

ITA PARENT and STUDENT HANDBOOK



**8940 N 85TH STREET
MILWAUKEE, WISCONSIN 53224
TELEPHONE: (414) 365-9375 FAX: (414)365-9376
WWW.INSTITUTEOFTECH.ORG**

TABLE OF CONTENTS

| TITLE | PAGE |
|---|--------------|
| Mission Statement | 3 |
| Enrollment Policies and Procedures | 3 |
| Academics | 4-7 |
| ITA Discipline Policy | 7-15 |
| Uniform Policy | 15 |
| Hours, Attendance, Absence, Tardy | 16-18 |
| Health | 19-20 |
| Phone Usage | 22 |
| Transportation | 23-24 |
| Computer Guidelines | 25-26 |

INSTITUTE OF TECHNOLOGY AND ACADEMICS MISSION STATEMENT, VALUES AND BELIEFS

MISSION STATEMENT

We are a high performing, high achieving urban school that prepares the children of Milwaukee for an exceptional career, life and future.

ENROLLMENT POLICIES AND PROCEDURES

Institute of Technology and Academics participates in the Milwaukee Parental Choice Program (MPCP) and complies with all related requirements regarding student eligibility.

Students will not be enrolled in the school until the appropriate application and other required documents are submitted for review and approval. A complete list of required documents is available in the school office.

All children entering ITA shall be the appropriate age for grade level. **All students must have reached the appropriate age by September 1st** for the grade level they are entering. All preschool children must be completely toilet trained and able to use the bathroom facilities independently.

New students will be tested to verify academic achievement and to determine if the school can meet the individual needs of each student. Grade level placement is at the sole discretion of the school and will be determined following review of all relevant information.

REGISTRATION PROCESS

New Parents - Parents must complete an application and all related forms for each child. If more students apply than can be accommodated in each grade, the selection process will be determined by a random selection. Parents will be notified within 30 days as to whether or not their child was selected.

Current Parents - Each year parents must complete an application form and **update all other forms with current personal information for each child** accepted into ITA, even if previously enrolled. If your information changes during the school year, please contact the school promptly to keep our records current.

ITA RESERVES THE RIGHT, SERIOUS CONSIDERATION, TO TERMINATE ENROLLMENT OF ANY CHILD FOR THE FOLLOWING REASONS:

- The school cannot meet the needs of the child
- A child's refusal to comply with our policies or behavior expectations
- Failure by the parents to fulfill their obligations as a partner in their child's education, such as:
 - a. Failure to submit forms
 - a. Failure to observe rules and policies of ITA

NON-DISCRIMINATION POLICY

ITA admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic or other school-administered programs.

ACCREDITATION

ITA is accredited through the Advanced Ed.

ASSESSMENTS AND REPORT CARDS

ASSESSMENTS

Grades are based on the following methods of assessment:

- Mid/End of Module Assessments (Math)
- Mid/ End of Unit Assessments (ELA)
- Performance Tasks (ELA)
- STAR Testing (Math and ELA)
- Class Participation (Effort Grade)
- Fountas and Pinnell Reading Tests

Each classroom teacher is responsible for administering grading procedures and weighing each individual category accordingly

REPORT CARD POLICY

Report cards are sent home at the end of each school trimester (please see school calendar for these dates). Additionally, you may check your scholars grades at any time using our JMC Parent Portal. Twice a year, parent/teacher conferences are scheduled and attendance by a parent/guardian is **mandatory**. Students will not be permitted to return to school until conference has taken place. These conferences give parents and teachers the opportunity to discuss the progress and areas of growth of the students. The conferences also allow parents/guardians to problem solve with the help of the teachers to determine strategies for maximizing student performance. Parent and teachers are given a weeks' time in which to schedule conferences. If conferences are not scheduled and held, students will not return to class.

Students in grades K-5th grade do not receive letter grades; their progress is reported based on whether or not they are meeting the standards set forth in the Common Core Curriculum. Middle School Report Cards report grades and levels of readiness.

All parents must comply with ITA's policies and procedures regarding parent meetings, parent-teacher conferences and other parent involvement activities.

HOME AND SCHOOL COMMUNICATION

PARENT-TEACHER COMMUNICATION

We believe that communication with families is key to a child's success. We will work hard to inform parents of both successes and challenges that a student faces. We expect that our families also communicate with staff members about issues concerning their child. We cannot help if we don't know a problem exists.

We have formal ways to communicate:

- Parent-Teacher Conferences
- Report Cards
- **ASSIGNMENT NOTEBOOKS-** Each student will be provided with an assignment notebook. This book is the best way to find out what your child is doing on a daily basis. The assignment notebook is an excellent communication tool between parents and teachers. **If an assignment notebook is lost, another assignment notebook must be purchased from the main office.**

- Each staff member also has a school phone that parents and students can call with questions. Feel free to call teachers with questions between the hours of 8:00 a.m. and 9:00 p.m. The teacher will return your call as soon as they can.

Staff members will also use less formal ways to communicate with you:

- Phone calls home
- Notes home

If you have any concerns you'd like addressed feel free to politely address them with the teacher or principal.

PROMOTION STANDARDS

ITA has tough standards for promotion. We want to ensure all students are ready to move to the next grade level. Promotion decisions are based on student's readiness as noted on the report cards, test scores, attendance, developmental readiness, and other measures.

ACADEMIC STANDARDS

At ITA we measure student growth against the standard set by the Common Core for each particular grade level. If a student is 2 years or more below grade level in reading, writing or math, promotion to the next grade will be at the discretion of the principal.

STANDARDIZED TESTING

Decisions to promote or retain students will also be based on their performance on the standardized test used at each grade level. Minimal performance in any core areas is a reason for retention and student will only be moved on to the next grade at the principal's discretion.

ATTENDANCE

Students missing 10 or more days of a school year may be retained. It is crucial that students be in school on time consistently to obtain the necessary skills to move to the next grade level.

DEVELOPMENTAL READINESS

Some students are not ready for the curriculum or challenges faced socially in the next grade level. This will be determined by their organizational skills, social skills, and emotional readiness in current grade level. The teacher and principal will promote students based on observations in these areas throughout the year.

POSITIVE REINFORCEMENT & RECOGNITION

ITA recognizes that positive reinforcement often assists in motivating students to reach higher goals. Each teacher has a system of positive reinforcement in his/her classroom. Other school-wide recognition programs include:

- **Shine Awards**—Everyday staff members will look for students who are exhibiting the specific behaviors of *Shine- Sit tall, Hands and feet to self, Involve yourself, Never give up, and Eyes on task*.
Students who are “caught” displaying the behaviors will be given a Shine award that they will fill out and place in a jar in their classroom. Children will be awarded monthly with a large drawing to take place in all school assembly
- **Character Award**
- **STAR Growth Percentile Award- ON a Roll**
- **STAR Proficiency Awards- Honor Roll**

ACADEMICS

HOMEWORK

ITA believes that homework complements classroom learning and benefits a student’s overall educational program. Research confirms that the amount of time devoted to learning is related to achievement in a subject. Further, homework provides an opportunity for students to develop personal responsibility and study skills, including good organization, self-reliance, and time management. Finally, homework informs parents about current areas of study and student working levels.

Homework will be graded and incorporated on trimester report cards.

RESOURCE PROGRAMS

ITA’s goal is to provide all students with strategies that empower them to be successful learners. Teaching staff and volunteers provide learning support for students who are assessed to benefit from these services. Students will be given additional in class support in the form of small- group or one-on-one instruction in needed subject areas. In addition, we provide direction and assistance for parents in finding emotional, physical and diagnostic services for their children from outside agencies.

Our school has been awarded Title I assistance. The purpose of this federal funding is to ensure all children have a fair, equal and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging academic achievement standards and state academic assessments.

ITA DISCIPLINE POLICY

GOALS

The primary focus at the Institute of Technology and Academics (ITA) is on the academic success of every student. We seek to build within each child a love of learning, a sense of responsibility, self-discipline, a positive self-image, and respect for others. Students are expected to make positive behavior choices that promote their safety, the safety of others, and a productive learning environment.

PHILOSOPHY

School discipline is a collaborative effort by the parents, guardians, students, and staff. The focus of the Institute of Technology and Academics Discipline Policy is to promote positive behavior choices by recognizing students who engage in consistent positive behavior. However, mistakes are a natural part of growth. We help students reflect on errors in judgment and behavior and support them in learning how to make better decisions. We teach and model positive behavior including listening, cooperation, and mutual respect. We encourage students to make independent decisions and act responsibly towards others and with property. When this occurs, we believe that a very positive and productive learning environment will result, enabling students to strive for excellence.

STUDENT STANDARDS OF BEHAVIOR

In order to show respect, maintain safety, and focus on learning, I will: 1. Follow directions the first time. 2. Speak using professional language, volume, and tone. 3. Keep hands, feet, and objects to myself. 4. Be where I am supposed to be. 5. Take care of school property and personal belongings. 6. Walk silently in the hallways so I do not disturb other classes.

DISCIPLINARY ACTIONS

While most students consistently observe these standards and behave safely and appropriately, there are times when misbehavior warrants intervention and consequences. Teachers and other staff use a variety of classroom and behavior management strategies to address such behavior. When these strategies are not successful in changing that behavior and/or serious incidents occur, it is necessary for additional action to be taken. The following pages outline those disciplinary action

Please Note: Careful consideration is given to individual situations, so that the school's response to the student is appropriate. Consequences may be increased in cases of repeat offenses. Suspensions will be considered when behavior is disruptive and detrimental to the operation of the school.

Description of Expectations:

Classroom Behavior

Students are expected to listen and follow all teacher directions.

Possible consequences: Staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension

Behavior in Halls

Students are to walk silently in an orderly fashion through the halls at all times. This silence will be respected during the instructional school day and with consideration for others who are working.

Possible consequences: Staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension

Behavior in Restrooms

Students are expected to respect the rights of others and act responsibly in restrooms. Any misuse of towels, toilet paper, soap, defacing of restroom facilities, and the like, constitutes destruction of property.

Possible consequences: Staff/student conference, loss of independent restroom privileges, supervised restroom visits, referral to the administration, fines for damages, loss of recess privileges, parent/guardian contact, parent/guardian meeting, in-school suspension, suspension

Behavior in Lunchroom

The lunchroom should be a safe, comfortable, inviting, and clean environment where all interactions between students and adults are respectful. Students are expected to follow directions the first time they are given. They must keep voices low while enjoying their lunch, stay seated unless given permission to move by an adult, keep their eating space clean, and practice good manners. For health reasons, children are not allowed to share food of any kind with others.

Possible Consequences: Verbal warning, move to an assigned seat, exclusion from the lunchroom; suspension

Behavior on Playgrounds/Recess

The playground should be a safe, pleasant, friendly environment where all interactions between students and adults are respectful. Students are expected to follow directions the first time they are given. They must walk in an orderly fashion to the playground, use the equipment responsibly, show respect for others by using appropriate language and leave the playground only when permission is given by an adult in charge.

Possible Consequences: Verbal warning, recess privileges contained to an assigned area, staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension

Behavior on Bus

The same standards of behavior that apply at school also pertain at the bus stop or while boarding, riding and unloading school busses. Students must respect the rights of others and must not pose a threat to anyone's safety. Students must not distract the bus driver.

Possible Consequences: Staff/student conference, referral to the administration, loss of recess privileges, parent notification, parent/guardian meeting, assigned bus seat, loss of bus privileges, in-school suspension, and suspension

Behavior During School Sponsored Activities/Field Trips

Students are expected to conduct themselves in a respectful and responsible manner during school sponsored activities, programs and field trips. Behavioral expectations are consistent with school policies.

Possible Consequences: Staff/student conference, removal from activity, referral to the administration, parent/guardian notification, loss of recess privileges, in-school suspension, exclusion from future activities, suspension

Excessive Tardiness, Truancy, Leaving School Without Permission

Students must be on time for school and in their classrooms by 7:45a.m.; missing the bus and oversleeping are not excused reasons for being late to school. Students are to remain on school grounds in their scheduled classroom locations unless written permission for early dismissal has been provided to the school by a parent/guardian.

Possible Consequences: Parent/guardian notification, referral to the administration after three unexcused tardies within a marking period, verbal notification, written parent notification, parent/guardian conference at school, in-school suspension, referral to pupil personnel worker, referral to law enforcement.

Dress

School personnel may advise students about uniform violations.

Consequences: Students will not be allowed to class unless they are in full uniform.

Fighting/Physical Aggression

This includes: play fighting, pushing, wrestling, hitting, punching, shoving, kicking, slapping, spitting or throwing harmful objects, etc. involving two or more people. It is any form of physical confrontation. Possible Consequences: Staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension, recommendation for expulsion.

Cheating or Plagiarism

This is defined as using the work of others as your own.

Possible Consequence: Staff/student conference, no credit for the work, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension

Inappropriate Use of the Computer Systems

This is defined as accessing or using inappropriate materials including copying or transferring copyrighted materials and software without permission, sharing access to one's personal account, using unauthorized e-mail such as chain letter advertising, instant messaging and chat rooms, cyber bullying, or tampering with any files of another student or staff member

Possible Consequences: Staff/student conference, parent notification, referral to the administration, loss of recess privileges, parent/guardian meeting, in-school suspension, suspension, recommendation for expulsion, referral to law enforcement.

Incendiary Devices

This is the possession of firecrackers, matches, lighters, caps or any other object which has potential to start a fire.

Possible Consequences: Staff/student conference, confiscation of item, referral to the fire marshal or law enforcement, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension, recommendation for expulsion

Physical Attack on Staff or Fellow Student

This includes any aggressive physical battery on staff member or person. This includes any physical contact (hitting, touching angrily, pushing, shoving, kicking, biting, etc.,) in an aggressive manner with the intent to do harm.

Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, in school suspension, suspension, referral to law enforcement, recommendation for expulsion

Threats and/or Verbal Abuse

This includes any overt or implied verbal or physical threat. Examples include, but are not limited to, telling someone that you will hurt them whether in jest or as a serious suggestion, any conversation or discussion where you suggest action that will cause physical harm to someone, suggesting property destruction, and the like.

Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension, recommendation for expulsion

Teasing, Verbal or Non-Verbal

This includes name-calling, put downs, making fun of the way someone talks or walks, making fun of someone's clothing or customs. Non-verbal examples include making faces, drawing inappropriate pictures, poking or pointing, and inappropriate hand gestures.

Possible Consequences: Staff/student conference, referral to the administration, personal apology to student who was teased-- a letter of apology from the teaser must be signed by the teaser's parent(s) and returned to school the next day, loss of recess privileges, in-school suspension, suspension

Malicious Pranks and Pseudo Threats

This includes any act or substance used to cause disruption, panic, or an unsafe situation. This also includes deliberately misrepresenting substances as something they are not.

Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension, referral to the fire marshal or law enforcement, recommendation for expulsion

Acts of Hate / Violence

This is any act of hate/violence including, but not limited to, verbal abuse, slurs (including ethnic, religious, or gender based), threats, physical violence or conduct, vandalism or destruction of property directed against any person.

Possible Consequences: Referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in school suspension, suspension, referral to law enforcement, recommendation for expulsion

Inappropriate Language/Gestures

This is the use of profanity, obscene language, or gestures, which are not acceptable in school or on the school grounds. All students and staff are entitled to an environment free from profane, hateful, racist, prejudice or obscene language and gestures.

Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension

Sexual Harassment

Sexual harassment is defined as unwelcome advances, requests for sexual favors, and/or other inappropriate verbal, written, or physical conduct.

Possible Consequences: Referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension, recommendation for expulsion

Theft/Extortion

Extortion is an act of attempting to secure money, property, or favors through a threat or implied threat of physical or psychological harm.

Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, return or replace the value of the item taken, loss of recess privileges, in-school suspension, suspension, referral to law enforcement, recommendation for expulsion

Theft/Burglary

This is taking something, which does not belong to you. Students must demonstrate a respect for the property of others. Any found articles must be returned to the office or the rightful owner.

Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, return or replace the value of the item taken, loss of recess privileges, in-school suspension, suspension, recommendation for expulsion, referral to law enforcement, full restitution.

Insubordination/Disrespect

This is willingly refusing to obey a lawful request of a staff member (e.g., principal, teacher, secretary, behavior management team, bus driver, etc.). This includes not

removing a hat when asked to do so, chewing gum when not allowed, bringing inappropriate items to school (all toys and games, to be returned only to an adult), saying "No", rolling eyes, or refusing to identify oneself.

Possible Consequences: Staff/student conference referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, detention, in-school suspension, suspension

Destruction of Property/Vandalism

This includes breaking, damaging or defacing school or private property, including graffiti. This also includes misuse of materials or equipment that results in damage to school or personal property.

Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension, restitution, recommendation for expulsion, referral to law enforcement

False Fire Alarm

False Fire Alarm is activating or causing the fire alarm to sound when there is no real evidence or sign of fire. Falsely reporting a fire endangers the safety of all.

Possible Consequences: Administration/student/parent/fire marshal conference, loss of recess privileges, in-school suspension, suspension, recommendation for expulsion

Weapons

This is unauthorized storing, possessing, or carrying firearms, knives, or any other object (including look-alike or pretend weapons) which could be used as a weapon. This is a very serious offense and is strictly prohibited

Possible Consequences: Staff/student conference, confiscation of weapon, referral to the administration, parent notification, parent/guardian meeting, return or replace the value of the item taken, loss of recess privileges, in-school suspension, suspension, referral to law enforcement, recommendation for expulsion

Possession of Communication and Other Electronic Devices

Beepers, electronic paging devices, and cellular phones or personal radio devices are not allowed. Laser pointers and other disruptive devices will be confiscated.

Possible Consequences: Staff/student conference, confiscation of device for parent to pick up, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension

Possession and/or Trading/Selling of Non- School Related Items

This includes students having personal toys, trading cards, dolls, IPODs, and other electronic gaming devices. The school is not responsible for the loss of these items. These items are not allowed in school and are best left at home.

Possible Consequences: Staff/student conference, referral to the administration, confiscation of device for parent to pick up, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension

Possession or Use of Destructive or Harmful Substances

This is possession of matches, fire crackers, snaps, tobacco products, smoke bombs, stink bombs, pepper spray, or any other destructive or harmful substance.

Possible Consequences: Staff/student conference, referral to the administration, confiscation of device for parent to pick up, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension, referral to the fire marshal or law enforcement, recommendation for expulsion

Possession, Use, or Distribution of Illegal Drugs/Intoxicants/Inhalants/Smoking Materials

This is possession of intoxicants, inhalants, smoking materials or controlled substances which are prohibited.

Possible Consequences: Confiscation of substance, administrator/student/parent conference, referral to law enforcement, suspension, recommendation for expulsion.

OUT OF SCHOOL SUSPENSION

Suspension is a step that will be taken only as a last resort when a student's behavior, even with the implementation of an intervention program, continues to significantly disrupt the educational program of other students and/or presents a danger to the student or to other individuals.

Procedures for Out of School Suspension

The behavior management team will:

- Determine the number of days of suspension to be assessed to a maximum of ten (10) days
- Inform the Principal of the decision to suspend the student. Provide a phone call to parents indicating length and reasoning for suspension
- Notify the Parent/Guardians in writing of the reason(s) for the suspension and the number of days and dates involved: and, that the student is responsible for "making up" class work missed during the period of the suspension.

According to the Institute of Technology and Academics Handbook for Students, there is no appeal of the Principal's decision to suspend a student.

EXPULSION

Students may be expelled from the school for serious violation after the above suspension procedures are followed. Expulsion can occur without first using suspension for the following acts:

- Serious injury to another person
- Possession of a deadly weapon such as a gun, knife or sharp object
- Violation of the law in regard to drugs, alcohol or chemical substance
- Inappropriate use of computer systems
- Fighting or Physical Aggression/Physical attack on another student or staff
- Threats and/or Verbal Abuse
- Malicious Pranks or Pseudo Threats
- Acts of Hate or Violence
- Sexual harassment and discrimination of others
- Acts of Theft/ Burglary/Extortion
- Destruction of Property or Vandalism
- Excessive Absences/Tardiness
- Violation of Operational Hours Policy

PROCEDURES FOR EXPULSION

The behavior management team will:

- Confer with the Principal for agreement to recommend expulsion.
- Gather the appropriate documentation leading to a recommendation for expulsion and provide a hearing with the student and the Parents/Guardians.
- Recommend expulsion, in writing, to the Principal who will conduct a formal review, to the extent needed, of the recommendation and inform the behavior management team of concurrence or non-concurrence with the recommendation.
- If the Principal concurs with the recommendation of the behavior management team, the Parents/Guardians will be notified in writing by the Principal that the decision to expel is final and the effective date of the expulsion.
- If the Principal does not concur with the recommendation of the behavior management team, the behavior management team shall implement the recommendation(s) of the Principal and notify the parents/guardians of those recommendations in writing.

According to the Institute of Technology and Academics Handbook for Students, there is the right to appeal of a decision to expel a student.

PROCEDURES FOR EXPULSION APPEAL

The student and his/her parent/guardian have recourse in the event the individual's right to due process may not have been upheld. Issues related to the appropriateness and levels of discipline imposed are not subject to appeal. All Consequences for the alleged offense will remain in effect during the appeals process.

1. A parent/guardian may formally appeal an alleged violation in writing to the principal within five school days of their notification of the principal's decision.
2. The principal will render a decision on the appeal in writing within five school days of receipt of written appeal.
3. If a parent/guardian disagrees with the decision of the principal, that individual may appeal the decision in writing, using the Appeals Process Form, within five school days to the Executive Director.
4. The Executive Director will review the supporting materials based on the decision to expel the student.
5. The Executive Director will request a meeting/date and time
6. e to meet with the parent, student, principal, board members, and any ITA employees if needed.

EXCEPTIONS TO THE DISCIPLINARY PROCEDURES

The Principal may make exceptions to the written disciplinary procedures at the building level where in his/her judgment such exception is warranted and such exceptions are not in conflict with the Institute of Technology and Academics Student Handbook.

Uniform Policy

All scholars must come to school in the Institute of Technology and Academics uniform every day. If a student arrives to school out of uniform, parents/guardians will be called and asked to bring in a uniform before the student is sent to class. Students may not change out of the uniform at any point during the school day. Once students enter the school building, the wearing of hats, bandanas, or wave caps is not permitted. Students may not wear disruptive jewelry, such as oversized belt buckles. Jewelry is limited to one necklace and one bracelet per arm. Earrings must be no larger than a quarter and no tattoos, fake tattoos, or any sort of visible writing on the skin is acceptable. The following steps will be taken regarding uniforms:

1st Offense in a trimester:

- Parent is contacted regarding missing item by 8:30 a.m.
- Uniform violation is issued (parents can agree to purchase one and have it added to their invoice order for their child not to receive the violation or they can drop the missing piece off by 9:30 a.m.)
- Major uniform infractions (non navy blue logo shirts, jeans, wrong uniform, etc.) will require the scholar to be held out of class until the proper uniform is dropped off.

2nd Offense in a trimester:

- Parent is contacted regarding the missing item by 8:30 a.m.
- Uniform violation is issued (parents can agree to purchase one and have it added to their invoice in order for their child not to receive the violation or they can drop the missing piece off by 9:30 a.m.)
- A detention will be issued for that day if the uniform piece is not taken care of and the parent will be informed of the detention during the parent contact parents will be required to pick their scholar up at 4:00 from ITA.
- Major uniform infractions (non navy blue logo shirts, jeans, wrong uniform, etc.) will require the scholar to be held out of class until the proper uniform is dropped off.

3rd Offense in a trimester:

- Parent will be contacted regarding the missing item by 8:30 a.m.
- Uniform violation is issued (parents can agree to purchase one and have it added to their invoice in order for their child not to receive the violation or they can drop the missing piece off by 9:30 a.m.)
- The student can't return to class until a mandatory meeting with the parent is scheduled (that day or the next morning). If the parent fails to show up to the mandatory meeting, the scholar will be held from class with the Behavior Management Team until the parent meeting is held.
- A "Success Plan" will be created during a mandatory parent meeting.

SCHOOL HOURS, ATTENDANCE, ABSENCE, TARDY

OPERATIONAL HOURS

ITA will be in session year round. Summer hours are 9:00am to 2:00pm. School office hours are 7:20a.m.to 4:00 p.m. Students school day starts at 7:30 am and ends at 2:30 except. Please see the school calendar for a list of days that school is closed.

Doors open at 7:20 a.m. Students who come at this time will report to the common area until 7:30 a.m. Breakfast will be served from 7:30-7:45.

Operational Hours Policy

School ends at 2:30p.m. Please make every effort to pick up students on time at ITA. Students that are not picked up by 2:45 pm will be in violation of our Operational Hours Policy. On the first occurrence a warning will be issued. On subsequent occurrences a fine of \$1.00 per minute

past 2:45 will occur.

If an emergency arises which detains you, please contact the school as soon as possible. If someone other than the authorized parent or guardian will be picking up a child, the parent or guardian must sign and submit a note of authorization before the event. This will help ensure your child's safety and make departure time less confusing for everyone.

DROP-OFF/PICK-UP PROCEDURES

Drop-off and pick-up are the most dangerous time of the day. Please ALWAYS drive slowly around the school, especially in the parking lot, and show courtesy to other parents and students. Only those adults identified in writing will be allowed to pick up children. If a parent/guardian does not list the adults on the ER form or turn in a written notice, the child will not be allowed to leave ITA with that person. **Verbal permission is not enough to release a child to someone.** When picking the child up, parents/guardians are required to sign the log in the office.

ITA has a legal responsibility to maintain the safety of all students during the school day. Therefore, should a student leave during the school day without written permission, the police will immediately be called and parents/guardians will be contacted. In addition, parents/guardians must meet with the school principal and termination of enrollment could occur.

Parents will not be admitted into the hallways during arrival/dismissal, all pickups must occur at the school office to maintain student safety.

ATTENDANCE POLICY

The Wisconsin Board of Education requires all students enrolled at ITA to attend school regularly in accordance with the laws of the State. The success of students is dependent upon their presence for classroom instruction and their participation in classroom activities.

Under Wisconsin's "Missing Child Law," ITA requires parents/guardians to notify the school office by 9:00 am on any morning their child is not attending. It is the responsibility of the student to collect and complete any missed work due to the absence.

We recognize only the following excusable reasons for missing school:

- Personal illness
- Illness in the family
- Death of a relative
- Professional appointment (Please do your best to schedule these for times when students do not have class. Thursday afternoons are a great time! We do understand there may be times that these appointments will fall during school hours; however, please try to keep this to a minimum.)

an absence is due to illness and lasts five days or more, a note from a physician is also required. Absences are excused only for the following reasons:

- Personal illness or injury
- Funerals
- Doctor or dental appointments (which could not be arranged outside school hours) 🏠 Religious observances
- Authorized absence (approved by the principal)

Abuse of excused absences will be investigated by the principal and may result in a referral to the Local School District Attendance Officer or other disciplinary action.

ABSENCES

- Two Consecutive Absences – Parent/guardian will receive a call from teacher or educational assistant.
- Eight Absences in a Year: Parent/guardian will be notified by phone and letter about the seriousness of the issue from the Behavior Management Team.
- Twelve Absences in a Year: Parent/guardian will be called to the school to meet with the School Behavior Management Team to discuss the absences and develop an attendance plan.
- Fifteen Absences in a Year: Parent/guardian will be called to the school to meet with the School Principal. At this point, the student is considered a truant and is at risk of not being promoted to the next grade. The Principal reserves the right to retain any student who misses more than fifteen days of school. In addition, a report may be filed with the District Attorney's office.

Excessive absences are grounds for expulsion in coherence with our discipline policy

HABITUAL TRUANCY

Wisconsin Law defines a habitual truant as a student who is truant for part or all of five or more days each semester during which school is normally held. These students may be referred for legal action according to state law.

(Wisconsin Statutes 118.51 (1)(a) and 947.16)

Tardy Policy

Tardiness is unacceptable. It is the number one reason for employee termination in the United States. Please remember that in order to be on time, students must be seated in their desks ready to begin work by 7:35 a.m. **Parents are strongly encouraged to consider 7:30a.m. as the start of school so that their children understand the importance of being on time and are never tardy.** This is especially true for younger children who take 5-10 minutes to get situated, especially when wearing winter clothing.

Excused Tardiness

The first 3 tardies during any marking period are excused. A good reason for the tardy is always appreciated but there is no distinction between a good reason and a bad reason.

Unexcused Tardiness

Tardies after the third in each marking period are unexcused. It may be for good reason, it may be for a bad reason but it is unexcused. **The only exception is a regularly scheduled appointment or an appointment that is pre-scheduled and the school is notified at least one day in advance.**

8 Tardies in a Year:

Parent/guardian will be called to the school to meet with the School Behavior Management Team to discuss the absences and develop an attendance plan.

Ultimately, students will be removed from the school if tardiness issues are not resolved.

Excessive tardies are grounds for expulsion in coherence with our discipline policy

HEALTH POLICY

When To Keep Your Child Home From School

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

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

- Fever (temperature 100 degrees or higher)
- Heavy nasal congestion or frequent cough
- Vomiting or diarrhea
- Bed Bugs
- Lice
- If your child has been diagnosed with a contagious disease
- Pink Eye – 24 hours after treatment with a doctors excuse

SUDDEN ILLNESS DURING SCHOOL HOURS

If a child becomes ill or injured during the school day and is not well enough to stay in class, the parent/guardian will be called to pick the child up. We do not have the capacity to watch over and care for ill children. Therefore you must be able to pick up your scholar in a timely manner. It is

necessary to have updated emergency contact numbers on file in the school office in case no one can be contacted at home. If a child needs to take medicine while at school, a consent form must be filled out in the main office. All medications are kept in the office and dispensed. ITA reserves the right to request a doctor's excuse before your scholar may return to school under any circumstance.

MEDICATIONS

If a student requires medication during school hours, the distribution of the medication will be supervised by the school office staff under the following guidelines required by law:

- Parents/guardians must sign the appropriate administration forms
- All medications must be supplied in the original container and must be accompanied by written instructions from a physician and consent from parent/guardian
- The container must be identified with the following information: student's name, name of medication, doctor's name and phone number, pharmacy and phone number

The Administrative Assistant is the primary designated person authorized to administer medication. The Principal will be the back-up person to her. All medication must be placed in a locked box in the main office. In order to administer any prescribed medication or over-the-counter medication to a child, there must be a doctor's note on file. Cough drops should also be brought to the office with a note from the parent/guardian.

Students are responsible for coming to the main office to receive their medication at the appropriate time.

Students are not allowed to have medication of any kind in their possession or in their backpacks. This includes any over-the-counter medication. Please turn in the proper forms for your child's safety. If a child is experiencing common pains i.e. headache, soreness, etc the office will contact the parent for verbal approval of Tylenol or ibuprofen. .

COMMUNICABLE DISEASES

If a child is suspected of having a communicable disease such as chicken pox, German measles, infectious hepatitis, measles, mumps, poliomyelitis, scarlet fever, whooping cough, diphtheria, meningitis or other reportable diseases, the school principal will contact the Milwaukee Health Department and follow their current regulations and procedures.

A child returning to school after an absence due to a communicable disease must provide a written statement from a physician stating that the child may return to school.

In the case of communicable diseases, the parents/guardians must provide a written statement from a physician stating that the child may return to school.

STUDENT IMMUNIZATIONS

The parent must provide a current student immunization record and submit it to the school office on or before the first day of school. Students with improper documentation can be asked not to return to school until the proper immunizations are administered.

ITA reserves the right to require a complete physical (including drug use testing) for any student. Examination expenses will be the responsibility of the parent.

POLICY ON MANDATED REPORTING OF ABUSE/NEGLECT

All school personnel are mandated reporters of suspected abuse and/or neglect. Mandated reporters are required to report suspected child maltreatment **immediately** when they have “reasonable cause to believe that a child who is 17 years of age or younger and known to them in a professional or official capacity has been harmed or is in danger of being harmed physically, sexually, or through neglect, and that a caregiver either committed the harm or should have taken steps to prevent the child from harm.”

FIELD TRIP POLICY

Our teachers conduct well-planned field trips. All students are expected to participate in field trips which are required components of our academic curriculum. Blanket Field Trip Permission Forms are required for students to participate. Teachers will notify parents in advance of scheduled trips. Any fees for field trips must be paid ahead of time. Teachers will send out flyers with the cost of a field trip at least 2 weeks prior to the date of the trip. At the time the flyer is sent out the teacher will also notify parents if there are any concerns about their child attending. We want all of our students to attend all field trips; however if a child is experiencing difficulty with behavior in the classroom it may not be safe to allow the child to attend. We may ask that you keep your child home or attend the field trip. Parents will then be notified the day prior as to whether their child will be allowed to attend the field trip.

Students must be in uniform (unless otherwise stated) when attending field trips.

Food Service

HOT LUNCH PROGRAM

ITA operates a hot lunch program each full day school is in session. Lunches will not be served on the days school closes before noon. Our program is part of the National School Lunch Program and, therefore, operates at low cost to students and provides wholesome, nutritional meals.

Students may bring nutritious lunches from home which **may not** contain soda or candy. Students are required to eat lunch unless there is a parental or medical note on file that excuses them from eating. A note will go home with the student if they bring items that do not meet our wellness policy goals.

BREAKFAST PROGRAM/SNACKS FROM HOME

Our school also operates a nutritious Breakfast Break program. Breakfast is served daily from 7:30-7:45

A complete school wellness policy is available in our school office, on our website, or in the Parent Portal.

SCHOOL CLOSING NOTIFICATION

If severe weather or emergency conditions cause ITA to close, a decision will be made as soon as possible by school administration and announcements will be broadcast on:

Television:

- WTMJ Channel 4WITI Channel 6
- WISN Channel 12WDJT Channel 58

If the Milwaukee Public Schools close, ITA will also close.

RECESS AND COLD WEATHER

Recess is held outside except when the temperature or wind-chill is below zero. Parents, please see that your children are dressed appropriately. Children will not be permitted to stay indoors without a written doctor's excuse.

Recess Dress

1. In late fall and early spring students should wear their coats outside. They may be taken off with the permission of the teacher on outside duty.
2. Hats, mittens or gloves are to be worn when the temperature is below 30 degrees.

3. Boots must be worn to play in the snow or on snow banks. Snow pants must be worn to roll or slide in the snow. Children will not be permitted to play in the snow without boots and snow pants. Bring shoes to school.

NUISANCES

Toys, comic books, cards, radios, gum, and other nuisance items should not be brought to school. Such items will be confiscated and may be picked up by the parent from the teacher. Children should not bring items or money of great value to school. The school will not be responsible for lost items or money. Lighters, matches, guns, knives (toy or real) are not allowed on school grounds. Students who bring such items or similar items will have them confiscated. The parents will be contacted and a conference will be scheduled.

PHONE USAGE

Cell Phones may be brought to school, but must be turned off and put away in student's locker from 7:30am-3:30pm. If a student is seen with a cell phone during the day or the cell phone rings during the day, the cell phone will be confiscated and returned at the end of the day. If a student is caught using a phone in any manner during the day (talking, texting, playing games, listening to music, taking pictures, or use in any manner), the phone will be confiscated for a week.

If cell phone usage during the school day is a habitual occurrence the cell phone will be confiscated and only returned to an adult.

Elementary Students: Cell phones must be turned in to the teacher each morning. Cell phones will be locked in a safe place until dismissal. The above policy will be followed for elementary students.

TRANSPORTATION POLICY AND PROCEDURES

ITA contracts transportation services with Lakeside Bus Company of Wisconsin. It is Lakesides responsibility to maintain all of their equipment to the state and federal standards. All bus drivers hired by Lakeside go through rigorous selection process and necessary paperwork and tests required by the state and federal law.

It is ITA's priority to provide your child with a safe bus ride. ITA provides transportation to all students not within walking distance (more than 1 mile away) or younger than 1st grade outside of 2 blocks. **Transportation, however, is a privilege not a right.** Bus drivers, students, parents, and the school all share the responsibility for bus safety, following all bus rules, and behaving in a responsible manner while riding the bus. If you behave appropriately, you will be allowed to ride the bus. We will ask each family and student to sign a bus contract in order to be provided transportation.

The following rules are designed to ensure that all students riding the bus are picked-up and dropped-off in a safe and orderly manner.

Ride the bus safely

- *Stay seated (with your back to the back of the seat, facing forward)*
- *Talking softly; especially at bus stops*
- *Give the bus driver my name when asked*
- *Stay away from the bus until it comes to a complete stop*

Follow all bus rules

- *Keep hands and feet to myself*
- *Respect bus property*
- *Respect personal property at bus stops and on bus*

Treat the bus, the driver, and all the passengers with respect

- *Obey to directions from my bus driver*
- *Talk kindly to others*
- *No inappropriate language*
- *No inappropriate conversations*

Choosing not to follow this contract, will result in the following consequences, or in the event of a serious offense the student may be suspended from the bus immediately:

1. Parent(s)/guardian will be notified by an administrator from school and will be warned about the consequences of not following the school bus rules. Other disciplinary measures may be taken if the actions violate the school bus rules or the school code of conduct.
2. Administrator will notify parent(s)/guardian and student may lose all bus privileges for 3 to 5 days of school.
3. A school administrator will contact parent(s)/guardian, and student may lose all bus privileges for 10 school days.

Severe cases: students may be suspended/removed permanently immediately from the bus for severe infractions for a period of time to be determined by a school administrator. A serious infraction, such as a weapon, drug or physical violence, may result in bus privileges being suspended or revoked immediately.

Note: If bus privileges are suspended, the family must arrange for transportation to and from school. Students must continue to attend school. Additional referrals (regarding behavior on the bus) may result in removal from the bus for the remainder of the school year.

Bus Accidents:

School bus transportation is the safest form of passenger transportation. Bus drivers are specially trained and licensed as school bus drivers. School buses are regularly inspected to ensure each bus meets all safety standards. If your child is involved in an accident, your school and/or the bus company will contact you within 24 hours of the accident. If your child complains of an injury, seek medical attention immediately.

Bus Routes

Any and all changes to the bus routes of the students will be notified to the parents at least 48 hours in advance. Notification will be sent through students on a piece of paper with their route# and route time and stop. Parent will also be notified by phone.

Absence of a Responsible Person

K4, K5 riders must be received by a responsible person when they leave the school bus at the end of the day. If there is not a responsible person to receive the child, the bus company will attempt to contact the parent or guardian. If a student is not received Lakeside will transport the student to Hearts and Minds Childcare. The parent will be required to pick up the child from that location. **If the parent does not show up by 7 pm, police and child welfare will be notified. If a parent receives three (2) Absence of Responsible Person notices in a year, bus service for that child may be cancelled.**

Emergency Contact Information

Bus companies may access the emergency contact information furnished to the school. This information is provided to them to help ensure the safe and timely return of children who may have become lost or confused. The bus companies are aware that any information they obtain is to be used only for that purpose, and is to be treated in a highly confidential manner. Please be sure this information is accurate and up-to-date. Notify your child's school of any changes.

What to do in case of:

Late Bus or No-Show

If your child's bus is often late, or fails to show, contact the bus company at 414-536-2040. If the problem continues, contact your child's school.

Note: Always have your child's school and bus route information nearby before contacting the bus company. Always have your child ready at the bus stop 10 minutes prior to the scheduled stop time.

Behavior Problems on Bus

If you feel your child's safety is being jeopardized by the behavior of other riders, you should contact school immediately at 414-365-9375

Inappropriate Driver Behavior

If you suspect your child's bus driver is engaging in inappropriate behavior, you should first contact the bus company at 414-536-2040. If the problem continues, contact your child's school.

If you notice a bus speeding, traveling in an unsafe manner, or the driver is talking on a cell phone, call School Principal immediately at (262) 343-5291. Please note the name of the bus company, the bus number, and the time and location of the bus.

COMPUTER GUIDELINES

The use of computers at ITA is an integral part of education. However, the use of computers is also a privilege, not a right, and inappropriate use will result in a cancellation of those privileges and potentially other disciplinary action. Students will be held responsible for their actions and activity while using computers at ITA.

Technology should be used in a way which will treat other people in a respectful manner. Therefore, the sending of harassing or degrading messages, using files and E-mail to bear false witness or spread rumors about someone, or posting anonymous messages or personal communications without the original author's consent is prohibited. Any use of the computer which demeans another person, whether they are other students, teachers, staff, or parents will not be tolerated.

Do not interfere with the work of another student or teacher. Students may not degrade or disrupt the normal function of hardware or software so that the performance of these items is damaged. Neither may students use technology in such a way that it is disruptive or harmful to the teacher, students, and classroom environment. Similarly, any student who uses a computer in a manner that is outside the parameters established by the teacher is subject to disciplinary action.

The privacy of other people, whether they are fellow students or teachers, is to be respected. Students may not intentionally access the messages, files, or work of another student or teacher, nor alter any of these in any way.

Students are to use computers only as instructed by their instructor. Students may not attempt to gain any unauthorized access to resources, programs, or on-line sites. Students are expected to maintain computer settings. These settings (such as background, icons, screen savers, etc.) may not be altered without permission of the instructor.

Students may not use the technology at ITA for their own financial or commercial gain.

Students are expected to adhere to all of these guidelines concerning Internet use:

- a. Personal information of any kind about themselves or another person (students, teachers, parents, etc.) may not be transmitted. This includes home telephone numbers and addresses as well as information regarding the location of any student at any given time.
- b. Students may not use any Internet feature without direct supervision. Direct supervision means that the instructor (or other qualified individual) is present and is actively monitoring the work of the student.
- c. No text, image, movie, or sound that contains obscene material or language that offends or degrades others will be allowed.

Any misuse or damage of software or hardware in the computer lab that occurs will be financially assessed to the student and parent.

Student images may be used in classroom projects, publicity, and Web sites. No names will ever be used unless special permission is granted.

