NONDISCRIMINATION NOTICE

It is the policy of Milwaukee Public Schools, as required by section 118.13, Wisconsin Statutes, that no person will be denied admission to any public school or be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person’s sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

This policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race, color, and national origin), Title IX of the Education Amendments of 1972 (sex), Section 504 of the Rehabilitation Act of 1973 (disability), and the Americans with Disabilities Act of 1990 (disability). The individuals named below have been designated to handle inquiries regarding the nondiscrimination policies.

For section 118.13, Wisconsin Statutes, federal Title IX: Matthew Boswell, Senior Director, Department of Student Services, Room 133, Milwaukee Public Schools, 5225 W. Vliet St., P.O. Box 2181, Milwaukee, WI 53201-2181

For section 504 of the Rehabilitation Act of 1973 (Section 504), federal Title II: Travis Pinter, Section 504/ADA Coordinator, Department of Specialized Services, 6620 W. Capitol Dr., Milwaukee, WI, 53216, (414) 438-3677 • ASL: (414) 438-3458

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Dear MPS Students and Families,

Welcome to the 2020–21 school year! I want to extend my best wishes for a wonderful year of successful learning.

This year will be different for our students, families, and staff from previous school years as the coronavirus pandemic continues to be a concern throughout our city, state, and across the nation. As a district, we are making every effort to ensure that students continue learning and stay on track.

Please also be assured that we are taking measures to ensure student safety in schools and prevent the spread of COVID-19. This includes extensive cleaning and sanitizing, social distancing, new classroom procedures, and more. When students are in our buildings, teachers and staff will spend time ensuring that all students understand new practices and take part in protecting themselves and others.

For every student to have the best possible educational experience, the district sets expectations for academics and behavior. The Parent/Student Handbook on Rights, Responsibilities, and Discipline contains important information about the rights of students and families plus information about health, safety, transportation, special needs, and more. This booklet also gives students and families a clear explanation of school and district expectations that need to be followed so all students can be successful. I encourage you to save this booklet and refer to it often throughout the school year.

Parents, families, teachers, and district staff are all partners in helping students achieve. Whenever you have questions or concerns, please reach out to your child’s teacher or school leader for guidance.

We look forward to helping each student feel comfortable, safe, and ready to learn.

Have a wonderful school year!

Dr. Keith P. Posley
Superintendent of Schools

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District Vision, Mission, Core Beliefs

Vision Statement
Milwaukee Public Schools will be among the highest student growth school systems in the country. All district staff will be committed to providing an equitable educational environment that is child-centered, supports achievement, and respects and embraces diversity. Schools will be safe, welcoming, well-maintained, and accessible community centers that meet the needs of all. Relevant, rigorous, and successful instructional programs will be recognized and replicated. The district and its schools will collaborate with students, families, and community for the benefit of all.

Mission Statement
Milwaukee Public Schools is a diverse district that welcomes all students and prepares them for success in higher education, post-educational opportunities, work, and citizenship.

Core Beliefs
1. Students come first.
2. Wherever students are learning is the most important place in the district.
3. Educators and school staffs have high expectations for all students and provide the foundation for their academic success.
4. Leadership, educator development, and child-driven, data-informed decision making are keys to student achievement.
5. Equity drives all district decision making.
6. Involved families are integral to increasing student achievement.
7. Student voice is encouraged and respected.
8. Quality community partnerships add value.
9. Increased operational and financial efficiencies are consistently pursued to support learning opportunities for our students.
10. Central Services supports student achievement, efficient and effective operations, and student, family, and community engagement.
11. Public education provides the cornerstone of American democracy.
Parent/Guardian Rights and Responsibilities

Parents and guardians are our most important partners in a child’s education. Your involvement is essential to your child’s education success. We urge you to understand and exercise your rights and responsibilities. For more information, contact your school principal or visit our online welcome center. The list of rights comes from the Rules, Policies and Procedures of the Milwaukee Public Schools. To examine these documents, visit http://mpsmke.com/policiesandprocedures.

As a parent or guardian, you are responsible for:

- Communicating to your child that you and the school district expect high academic achievement and that you believe in his/her ability to achieve academically.
- Ensuring that your child attends school daily and arrives on time. You must provide explanations for absences and tardiness in writing, via electronic form, or any other method of personal contact of which a record is kept by the school.
- Informing the school when you change address (verification required), telephone number, or emergency contact information.
- Ensuring that your child has all health immunizations as required by law.
- Attending parent conferences and participating in parent organizations at the school. All MPS parents should obtain an Infinite Campus Parent Portal account. The Parent Portal allows 24-hour online access to your child’s school records (see Parent Portal).
- Providing a home environment that allows your child to study and supports his/her academic performance and behavior in school.
- Knowing the discipline guidelines as stated in this handbook and the guidelines of your child’s school. Discuss discipline with your child and encourage positive behavior.
- Conducting yourself in a respectful manner at school.

Support Your Children’s Efforts

Research shows that the involvement of parents is the most important factor in a child’s school success.

1. Become involved in your children’s school work. Ask about it daily.
2. Provide a quiet place at home where your children can study.
3. Find one person in the school you are comfortable with to talk to about your concerns.
4. Teach your children to resolve conflicts peacefully. This will be reinforced in school.
5. Ask the school to help if you have problems with your children.
6. Be a good example for your children. They watch what you do.
Parent/Guardian Bill of Rights

Regarding communication with the school and the school district, you have the right to:
• Visit schools and classrooms to observe and attend school-related activities according to district guidelines (see Visitor Policy).
• Receive regular reports of academic progress and attendance, as well as reports if your child is removed from the classroom as a means of discipline.
• Request that a conference be held as soon as possible with teachers and administrators to have curriculum, grades, testing, homework, and discipline explained to you.
• Request information about teachers’ professional qualifications and the qualifications of support staff (see Teacher Qualifications).
• Request a conference if you believe that a school staff member has violated laws or district policy.
• Advocate for your child and be shown respect by all district employees.
• Attend school meetings and meetings of the Board of School Directors.
• Request an interpreter at school meetings, conferences, and activities if you do not speak/understand English or need cued speech and sign language.
• Participate in the development of the district’s policies, plans, and procedures through the school governance council, and exercise all rights as identified in district policies and state law.
• Review the school budget and school improvement plans.
• File a complaint if your child has been discriminated against or harassed in any way.

Regarding what your child is taught in school, you have the right to:
• Request an Individualized Education Program (IEP) evaluation for your child if you suspect he/she has special needs.
• Request a modified program or curriculum for your child.
• Request from the principal the Human Growth & Development curriculum material used at your child’s grade level.
• Read surveys and questionnaires that may be used with your child.
• Receive notification if your child has been placed in a program for English Learners. Information should include an assessment of your child’s English speaking skills and how the program will meet his/her needs.

Regarding your child’s school records, you have the right to:
• Expect that information about your child will be protected and treated as confidential.
• Receive and examine copies of all your child’s school records within district student record guidelines (see Rights Regarding Student Records).
• Ask that inaccurate or misleading school records about your child be considered for correction or removal.

Regarding your child’s attendance at school, you have the right to:
• Receive a copy of the district’s student attendance policies.
• Get notification within two hours if your child (K–grade 8) is absent without an excuse and within 48 hours for a child in grades 9–12.
• Meet with the principal within five days if you believe any truancies were excusable absences.
• Receive notification if your child leaves school or is removed from school.

Regarding a choice of schools within MPS, you have the right to:
• Enroll your child in any school in the district provided a seat is available and the child meets entrance requirements. Transportation policies apply.
• Request to transfer your child to another school if the school he/she attends has been identified as persistently dangerous or if the child has been a victim of violence in school or on school grounds.
• Request to transfer your child to another school by appealing your child’s school assignment.
• Appeal decisions made by the district about your child’s transportation.

Regarding discipline of your child, you have the right to:
• Appeal disciplinary actions such as expulsion, suspension, assignment to another school, or bus suspension.
• Request a conference with the principal to seek to reduce the number of days of a suspension.
Rights of Parents – Noncustodial, Foster, Special Education, English Learner Students

If you are a **noncustodial parent**, you have the same rights to student records, progress reports, school mailings, school visits, and parent-teacher conferences as a custodial parent unless a court order restricts such rights. If a court order is in place, the custodial parent must provide a copy to the school principal. It is the responsibility of a noncustodial parent, if desired, to give the school his/her address and contact information, request to be consulted regarding their child, and be placed on school mailing lists. Only the custodial parent/legal guardian can remove a child from school or give permission for the child to be removed from school by another adult.

As a **foster parent**, you have many of the same rights as biological parents or legal guardians for the duration of the child’s placement in your home. In some cases, however, these rights are restricted by law. One such case is the authorization of an Individualized Education Program (IEP) evaluation for the child. A foster parent cannot authorize an IEP evaluation unless all attempts to contact the biological parent or legal guardian have failed or the biological parents’ rights have been terminated. In addition, foster parents generally cannot change a student’s school placement and are encouraged to work with the child’s case manager to discuss the enrollment/transportation process. For more information, please refer to https://dpi.wi.gov/foster-care. Contact the Department of Student Services for details.

If you believe your child may have **special education** needs, you have the right to have him/her evaluated. Request an evaluation by contacting the teacher or principal of your child’s school. If your child does not attend an MPS school, you can contact the principal of a nearby MPS school or call Child Find at (414) 874-8493.

If your child is identified as an **English Learner**, you have the right to ask for a school that provides language assistance services. MPS offers the English as a Second Language program to all English Learners. For enrollment procedures and program placement, contact the Bilingual Multicultural Education Office/Lau Compliance at (414) 475-8525.

Rights of Families – Safe Haven

The Milwaukee Board of School Directors adopted Resolution 1617-R007 designating all Milwaukee Public Schools as “safe havens” for all students, regardless of immigration status.

For further information regarding the MPS safe haven resolution, visit http://mps.milwaukee.k12.wi.us/en/Families/Family-Services/Safe-Haven.htm

For further information regarding nondiscrimination, please review MPS Administrative Policy 1.04 Nondiscrimination by visiting http://mpsmke.com/policiesandprocedures.

This policy applies to all MPS students without exception, regardless of the immigration status of a student or family. For questions regarding policies and procedures, contact the Department of Student Services at (414) 475-8448.
Rights Regarding Information on Teacher Qualifications

Parents of students enrolled in MPS schools have the right to contact the principal and/or instructional leader and request information about teacher qualifications. The law requires that this information is given to you in a timely manner. As a parent, you have the right to ask:

1. Whether your child’s teacher holds a Wisconsin educator license for the grade and subject taught.
2. The teacher’s college major, whether the teacher has any advanced degrees, and if so, the subject of those degrees.
3. Whether any paraprofessionals provide services to your child and their qualifications.

Reporting Suspected Child Abuse or Neglect

MPS takes child safety issues seriously. MPS staff are required by state law to report suspected child abuse and neglect. Required reporting leads to protection for all our children and helps identify supports for families who may need it. If you have specific questions regarding child abuse and neglect policies and procedures in MPS, please contact the School Social Work Office at (414) 438-3559.
Student Rights and Responsibilities

MPS wants all students to reach their full potential. To help students succeed, schools must be free of disruption. As a student, you are asked to respect the rights of all members of the school family – teachers, administrators, parents, support staff, and other students. Discipline procedures are in place to ensure a safe, respectful environment in and around all schools.

Student Bill of Rights

As a student, you have the right to:

• Freedom of expression as guaranteed by the U.S. Constitution.
• Assemble and associate with other students subject to reasonable rules set by the school regarding time and place.
• Publish materials provided that they are within the laws of libel and obscenity. The principal or a designee must approve publications that are distributed within the building.
• Petition the principal, provided the petition is free of obscenities, libelous statements, and personal attacks. The school may limit the time in which signatures on a petition are gathered so classes and the orderly operation of the school are not affected. No student will be penalized for signing a petition.
• Refrain from participation in patriotic ceremonies according to state law that reads: “No student shall be compelled against his objections or those of his parents or guardian to recite the Pledge of Allegiance.” You do not need permission from your parents to refrain from reciting the Pledge of Allegiance. Students must, however, respect the rights of other students to participate by remaining silent during the pledge or other patriotic ceremonies. Students have the right to remain seated during the playing or singing of the Star Spangled Banner or national anthems of other countries.
• Post bulletins on school bulletin boards, provided the principal or his/her designee has approved them. The student’s name must be on the posting. Postings cannot be obscene, libelous, or likely to cause disruption.
• Organize clubs, provided the principal approves and a teacher agrees to be faculty advisor. All students are free to join any club. Clubs must follow rules regarding the time they meet and the use of facilities and must not cause disruption within the school.
• Request religious accommodation to study and practice a faith. State law reads: “Any school board...shall permit students with written permission from parents to be absent from school for up to 180 minutes per week to obtain religious instruction outside the school during the required school period.” Absence for religious observation is excusable and students are allowed to make up missed class work. Transportation between the school and religious instruction is the responsibility of the parent or religious organization. The school district is not liable for students who are absent from school for religious instruction. See the Student Nondiscrimination Policy for information about filing a complaint due to religious discrimination.
• Vote in local, state, and national elections, provided you are 18 years of age or older.
**English Learners**

Students identified as English Learners (ELs) have the right to an equal education opportunity and to meaningfully participate in the district’s educational programs. EL students must have access to a quality education that enables them to progress academically while learning English.

MPS offers a variety of program models.

- **English as a Second Language (ESL)** stand-alone programs for ELs whose first language is not English or Spanish
- **Developmental Bilingual programs (DBE)** for ELs whose first language is generally Spanish
- **Two-way Immersion (TWI)** programs for native English speakers and ELs from Spanish-speaking homes.

Parents of EL students are entitled to meaningful communication in a language they can understand, such as having access to translated materials or a language interpreter. They are entitled to adequate notice of information about any program, service, or activity that is called to the attention of non-EL parents. For more information, please contact the Bilingual Multicultural Education Office/Lau Compliance at (414) 475-8525.

**English Learners Exit Criteria**

A student has the right to receive English as a Second Language services. Parents may accept or deny services. Students will continue as English Learners until they reach a score of 5.0 on the ACCESS English language assessment. This results in an English Language Proficiency Code of 6.0 (Former English Learner student). English Learners in a bilingual program must be given the option to participate in other mainstream programs once they reach a score of 5.0 on the ACCESS English language assessment.

**Students with Special Education Needs**

Students with suspected special education needs have the right to be evaluated to determine if they qualify for special education services. Parents, guardians, and other interested persons should contact the principal of the child’s school or the MPS Child Find Office at (414) 874-8493 to request an evaluation. All students who currently have an Individualized Education Program (IEP) and those who are currently being evaluated have additional rights and protections. For more information, please contact your child’s school or the Department of Specialized Services at (414) 438-3648.

**Students with Hearing Impairments**

Students with hearing impairments who need cued speech and/or sign language for instruction may be provided the services of an interpreter as required in their Individualized Education Program (IEP) or §504 plan. Students with hearing impairments have the right to have an interpreter at all school-related meetings, conferences, and activities. For more information, please contact your child’s school or the Department of Specialized Services at (414) 438-3648.
**Students 18 Years of Age and Older**

A student age 18 to 20 (to age 21 if designated as a special education student) who moves to Milwaukee independently of his/her parents and has not graduated from high school may attend an MPS school.

Regular enrollment policies apply. The student may choose to participate in or withdraw from programs, submit his/her own written excuses for absences, negotiate readmission if suspended, and permanently leave school without parent consent. Students 18 and older are responsible for damage to school property, including textbooks, and for school debts. Parents are not obligated to reimburse the school for property damages done by their adult child unless they have themselves contributed to the damage.

**Students Who Are Homeless**

The McKinney-Vento Homeless Assistance Act defines homeless as “individuals who lack a fixed, regular, and adequate nighttime residence.” This includes children and youth whose family is sharing the housing of others; who are living in motels, hotels, transitional housing, or emergency shelters; or whose nighttime residence is a place not normally used for housing.

Unaccompanied youth (students not in the company of a parent or guardian) and migratory children, who qualify as homeless because they are living in circumstances described above, are included in this definition. MPS offers assistance to MPS families and students experiencing homelessness.

Parents/guardians of homeless children or unaccompanied youth can learn more by talking with their school’s Homeless Contact/School Social Worker or by contacting the Homeless Education Program at MPS Central Services, 5225 W. Vliet Street, Milwaukee. Call (414) 475-8911 for more information.

Homeless children have rights and are eligible for services, including:

- The right to stay in their school of origin (the school they were attending prior to becoming homeless or the last school attended);
- Students temporarily living outside the school’s busing region may qualify for transportation to the school of origin;
- Free school meals and school supplies; and
- Waivers of school fees.

**Students Who Are Transgender or Gender Nonconforming**

Students who identify as transgender, gender nonconforming, or any other gender-expansive identity are ensured equitable treatment in Milwaukee Public Schools. Students have access to the following:

- Gender Support Plans and Gender Communication Plans
- Change to Preferred Name/Gender Request process *(requires parent/guardian signature if student is under age 18)*
- Protection from discrimination as stated in Administrative Policy 1.04
- Privacy and confidentiality
- The use of the preferred name and gender identity by district staff
- Gender nonconforming enforcement of school dress code
- Access to gender-segregated areas and non-WIAA regulated activities based on the student’s preferred gender identity

For a copy of the MPS Gender Inclusion Guidelines, contact whitlewd@milwaukee.k12.wi.us or (414) 475-8218.
Notification of Rights – Protection of Pupil Rights Amendment (PPRA)

The PPRA gives parents and students who are 18 or older or emancipated minors (“eligible students”) certain rights regarding the school district’s conduct of surveys, collection and use of information for marketing purposes, and conduct of certain physical examinations. Parents and eligible students who believe their rights have been violated may file a complaint with the Student Privacy Policy Office, U.S. Dept. of Education, 400 Maryland Ave. SW, Washington, DC 20202-8520. For more information on PPRA, contact the Department of Student Services at (414) 475-8448.

PPRA includes the right to:
- Consent to federally funded surveys concerning protected information
- Inspect certain materials
- Opt out of certain surveys, examinations, or use of personal information
- Report violations
Students With Disabilities

The Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act (ADA)

In MPS, no otherwise qualified individual with disabilities shall be excluded from participation in or denied the benefits of district programs and services solely because of his/her disability or be subjected to discrimination within MPS. MPS offers a free, appropriate, public education to each qualified child with a disability within the city of Milwaukee regardless of the nature or severity of the disability.

In its commitment to provide each child the opportunity to reach his/her fullest potential, MPS strives to meet the needs of all children, including those with disabilities. MPS implements practices to ensure that students with disabilities are identified, evaluated, and provided with appropriate education services.

| Evaluation | Procedures used to evaluate and place students must be nondiscriminatory to guard against misclassification or inappropriate placement of students with disabilities. Students who are provided special education, Section 504/ADA accommodations, and related services will be periodically reevaluated to ensure that services remain appropriate. |
| Education Needs | Services provided to meet the individual education needs of students with disabilities will be designed and provided to meet the same quality standard as the services provided to other students. |
| Equal in Quality | The quality of educational services, facilities, learning materials, and equipment for students with disabilities must be equal in quality to those provided for other students. |
| Least Restrictive Environment | Students with disabilities are to be educated in the least restrictive environment to the maximum extent appropriate to the needs of the individual student. |
| Parent Involvement | Procedures are set to ensure that parents/guardians can participate in the evaluation and placement decisions. The district also implements grievance procedures and impartial hearings in which the parent/guardian can participate and be represented by legal counsel. |

Direct questions to Travis Pinter, Section 504/ADA Coordinator, (414) 438-3677, pinterte@milwaukee.k12.wi.us

Student Placement and Nursing Services

MPS affords each student the right to a free and appropriate public education (FAPE). Every school’s focus is on the best interest of the child, but every school in the district may not be an appropriate placement for a student who has specific medical needs and requires nursing services during the school day. Although most schools have a nurse for a period of time during the school day, some schools do not have nursing services. Therefore, there may be enrollment limitations based on available nursing services. If your child has a specific medical need that requires the services of a nurse, please inform staff when registering your child for school. Inform the school if your child’s medical needs change during the school year. For further information on student health services, contact the MPS Student Health Services Supervisor at (414) 438-3695.
Student Attendance, Absences, and Truancy

State law requires all children between the ages of six and eighteen 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 have set policies for student absences. They are summarized below.

When to Keep a Child Home from School

School is important, but sick children need to stay home. When a child’s condition improves and his/her temperature is back to normal without the use of medication, he/she can return to school. Provide the school with current telephone numbers to reach you or other authorized adults in case your child becomes ill or injured.

Excused Absences

It is your responsibility as a parent/guardian to notify the school as soon as possible any time your child will be absent.

As a parent/guardian, you 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 will be made within three days. The decision may be appealed to the regional superintendent.

If any of the following conditions exist, please keep your child home from school.

- Fever (temperature 100˚ or higher)
- Vomiting or diarrhea
- Heavy nasal congestion or frequent cough
- Blistery rash
- If your child has been diagnosed with a contagious disease

The following are considered excusable absences. All other absences are marked as unexcused absences.

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

A child is considered habitually truant if he or 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. Your child is considered truant if:

- 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 under the section 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.

Parent Notification of Absence

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

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 or first class mail. Parents may be notified simultaneously by electronic communication. 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.

To assist truant students, MPS participates in the Truancy Abatement and Burglary Suppression Program (TABS). Through this program, 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 receive municipal citations. Persons who engage in or cause habitual truancy may be referred to the Milwaukee County District Attorney’s office for prosecution.
Multi-Tiered System Of Support – Behavioral Intervention Supports Framework

To address the need for appropriate discipline practices in all classrooms, including early childhood classrooms, Milwaukee Public Schools has implemented the Positive Behavioral Interventions and Supports (PBIS) framework. Research reveals that a PBIS framework reduces classroom disruptions and student suspensions through a school-wide, tiered intervention approach, which leads to increased student achievement. The framework uses a variety of student supports, effective practices, and evidence-based interventions across three tiers.

A multi-tiered system of support is a comprehensive approach that is designed to teach, nurture, and encourage positive social behaviors. All supports begin with relationship building between staff members and students, thus creating a community of learners in the classroom.

All schools create expectations for student behavior that are taught, acknowledged, and reinforced by all staff members. Students who continue to struggle to make positive choices with their behavior are provided tiered interventions through the school’s PBIS framework. All supports and interventions are available to ALL students, regardless of special education status.
Introduction to the Student Code of Conduct

All students in grades K3–12 in the district must follow the Code of School/Classroom Conduct:

- In or on school district property
- At any school district activity, regardless of location
- Traveling to and from school, including on buses

Students are responsible for their own behavior and are expected to abide by the Code of Conduct, as well as by other school and classroom rules that help maintain a positive learning environment. Students will:

- Follow all district policies and the rules of their individual schools and classrooms
- Work toward academic achievement by attending school and classes regularly, bringing classroom materials including books, pencils, and paper, and completing all assigned class work.
- Respectfully communicate with all staff members at all times
- Respectfully resolve conflicts and disputes with others
- Respect the rights and property of others while going to and from school, at all school-related activities, at bus stops, and on buses
- Act responsibly with school property and replace or reimburse the school for lost or damaged school property, including books and equipment
- Refrain from making threats of violence, joking about violence, or starting rumors of violence against the school, staff, or students; such actions will be quickly and thoroughly investigated

Violations of the Code of School/Classroom Conduct that are dangerous, disruptive, or interfere with a teacher’s ability to teach effectively will not be tolerated. Students in grades K3–12 will be subject to discipline as outlined in this booklet. The school discipline plan, which contains the rules of the school and classrooms, will be sent to each parent and student by September 30 of each school year.

**Discipline**

MPS is committed to providing a safe and effective learning environment by recognizing that:

- Students have a right to learn, and teachers have a right to teach, in a safe and orderly environment.
- No individual or group has the right to undermine the goal of providing a quality education for all students.

Teachers, counselors, administrators, and other school personnel may take disciplinary action against MPS students who break rules. Disciplinary actions are set according to federal and state laws and MPS administrative policies.
Levels of Disciplinary Action

The goal of school discipline is to assist all students in functioning successfully in their educational and social environments, as well as to protect the school community and public property. Discipline aims to promote positive behavioral change. With this in mind, school staff, before writing a referral or issuing a suspension, will use a wide array of behavioral interventions to support students that are having behavioral difficulties that are not a direct threat to the safety of staff and students. Please refer to your school for more information about the interventions available for your child. Violations of the Code of School/Classroom Conduct come with different consequences. Below are the four levels of disciplinary action. Each violation has a minimum and maximum level of disciplinary action. In the pages that follow, levels are outlined for each offense.

<table>
<thead>
<tr>
<th>LEVEL 1</th>
<th>Conference/Interventions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>At this level, the school staff conducts a conference with any combination of students, parents/guardians, teachers, administrators, and support staff. The conference may result in a behavior contract with the student, a warning to the student and/or parent/guardian, or other action authorized by the school in compliance with school district policies and procedures.</td>
</tr>
<tr>
<td></td>
<td>Interventions will be documented using PLP Notes in Infinite Campus. Balanced and restorative practices and school-wide PBIS strategies may be used where appropriate and approved by the school administration, provided that all participation is voluntary.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LEVEL 2</th>
<th>Suspension</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Suspension is defined as a temporary exclusion from the building and includes classes and all school-related activities held during school, after school, and on weekends. Parents or guardians are notified of the suspension and are expected to meet with a school administrator before the child returns to school. School-based suspensions are not more than three days, though suspensions involving a referral to Central Services and the Department of Student Services (see below) may be up to five days. See Disciplinary Due Process Procedures below for details. <strong>NOTE:</strong> Suspensions of students in grades K3–2 require approval of a regional superintendent.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LEVEL 3</th>
<th>Referral to the Department of Student Services</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Serious breaches of discipline are referred to the Department of Student Services at MPS Central Services. A conference with the student, parent/guardian, school administrator, and student services supervisor may be held. The student has the right to be represented by legal counsel or by another person identified by the parent/guardian. The resulting disciplinary action may range from intervention to a recommendation for expulsion. <strong>Note:</strong> Suspensions of students in grades K3–2 require approval of a regional superintendent.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LEVEL 4</th>
<th>Recommendation for Expulsion</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>This level of discipline is reserved for criminal acts or for the most serious violations of school rules. Students are given a written statement telling them of the expulsion process and their rights during the procedures. The process must be completed within 15 days, during which the student is suspended from school. The student may be represented by legal counsel or by any person of his/her choice throughout the process. The process is as follows:</td>
</tr>
<tr>
<td></td>
<td>- A preliminary expulsion hearing is held with the student, parent/guardian, school administrator, and student services supervisor. The case can be scheduled for an expulsion hearing, dismissed, or directed toward another action.</td>
</tr>
<tr>
<td></td>
<td>- If an expulsion hearing is scheduled, the student, parent/guardian, school administrator, and student services supervisor go before an independent hearing officer. The officer makes a decision on whether to expel the student as well as the length of the expulsion period. Within 30 days, the Milwaukee Board of School Directors reviews the independent hearing officer’s decision to expel. <strong>Note:</strong> This disciplinary level does not apply to students in grades K3–2.</td>
</tr>
<tr>
<td>Conduct that Violates Expectations or Code of Conduct Principles</td>
<td>Definition</td>
</tr>
<tr>
<td>-----------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Attendance/Punctuality</strong></td>
<td></td>
</tr>
<tr>
<td>Skipping class</td>
<td>Failure to report to class without prior permission, knowledge, or excuse by school/parent</td>
</tr>
<tr>
<td><strong>Learning Environment</strong></td>
<td></td>
</tr>
<tr>
<td>Chronic disruption or violation of school rules</td>
<td>Engaging in conduct that is disruptive to the learning environment; engaging in behavior that interferes with the teacher's ability to productively teach; and has interventions that have been implemented over time AND have not remediated the disruptive behavior</td>
</tr>
<tr>
<td>Chronic lack of supplies</td>
<td>Repeatedly reporting to class lacking necessary materials such as books, physical education attire, etc.</td>
</tr>
<tr>
<td>Gang activity</td>
<td>All gang activities which include, but are not limited to, use of material, jewelry, or clothing to disrupt or intimidate others; gang posturing to provoke an altercation; engagement in gang initiation or recruitment; or any act that furthers gang membership activity</td>
</tr>
<tr>
<td>Inappropriate dress</td>
<td>Dressing or grooming in a manner that disrupts the teaching and learning of others. Failure to comply with the school-level dress code.</td>
</tr>
<tr>
<td>Inappropriate personal property</td>
<td>Possession of personal property prohibited by school rules that interferes with the teaching and learning of others such as food, beverages, laser pointers, and electronic or communication devices</td>
</tr>
<tr>
<td>Inappropriate use of electronic communication devices</td>
<td>Capturing, distributing, displaying, sharing, and/or posting of inappropriate images from personal or school technology sources that disrupts the learning environment</td>
</tr>
<tr>
<td>Leaving the classroom without permission</td>
<td>Leaving the classroom/learning environment without permission</td>
</tr>
<tr>
<td>Substantial environmental disruption</td>
<td>Engaging in conduct that causes a substantial disruption to the educational environment such that teaching and learning, and/or normal school operation cannot continue.</td>
</tr>
</tbody>
</table>

**ACTION LEVEL KEY:**
- 1 Conference/Intervention
- 2 Suspension
- 3 Referral to Dept. of Student Services
- 4 Expulsion Recommendation
# Code of School/Classroom Conduct and Discipline Chart for Grades K3–12

<table>
<thead>
<tr>
<th>Conduct that Violates Expectations or Code of Conduct Principles</th>
<th>Definition</th>
<th>Minimum (minor)</th>
<th>Maximum (serious/repeated)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Physical Safety/Mental Well-Being</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assault</td>
<td>A physical attempt to cause bodily harm to another person without making physical contact where there is a show of force that causes reasonable fear or apprehension of immediate bodily harm</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Battery</td>
<td>Unprovoked/unanswered intentional physical contact without consent causing bodily harm</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Bomb threats</td>
<td>Reporting to school, police, or fire officials the presence of a bomb on or near school property without a reasonable belief that a bomb is present on school property</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Bullying</td>
<td>Deliberate, one-sided, repetitive behavior that is done with the intention of harming or intimidating others</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Disorderly conduct</td>
<td>Engaging in behavior that causes a disruption in the educational environment and/or which causes property damage or minor injury (without regard to intention)</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Endangerment of Physical safety/mental well-being</td>
<td>Engaging in conduct that directly and substantially endangers the physical safety or mental well-being of others</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Extortion</td>
<td>Forcing other persons to act against their will under threat of, but not limited to, physical harm</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>False fire alarms</td>
<td>Reporting a fire to school or fire officials, or setting off a fire alarm without a reasonable belief that a fire exists</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Fighting</td>
<td>Physical confrontation including, but not limited to, pushing and shoving, and/or exchange of physical blows</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>Gambling</td>
<td>Playing any game of skill or chance for anything of value</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Hazing</td>
<td>Intentional or reckless acts which endanger the physical health or safety of others for the purposes of initiation/admission/affiliation with an organization</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Loitering</td>
<td>Remaining around or lingering about a school building without a lawful purpose or particular purpose for being there</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Personal threat</td>
<td>Direct or indirect (through another party) verbal, written, or electronic statement of intent to do bodily harm directed toward others</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Possession/ownership or use of a weapon</td>
<td>Possessing, having under one’s control, using, or threatening with a gun (BB, pellet, pistol, rifle, starter replica, or toy gun), explosive device, or any other object that, by the way it is used, is capable of inflicting bodily harm</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Possession or use of fireworks</td>
<td>Using or possessing any explosive fireworks</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Reckless vehicle use</td>
<td>Using any motorized or self-propelled vehicle on or near school grounds in a reckless manner (i.e., a manner that shows conscious disregard for a substantial or unjustified risk to oneself and others) or in a manner that disrupts the educational process</td>
<td>1</td>
<td>4</td>
</tr>
</tbody>
</table>

**ACTION LEVEL KEY:**

1️⃣ Conference/Intervention

2️⃣ Suspension

3️⃣ Referral to Dept. of Student Services

4️⃣ Expulsion Recommendation
# Code of School/Classroom Conduct and Discipline Chart for Grades K3–12

<table>
<thead>
<tr>
<th>Conduct that Violates Expectations or Code of Conduct Principles</th>
<th>Definition</th>
<th>Minimum (minor)</th>
<th>Maximum (serious/repeated)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Physical Safety/Mental Well-Being Continued</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Robbery</td>
<td>Taking property from a person by force or threat of aggression</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Sexual assault</td>
<td>Intentional bodily contact of a sexual nature</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Sexual harassment</td>
<td>Unwelcome sexual advances, requests for sexual favors, physical contact of a sexual nature</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Trespassing</td>
<td>Entering any school property without proper authority or remaining on any school property after being told to leave by authorized personnel; includes any school entry during a period of suspension or expulsion</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Verbal abuse, profanity, harassment</td>
<td>Use of language (written or spoken) or conduct or gestures which may be obscene, profane, or vulgar</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td><strong>Property</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arson</td>
<td>Intentionally starting any fire or combustion on school property</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Burglary</td>
<td>Unauthorized entry into school district property for the purpose of committing a crime, especially theft</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Theft/possession of stolen property</td>
<td>Taking of property belonging to another individual, group, or entity without permission with the specific intent to permanently deprive; or being in the possession of property without permission of the owner</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>Vandalism</td>
<td>Maliciously and intentionally causing damage to school property or the property of others; includes situations in which minor damage can be repaired or replaced at no cost to the district</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td><strong>Controlled Substances</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other substances/materials</td>
<td>Possessing, using, or having under one’s control any substances or materials that threaten the health or safety of oneself or others</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Possession of drug paraphernalia</td>
<td>Possession of a tool used to prepare, store, contain, or used to ingest, inject, or inhale a drug or controlled substance with or without drug residue</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Possession/possession with intent to distribute/ownership/use of alcohol or illegal drugs</td>
<td>Possessing, possessing with intent to distribute, selling, giving away, transferring, having under one’s control, or using any alcoholic beverages, controlled substances, or intoxicants</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Use of tobacco, including chewing</td>
<td>Use of any tobacco product by a student</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

**ACTION LEVEL KEY:**
1. Conference/Intervention
2. Suspension
3. Referral to Dept. of Student Services
4. Expulsion Recommendation
Due Process Procedures for Suspension

The principal or assistant principal will hold a conference with any students in grades K3–12 suspected of committing a breach of discipline before a decision to suspend him/her is made. In an emergency in which the school leader feels that the student’s presence in school is an immediate danger or may disrupt the school’s orderly operation, suspension may occur without a conference. In case of an emergency suspension, the parent/guardian or emergency contact person must be notified before the child is sent home. Due process during a suspension will occur as follows.

1. The school administrator attempts to notify the student of the charge(s).
2. If the student admits to the charge(s), the administrator determines the appropriate disciplinary action.
3. If the student denies the charge(s), the school administrator will:
   - Explain the evidence resulting in the charge(s)
   - Decide whether the evidence will include the names of witnesses
   - Give the student a reasonable opportunity to state his/her version of the story
4. After reviewing the information, the school administrator will decide whether the student committed the offense. If it is decided that the student did not commit the offense, the case is closed. If the administrator decides that the student committed a violation of the Code of School/Classroom Conduct, the administrator determines the disciplinary action according to school district policies and administrative guidelines.
5. If the action is suspension, it becomes effective following notification of a parent/guardian or at the end of the school day. A suspension notice is sent home with the student and mailed to the parent/guardian and contains:
   - The time, date, length, and specific reason for the suspension
   - Information for the parent/guardian about having the student reinstated (returned to school) and a request that the parent call the school to arrange a conference before the student is reinstated
   - Notice that a suspended student cannot participate in school-related activities during/after school or on weekends
6. After the suspension has been issued, the administrator creates a note in Infinite Campus and scans the original suspension notice into Infinite Campus.
7. Suspended students are not to enter any MPS property during the time of suspension without prior authorization of the school administrator.
8. School-based suspensions are limited to three days unless other administrative action is recommended, such as referral to the Department of Student Services or expulsion. Schools will follow up on all suspended students who do not return after three days.
9. Suspended students will be given the opportunity to take any quarterly, semester or grading period examinations, or to complete course work missed during the suspension period.

Appealing a Suspension

A parent/guardian who is dissatisfied with a suspension decision may appeal to the principal. If still dissatisfied, an appeal may be made to the Department of Student Services within five days at (414) 475-8448.

Conference and Reinstatement Following Suspension

Following a suspension, the parent/guardian should call the school administrator to set a conference time. If you do not contact the administrator within three days of the suspension, the administrator will contact you. If you find it difficult to come to the school because of work or family responsibilities or distance from the school, the administrator will find an alternative means of conferring, such as holding the conference after school hours or by phone.

The student’s achievements and difficulties in school, will be discussed during the conference. Together, you will determine the additional steps to be taken by the school, the student, and you to guarantee the student’s success upon reinstatement (return to school). The principal may permit a child to return to school in fewer than three days if:

- The parent/guardian has conferred with a school administrator;
- The student understands and acknowledges his/her violation of the rule or Administrative Policy; and
- The student has had a good discipline and attendance record in the past.
Administrative/Disciplinary Transfers

The Department of Student Services may recommend that the superintendent or designee transfer a student to another school at any time if there is sufficient reason to do so. This is known as an administrative transfer. Reasons include discipline problems or the return of an expelled student. Special education students may not be moved by administrative/disciplinary transfers. As a rule, students are not returned to a school from which they have been transferred by the administration or expelled.

Students Expelled from Other Districts

By law (Wisconsin State Statute §120.13(1)(f)), no school district is required to enroll a student who has been expelled from another district, state, or independent charter school (if the charter or contract of the independent charter school contains the grounds for expulsion and procedural requirements in state law) during the time the expulsion is in effect. MPS will review requests from the parents of students living in the MPS district who have been expelled from other districts and wish to enroll in an MPS school. For more information, call (414) 475-8027.

District Discipline Manager

In accordance with the Office of Civil Rights, Resolution Agreement #05‐14‐5003, MPS has designated a student discipline manager. The discipline manager shall be responsible for ensuring that the implementation of the district’s policies concerning discipline are fair and equitable. In addition, the discipline manager will address complaints from parents, guardians, students, and others regarding the implementation of the district’s disciplinary policies. For concerns or information, contact Jon Jagemann at jagemag@milwaukee.k12.wi.us or (414) 475-8645.

Policy Against Bullying

Bullying is defined as deliberate or intentional behavior using words or actions that is intended to cause fear, humiliation, intimidation, harm, or social exclusion. Bullying often involves repeated behavior and involves people of unequal power. Bullying behavior can be physical, verbal, or indirect such as spreading rumors, social exclusion and isolation, and using technology in a hurtful manner, also called cyberbullying. Cyberbullying includes, but is not limited to, use of email, instant messaging, text messages, digital pictures or images, cell phones, or social media postings to bully others. Bullying can also be carried out by someone engaging in bullying behavior on behalf of another.

Bullying behavior by an individual student, a group of students, or an adult is prohibited in all schools and education environments as well as on school district property and at school-related functions (Administrative Policy 8.52). When a student’s out-of-school bullying speech or behavior results in “a substantial disruption of the learning environment,” the student can be disciplined. Bullying obstructs the school district’s ability to maintain the safety and welfare of students and staff. Students who engage in bullying behavior will be disciplined according to the School/Classroom Code of Conduct. Individuals who report bullying will be supported and protected against potential retaliation for making such a report.

Police Interventions

Criminal acts by students will require police intervention. Parents will be notified if and when law enforcement officers remove their child from the building.

Seclusion and Physical Restraint

In situations as allowed by Wisconsin Statute §118.305, school officials may use seclusion and/or physical restraint only when a student’s behavior presents a clear, present, and imminent risk to the physical safety of the student or others and it is the least restrictive intervention feasible.
Rights of Students with Disabilities Involved in the Disciplinary Process

Students with disabilities (i.e., special education eligible or §504/ADA qualified students or students in the referral process) are subject to disciplinary procedures. Discipline of these students is governed by procedural due process requirements in order to guarantee access to a free and appropriate public education (FAPE). Schools are obligated to accurately record the number of days of removal for disciplinary reasons, including suspensions, bus suspensions (without alternate transportation), half-days, and early releases. Schools are not allowed to implement “informal” suspensions – with or without parental consent.

Functional Behavioral Assessment and Behavior Intervention Plan

When a child with a disability exhibits severe behavioral difficulties, schools have a responsibility to focus on positive and proactive approaches (e.g., functional behavioral assessment and behavioral intervention plan) rather than relying solely on exclusionary practices (e.g., suspensions or removals). A functional behavioral assessment (FBA) refers to a school-based team that meets to examine the child’s problem behaviors to figure out when, where, and why they are occurring. A behavior intervention plan (BIP) provides the school with an action plan so that when the problem behavior occurs, teachers and others will know how to respond.

School Suspensions/Expulsions or Disciplinary Removals

If a student with a disability is suspended or removed for disciplinary reasons, school administrators should follow the same due process procedures that are established for all students. Though there is no statutory limit on the number of days that a child with a disability may be suspended over the course of a year, students with disabilities have specific additional rights at the time of the eleventh day. For example, the school is obligated to provide educational services to children who are suspended more than ten (10) days while the student is out of school.

The provision of education services beyond the tenth day of disciplinary removal must be documented for special education students. There is no obligation to provide services to §504/ADA students beyond the tenth day of disciplinary removal. Before the school may suspend any special education student for a day of removal past the tenth day, the school must first determine if the proposed suspension will be a change of placement. If it will not be a change of placement, the school may suspend. If the district is considering a Central Services hearing, suspension, or expulsion of a child with a disability that would constitute a change in placement, the school must schedule an IEP team or §504/ADA meeting to conduct a manifestation determination immediately following the scheduled hearing, which establishes whether the behavior that prompted the disciplinary action is linked to the child’s disability. Because the manifestation determination is conducted in the context of an IEP or §504/ADA team meeting, parents have the right to request a due process hearing if they disagree with the outcome.
Directory Data

Some information about students is released to anyone requesting it. This is called directory data. As a parent/guardian or adult student, you may have any or all of the directory data information withheld by filling out the Request to Withhold Release of Directory Data form at the center of this booklet. You may also have a high school student’s name, address, and telephone number withheld from branches of the U.S. Armed Forces or colleges/universities by completing the Request to Withhold High School Student’s Name, Address, and Telephone Number forms at the center of this booklet. Return the forms to the school before November 1.

You also have the right to complain about any alleged failure by the school district to comply with the requirements. Write to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20202-5920. The MPS Department of Student Services can provide you with a complete copy of the Pupil Records Policy.

Directory data includes:
- Student’s name
- Name of the school attended prior to the current one
- Degrees and awards received
- Participation in official school activities and sports
- Weight and height of members of athletic teams
Students and families . . . get alerts and updates right on your phone! The MPS App provides instant access to news, calendars, lunch menus, weather closings, and more. Select your child’s school to get notifications any time of day.

*Available for Android or Apple phones.*

mps.mke.com
Deny My Child’s Access to the Internet and Electronic Mail

In many classes, students are introduced to electronic mail and other global information resources, including the Internet. MPS has developed a policy to enhance your child’s education through use of the Internet. Your child will participate in accessing the Internet and online resources for learning activities unless you choose to deny your child all Internet and email access. If you want to deny your child’s Internet or electronic mail access, sign and date below.

☐ Check here to deny all access.

Return this form to your child’s school by November 1. This form is effective until revoked by the parent/guardian/eligible student (age 18 or older).

Name of Parent/Guardian (please print):

Name of Student (please print):

Signature of Parent/Guardian or Eligible Student (age 18 or older):

Date:

Return this form to your child’s school. For questions, contact your school principal. Additional forms available on the MPS website.

Withhold High School Student INFORMATION from Military Recruiters/Personnel

Military recruiters for the U.S. Armed Forces may ask a school or the district to give them the names, addresses, and phone numbers of high school students. Based upon the Elementary and Secondary Education Act of 2001, known as No Child Left Behind, MPS will provide high school students’ names, addresses, and telephone numbers to military recruiters without the signed, written consent of the parents/guardians or students. If you do not wish this information to be released, check the appropriate item, and sign and date below.

☐ Do not give any information to the U.S. Armed Forces including Air Force, Navy, Army, Marine Corps, Coast Guard, and National Guard.

Return this form by November 1. This form is effective until the parent or student decides to make a change. In this case, contact your principal.

Name of Parent/Guardian (please print):

Name of Student (please print):

Signature of Parent/Guardian or Eligible Student (age 18 or older):

Date:

Return this form to your child’s school. For questions, contact your school principal. Additional forms available on the MPS website.
Withhold Release of Directory Data

The Milwaukee Board of School Directors has designated the information below as “directory data.” This information may be released by the school district, without parental consent, to anyone who requests it. Under state and federal laws, the parent/guardian or eligible student (age 18 or older) has the right to withhold the release of any or all of the information listed below. To request that any or all of the information not be released, check the appropriate items, and sign and date below.

☐ Name of the student  ☐ Degrees and awards received  ☐ Name of school previously attended  ☐ Weight and height of members of athletic teams  ☐ Student participation in officially recognized activities and sports

Return this form to your child's school by November 1. If this form is not received prior to November 1, it will be assumed that the above information may be released for the remainder of the school year. A new form for non-release must be completed for each school year.

Name of Parent/Guardian (please print):  
Name of Student (please print):  
Signature of Parent/Guardian or Eligible Student (age 18 or older):  
Date:

Return this form to your child’s school. For questions, contact your school principal. Additional forms available on the MPS website.

Withhold High School Student INFORMATION from Colleges/Universities/Technical Schools

On occasion, colleges, universities, and technical schools request students’ names and addresses to provide information and recruitment materials to them. Based upon the Elementary and Secondary Education Act of 2001 (No Child Left Behind), MPS will provide high school students’ names, addresses, and telephone numbers to colleges, universities, and technical schools without the signed, written consent of the parents/guardians or students. If you do not wish this information to be released, complete the form below and return it to the student’s school. I authorize Milwaukee Public Schools to withhold the name, address, and telephone number of the student named below from the following groups, which may wish to provide information and recruitment materials to the student.

☐ Do not give any information to colleges, universities, and technical schools.

Return this form to your child’s school by November 1.

Name of Parent/Guardian (please print):  
Name of Student (please print):  
Signature of Parent/Guardian or Eligible Student (age 18 or older):  
Date:

Return this form to your child’s school. For questions, contact your school principal. Additional forms available on the MPS website.
Are you thinking about college, technical school, military service, or going directly into the job market? College and Career Centers are located in nearly every MPS high school. Stop into the center nearest you! Start here. Go anywhere!

- Get free help to prepare for college or career
- Staff can assist with applications, admissions, FAFSA, financial aid, scholarships, resumes, and essays
- No appointments are necessary—drop in during regular or summer hours!

For locations and hours, visit mpsmke.com/cacc
Student Use of Electronic and Computer Technology

Communication Devices
While on premises controlled by MPS, students are not allowed to activate, use, or display electronic communication devices, including but not limited to mobile phones, tablets, portable music players, or any devices capable of accessing social media. Violation of this rule will result in discipline according to Administrative Policy 8.51. If devices are activated, used, or displayed in violation of this policy, they may be confiscated. If a student activates, uses, or displays a communication device to endanger the physical safety or mental well-being of others, the student will be recommended for expulsion. In the event that communication devices are brought to school, the school and school district will not be financially responsible for lost, damaged, or stolen items.

Inappropriate Use of Electronic Devices
Any activation, use, or display of an electronic communication device (mobile phone, tablet, portable music player, or any device capable of accessing social media), including but not limited to capturing, distributing, and posting of inappropriate images that disrupt the learning environment. Certain inappropriate images or postings will be referred to law enforcement.

Computer/Internet Technology
MPS supports the use of computer technology to enhance the education of all students. It also recognizes that with this educational opportunity comes personal responsibility. Email accounts and file materials are not private and may be monitored by the district. Electronic messages must not contain profanity, obscene comments, sexually explicit material, or expressions of bigotry, racism, or hatred. Users are cautioned against transmitting personal information that they would not want made available to strangers. This includes name, address, and telephone, Social Security, and credit card numbers. Use of the Internet is a privilege, not a right. Inappropriate use will result in the cancellation of the privilege and possible disciplinary action according to Administrative Policy 8.48.

Security
- Under no circumstances should you give anyone your password.
- Do not reveal your personal address or telephone number.
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.
- Students have the right to appeal any restrictions or access privileges.

Netiquette
- Be polite. Do not be abusive in any message to others.
- Use appropriate language. Do not use profanity, obscene comments, sexually explicit material, or expressions of bigotry, racism, or hatred.
- Illegal activities are strictly forbidden.
- Do not reveal personal addresses or telephone numbers of others.
- Do not use the network in a way that would disrupt the use of the network or other users.
- Do not use the Internet to threaten or bully others (cyber bullying).
Student Internet Use

The use of the Internet in school facilities or on school equipment is a privilege, not a right. Inappropriate use will result in cancellation of that privilege and possible school discipline in accordance with the Code of School/Classroom Conduct inside this document.

Vandalism

- Vandalism, defined as any malicious attempt to harm or destroy electronic information, including data or equipment, is a violation of Administrative Policy 8.48.
- Uploading or creation of computer viruses is considered vandalism.

Rules and Code of Ethics

- The student should act honorably and in a manner consistent with ordinary ethical obligations.
- The student will not use computer resources for nonacademic activities.
- The student will not make unauthorized copies of software in accordance with copyright laws.
- The student should respect the rights and privacy of other authorized users.
- The student represents his/her school and should do so in ways that are positive.
- To view the MPS Student Acceptable Use Policy (Administrative Policy 8.48), visit http://mpsmke.com/policiesandprocedures.

Student Accounts

Pursuant to the Children’s Internet Protection Act (CIPA), MPS uses content filtering software to protect students from inappropriate websites. The district monitors and updates its web content filtering system on a daily basis.

MPS is not responsible for the accuracy or the quality of information obtained through the Internet.

Under the Wisconsin State Statute §947.0125, students may be subject to criminal sanctions if they engage in the use of signs, signals, writing, images, sounds, or data to threaten, intimidate, abuse, or harass another person through electronic mail or other computerized communication system.

Students under age 13 need parent permission to have a commercial Google account; however, the Children’s Online Privacy Protection Act (COPPA) allows Milwaukee Public Schools to act as the parents’ agent and approve education accounts on their behalf. To be COPPA compliant, we must provide an opt-out process; see the form in this booklet: Deny My Child’s Access to the Internet and Electronic Mail. All students will have Google Apps accounts (including content-filtered YouTube) built into the Milwaukee Public Schools private domain unless a parent or guardian returns the required form to opt out of their child using technology.

Email accounts, and file materials in general, are public and not private in nature and remain subject to monitoring by the school district. The school district network administrators, with due regard for the right of privacy of users and the confidentiality of their data, have the right to suspend or modify Internet access privileges, and to examine files, passwords, account information, printouts, tapes, and any other material that may aid in maintaining the integrity and efficient operation of the system. Staff may search the file system for potential violations. When there is evidence of a possible violation, staff may view users’ files, read mail, monitor keystrokes, and otherwise observe users’ activities.
Free Breakfast and Lunch Programs

Milwaukee Public Schools will continue to participate in a free breakfast and lunch program for school year 2020–21. This program is referred to as the Community Eligibility Provision (CEP).

All enrolled students in MPS and MPS contracted schools are eligible to receive a healthy breakfast and lunch at school at no charge each day of the 2020–21 school year. Children can participate in these meal programs without fees and do not need to submit a meal application.

The district may still request Alternative Household Income Forms from households with a student participating in the CEP; however, free breakfast and lunch does not depend on returning this form. Completing the form is necessary to determine eligibility for other programs.

For further assistance, contact the Department of School Nutrition at 414-475-8370.
Transportation Safety

Student Code of Conduct

Good conduct is important to bus safety. The school will notify you if your child does not behave on the bus. All students must follow these rules.

- Remain orderly when getting on and off the bus.
- Obey the bus driver at all times.
- Go directly to your seat and remain seated.
- Always keep your hands, head, and feet inside the bus.
- Be thoughtful of others on the bus.
- Never throw objects out of bus windows.
- Fighting or pushing on the bus is prohibited.
- Avoid talking loudly or making loud noises. Noise may distract the driver and cause an accident.
- Use of profanity is not allowed on the bus.
- Be quiet when the bus is coming to railroad crossings.
- Keep books, lunches, and coats out of the aisles.
- Use the emergency door only in emergency situations.
- Eat, drinking, and smoking are not allowed on the bus.
- Tampering with the bus or its equipment is not allowed.
- Animals, glass, or dangerous objects are not allowed on the bus.

Consequences

If a child’s behavior jeopardizes the safety of students on the bus, the principal and/or the director of the Department of Business Services has the right to discipline the child by the following methods.

<table>
<thead>
<tr>
<th>Grades K–3</th>
<th>Removing the child from the bus for a limited period of time.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grades 4–12</td>
<td>Removing the child from the bus or supplying Milwaukee County Transit System bus tickets for a limited period of time.</td>
</tr>
</tbody>
</table>

If your child is removed from the bus, you have the option to take him/her to and from school. If the child continues to misbehave on the bus, the principal may take further action including permanently removing him/her from the bus. The MPS director of the Department of Business Services may permanently remove your child from the bus if your child’s behavior is a threat to the safety of other children.
Video Cameras on Buses

Video cameras are installed on some school buses serving MPS for the purposes of providing safe transportation of students and reducing disciplinary problems. In accordance with MPS Administrative Policy 4.04 (23) (b), parents are notified that cameras are being used on school buses. All videos shall be treated as a confidential pupil record in accordance with Administrative Policy 8.42. Videos shall not be available for viewing by the public, nondesignated employees of MPS, the bus companies, or other unauthorized individuals.

The director of the Department of Business Services or his/her designee shall determine who is authorized to view the video for the purpose of documenting an incident and determining which student(s) may be involved. Disciplinary action, in accordance with the district’s discipline policies and procedures, may be taken against a student based on video documentation. In certain cases, the isolated segment of the video that documents the incident for which the student is being disciplined may be viewed by the identified student and his/her parent(s) or guardian(s).

Parent Guidelines for Bus Service

The following guidelines will help parents/guardians address any issues with bus service. A child may be suspended from riding the bus if the parent/guardian fails to follow the guidelines.

- Contact your child’s school to request a bus stop or route change. Do not ask the bus driver to change stops or routes.
- Parents are not allowed to board the bus without permission from the school principal. If you want to travel to the school for a visit or conference, you may ride with the child only if the principal has given permission. Contact the school several days before the day of the visit so the school has enough time to contact the driver. Never board the bus to resolve conflicts.
- Contact your child’s school if a problem arises, whether it is with the bus company, the driver, or the riders. Do not confront the driver or riders.

Conduct on Milwaukee County Transit System Buses

Students riding Milwaukee County Transit System buses are expected to behave according to bus ridership rules. Offenders may be arrested by the police and prosecuted. Misconduct on public buses may result in an investigation, disciplinary hearing, and confiscation of the MPS-issued M•Card.
Maintaining a Safe School Environment

The safety of all students, teachers and staff in all schools and at all school activities is of utmost importance to the district. The cooperation of parents and students is needed in knowing and following district and school policies and procedures. Although safety precautions may at times appear extensive, we would rather make an error on the side of caution than overlook a situation that may lead to the injury of a member of our school community. If you have information to report that is important to school safety, call the 24-hour message hotline: (414) 345-SAFE (7233).

Visitors

Visitors are welcome in MPS. Because the safety of all children is important to us, visitors are required to follow the Visitor Policy. Visitors will not be allowed if their presence interferes with or is expected to interfere with regular school activities. A principal or designee will advise a visitor to leave the school premises, restrict the visiting time, or deny a visitor access if the individual’s behavior disrupts the school environment or if he/she refuses to follow the reasonable visitor rules and procedures established by the school. No visitor shall enter any classroom without permission from the building administrator. If necessary, a notice of NO TRESPASSING will be issued which prevents an individual from entering the grounds or premises of a school building.

Visitor Policy

Visitors are welcome in MPS. Because the safety of all children is important to us, MPS has visitor procedures in place (Administrative Policy 9.09). Lack of cooperation may constitute trespassing. Visitors must:

- Use the designated main entrance.
- Report to the office/security desk.
- Show a form of identification.
- Sign in on the MPS Visitor Record.
- Wear/display the MPS Visitor Pass at all times while in the school.
- Be escorted to the requested location.
- Return the Visitor Pass to the office/security desk and sign out.

Lockers and Locker Searches

Where available, students shall be assigned lockers and shall use only the lockers assigned to them by school administration. The school district does not insure items left in lockers and will not reimburse the cost of replacement. Students must empty lockers when notified by the school. The Milwaukee Board of School Directors retains ownership and possessory control of all student lockers. School district authorities may search a student’s locker as deemed necessary or appropriate, without notice to the student, without student consent, and without a search warrant.

The search may be authorized by the superintendent/designee or by the building principal/designee and may be conducted by the school principal/designee, assistant principal, school safety assistant, or law enforcement officers. Prohibited items, such as weapons, drugs, drug paraphernalia, and other items a school may list as inappropriate to the educational setting, may be removed from lockers during a search.
Electronic Scanning

Electronic scanning using handheld or walk-through metal detectors may be conducted at middle and high schools when there is reasonable cause to believe that the safety of students or others may be in question. Students shall be scanned only by staff of the same sex when handheld metal detectors are used. Students’ possessions, such as jackets, book bags, backpacks, and purses, may also be searched and scanned as detailed below.

If the student or an object in the student’s possession triggers the metal detector, the object will be removed and the scan shall be repeated. If, after conducting the search with the metal detectors, it is determined that the object that triggered the detector is not a weapon, there shall be no further search of the student or his/her possessions. If a student refuses to remove an object that is triggering the metal detector, the staff may escort the student to a private area and conduct a pat-down search to determine what the object is. If the object is determined not to be a weapon, the search shall end; otherwise, the staff shall attempt to determine what is triggering the alarm and shall, if necessary, contact the police. When a pat-down search is conducted, it shall be conducted by a staff member of the same sex with a second staff person present. Designated school officials conduct all searches unless it is necessary to involve law enforcement officers.

Confiscation of Illegal, Unauthorized, or Inappropriate Items

Illegal, unauthorized, or inappropriate items may be confiscated. The items shall be inventoried by the school principal/designee and may be: returned to the student’s parent/guardian; returned to the student if he/she is an adult; be held for disciplinary proceedings; or turned over to law enforcement officers. Any item that may endanger safety will not be returned. Appropriate disciplinary action, as outlined in the Code of School/Classroom Conduct, will be taken when necessary.

Policy Against Weapons

Weapons, including pepper spray, are not permitted in MPS facilities or any facility under the control of MPS (Administrative Policy 8.23). All persons entering MPS buildings may be required to submit to a metal detector scan and to a personal search. To ensure that weapons are not brought into the premises, bags and parcels also may be searched and scanned. Any person violating this policy will be subject to disciplinary action and/or police will be called.

Video Surveillance

Video cameras are used on district property and buses to ensure the well-being of the public and to protect district facilities and equipment. Appropriate disciplinary action will be taken against any student who is observed violating district policies, building rules, or the law. Video recordings can be considered student records and may be subject to rules regarding education records as outlined in Rights Regarding Student Records.
Administration of Medication and Procedures

It is best to give your child any prescription medicine at home. However, there are times a child may need to be given a prescription medication during school hours. School personnel may not administer medication that should have been given to the child at home prior to starting the school day unless it has been determined to be essential to be given at school. School personnel will only administer medication at the designated time as directed by the medical provider and the parent.

MPS authorized personnel may administer prescription medications only if a parent/guardian has submitted a completed Medication/Procedure Permission and Instruction Form. This form includes clear instructions from the doctor, including but not limited to the type of medication to be given, the dosage, the doctor’s signature, and your written consent. Students who need medical procedures at school also need a completed form. The school has the right to refuse the administration of prescribed medications for your child or to stop providing your child with prescription medication if the regulations and policies are not followed.

Nonprescription Medication

Your child can be given nonprescription medication such as cough syrup or pain relievers only if you give written permission. The exception to this practice is that the district may administer albuterol, Tylenol®/acetaminophen, and ibuprofen with parent permission based on the medical advisor’s orders when the nurse is available. Other medications are to be turned in to the school office or may be kept in the classroom, provided the teacher designates a safe storage place.

Inhalers and Injectables

If your child needs to carry an inhaler or injectable epinephrine, a Medication/Procedure Permission and Instruction Form must be provided to the school, and you must sign and submit a Release Form for the inhaler and epinephrine use. Younger children (under 7 years old) must show that they are properly trained and understand the importance of proper handling and use of the inhaler or epinephrine auto-injector. If a child does not properly manage his/her own inhaler or epinephrine auto-injector, regardless of his/her age, the inhaler and epinephrine will be taken from the student and stored in the nurse’s office or the main office. The child’s parent will be notified of the change. If your child needs any non-oral medication during the school day, contact the school principal as soon as possible.

The Medication/Procedure Permission and Instruction Form is available in the school office or at mpsmke.com/nursing.

- If changes are made, such as dosage or time the dose is given, a new form must be completed and signed by the parent/guardian and child’s medical provider.
- If the prescribed medication is discontinued, the parent/guardian must bring in a discontinuation order written by the child’s medical provider or parent/guardian.
- The parent/guardian is responsible for the medication to be delivered to the school safely and that there is enough medication to follow the medical provider’s orders. Medications must be delivered by an adult.
- All prescription medications must be in an original pharmacy container identifying the pharmacy, date the prescription was filled, the child’s name, medication name, dosage, time of day the medication is to be taken, and medical provider’s name.
- If your child appears to have a severe allergic reaction, epinephrine can be administered by the school nurse or trained school personnel.
Immunizations
The law requires that students receive a minimum number of immunizations prior to entering school. The law is meant to prevent illnesses such as mumps, pertussis (whooping cough), and other vaccine-preventable diseases from spreading and harming our children. To obtain proper immunizations, call your doctor, health center, or the Milwaukee Health Department at (414) 286-3521. When your child is immunized, provide the records to your child’s school.

Required immunizations*

<table>
<thead>
<tr>
<th>Pre-Kindergarten (2–4 years)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4 doses of Tetanus, Diphtheria &amp; Pertussis</td>
<td>3 doses of Polio</td>
</tr>
<tr>
<td>3 doses of Polio</td>
<td>3 doses of Hepatitis B</td>
</tr>
<tr>
<td>1 dose of Measles, Mumps and Rubella</td>
<td>1 dose of Varicella</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Kindergarten – Grade 5</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4 doses of Tetanus, Diphtheria &amp; Pertussis</td>
<td>4 doses of Polio</td>
</tr>
<tr>
<td>4 doses of Polio</td>
<td>3 doses of Hepatitis B</td>
</tr>
<tr>
<td>2 doses of Measles, Mumps and Rubella</td>
<td>2 doses of Varicella</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grades 6 – 12</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4 doses of Tetanus, Diphtheria &amp; Pertussis</td>
<td>1 additional dose of Tetanus, Diphtheria, Pertussis</td>
</tr>
<tr>
<td>4 doses of Polio</td>
<td>3 doses of Hepatitis B</td>
</tr>
<tr>
<td>2 doses of Measles, Mumps and Rubella</td>
<td>2 doses of Varicella</td>
</tr>
</tbody>
</table>

*A few limited exceptions to these requirements exist. For details about exceptions, for free immunizations, or to check your family’s immunization records, contact your health care provider or the City of Milwaukee Health Department at (414) 286-3521.
Communicable Disease Prevention Program
(in sites with a school nurse)

The MPS Human Growth and Development curriculum instructs all students that abstinence is the only 100% effective method of preventing sexually transmitted infections. MPS encourages parents to discuss reproductive health issues with their children and communicate effectively about abstinence, healthy relationships, and sexual responsibility. Parents have a strong influence on their child’s decisions regarding sexual behavior. Waiting until marriage to have sex is a very healthy decision for teens. For more information on why it is important and how to talk to your teen, visit the website mpsmke.com/healtheducation.

Despite MPS instruction on the benefits of abstinence, many MPS high school students are not abstinent. According to the 2015 Youth Risk Behavior Survey, 39% of students reported that they have had sex. Medical experts agree that a properly used condom is an effective method to provide protection against sexually transmitted infections, including HIV, the virus that causes AIDS.

In December 2009, the Milwaukee Board of School Directors adopted a communicable disease prevention program focused on decreasing the health risks associated with unprotected sexual activity. This includes condom availability through the school nurse for high school students in grades 9–12. Beginning in December 2017, condom availability through the school nurse was extended to include middle school students in grades 6–8 in conjunction with the Human Growth and Development curriculum. The communicable disease prevention program seeks to address the health risks of unprotected sexual activity by having condoms accessible for sexually active youth who request them.

Communicable Disease Prevention Program – Key Facts

- Provided by a school nurse, upon request, for students in 6th to 12th grade.
- Nurse visits provide the opportunity to address risk behaviors and provide education, resources, and referral to community agencies.
- Adherence to the MPS-approved Human Growth and Development curriculum is observed.
- Information on the MPS Human Growth and Development curriculum is available at mpsmke.com/healtheducation.
- Abstinence is encouraged; a highly visible abstinence message shall be on the exterior of condom packages.
- Confidentiality is maintained in accordance with Wisconsin law. Minors may obtain a condom without parent consent but students are always encouraged to talk to parents/guardians about any sexual health decision making.
High School Interscholastic Activities

Academic Activities

Students have the right to compete in the interscholastic academic activities of chess, debate, and forensics. To be eligible at the high school level:

- Students in grades 9–10 must have received no more than one failing grade in the previous marking period.
- Students in grades 11–12 must have received no more than one failing grade in the previous marking period and must maintain a 2.0 grade point average.

Athletic Activities

Eligible students have the right to compete in interscholastic athletics.

Transfer Rules

- Grade 9 students who transfer after the beginning of the school year, and with written consent from both schools directly involved, may be provided nonvarsity opportunities for the remainder of the school year. Restrictions are removed upon entering grade 10.
- Students in grades 10–11 who transfer after the beginning of the school year, and with written consent from both schools directly involved, may be provided nonvarsity opportunities for one calendar year (365 days beginning with the first day of attendance at the new school).
- Open-enrolled and/or tuition-paying students entering grade 12 as transfer students are ineligible to practice and/or compete for one calendar year.

Please see your athletic director for more information concerning transfer eligibility status.

Eligibility Requirements

- Students in grades 9–10 must have received no more than one failing grade in the previous marking period.
- Students in grades 11–12 must have received no more than one failing grade in the previous marking period and must maintain a 2.0 grade point average.
- Students must be enrolled full time as required by the Wisconsin Interscholastic Athletic Association (WIAA) and the Wisconsin Department of Public Instruction. In MPS, a high school student is considered full time when scheduled for four periods of class in an eight-period day or for two periods of class in a four-block day.
- Pay the required athletic fee.
- Comply with all MPS, WIAA, City Conference, and individual school rules.

Ineligibility

Under WIAA Guidelines, a student can be declared ineligible in certain situations.

- Student was admitted to a school because of his/her athletic ability or potential as a result of the undue influence of any person, whether or not that person is connected to the school.
- Student participates in all-star activities.
- Student competes in the same sport on a team unconnected to the school while participating in practice or competition with the high school team.
- Student accepts merchandise and/or cash in any way connected with his/her athletic ability or reputation.
Medical Clearance and Documents

Prior to participation, all students must complete the following items.

- Provide proof of valid health insurance coverage. See your school athletic director for more information.
- Turn in the Physical Examination Card signed by a doctor or nurse practitioner.
- Submit the Emergency Contact Form.
- Submit an Athletic Permit Card to the athletic director.
- Sign a statement indicating the student’s awareness of the rules and regulations as set forth in the Student Athletic Handbook, available at all MPS high schools, and submit this statement to the athletic director.

The coach may allow a student to participate in practice before the student achieves academic eligibility, but not before the student has paid fees, submitted the Physical Examination Card and Emergency Contact Form, and obtained medical and health insurance clearance.

Responsibilities of Athletes and Code of Sportsmanship

Sportsmanship can be defined in one word: respect. Showing respect for ourselves, our schools, and our guests helps present a positive image not only to the community, but also to all those who participate in any way in athletic activities in MPS schools.

Good sportsmanship is displayed when every athlete:

- Uses appropriate language. Abusive or profane language will not be tolerated.
- Treats opponents with the respect due to them as guests and hosts.
- Shakes hands with opponents after the game.
- Exercises self-control at all times.
- Refrains from using obscene language, cheers, or remarks; threatening gestures; or physical force.
- Respects the judgment of officials and their interpretation of rules.
- Accepts the responsibility and privilege of representing his/her school positively by acting in a manner that creates a positive attitude.
Responsibilities of Spectators

Good sportsmanship is displayed when every spectator:

- Realizes that a ticket gives him/her the privilege to observe a contest and support high school activities, not the license to verbally and/or physically assault others or be obnoxious.
- Greets visiting teams with friendly applause.
- Respects the property of the school and the authority of supervisory personnel.
- Shows respect for injured players when they are removed from the game.
- Respects decisions made by contest officials.
- Refrains from applauding mistakes by opponents or penalties called against them. A positive approach is expected.
- Respects the judgment and strategy of the coach and the efforts made by players.
- Refrains from using obscene language, cheers, or remarks; threatening gestures; or physical force.
- Refrains from throwing objects of any kind.
- Seeks approval of the principal/designee for banners. Hanging or use of banners comes under the direction of the athletic director and/or Commissioner of Athletics.
- Leaves premises willingly if refused entry by building manager.
- Refrains from unauthorized use of electronic communications at athletic events.

Elementary and Middle School Interscholastic Academics and Athletics

Many elementary and middle schools offer interscholastic academic and athletic activities. Coaches may allow students to participate in practices before they achieve academic eligibility. Middle school students will need to meet standards-based grade requirements to participate in competitions. Please contact Thomas Scholle-Malone, middle school youth sports supervisor, for information concerning these requirements.

Sports and Gender Equity

Title IX of the Education Amendment of 1972 prohibits institutions that receive federal funding from gender discrimination in education program activities and promotes gender equity in middle and secondary school sports programs. MPS is committed to providing the best educational program activities that make it possible for every child in the district to benefit from all opportunities offered.

The district encourages parents and students to informally resolve complaints of gender discrimination as defined by Title IX of the Education Amendment of 1972. However, if a resolution cannot be reached, a formal complaint procedure is used. For more information on Student Nondiscrimination, please see the Student Nondiscrimination Policy in this handbook. For questions concerning gender equity, call Matthew Boswell, Senior Director, Department of Student Services, 5225 W. Vliet St., Room 133, Milwaukee, WI 53208, (414) 475-8027.
Textbooks/Instructional Materials

Pursuant to Administrative Policy 7.27, each student within a classroom, including students with disabilities, will have equal access to any adopted textbooks/instructional materials as recommended by the superintendent.

Textbooks/Instructional materials furnished for use by a student attending MPS shall be returned to the class teacher or the designated school representative at the end of the course. In case of withdrawal, textbooks/Instructional materials shall be returned to the teacher at the time of withdrawal. Each student, or his or her parent/guardian, shall be responsible for all textbooks/Instructional materials issued. Any materials previously issued but not returned are paid for by the student, parent, or guardian. Failure to do so may incur a fine and could result in the loss of participation in extracurricular activities or could impact transfers. Refer to the table of fees for amounts that will be assessed for lost or damaged textbooks/Instructional materials.

<table>
<thead>
<tr>
<th>Type of Damage (per textbook/novel)</th>
<th>Replacement Cost per Textbook</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lost Textbook</td>
<td>100%</td>
</tr>
<tr>
<td>Missing Pages</td>
<td>100%</td>
</tr>
<tr>
<td>Water Damage (if we are able to continue use)</td>
<td>50%</td>
</tr>
<tr>
<td>Broken Binding (if we are able to repair)</td>
<td>25%</td>
</tr>
<tr>
<td>Torn Cover (if both covers are returned with book)</td>
<td>50%</td>
</tr>
<tr>
<td>Missing Barcode (back cover) but number is identifiable</td>
<td>$1.00</td>
</tr>
</tbody>
</table>
Equity Policy

MPS strives for equity in all its programs and processes for all students. Equity in MPS, according to Administrative Policy 1.06, means we will allocate district resources, supports, and opportunities based on the needs of students and staff. To ensure equity for all students, the district will:

- Strive to provide access to extracurricular and enrichment opportunities and the needed supports to reduce learning gaps;
- Strive to provide opportunities for students to understand their cultural identity and its relationship to the broader world; and
- Welcome and empower our families as partners in our students’ education, school planning, and district decision making.

Direct questions to Wendy Whitley, Equity Specialist, at (414) 475-8218, or whitlewd@milwaukee.k12.wi.us. All complaints regarding violations of the equity policy should be directed to Matthew Boswell, Senior Director, Department of Student Services at (414) 475-8027.

Non-Discrimination

Student Nondiscrimination Policy

MPS is committed to providing the best education possible for every child in the district as long as the student can benefit from attendance and his/her conduct is compatible with the welfare of the entire student body. Within this commitment is a policy of nondiscrimination and acceptance of diversity (Administrative Policy 8.01).

Under Section 118.13 and PI 9 – Wisconsin Administrative Code Policy

In MPS, as required by Wisconsin Statutes §118.13 and PI 9, no person may be denied admission to any public school or be denied participation in, be denied the benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person’s sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

This policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race, color, and national origin), Title IX of the Education Amendments of 1972 (sex), and Section 504 of the Rehabilitation Act of 1973 (disability) and the Americans with Disabilities Act of 1990 (disability).
If you believe your child has been discriminated against – Administrative Procedure 8.01

Any complaints regarding the interpretation, application, or possible violations of the district’s student nondiscrimination policy shall be addressed in accordance with the following procedures.

### STEP 1

If any person believes that MPS, or any school district official or employee, has engaged in discrimination that is prohibited by section 118.13, Wis. Stats., he/she may bring or send a written complaint to the following designated district employee: Matthew Boswell, Senior Director, Department of Student Services, Room 133, P.O. Box 2181, 5225 W. Vliet St., Milwaukee, WI 53201-2181.

### STEP 2

The designated employee, upon receiving such a written complaint, shall immediately record the receipt of the written complaint. Within 45 days after receiving the written complaint, the designated employee shall provide the complainant with written acknowledgement of the receipt of the written complaint, including the date the complaint was received.

### STEP 3

Upon receipt of a complaint, the designated employee shall convene a committee consisting of the superintendent, or his/her designee; the executive director, Department of Student Services, or his/her designee; and the chief of the Office of School Administration, or his/her designee. This committee will be responsible for coordinating an investigation of the circumstances of the alleged discrimination; reviewing with the building principal or other appropriate persons the facts surrounding the alleged discrimination; and determining whether or not a violation has occurred and deciding the action to be taken, if any.

The designated employee will report in writing the committee’s findings and resolution of the case to the complainant and to the superintendent. The written determination shall be provided to the complainant within 90 days of receipt of the written complaint, unless the complainant and designated employee agree otherwise in writing. The written determination issued by the committee shall include notice of the complainant’s right to appeal the determination to the state superintendent and the procedures for making the appeal.

### Appeals

Under Wisconsin Statute §118.13 and PI 9: If a complainant wishes to appeal the determination of the committee, he/she has the right to appeal the decision to the state superintendent within 30 days of the committee’s decision. The complainant may also appeal directly to the state superintendent if the school district or its employees have failed to comply with the provisions of Wisconsin Statute §118.13 or PI 9.04(2). Any appeal should be addressed to: State Superintendent, Department of Public Instruction, P.O. Box 7841, 125 S. Webster St., Madison, WI 53707.

Appeals under 20 U.S.C. sec. 1415 and Chapter 115, Wisconsin Statutes, relating to the identification, evaluation, education placement, or the provision of a free and appropriate public education of a child with a disability, shall be resolved through the procedures authorized by Chapter 115, sub chapter V, Wisconsin Statutes. Complaints under 20 USC1231 e-3 and 34 CFR secs. 76.780-76.782 alleging that the state or a sub-grantee is violating a federal statute or regulation that applies to a program shall be referred directly to the state superintendent. Discrimination complaints on some of the above bases may also be filed with the federal government using the following contact information: Office for Civil Rights – U.S. Department of Education Citigroup Center, 500 W. Madison St., Suite 1475, Chicago, IL 60661 • Phone (312) 730-1560 • Fax (312) 730-1576 • TDD (800) 877-8339.
# Sexual Harassment Policy

It is the policy of MPS (Administrative Policy 8.02) to maintain an environment that is free of sexual harassment. Any form of sexual harassment is prohibited. This includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct of a sexual nature. Any student or MPS employee whose conduct toward, or communication with, another student or MPS employee is of a sexual nature and deemed harassment is in violation of this policy.

### Initial Complaint

| STEP 1 | A student who feels he/she is being subjected to sexual harassment by another student may make a sexual harassment complaint. Other students, staff, or parents/guardians who suspect sexual harassment is taking place may also file a complaint. The complaint may be made either to the school principal or to the school’s gender equity coordinator. An investigation of a sexual harassment complaint will be completed within 30 days. During the investigation, the gender equity coordinator at the school and the school principal determine if sexual harassment has occurred. The principal or the coordinator will meet separately with each person involved in the complaint. A group session between the individuals involved in the complaint may be held when appropriate. Effort is made to resolve the complaint in an informal manner, in which case no disciplinary action is taken. The principal or gender equity coordinator informs the person making the complaint of the results of the investigation as soon as possible. Appropriate disciplinary action and/or mediation is undertaken. A confidential record of the proceedings and the outcome is filed at the school. If during or following the 30-day investigation, the sexual harassment continues or creates a further fear of assault to the victim, the perpetrator of the sexual harassment must be referred to the Department of Student Services. |
|---|

### Unresolved Complaint

| STEP 2 | If a sexual harassment complaint is not resolved at the school level within 30 days, or if the alleged offender does not follow through with the agreed-upon resolution, the person making the complaint may contact the Department of Student Services at (414) 475-8027. Within 10 days of receiving notice of an unresolved complaint, the district equity specialist will respond to the complainant and send a copy of the response to the school’s coordinator. Direct further appeals to: State Superintendent of Public Instruction, P.O. Box 7841, Madison, WI 53707-7841 or Office for Civil Rights, U.S. Dept. of Education, John C. Kluczynski Federal Building, 230 S. Dearborn St., 37th Floor, Chicago, IL 60604 |

### Sexual Harassment of Students by MPS Employees or Private Citizens

Any student who feels that he/she has been subjected to sexual harassment by an MPS employee or private citizen must contact the principal or school’s gender equity coordinator. Such allegations are handled under the misconduct procedures of the MPS Employee Handbook or reported to the appropriate authorities.

All sexual harassment complaints, either formal or informal, verbal or written, will be investigated by the district. The district will discipline or take other appropriate action against any teacher, administrator, or other school personnel found to have violated this policy.
Complaints or Disagreements With Schools

MPS wants to help parents and families find solutions when there is a problem or disagreement about their child’s education. The process is called “dispute resolution.” By working in partnership with your child’s school, parents and school staff can quickly find solutions. All MPS staff working on a complaint are required to keep information confidential.

### STEP 1

**Where should I start my complaint?**

Contact the school principal or leader. You may make a verbal or written complaint. School leaders will strive to investigate and respond to complaints within five business days.

### STEP 2

**What if I am not satisfied with the school-based resolution?**

You can file a complaint online at mpsmke.com/parentconcerns. Once filed, the complaint will be directed to a designated MPS employee who will work with school leadership to address your concern. The district will investigate and respond to your complaint within two school days.

### STEP 3

**What if I am not satisfied with the resolution of my complaint by the school or other personnel?**

You can contact the Office of Board Governance with a written complaint at governance@milwaukee.k12.wi.us or at (414) 475-8284. If a complaint has already had an attempted resolution at Steps 1 and 2 of this process, and the complaint is with district policies or a family member believes policy has not been followed in the resolution, the Office of Board Governance will route the complaint to the appropriate Central Services administrator.
Rights Regarding Student Records

The Family Educational Rights and Privacy Act (FERPA) and state law give parents/guardians and students over 18 years of age (adult students) certain rights with respect to the student’s education records.

Parents/guardians/adult students have the right to inspect and review the student’s education records within 45 days of the day the appropriate school official receives a request for access. Parents/guardians/adult students should submit to the school principal or to the Department of Student Services a written request that identifies the record(s) they wish to inspect. The principal or representative from the Department of Student Services will make arrangements for access and notify the parent/guardian/adult student of the time and place at which the records may be inspected.

Copies of Records

Parents/guardians/adult students may request copies of records, and by providing written consent, have records released to other individuals or entities. A fee of 25 cents per page will be charged for copies of requested records. Requests for copies should be made at the student’s school or at the Department of Student Services.

Amendment of Records

Parents/guardians/adult students have the right to request amendment of the student’s education records that the parent/guardian/adult student believes are inaccurate or misleading, or otherwise in violation of the student’s privacy rights under FERPA or state pupil records law. The request should be addressed to: Matthew Boswell, Senior Director, Department of Student Services, MPS Central Services Room 133, 5225 W. Vliet St., P.O. Box 2181, Milwaukee, WI 53201-2181.

If the senior director decides not to amend the record as requested by the parent/guardian/adult student, the senior director or designee will notify the parent/guardian/adult student of the decision and of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian/adult student when notified of the right to a hearing.
**Right to Privacy**

The parent/guardian/adult student has the right to privacy of personally identifiable information in the student’s education records, except to the extent that FERPA and state law authorize disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate education interests. A “school official” is a person employed by the school district as an administrator, supervisor, teacher, or support staff member (including health or medical personnel and school safety personnel); a person serving on the school board; a person or entity with whom the district has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a person serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; law enforcement officers who are individually designated by the school board and assigned to the school district; or an entity who has entered into an interagency agreement that allows for sharing of confidential information.

A school official has a “legitimate education interest” if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school district discloses education records without parent/guardian/adult student consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer. These records are released to other schools/districts within five (5) days of MPS or a school receiving notice that the student has enrolled in another school or district.

**Complaints**

The parent/guardian/adult student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20202-5920

A complete copy of the MPS Student Records Policy (Administrative Policy 8.42) is available from the Department of Student Services, 5225 W. Vliet St., Room 133, Milwaukee, WI, 53208 or by visiting [http://mpsmke.com/policiesandprocedures](http://mpsmke.com/policiesandprocedures).
Infinite Campus Parent Portal

Get real-time updates and alerts right on your phone! Sign up for the Parent Portal!

Keeping our families informed is a high priority at Milwaukee Public Schools. Receive real-time updates and alerts from the district and your child’s school through the Infinite Campus Parent Portal.

You can access the Infinite Campus Parent Portal online at mpsmke.com/parentportal or through an Infinite Campus mobile application.

The district and each school can send out important messages to parents or guardians very quickly to home phones and mobile devices through text messages, voice messages, and e-mails.

What to Do

Go to your child’s school to sign up for an Infinite Campus Parent Portal account. Be sure to bring photo identification with you. Once you have registered, you can access the Infinite Campus Parent Portal online at mpsmke.com/parentportal or through an Infinite Campus mobile app.

Sign up for an Infinite Campus Parent Portal account today! Contact your child’s school for more information.
STATEMENT OF PERMISSION AND RELEASE OF LIABILITY FORM

<table>
<thead>
<tr>
<th>Child’s Name (Please Print)</th>
<th>Home Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address</td>
<td>City</td>
</tr>
<tr>
<td>School Name</td>
<td>Grade Level</td>
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</tbody>
</table>

PERMISSION
I understand, as parent/legal guardian of the above-named child, that there are times when the local news media, national news media, and/or nonprofit organizations partnering with Milwaukee Public Schools request the opportunity to videotape, photograph, and/or interview children within Milwaukee Public Schools. By signing this, I give MPS permission to allow this with respect to my child.

RELEASE
By signing this release, I give Milwaukee Public Schools permission to make or use pictures, slides, videos, or digital images of my minor child, or of materials owned by me or my child. I also give MPS permission to use those pictures, slides, or images, without payment, in broadcast productions, publications, on the web, or in other materials related to Milwaukee Public Schools.

By signing this, I am releasing MPS and its directors, officers, employees, and agents from any future claims. I am also releasing MPS and its representatives from any liability arising from the use of any photographs or images.

This form shall be valid for the entire 2020–21 school year; however, photos taken during this school year can be used for up to five years. This form can be revoked by the parent/legal guardian at any time in writing.

☐ Yes, I give this permission to MPS.

☐ No, I do not give this permission to MPS.

Parent/Legal Guardian Signature    Date
The district uniform for all students is described below. Some schools have selected additional school colors that may be worn; check with the school to find out if additional colors are allowed. All clothing must be plain without any brand names, insignia, manufacturer’s logos, or pictures visible.

### Pants and Shorts
- **Black, tan, or navy blue**
- Pants must fit at the waist and may not be oversized or undersized. Shorts must be walking shorts: straight-legged, knee-length shorts.
- **Allowed:** Uniform pants, full-length pants, cropped pants, cargo pants, khaki-style pants, straight-legged capri pants, uniform shorts, walking shorts
- **Not Allowed:** Baggy pants, bell bottoms, denim, jeans, pedal pushers, sagging pants, spandex. Tights may not be worn as pants.

### Skirts and Jumpers
- **Solid black, tan, or navy blue**
- Skirts and jumpers must be at or below the knee.
- **Not Allowed:** Denim

### Belts
- Must fit properly and be worn through belt loops.

### Shoes
- **Any color**
- **Allowed:** Athletic shoes, boots, sandals with straps on the heel
- **Not Allowed:** Shoes with rollers or wheels.

### Shirts
- **Black, navy blue, or an approved school color**
- Shirts must be tucked in unless they are made to be worn over pants or skirts.
- **Allowed:** Long or short-sleeve shirts with a collar—dress shirts, polo shirts, turtlenecks
- **Not Allowed:** Shirts without a collar including T-shirts and tank tops

### Outerwear
- Heavy coats, heavy jackets, and raincoats are not to be worn during the school day unless permitted by the principal for special circumstances.

### Warm Clothing
- **Black, tan, navy blue, or an approved school color**
- **Allowed:** Cardigans, light jackets, sweaters, sweatshirts, and vests may be worn over the uniform tops.

### Student Organizations
- Students may wear the uniforms of nationally-recognized student organizations at school on days specified by the organization and approved by the principal.

Some schools have decided to opt out of the district uniform policy (Administrative Policy 8.20); these schools are listed below. Families may choose not to have their children wear uniforms by filling out a form in the school office.

**Schools Exempt from the Uniform Policy:** Bay View Montessori, Burdick, Clement, Cooper, Fernwood Montessori, Garland, Golda Meir, Humboldt Park, Maryland Avenue Montessori, Milwaukee French Immersion, Reagan High School, Transition High School

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### 2020–21 Military Connections Survey

The State of Wisconsin–Department of Public Instruction requires school districts to annually collect information from Military Connected Families. If a parent or guardian is connected to the U.S. Military, we are requesting the following information, including the name(s) and date(s) of birth (DOB) of the Military Connected Parent(s)/Guardian(s).

**Check all that apply.** Please disregard this survey if you do not check any of the boxes below.

<table>
<thead>
<tr>
<th>Parent/Guardian 1</th>
<th>Parent/Guardian 2</th>
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If any of the boxes above are checked, please complete the questions below and return the form to your child’s school by **November 2, 2020**.

**Child’s Name:**

**Child’s School:**

**PARENT/GUARDIAN 1**

☐ This parent/guardian is a member of the military.

Name: ___________________________ DOB: ___________________________

Start date of military service: ___________________________ End date of military service: ___________________________

What is the current status of this service member? Check one.

☐ Active Duty, Deployed  ☐ Discharged  ☐ Inactive  ☐ Killed in Action  ☐ Student Military Identifier Only  ☐ Transitioning out of Active Duty

☐ Active Duty, Not Deployed  ☐ Injured  ☐ Retired

☐ AGR (Active Guard Reserves) Title 10 or NG (National Guard) Title 32

What is the correct branch of the military for this service member? Check one.

☐ Air Force  ☐ Army  ☐ Coast Guard  ☐ Marine Corps Reserve

☐ Air Force Reserve  ☐ Army Reserve  ☐ Coast Guard Reserve  ☐ Navy

☐ Air Force National Guard  ☐ Army National Guard  ☐ Marine Corps  ☐ Navy Reserve

**PARENT/GUARDIAN 2 (if applicable)**

☐ This parent/guardian is a member of the military.

Name: ___________________________ DOB: ___________________________

Start date of military service: ___________________________ End date of military service: ___________________________

What is the current status of this service member? Check one.

☐ Active Duty, Deployed  ☐ Discharged  ☐ Inactive  ☐ Killed in Action  ☐ Student Military Identifier Only  ☐ Transitioning out of Active Duty

☐ Active Duty, Not Deployed  ☐ Injured  ☐ Retired

☐ AGR (Active Guard Reserves) Title 10 or NG (National Guard) Title 32

What is the correct branch of the military for this service member? Check one.

☐ Air Force  ☐ Army  ☐ Coast Guard  ☐ Marine Corps Reserve

☐ Air Force Reserve  ☐ Army Reserve  ☐ Coast Guard Reserve  ☐ Navy

☐ Air Force National Guard  ☐ Army National Guard  ☐ Marine Corps  ☐ Navy Reserve

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Winter Weather Routines

When heavy snow or other overnight severe weather makes travel to school difficult, the decision to close schools will be made by the superintendent of schools. The decision is made with the best information available, including information about city street conditions, which is critical to safe bus transportation. The decision to close schools is communicated via the MPS website (mpsme.com), MPS social media outlets, on WYMS-FM (88.9), and on all major local television and radio news outlets. When MPS schools are closed prior to the start of the school day, all afternoon and evening recreation and interscholastic athletics/academics are also cancelled.

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<tr>
<th>2020–21 Early Start Calendar</th>
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<td>Aug 10</td>
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<td>Aug 11–14</td>
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<td>Aug 17</td>
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<td>May 27</td>
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<td>May 28</td>
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<td>Note: ACT testing Dates to be determined.</td>
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<th>2020–21 Traditional Calendar</th>
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<td>June 14–15</td>
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Milwaukee Public Schools does not discriminate in its programs, activities, facilities, employment or educational opportunities on the basis of race, color, age, disability, sex, religion, national origin or sexual orientation, and does not tolerate any form of discrimination, intimidation, threat, coercion and/or harassment that insults the dignity of others by interfering with their freedom to learn or work.

The Parent/Student Handbook on Rights, Responsibilities, and Discipline is published annually in August. Parents who move during the school year are urged to report the change of address to the MPS Student Services to ensure continued receipt.

For more information on any item in this handbook, please call (414) 475-8448.

Be the first to know about great things happening in our schools!

See stories every day by visiting mpsmke.com. Learn more by following us on social media.