require children to attend school.

A child is considered habitually truant if he/she misses a total of five full or partial days without a valid excuse during a school semester. The school has the authority to reject excuses that do not appear to be substantiated.

## Parent Notification of Absence

It is your responsibility to call the school if your child is going to be absent. If your young child (K-Grade 8) is not in school and you have not phoned, the school will contact you within two hours of the beginning of the school day. Parents of high school students who do not come to school will be notified within 48 hours.

You will also be notified if your child has had five unexcused absences in a semester. The notification will be in writing and sent by certified mail. The notice will ask you to meet with a school official within five days. (A five-day extension for the meeting date is allowed.) If you fail to meet with school officials within 10 days of notification, the school may take steps to impose penalties on you for failing to correct the truancy problem. These penalties include enforcement of state statutes and municipal codes.

If your child has a truancy problem, contact the school for assistance. Under the Truancy Abatement and Burglary Suppression Program (TABS), students who are truant from school may be taken by the police to a truancy center. School-based student assistance and support services can help you keep your child in school. Truants may also receive municipal citations. Persons who engage in or cause habitual truancy may be referred to the Milwaukee County District Attorney's office for prosecution.

## Make-up Work for Excused Absences

- An absence from school, even for several days, does not excuse you from responsibilities in the classroom on the day you return. You will be given the same number of days that you were absent to make up missed work.
- To be eligible for make-up work, you must show each teacher the "excused absence slip." On the day you return to school, it is your responsibility to find out what work is required and when the work needs to be completed.
- If you are absent for school-related reasons or for an anticipated or planned absence, make arrangements with your teacher(s) for assignments prior to your absence. For students with excused absences, make-up tests will be scheduled at a time designated by the teacher. It is the students' responsibility to take the test at that time. If you fail to do this, the teacher is **not** obligated to set another time for the make-up. If you fail to make up a test without making other arrangements, the teacher may decide not to give you the test.

## Tardiness

### **NEW TARDY POLICY—PLEASE READ CAREFULLY!**

Attention Parents: *Please be aware of the following changes to our school's tardy policy. Please read the following very closely. All students will be held accountable for being in each class on time every day. THIS INCLUDES FIRST HOUR. Students need to come to school on time! We understand that sometimes there are circumstances where a student is late in the morning that cannot be helped. That is why students are allowed up to FIVE excused tardies to school per quarter. That means the parent/guardian must call, send a note with the student, or come into the office in person to sign the student in. All other tardies will be considered UNEXCUSED. Also, if a student has already reached their five excused morning tardies for the quarter, all subsequent tardies will be considered unexcused unless the student brings a verifiable notice such as a doctor's note which will excuse a student for further incidents. If you have questions, please contact the school at (414) 483-2117.*

Tardiness is defined as a failure to be in the place of instruction at the assigned time without a valid excuse. Tardiness to school and to class—whether the result of oversleeping, missing the bus, car problems, baby-sitting, athletic workouts, socializing, or lingering in the halls—is unacceptable.

### **School Tardy Policy**

Failing to arrive at school on time is a tardy. You must have your parent/guardian call the office and write an explanatory note if you arrive late to school. The school will accept up to five tardy excuses from parents/guardians per quarter. Report to the office and sign in when you arrive. The office staff person will give you a morning tardy pass. You may then proceed to your locker and straight to class. Tardies will also be reset to zero each quarter. The following are the consequences for repeated school tardiness:

- **1<sup>st</sup>-6<sup>th</sup> time:** Warning. Student will sign an acknowledgement form.
- **7<sup>th</sup>-10<sup>th</sup> time:** In addition to the student signing the acknowledgement form, parents will receive a phone call home.
- **11<sup>th</sup>-14<sup>th</sup> time:** In addition to signing the acknowledgement form, student will have an after school 45 minute detention. Student will also receive a written detention notice to take home to their parents/guardians. Detentions will be held on Wednesdays and Thursdays starting at 2:40pm. If the student arrives late or fails to show up to detention, he or she will receive an automatic day in the Alternative Learning Center (ALC).
- **15<sup>th</sup>+ time:** In addition to signing the acknowledgement form, student will be referred to Dean of Students for further disciplinary action.

### **Class Tardy Policy**

Failing to attend class on time is also a tardy. When the bell rings, students should be inside their classrooms and the teachers will close the classroom doors. If a student is left in the hallway, they must report to Room #210 to get a tardy pass. Tardies will be counted and accumulated for all class periods combined each quarter. Tardies will also be reset to zero each quarter. The following are the consequences for repeated tardiness:

- **1<sup>st</sup>-6<sup>th</sup> time:** Warning. Student will sign an acknowledgement form.
- **7<sup>th</sup>-10<sup>th</sup> time:** In addition to the student signing the acknowledgement form, parents will receive a phone call home.
- **11<sup>th</sup>-14<sup>th</sup> time:** In addition to signing the acknowledgement form, student will have an after school 45 minute detention. Student will also receive a written detention notice to take home to their parents/guardians. Detentions will be held on Wednesdays and Thursdays starting at 2:40pm. If the student arrives late or fails to show up to detention, he or she will receive an automatic day in the Alternative Learning Center (ALC).
- **15<sup>th</sup>+ time:** In addition to signing the acknowledgement form, student will be referred to Dean of Students for further disciplinary action.

### **Excused Tardiness**

You must have your parent or guardian call the office and write an explanatory note if you arrive late to the school. Report to the school office immediately when you arrive. If you fail to do this, you will receive an unexcused tardy.

### **Unexcused Tardiness**

If you arrive at school late but without a dated and signed note, report to the office to check in. You will get a "late slip" for admittance to your class. You will have two days to bring in a note to change this to an *excused* tardy. If you are tardy for the first period class, you must sign-in before going to your first hour class.

### **Class Tardiness**

If you are late between classes, you will be marked tardy for that class.

## **Early Dismissal of Students from School**

Because WCA is very concerned about your safety and well-being, early dismissal from school is an important issue. In all instances of early dismissal, the following precautions will be taken to insure students' safety.

- Administration may release you before the end of a school day only upon presentation of a written or face-to-face (no telephone call) request from your parent or guardian or for emergency reasons.
- Students may be released only to a parent or guardian whose signature is on file in the school office or to a properly identified person, authorized in writing by the parent or guardian to act on his/her behalf.
- Students may be released "on his/her own" only with verified parental permission.
- No staff member shall permit or cause you to leave school prior to the regular hour of dismissal except with the knowledge and approval of administration and with the knowledge and approval of your parents or guardian.

### **NUEVA POLÍTICA EN CUANTO A LAS TARDANZAS – ¡LEA CUIDADOSAMENTE!**

*PADRES: Queremos que Uds. estén conscientes de la nueva política en cuanto a las tardanzas. Lea la siguiente información, por favor. Los estudiantes son responsables por llegar a tiempo a todas sus clases, todos los días. SE INCLUYE LA CLASE DE PRIMERA HORA. ¡Los estudiantes necesitan llegar a tiempo a la escuela! Entendemos que a veces hay circunstancias que hacen imposible la llegada puntual de un/una estudiante. Por eso, se permiten hasta cinco tardanzas excusadas a la escuela por cada cuarto académico. Para que una tardanza sea excusada, un padre/un custodio tiene que llamar a la oficina, mandar una nota con el/la estudiante o venir a la oficina en persona. Si no hace Ud. una de estas cosas, la tardanza no se considera excusada. También, si un/una estudiante ya tiene cinco tardanzas excusadas para el cuarto académico, más tardanzas se considerarán NO excusados, salvo que el/la estudiante presente una excusa del doctor. Si tiene una pregunta, llame a la escuela a (414) 483-2117.*

#### La tardanza

Se define como no estar en el lugar de instrucción al tiempo requerido sin tener una excusa válida. Llegar tarde a la escuela o a las clases – si es resultado de no despertarse a tiempo, o faltar el autobús, o tener problemas con el carro, o tener que cuidar a niños, o ir al gimnasio, o hablar con sus amigos, o pasar demasiado tiempo en el pasillo, etc. – no es aceptable.

#### La política en cuanto a llegar tarde a la escuela

No llegar a tiempo a la escuela se considera una tardanza. Es necesario que un padre o un custodio llame a la oficina y que escriba una nota para explicar la tardanza si el/la estudiante llega tarde a la escuela. La escuela aceptará hasta cinco tardanzas excusadas por padres cada cuarto académico. Vaya inmediatamente a la oficina cuando llega tarde. Una de las secretarias le dará un pase. Entonces, puede ir a su casillero y a su clase. Al principio de cada cuarto académico, se eliminan las tardanzas del cuarto previo. Estas son las consecuencias de múltiples tardanzas:

- 1-6 tardanzas: Un aviso. El/ la estudiante tiene que firmar un formulario para admitir cada tardanza.
- 7-10 tardanzas: Además de firmar el formulario, la escuela llama por teléfono a la casa de el/la estudiante.
- 11-14 tardanzas: Además de firmar el formulario, el/la estudiante tendrá una detención de 45 minutos al final del día escolar. También, el/la estudiante recibirá una notificación escrita para llevar a casa para que sus padres/custodios la lean. Se servirán las detenciones los miércoles y los jueves a las 2:40 en punto. Si un/una estudiante llega tarde o no viene para la detención, él o ella tendrá que pasar un día en el ALC (El Centro Alternativo de Aprender).
- 15+ tardanzas: Además de firmar el formulario, se envía el/la estudiante al Director de Estudiantes para más resultados disciplinarios.

#### La política en cuanto a llegar tarde a las clases

No llegar a tiempo a una clase también se considera una tardanza. Cuando suena el timbre, los estudiantes deben estar en sus clases y los maestros cerrarán las puertas. Si un/una estudiante todavía está en el pasillo, tiene que ir inmediatamente al salón #210 para obtener un pase. Se calcularán cuantas veces un/una estudiante llega tarde a todas sus clases combinadas cada cuarto académico. Al principio de cada cuarto académico, se eliminan las tardanzas del cuarto previo. Estas son las consecuencias de múltiples tardanzas:

- 1-6 tardanzas: Un aviso. El/ la estudiante tiene que firmar un formulario para admitir cada tardanza.
- 7-10 tardanzas: Además de firmar el formulario, la escuela llama por teléfono a la casa de el/la estudiante.
- 11-14 tardanzas: Además de firmar el formulario, el/la estudiante tendrá una detención de 45 minutos al final del día escolar. También, el/la estudiante recibirá una notificación escrita para llevar a casa para que sus padres/custodios la lean. Se servirán las detenciones los miércoles y los jueves a las 2:40 en punto. Si un/una estudiante llega tarde o no viene para la detención, él o ella tendrá que pasar un día en el ALC (El Centro Alternativo de Aprender).
- 15+ tardanzas: Además de firmar el formulario, se envía el/la estudiante al Director de Estudiantes para más resultados disciplinarios.

## **18. Student Conduct and Discipline**

WCA prefers to conduct its own student discipline and consequence program; however, WCA will contact the Milwaukee Police Department:

- Whenever a student becomes uncontrollable,
- Will not leave the premises when directed to do so by administration,
- Breaks a municipal, state or federal law,
- Refuses to follow our school consequences,
- When a student threatens the safety of another person, or
- Whenever the WCA administration deems necessary.

### **Important Notice:**

State law requires that teachers receive the same respect as a police officer while at school. Any hitting or pushing of a teacher or threats made about a teacher can lead to a felony charge with a maximum of 10 years in prison and/or a \$10,000 fine. This applies to all students at WCA.

WCA has the goal to help every student fulfill his or her intellectual, social, physical and emotional potential. Everything in and about the school has been designed to create an orderly and distraction-free environment in which all students can learn effectively and pleasantly. To foster this kind of learning environment, the WCA administrators and teachers shall not allow any of the following behaviors during school, on school property, or at or during any school-sponsored activities:

## **Students at Wisconsin Career Academy will not...**

### **1. Fight and/or Arrange Fights:**

Fighting is any instance of physical contact in anger, regardless of whether fists or weapons are used. In all but the rare of occasions in which one student simply assaults an innocent bystander, any fight will involve disciplining all students involved in the fight. All students caught arranging fights, participating in fights, or leaving an assigned area to view a fight will be disciplined which may even include expulsion.

### **2. Bring beepers, Pagers, Cellular Telephones and/or Other Electronic Devices:**

1. Possessing beepers, pagers, cellular phones, DVD or CD players, Ipods or similar mp3 music or video players, Game Boys or similar game players, and/or similar devices are not allowed on school property. They disrupt classes and distract others from learning.
2. If a student is caught with any of these items in his/her possession the item will be confiscated. If the student refuses to turn over the item, the student will be suspended or the police will be called for "disorderly conduct."
3. All electronic devices must be stored in your locker and cannot be removed for any reason until you leave the building at the end of the day.
4. If your parents need to get a hold of you during the day, they are to call the school number (414) 483-2117 and a message will be forwarded to you immediately by classroom telephone, intercom or note.
5. If an electronic device other than a phone is confiscated, it will not be returned until the end of the school year or equivalent to one quarter (nine weeks) which ever is sooner. Cell phones may be returned the first time, but only if a parent or guardian comes to the school to claim the item and signs a cell phone contract.

The cell / electronic devices policy is as follows:

- 1<sup>st</sup> time: Device is confiscated and given to the Dean of Students, detention after school in Dean's office, parent must pick-up device and sign a cell phone and communication device contract.
- 2<sup>nd</sup> time: Device is confiscated and given to the Dean of Students, 2-3 days ALC or 1 day suspension, device will be held for minimum of one quarter (9 weeks) or until the end of the year, whichever is sooner.

- Electronic devices (non-phone/beeper/pager related): Device is confiscated and given to the Dean of Students, 2-3 days ALC or 1 day suspension, device will be held for minimum of one quarter (9 weeks) or until the end of the year, whichever is sooner.

**IMPORTANT NOTE:**

*As per Milwaukee Public School policy, cell phones are not allowed to be possessed or used anytime in any public school building including after school or at an extra-curricular activity such as a sporting event (basketball or volleyball game). See the Cell Phone / Electronic Devices Contract on page 36 for a more specific explanation.*

**3. Cheat and/or Plagiarize:**

Cheating on tests, plagiarism, and/or any other types of deception to get credit without effort are unacceptable conduct. Each teacher sets his/her own standards of behavior for his/her classroom, and students are expected to know the standards and procedures for each of their classes. The administration has reviewed and accepted and will support individual teacher standards and procedures for cheating and plagiarism. Cheating and/or plagiarizing will result in the following minimum discipline and the teacher will issue a failing grade for the assignment:

- 1<sup>st</sup> time: Teacher call home; referral to Dean; 1-2 days ALC
- 2<sup>nd</sup> time or more: Dean Call home, 1-2 days suspension

**4. Abuse and/or Misuse Computers & Electronic Devices:**

Computer hardware and software are for the benefit of all students. No student may purposefully tamper with either the hardware or the software so that it is inaccessible to other students. Computers are in the school for educational purposes. Abuse and or misuse of computers also include loading private software, checking personal e-mail, or accessing inappropriate web sites or web pages using school equipment. Abusing school equipment will result in suspension.

**5. Disrupt Learning:**

Disrupting learning includes any behavior that prevents other students from learning. It may include, but is not limited to, inappropriate language, eating or drinking during class, chewing gum, and insubordination and/or selling or trading personal possessions to other students, which need to be disciplined.

**6. Dress Code**

Students shall come to school in appropriate dress and in line with specific dress code and appearance limitations described in the handbook.

**7. Use Drugs and/or Alcohol and Sale or Intention to Sell Drugs and/or Alcohol:**

Use of drugs or alcohol means to knowingly possess, consume, use, handle, give, store, conceal, offer to sell, sell, transmit, acquire, buy, represent, make, apply, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, non-prescription or prescription drug (except when under the direction of a physician/parent and within school procedure), alcoholic beverage, intoxicant, solvent, gas, or any mood-altering chemical, drug of abuse or any counterfeit-controlled substance of any kind including butane lighters. This prohibition also applies

to any type of drug related paraphernalia. If caught, the student will be suspended or recommended for expulsion and law enforcement officials may be contacted. The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, and look alike drugs is prohibited anywhere on school grounds, at any school activity, and on any school transportation. Many drug abuse offenses are also felonies.

**8. Give A False Fire Alarm:**

Issuing a false fire alarm is a violation of Wisconsin Revised Code Sec. 2197.32. Any student who issues a false fire alarm is subject to the legal authorities. The penalties for this, especially if any injuries result, are immense, ranging from fine of \$1,000 to \$10,000 and jail terms. Student will automatically be suspended.

**9. Forge:**

Any attempt by a student to sign a teacher's, administrator's, parent's/guardian's, and or student's name to any school document will be considered forgery and is grounds for suspension or expulsion.

**10. Gamble and/or play cards:**

Gambling includes but is not limited to card playing, dice shooting, nickel- knuckle games and sports pools and involves the transfer of money or personal belongings or assistance from one person to another. Bringing, trading, and playing any cards such as Pokemon cards needs discipline action.

**11. Bring pornographic materials:**

Any material of this nature is not permitted at school or school functions. Students found with such materials will be suspended.

**12. Harass another Student and/or a Teacher, Administrator, or Staff Member:**

Harassment means making unwelcome advances or any form of improper physical contact or sexual remark and any speech or action that creates a hostile, intimidating or offensive learning environment. Harassment is a violation of Federal law and is contrary to the Board of Education's commitment to provide a physically and psychologically safe environment in which to learn. Students who harass or bully others will be reported to the police department, will face suspension from school, and an MPS central office hearing.

**13. Disrespect and/or insubordination towards teachers or staff.**

Disrespect (arguing, talking back, etc.), insubordination (failure to comply with directives) towards any member of the faculty or staff) and profanity (either spoken or written) will be considered a form of disrespect and the student will be disciplined by the Dean of Students.

**14. Haze Students:**

Hazing means to plan, encourage or engage in any hazing activity. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk or causes mental or physical harm to any person. Permission, consent or assumption of the risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Hazing may carry heavy legal consequences as well as dismissal from school.

### **15. Smoke or Use Other Tobacco Products and/or Bring Such Products to School:**

This includes cigarettes, cigars, herbs, and smokeless tobacco. Possession of tobacco products in purses or lockers is prohibited under this policy and students found with these products in their possession will be suspended.

### **16. Steal and/or Vandalize Private Property:**

This means to cause or attempt to cause damage to private property or steal or attempt to steal private property either on school grounds or during a school activity, function, or event on school grounds. Students and their parents or guardians will be held responsible for any theft/vandalism that their student commits on school property.

***Please Note:*** *The school will file a police report in cases of theft and vandalism. Either offense can carry heavy legal penalties.*

### **17. Be Habitually Tardy:**

This means to be late for the beginning of the school day and/or late for classes.

### **18. Display Threatening Behavior:**

Threatening behavior can include verbal threats, both face to face and over electronic media (phone and/or computers) and non-verbal threats, including “hard” stares, gestures, and so on, that cause or attempt to cause any student, teacher, administrator, or staff member to feel frightened or intimidated.

### **19. Being Truant:**

Truancy means being inexcusably absent from school or a class without the knowledge of a parent. Habitual truancy by law means a student has accumulated 10 consecutive days or 15 total days of absence in one semester. There are school and legal penalties that accompany truancy.

### **20. Bring Any Kind of Weapon to School:**

A weapon includes, but is not limited to, conventional objects like guns, pellet guns, knives, smoke bombs, fireworks, or club type implements as well as mace, tear gas, or other chemicals. It may also include any toy that is presented as a real weapon. It also includes objects converted from their original use to an object used to threaten or injure another. The Administration reserves the right to all final decisions regarding the definition of what is a weapon. School personnel may search lockers, book bags, gym bags, coats, and/or any other containers at any time.

### **21. Student Protest:**

Students have the rights to share their concerns with faculty or administration through written or verbal communication, either through student council or the Parent Advisory Council (PAC). Student protests are not allowed and are illegal. If a protest is planned, authorities will be called and all students involved will be disciplined and a written letter will be placed in their permanent file. Students involved will be considered tardy and skipping class, and disrupting the regularly scheduled school day.

## 22. PDA (Public Display of Affection); Sexual Assault; Sexual Harassment:

Engaging in excessive displays of mutual affection (PDA) is not allowed at WCA.

- 1<sup>st</sup> time (depending upon severity, could go to 2<sup>nd</sup> time immediately):  
Warning, Teacher call home
- 2<sup>nd</sup> time: Teacher call home; referral to Dean; 1-2 days ALC
- 3<sup>rd</sup> time+: suspension and depending upon severity could lead to expulsion (see next section)

Sexual harassment to another student, touching inappropriately in a sexual nature, or forcing or threatening someone else to do something of a sexual nature is not allowed at WCA and may also be against the law. Issues of this nature will be dealt with to the fullest extent of MPS rules and local law.

- Police will be called for these issues and students will be suspended for up-to-5 days and may be recommended for expulsion.

## 23. Languages

While our cultural diversity at WCA is one of our most impressive and respected characteristics, it is difficult to offer quality education when multiple languages are being used in a classroom. On occasion, students intentionally converse in the classroom with other students in a language unknown to the teacher.

**Therefore, languages other than English should not be spoken in the classroom.** Additionally, English must be spoken elsewhere in the school building when directed by a staff member including before, during and after school.

Exceptions are given to our foreign language classrooms, ESL approved situations, or whenever directed to by the instructor. Additionally, avoid colloquial language and use only standardized English at school and in the classroom. Swearing and inappropriate language is never allowed at WCA – not even in a different language. Repeated intentional offenses could result in a consequence.

## 19. UNACCEPTABLE STUDENT BEHAVIORS

Students are considered to be subject to the authority of the school when they are en route to or from school and at school related or school sponsored events even though those activities may not take place school grounds. Some examples include athletic meets and games, field trips, contests, and concerts. Misbehaviors, which occur at such events as outlined below, will be subject to the same penalties as misbehaviors that occur on school grounds.

**Please Note:** The following three behavioral levels and the listed consequence are not absolutes. All discipline is handled in a consistent, fair, and equal manner; however, every discipline situation is unique and many are complicated by violations between several levels, past consequence history, IEP requirements and other factors. The following are only offered as a relative comparative for parents and students.

## LEVEL I - MISBEHAVIORS

- A. Possessing or using tobacco or tobacco substitutes at school
- B. Failing to attend school on time or to attend classes on time
- C. Failing to attend all assigned classes
  
- D. Taking and using the writings and ideas of another and deceptively submitting them as one's own work in satisfying a school assignment
- E. Signing the name of another person for purpose of defrauding school personnel
- F. Cheating on examinations
- G. Engaging in excessive displays of mutual affection
- H. Possessing beepers, pagers, cellular telephones and similar electronic devices in school
- I. Wearing non-dress code clothing
- J. Posting or distributing materials on school property that causes a disruption to the educational process
- K. No graffiti or writing on school property.
- L. Being habitually tardy.
- M. Students are not to dress down on their birthdays and notes will not be accepted on this day
- N. No card playing at any time, this includes before and after school and during lunch periods
- O. No Soliciting

### **CORRECTIVE ACTION: Level One**

*Disciplinary responses including suspensions may be used by any WCA administrator to correct Level I misbehaviors. Level I misbehaviors will result in detentions with class teacher, ALC in-house, suspensions, and optional classroom assignments. Disciplinary responses may include:*

- Teacher conference (with student alone or with parent(s)/guardian(s))
- Dean of Students (with student alone or with parent(s)/guardian(s))
- Parent/guardian contact by telephone
- Detention
- Alternative Learning Center
- Suspension up to 3 days

Related or chronic occurrence of Level I misbehaviors may result in consequence as a **Level II-A** misbehavior.

## LEVEL II - MISBEHAVIORS

- A. As defined by any WCA Administrator, chronic violation of Level I misbehaviors
- B. Leaving school without permission, in the absence of an emergency declared by WCA Administration
- C. Engaging in or causing a disruption on a school bus
- D. Verbally or physically threatening to injure or harm another person or intimidating another person by creating fear for personal safety
- E. Bringing alcoholic beverages to school or having alcoholic beverages in his/her possession, or coming to school under the influence of alcohol or drugs
- F. Intentionally causing an interruption of education in the classroom
- G. Using abusive or profane language (including name calling/racial slurs)
- H. Failing to adhere to school culture and directives of school personnel when subject to the authority of the school
- I. Intentionally participating in or initiating actions that result in the disruption of the entire school
- J. Fighting, hitting, or pushing another student
- K. Gambling on school premises
- L. Trespassing, including entering a school to which the student is not assigned without signing in at the office, entering a school from which the student is suspended without permission from WCA administration or bringing an unauthorized visitor to the school
- M. Intentionally participating in hazing activities
- N. Sexual conduct or sexual contact with or without mutual consent, which includes all forms of sexual harassment
- O. Engaging in an activity that may create a condition that is unsafe or unhealthy to others
- P. No students are permitted on the elevator for any reasons. This will be strictly enforced with three-day suspension to ensure accordance.
- Q. All students who drive to school must be registered in the main office. Any unregistered driver will be towed at owner's expense and banned from parking in the lot for the remainder of the school year. All registered drivers must strictly adhere to parking policy to ensure the safety of all WCA students.
- R. Wisconsin Career Academy is not an open campus facility. No student will be permitted to leave building for any reason after arrival unless properly signed out in office for the day by a parent or guardian. Only a WCA administrator can give permission for a student to leave the building.
- S. Student use of copy machine is strictly prohibited.
- T. Students are not permitted in unsupervised areas within the school.
- U. Bringing inappropriate or unacceptable materials to the school such as pornographic items, CDs, video games, movies, religious distributions, etc.

### **CORRECTIVE ACTION: Level Two**

*The Dean of Students or any other WCA Administrator may suspend a student for any period not to exceed five (5) school days. Three class II misbehaviors with suspension will result in a behavior contract. Violation of a class II misbehavior while on a contract may result in expulsion. Students on a behavior contract may be expelled on their next offense (excludes tardies and dress code violations). It will be at the discretion of the WCA Administration to issue behavioral contract at any time as seems necessary.*

## LEVEL III - MISBEHAVIORS

- A. Using or bringing weapons, dangerous instruments, explosives, firearms, or knives to school
  - A weapon is anything that is commonly used or designed to hurt someone or to someone in fear (examples: guns, knives, knuckles, clubs, box-cutters etc.)
  - A dangerous instrument is anything that although not specifically designed to hurt someone, can be used to hurt someone or put someone in fear (examples: belts, combs, compasses, etc.)
  - An explosive is any substance that can potentially generate a release of mechanical or chemical energy (examples: firecrackers, cherry bombs, gun shells, etc.)
  - Any object, which closely resembles a weapon or explosive and could cause fear for their safety is included in this category (examples: starter pistols, pellet guns, toy guns, smoke bombs, etc.)
- B. Verbally or physically threatening to injure or harm a school staff member
- C. Showing disrespect to teachers or staff and/or using inappropriate language and behavior
- D. Intentionally causing physical injury to a school staff member
- E. Sexually assaulting another person
- F. Intentionally causing or attempting to cause physical injury or intentionally behaving in such way as could reasonably cause physical harm to another person
- G. Hate crimes
- H. Being truant
- J. Engaging in drug related activities, including but not limited to:
  - Making, selling, or distributing drugs/counterfeit drugs at school;
  - Bringing readily identifiable drug abuse instruments or paraphernalia to school or
  - Having such items in his/her possession;
  - Using or possessing drugs/counterfeit drugs at school.
- K. Intentionally burning or attempting to burn property
- L. Stealing or attempting to steal or possession of stolen property
- M. Damaging or attempting to damage property: Any property damaged/broken by the student whether playfully or intentionally is to be repaired / replaced at the parents' or guardians' expense.
- N. Forcibly entering a school building locker, classroom, or secured enclosure
- O. Extorting or attempting to extort property
- P. Falsely sounding a fire alarm, or causing a fire alarm to be sounded
- R. Falsely communicating or causing to be communicated that a bomb is located in or on property
- S. More than one person acting together to intentionally cause harm or injury to another Individual
- U. Excessive referrals of Level II misbehaviors may/will result in expulsion.

### **CORRECTIVE ACTION: Level Three**

*For all Level III misbehaviors, WCA may recommend MPS Department of Student Services for expulsion of the student. The recommendation to expel any student will be made in writing and will include the reasons for the expulsion by the school administration. Parents will be informed of any Level III misbehavior offense committed by their child immediately by the administration of the school.*

## 20. EXPLANATION OF CONSEQUENCES

### WRITTEN CONSEQUENCE

A written consequence usually includes the complete hand written copying of an essay on respect, classroom discipline, or another topic reflecting the inappropriate behavior. Written consequences can also include writing a report on an assigned topic, a detailed explanation of the situation, a behavioral modification plan/contract, and/or an apology letter. The written consequences are usually due within one day and must be signed by the student and their parent.

### DETENTION

#### Classroom Detention:

Classroom detention is assigned by the teachers and is conducted in the teacher's classroom. Detentions start within 3 minutes of the assigned time and last usually the minimum of one class period. If a student does not show up for a classroom detention, the teacher may add an additional consequence. Two detentions with a classroom teacher may be cause for referral to the Dean of Students and potentially a parent conference, ALC, loss of student privileges, or suspension.

#### School Detention:

A school detention is assigned by the Dean of Students and is conducted in or near the Dean's office. Detentions start within 3 minutes of the assigned time and last usually the minimum of one class period. If a student does not show up for a school detention, the Dean may add an additional consequence. Two school detentions may be cause for a parent conference, ALC, loss of student privileges, or suspension. A written notification of school detention is sent home with the student and must be returned to the Dean of Students signed by student's legal guardian within two days or additional consequences may be assigned.

#### School Detention Rules

1. All the rules in the WCA Student Handbook apply during a school detention.
2. The supervising teacher can and will remove a student from detention at any time for any reason. Removal from detention will result in a full day in the ALC the following day.
3. Students that arrive late to detention will not be admitted to detention and will receive a full day in the ALC the following day.
4. During detention, there is to be no talking, passing notes, writing on furnishings, use or display of any electronic devices (including cell phones), gum chewing, eating food, or drinking of any beverage.
5. Students must remain seated in the designated desk chair; there is no sitting, standing, or lying on the desks or floor.
6. Computers are not available during detention.
7. Detention time must be used to complete all make-up, missing, or current homework.

## **ALC: ALTERNATIVE LEARNING CENTER**

- If your child is given ALC, they still must attend school but will be suspended from regular classrooms and will be required to study in our ALTERNATIVE LEARNING CENTER (ALC) the entire time. This is a controlled learning environment intended for students with behavioral issues. The ALC room has individual cubicles (Individual Learning Pods) for each student and is supervised by a certified teacher.
- The Dean of Students will give notice of ALC and the reasons for the consequence to the student in writing after hearing the issues involved in a situation. This letter is addressed to the parents and must be returned to the Dean of Students or Assistant Dean of Students signed by the authorized parent or guardian within 2 days of the offense. Failure to return the signed letter may result in additional ALC or suspension time.
- While in the ALC, students will be expected to complete all homework prescribed by the teacher or ALC mentor. Teachers bring to the ALC any homework assigned in the regular classroom. Students are not allowed to talk to interact with other students while in the ALC. It is intended to be a homework and study room for students requiring behavioral modification. As it is still a classroom directed and mentored by a certified teacher, therefore it is not reported as a suspension.
- Students are excused as a group for scheduled bathroom breaks and they eat together at a designated lunchtime. Students are expected to report to the ALC room on time and any missed time must be made-up on the subsequent day. ALC can be any combination of ½ a day to 5 days, depending upon the severity of the situation.
- Violation of any rules or procedures in the ALC will result in an additional day consequence or suspension. The following are the procedures and rules enforced in the ALC:
  1. All the rules in the WCA student handbook still apply in the ALC.
  2. Students that arrive late to the ALC will receive another ½ day.
  3. No writing on anything in your individualized learning pod.
  4. Students must return their parent/guardian alc notification form, or they will receive another ½ day each day until it is returned.
  5. No talking; no passing notes.
  6. No gum chewing, eating food, or drinking of anything.
  7. No electronic devices of any kind are allowed in the ALC.
  8. Students must remain seated in their desks, no sitting or standing on the desks; also you cannot lie or sit on the ground.
  9. Stay seated in your individualized learning pod; no standing and looking over the wall of your Individualized Learning Pod.
  10. No hanging or grabbing the wood beam over the entrance of your Individualized Learning Pod.
  11. Your desk must be within one foot of the wall as to allow for people with long legs to stretch their legs. But means your desk must remain in your individualized learning pod

12. Keep your feet on the ground and off the walls.
13. Complete your make up work or the assignment given by the alc mentor.
14. Bathroom/drinking fountain breaks will be taken as an entire class at the following times:
  - 2nd Hour @ 9:45 Or 3rd Hour @ 10:35
  - 5th Hour @ 12:35 Or 6th Hour @ 1:25
15. Lunch will be from 11:19 am to 11:36 in the WCA Café and the Café ONLY.
  - Students are NOT ALLOWED in the Gym
  - Students are allowed to use the restroom
  - Students are allowed to walk around the Café
  - Students are allowed to talk
  - Students are allowed to eat the school lunch or a lunch from home.

**NOTE:** A written notification of ALC is sent home with the student and must be returned to the Dean of Students signed by student's legal guardian within two days or additional consequences may be assigned.

## SUSPENSION

The Dean of Students will give notice of **suspension** and the reasons for the consequence to the student in writing after hearing the issues involved in a situation. This letter is addressed to the parents and must be returned to the Dean of Students or Assistant Dean of Students signed by the authorized parent or guardian within 7 days of the offense. Failure to return the signed letter may result in additional ALC or suspension time. If you are suspended, you will have the opportunity to make up work that you missed during the suspension.

You and your parent/guardian may appeal a suspension within one (1) school day of the suspension being issued. This appeal will be made to the principal and heard by a disciplinary board made up of three (3) administrators. You may not attend classes until the appeal is heard, but you will be able to turn in work for the classes you miss while waiting for the appeal and receive credit for that work. All disciplinary board hearings will be held within two (2) school days of the appeal being made.

A written notification of suspension is sent home with the student and must be returned to the Dean of Students signed by student's legal guardian upon return or additional consequences may be assigned. Most often, a parent conference with the principal is required before the student can return to school.

## EXPULSION

Wisconsin Career Academy follows the rules stated in MPS Parent/Student Handbook on Rights, Responsibilities and Discipline for student expulsion. In case of a serious breach of discipline, WCA recommends MPS Department of Student Services for expulsion of the student. The recommendation to expel any student will be made in writing and will include the reasons for the expulsion by the school administration. For further information about

expulsion procedures, see MPS Parent/Student Handbook on Rights, Responsibilities and Discipline (pp. 14-15).

## **20. DUE PROCESS**

All students at WCA are entitled to the rights guaranteed by the United States Constitution and Bill of Rights, and their rights will not knowingly be denied by the required code of conduct or by any disciplinary actions taken by the school. Any student who exhibits any of the Unacceptable Student Behaviors listed in this handbook or added to this list at a later date will suffer immediate consequences. These consequences range from notification of parents, detention, and emergency removal from a school activity to suspension, expulsion, and criminal prosecution.

All students at WCA have the right to feel that they are physically, emotionally, and intellectually safe.

- Therefore, if at any time you feel you are the subject of harassment, hazing, threats, or other intimidating behavior, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible. All reports like this will be kept completely confidential.
- Similarly, if you are concerned about the safety of another student who seems to be the subject of harassment, hazing, or threats, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible. All reports like this will be kept completely confidential.

Print student's LAST name

FIRST Name

Grade

## WCA STUDENT CONDUCT CONTRACT

Because all of you have elected to enroll Wisconsin Career Academy, we expect you not only respect their rights as members of our school community, but also your responsibilities to other members of that community. We ask each of you to carefully read over and sign the student contract on this page. As the school year unfolds, do your best to behave in ways that will enhance your own and others' ability to learn.

### Student Contract

*As a student of Wisconsin Career Academy, I will do my best to do the following:*

- I will show consideration for the rights and feelings of others, being careful not to hurt them physically or make them feel bad.
- I will speak to others respectfully, not using profanity or uncomplimentary names.
- I will show respect for all people working or helping in the school.
- I will show careful regard for both my property and the property of others.
- I will always ask permission before I borrow other people's things, and I will return them promptly and in good condition when I am finished.
- **I will attend school regularly; I will be in class on time with all necessary materials; I will not be tardy.**
- I will make good use of class time and complete and turn in assignments on time.
- I understand that I must make up assignments I missed because of an absence.
- **I will not share a locker and will use only a WCA-approved lock on my locker.**
- I will remain on campus during school time, including the lunch period. I will not leave the school grounds without the permission of the administration.
- I will do my best on my schoolwork, and I will let others do their best.
- I will ask for help if I do not understand.
- **I will follow the dress code and arrive at school in my uniform.**
- I will not bring any contraband items to school.
- I will help keep the school building and grounds clean and tidy.
- I will walk in the halls.
- **I will keep all electronic players, games, communication devices and/or cell phones in my locker and not use them for any reason while in the school building.**
- I will not participate in any behavior banned by the school.
- I will respect the businesses around the school, treat their establishments and their employees with respect, and not violate their policies or rules.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian as Witness: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Print student's LAST name

\_\_\_\_\_  
FIRST Name

\_\_\_\_\_  
Grade

## WCA PHOTO PERMISSION FORM

I understand that throughout the year, WCA students participate in activities, events or projects in which students may be photographed or videotaped. This includes but is not limited to school portraits, graduation power point presentations, student projects, field trips, or special events.

I give my permission for my child's photo and/or artwork to be used in materials published by Wisconsin Career Academy's Web site or submitted for distribution by media outlets. I understand that only my child's name and school of attendance may be used, and no other personally identifiable information about my child will be given. I also understand that I may revoke this permission, in writing, at any time.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print Parent/Guardian name

\_\_\_\_\_  
Home telephone

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

Print student's LAST name

FIRST Name

Grade

## **WCA ACCEPTABLE USE POLICY FOR COMPUTER AND INTERNET USAGE**

The computer network and Internet is an electronic highway afforded to all students of Wisconsin Career Academy connecting thousands of computer networks all over the world with millions of individual subscribers. The use of the Internet puts current information at the user's fingertips. The Internet provides access to electronic mail, college and university libraries, museums, and a chance to exchange information with people throughout the world.

The intent of this policy is to insure that the computers and Internet is used properly for educational purposes, to facilitate diversity and personal growth in technology, to learn information-gathering skills. There are generally accepted rules of etiquette when using the Internet. The computers and their services at Wisconsin Career Academy are provided for the responsible use of the students. Student user privileges may be curtailed or revoked at any time at the discretion of the administration and teachers. Guidelines for acceptable use include but are not limited to the following and should not contradict to the student handbook:

Each student will be assigned a username and password, which are confidential and should not be shared. Accepting WCA Internet and Computer Acceptable Use Policy will activate student permissions.

Your user ID and password are keys to accessing computers and Internet. In the wrong hands, your password and User ID can be used to impersonate you on line and take unauthorized action in your name. Accordingly, except for authorized school system employees, it is against WCA policy for anyone to disclose and User ID or password, including their own, or to have, use, or attempt to use any other person's User ID or password under any circumstances. If you believe that anyone has learned your User ID or Password, you should inform your teacher.

Students are responsible for the assigned computer. User will notify the teacher or lab supervisor for any problem that the assigned computer has.

WCA and teachers cannot be held accountable for any damages suffered including loss of data resulting from delays, non-deliveries, service interruptions, or inaccurate information. It is students' responsibility to keep their files and work safe.

Users will not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users. A student will not represent him or herself as another user.

The student will adhere to the laws, policies, and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements, and a student's right of privacy created by federal and state law.

The student has the responsibility to respect the integrity of computing systems. For example, users will not develop or use programs that harass other users or infiltrate a computer or computing system. A student will not damage or alter any software, any computer or any computing system on or through the Internet.

It is the student's responsibility to keep computer viruses off any school equipment. The student will be held accountable for any attempt to install and/or run a computer virus.

The student exercising his/her right to use the Internet, as an educational resource will also accept the responsibility for monitoring all materials received under his/her user name

**All communication and/or information made or obtained using school computer network has no privacy. Students have no right of privacy with their folders or documents.** WCA reserves the right to view all student work, examine their e-mails, monitor and log any computer activity and take appropriate action if necessary.

The student will accept the responsibility for not accessing, processing or storing pornographic material, inappropriate text files, or files dangerous to the integrity of the network.

It is the student's responsibility to maintain the integrity of the electronic mail system. The student is responsible for all mail received under his/her user name. The student has the responsibility to make only those contacts leading to educational growth through the Internet. The student is responsible for monitoring all e-mail received for pornographic material, inappropriate information, or files that are potentially dangerous to the integrity of the school's computer network system. The student who receives objectionable material will report it immediately to the lab supervisor.

Students will use computer and Internet by the permission of the teacher/lab supervisor related with the lesson. Game playing either on the local computer or on-line, viewing or participating in any 'Chat Room' activity, conducting any kind of personal business transactions.

It is the student's responsibility to report immediately any misuse of the network to the lab supervisor. Misuse can come in many forms. It is commonly viewed as any message sent or received that indicates or suggests pornography, unethical or illegal solicitation, racism, sexism, or inappropriate language.

All illegal activity is prohibited, and WCA will cooperate fully with any law enforcement officials and/or agencies investigating and/or prosecuting such activities.

WCA reserves the right to establish additional rules and take appropriate actions to implement this policy.

I have read the "Acceptable Use Policy" and understand that computer and/or Internet privileges may be suspended or revoked. I agree to abide by all of the rules and regulations of the "Acceptable Use Policy" and understand that I may be asked to prove that I have been granted computer and/or Internet privileges. A signature on the Agreement Form located in the parent/Student Handbook is considered as agreement to this document.

#### **NON-SCHOOL HOURS USE OF COMPUTER NETWORK AND/OR INTERNET:**

- No student will use the school's computers for any purpose during non-school hours without explicit permission from a WCA staff member.

#### **INAPPROPRIATE COMPUTER / INTERNET USE:**

- The following actions are forbidden and will result in sanctions if they occur:
  1. Sending, receiving or printing offensive messages or images.
  2. Using obscene, insulting or threatening language when corresponding with another user.
  3. Consciously damaging computers, computer systems or computer networks, either through physical abuse or the use of software.
  4. Violating copyright laws.

5. Using the password or identity of another.
6. Unauthorized reading or reviewing the files of another user.
7. Employing the Internet for commercial purposes.

**Student**

I have read the above policy and agree to abide by the provisions. I understand that violation of the policy may result in suspension or revocation of system access.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Parent**

I have read the above policy regarding my child's computer usage at WCA. I agree and accept responsibility for my child's adherence to the aforesaid rules and for my child's access to networks on the Internet and usage of the computer equipment.

I hereby release WCA, its Administration, operators, and any institutions with which they are affiliated from any and all claims and damages of nature arising from my child's use of, or inability to use, the system, including without limitation, the type of damage identified in the School's policy and administrative regulations.

**Parent/Guardian's Name (Print):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian's Signature:** \_\_\_\_\_

Print student's LAST name

FIRST Name

Grade

## WCA CELL PHONE AND ELECTRONIC DEVICES CONTRACT

Dear Parents/Guardians and Student:

We at **Wisconsin Career Academy** understand the importance of parents being able to keep in contact with their child via cell phones and a student's desire for entertainment by use of mp3 players, game machines, cameras and other electronic devices. That is why we have established this acceptable use contract. Please read the contract carefully with your child.

- If you need to contact your child during school, please call the school office at 414-483-2117. If it is a non-emergency, the message will be relayed to the student by the next period. If it is an emergency, the student will be called out of class immediately to answer the call.
- Cell phones and all other personal electronic devices **must not** be used during the school day and NOT in the school building (including before or after school or during extra curricular activities).
- Cell phones and all other personal electronic devices **must be** off or in silent mode and stored in your locker.
- Cell phones and all other personal electronic devices **must** remain in your locker at all times. They are not to be in your pocket or clipped to your belt or pants. Other than in your locker – turned off, they are not allowed on school property.
- If you are seen carrying (even if you are not using it) OR using a cell phone or other personal electronic device for any reason while in the school building, it will be confiscated by any staff personnel.
  - **First time offense-- Cell Phone:** Your cell phone will be confiscated for 24 hours and you will receive an after-school detention. **First time offense -- Other Electronic Devices:** The device will be confiscated for the equivalent of one quarter (9 weeks) and you will receive an after-school detention. In both cases, a parent or guardian must pick up the device. You will not be allowed to pick it up yourself.
  - **Second time offense:** The device will be confiscated for the equivalent of one quarter (9 weeks) and you will receive a **one-day in-school suspension** for failure to follow school rules. A parent or guardian must pick up the device. You will not be allowed to pick it up yourself.
  - **Any offense after the second time:** The device will be confiscated for the remainder of the school year and will result in **full suspension and/or possible expulsion** for failure to follow school and MPS policies. At the end of the year, your parent or guardian must pick up the device. You will not be allowed to pick it up yourself.

- **EXCEPTION to first time offense -- Inappropriate use:** If at anytime a student uses a cell phone or another electronic device to call outsiders to the school building or adjacent properties to participate in harassing or fighting another student or staff member, the student will be suspended from WCA and referred to the Milwaukee Public Schools for full expulsion. Additionally, the student AND the outsiders will be criminally prosecuted to the fullest extent of the law.
- If your cell phone or personal electronic device is lost, stolen, dropped or broken, Wisconsin Career Academy, Milwaukee Public Schools and all school personnel **are not responsible**. *You are bringing your cell phone or other personal electronic device to school at your own risk.*
- Finally, failure to relinquish your cell phone or personal electronic device when a teacher or administrator instructs you to will result in additional consequence including but not limited to the possibility of reporting the insubordination to the Milwaukee Police Department for disorderly conduct. This may result in a ticket, court case and confiscation of the device by the MPD.
- Confiscated items will be kept in a safe place for no more than 30 days after the end of the school year in which the item was confiscated. Items not picked-up by that date will be disposed of. Wisconsin Career Academy, the Milwaukee Public Schools and all school personnel *are not responsible for missing or disposed of items.*

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Student Signature</b>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Date</b>
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Parent Signature</b>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Date</b>

\_\_\_\_\_  
Print student's LAST name

\_\_\_\_\_  
FIRST Name

\_\_\_\_\_  
Grade

<p style="text-align: center;"><b>MILWAUKEE BOARD OF SCHOOL DIRECTORS POLICY FOR MIDDLE SCHOOL AND HIGH SCHOOL STUDENTS</b></p>
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**Student Responsibility**

I have been informed by the administrative/teaching staff at Wisconsin Career Academy School about the School Board Discipline Policy for Middle School and High School students and the Milwaukee Board of Director's School/Classroom Code of Conduct. I understand that:

1. A student possessing a gun or other dangerous weapon will be suspended. The police will be called, and the student will be responsible for expulsion from Milwaukee Public Schools.
2. Pagers, cellular telephones, and laser pointers are prohibited in schools.
3. A student possessing, using or attempting to sell/distribute any drugs or alcohol will also be suspended, the police may be called, and the student may be recommended for removal from school. Expulsion may also be recommended.
4. A student possessing, using, or attempting to sell/distribute any chemical irritants (pepper spray) in school or while going to and from school, will be suspended. The police may be called, and the student may be recommended for removal from school. Expulsion may also be recommended.
5. A student involved in other criminal offenses such as possession of knives and other weapons, serious gang activity, battery, assault, extortion, or robbery, will lose his/her school assignment. Expulsion may also be recommended.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Room #

\_\_\_\_\_  
Grade