

STUDENT HANDBOOK



FOR THE
CENTRAL CITY CYBERSCHOOL OF MILWAUKEE

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TO CYBERSCHOOL PARENTS AND STUDENTS:

This handbook was developed to make you aware of the rules and responsibilities of the Central City Cyberschool of Milwaukee. The Cyberschool is a technology-rich school with tremendous potential, and we expect behaviors that promote learning. With cooperation between students, parents, teachers, and administrators, we will achieve our high academic and behavioral standards.

The Cyberschool recognizes that parents are the first and foremost teachers of the children we serve and parents continue to play a very key role in the effective education of our students.

Parents are always welcome to visit the Cyberschool. If you wish to meet with your child's teacher, please schedule an appointment. Teachers are not able to interrupt instruction or the learning of their children to meet with parents who choose to stop in without an appointment. We highly value your child's learning time, it is sacred to us, and we will not allow it to be interrupted. Classroom visitations should be scheduled at least 24 hours in advance of the visit for consideration of teacher lesson planning and/or testing.

- **Parents please read and discuss these rules and responsibilities with your child. If you have any questions, feel free to call or visit our school. We value and need a close relationship with parents.**

- **Students please read and follow these rules and responsibilities. They were developed by teachers, parents, students, and administrators to make sure that you receive a quality education in a safe school.**

To indicate that you and your parent(s) have read and discussed this handbook together, please sign and return the last page.

THANK YOU!

*The Central City Cyberschool of Milwaukee
Faculty and Staff*

MISSION OF THE CYBERSCHOOL

The mission of the Central City Cyberschool (C³) of Milwaukee is *to motivate in each child from Milwaukee's central city the love of learning, the academic, social and leadership skills necessary to engage in critical thinking, and the ability to demonstrate mastery of the academic skills necessary for a successful future.*

VISION OF THE CYBERSCHOOL

The Central City Cyberschool is not a school of the future, but rather a school for the future. The Cyberschool offers a customized curriculum where creativity, teamwork, and goal setting are encouraged for the entire school community. The problem solving, real world, interdisciplinary curriculum is presented in a way that is relevant to each student's experiences. The Cyberschool uses technology as a tool for learning in new and powerful ways that allow students greater flexibility and independence, preparing students to be full participants in the 21st century.

Every student has access to a laptop computer for daily use. This technology-based approach takes full advantage of resources available electronically and incorporates technology for most academic studies.

GENERAL INFORMATION

ADMISSION POLICY

Children are eligible to enroll in the Cyberschool based on their age, according to Wisconsin State Law, Wis Stat. Sec. 118.14 (1)(a). To be eligible for 4-year-old kindergarten, a child must be 4 by September 1 of the school year. To be eligible for 5-year-old kindergarten, a child must be 5 by September 1 of the school year. To be eligible for first grade, a child must be 6 by September 1 of the school year, and must have completed 5-year-old kindergarten or has received an exemption. For grades beyond first, the child must have successfully completed the prior grade level standards and present evidence of promotion by the prior school.

Early admission to kindergarten or first grade are allowed only if they meet the following criteria:

- 1) A personal meeting is held with the parents to determine their reasons for requesting entrance prior to the legal age.
- 2) The child must complete and demonstrate proficiency on an assessment conducted by Cyberschool staff, verifying the child's potential to benefit from early admission and to successfully participate in the grade level, including consideration of emotional stability, social and mental maturity, and physical health.
- 3) The results of the process may be appealed to the Cyberschool's governing board.

Promotion from Kindergarten to first grade is dependent upon demonstrated proficiency of the grade level standards by the student, as reported on the child's report card.

Finally, if a child is age eligible to enroll in first grade, has not completed kindergarten and has moved from another state, country or territory where completion of kindergarten is not a prerequisite to enrolling in first grade or has received an exemption from the requirement to complete kindergarten in the state, country or territory from which he/she moved, the Cyberschool will enroll the child in first grade.

ENTRANCE TO SCHOOL

Parents, guardians, and guests must enter the building before, during, and after school through the main doors on 44th Street. All guests must gain entry by announcing their business/reason for their visit through the intercom and receiving electronic entry to the premises by office staff. Once inside the building, all guests are required to report directly to the main office to sign in. This policy is for the safety and protection of everyone under the Cyberschool's care.

ATTENDANCE

If students are not in attendance, they are not actively involved in the learning process. It is the responsibility of every parent /guardian to make sure his/her child is in school daily, on time, with the proper school supplies, and with a positive attitude toward learning. It is imperative that students get to school on time daily. Not only does a tardy child miss out on learning, but he/she may also be a disruption to a class already in session.

If a child is going to be absent, the parent must call before 9:00 a.m. at 444-1966 x195. Leave your child's name (first & last), room #, date(s) of absence, and reason for absence.

A written excuse is required for each day absent within 72 hours of the child's return. If a written excuse is not received after three days, the absence is recorded as a truancy.

Written excuses should always include the following:

- > Child's Name
- > Reason for absence
- > Date of absence
- > Date excuse written
- > Expected return date to school

Listed below are acceptable and unacceptable excuses for missing school.

Excused Absences are:

- > personal illness
- > medical/dental appointments (excuse from doctor or dentist required)

- > funerals
- > required legal appearances
- > designated religious holidays
- > family emergencies

The school does have the authority to limit the number of excuses accepted based on abuse of the attendance policy.

Unexcused Absences are:

- > babysitting
- > missed bus
- > oversleeping
- > extended absence without prior notice
- > no transportation
- > school uniform not clean

Tardiness:

Your child is considered tardy if he/she arrives after 8:00 a.m.

TRUANCY POLICY

Cyberschool students' school day begins promptly at 8:00 a.m. and ends at 4:00 p.m.

Under Wisconsin statute 118.15 TRUANCY is defined as any absence of part or all of one or more days from school during which the school attendance officer, principal or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of s.118.15.

The Cyberschool defines truancy as any student absent without a valid written excuse and/or any student arriving after 9 a.m. and/or leaving prior to 3:30 p.m., or 11:30 a.m. on noon release days. This means that children who come in tardy after 9:00 a.m. without a valid written excuse will be marked truant. This also means children who are picked up prior to the end of the school day as stated above will be marked truant. Tardies and early dismissals will be excused only in cases where written documentation is received showing that the child was absent for an excusable reason.

The Cyberschool defines habitual truancy as any student truant for 5 days in a semester or 10 days in a school year. Any student listed as habitually truant may be referred to the District Attorney's office for prosecution after the following have been met:

1. We will mail a certified letter to the last address provided to the office notifying the parent/guardian that they are in violation of Wisconsin statute 118.15.
2. We will attempt to make contact with the parent/guardian by phone, in writing and/or by a home visit.
3. We will evaluate the student's academic performance.

4. We will attempt an academic intervention by addressing any special needs.
5. We will assess any social problems that we are made aware of that may play a role in the truancy.

Once all 5 items have been documented and addressed, we will proceed with the referral to the DA's office.

Under Wisconsin state law you are responsible for making sure that your child attends school regularly. Any parent/guardian who violates this law could be fined up to \$500.00 or go to prison for up to 30 days.

Parents can also be issued citations 948.45(1) that cite contributing to truancy. This citation can be issued by local law enforcement each day that the child arrives after 9 a.m. and leaves prior to 3:30 p.m. without a valid excuse.

Remember:

- **Call the school when your child is absent (444-1966 x195).**
- **Send a written excuse immediately upon your child's return to school.**
- **An absence is recorded as a truancy if a written note is not received within 3 days of the absence.**

DAILY DISMISSAL POLICY

Cyberschool students are dismissed each day at 4:00 PM. Parents are expected to make arrangements for their child's supervision after dismissal time. If a parent is delayed in their effort to pick up their child, the school must be notified (444-2330).

The end of day for students is 4:00 PM. We must ensure that we are giving students the amount of instructional time that they need to gain as much knowledge as possible. Also it is important that we maintain a safe and secure environment at all times. Therefore, please adhere to the following dismissal procedures:

- **No one will be admitted into the building after 3:30 PM. Dismissal is very congested and busy. We must maintain an environment of safety and order for our students. In order to do this, we must minimize the number of non-staff adults who are in our building during the time we organize ourselves to dismiss.**
- **Children who are picked up before 3:30 PM for unexcused, non-emergency reasons will be recorded as truant.** Truancy letters will be issued in accordance with school policy.
- **All Kindergarten children should be picked up from the Preschool facility.**
- **Children (grades 1-8) who walk home immediately upon dismissal** will be dismissed from the gated play area (the South Side of the building on Marion Street) and will be encouraged to leave the premises immediately.
- **Children (grades 1-8) expecting rides** will be dismissed from the south door, into the play area on the south side of the building, and through the gate on Marion Street. If a child's parent has not arrived within 15 minutes of dismissal, children will be escorted back into the building, and the parent must pick up their child from the office.
- **Children (grades K-8) participating in the Cyberschool's Community Learning Center (CLC) after school should report to the cafeteria.**
- **Children (grades 1-8) participating in Safe Place at the Parklawn YMCA** will be escorted to the Cyberschool entrance of the tunnel to the Parklawn YMCA at dismissal, to be picked up by the YMCA Staff.

All parents must provide the school with emergency contact information. If a parent is expected to pick up their child but does not arrive at school within a 20-minute period of time after the end of the school day, the school will attempt to contact the parents using the emergency contact information that the parents provided. If the school's attempts to reach the parents are unsuccessful, the student will remain supervised. However, if the parent does not arrive before school staff is scheduled to leave the building at 4:30 PM, the school may contact the police or a social service agency to retrieve the child.

EARLY PICK-UP OF A CHILD IN CASE OF EMERGENCY

If a parent needs to pick up a child prior to the daily dismissal time, the Cyberschool staff expects to be given advance written or verbal notice, if at all possible. The

name of the individual who arrives to pick-up the child must be listed on the child's *Release Permission Slip*; a picture I.D. will be required. REMEMBER: EARLY PICK-UP IS NOT ALLOWED BETWEEN 3:30 – 4:00 PM.

CHANGE OF ADDRESS OR PHONE

Please notify the Cyberschool staff of any change of address or phone number. Home contact cards need to be kept current at the Cyberschool office for any emergency that might occur. We cannot take responsibility for notifying the child's parent(s) if we do not have accurate and current information, or if a parent/guardian refuses to give the Cyberschool a phone number. Students will not be allowed to attend field trips without this information.

21ST CENTURY COMMUNITY LEARNING CENTER (CLC)

The Cyberschool's 21st Century Community Learning Center provides enrolled students with academic enrichment, including tutoring and homework help, that enhance the Cyberschool's regular academic curriculum, as well as youth development activities that promote inclusion and encourage participation for enjoyment, challenge, self-expression, and communication. The CLC is open every school-day morning from 7:30-8:00 a.m. for tutoring and homework help. Beginning in October, the after-school program operates Monday through Thursday, from 4:00 – 5:30 p.m., offering a variety of activities that may include homework help, tutoring, technology and academic enrichment; as well as sports and recreation, nutrition and health, arts and music opportunities that build self-confidence as well as skills. The CLC provides a safe and nurturing environment outside of regular school hours for Cyberschool students.

DAILY SCHEDULE

Classes begin promptly at 8:00 AM each morning. Students may enter the building as early as 7:30 AM. Breakfast is served to children between 8:00 - 8:30 each morning. Children arriving after 8:30 will have missed breakfast. School is dismissed promptly at 4:00 PM each afternoon. All early release days (12:00 noon dismissal), typically the first Friday of each month, are noted on your Cyberschool calendar.

BAD WEATHER SCHOOL CLOSINGS

If area schools are closed because of heavy snow or ice conditions, Milwaukee County radio and television stations will broadcast the announcement. As a rule, you can expect the Cyberschool to close whenever the Milwaukee Public Schools (MPS) close.

PLEASE DO NOT CALL THE SCHOOL.

Announcements on these stations usually begin at 5:30 AM or shortly thereafter. No announcement means that the Cyberschool is open.

If bad weather develops after the school day has started, the same stations will make a school-closing announcement. PLEASE do not call the school to ask if the school will close. This ties up the telephone line and prevents its use in case of an emergency.

Parents may decide that the weather is too severe to send their child to school even when school remains open (especially a younger child). Please send an excuse when the child returns. Your decision in this matter is respected by the school.

Extremely low temperatures by themselves are not usually a reason to close the school. The Cyberschool building is warm and comfortable, and a nourishing meal is available for children who are learning at school on such days.

DRESS CODE

Children should be dressed appropriately for warm and/or cold weather. Responsibility for the personal appearance of students shall normally rest with the students themselves and their parents/guardians. Student dress and grooming should not affect the health or safety of students or disrupt the learning process within the classroom, school, or school-sponsored activity.

The Cyberschool has adopted a Mandatory School-Wide Uniform Policy. Enrolling in the Cyberschool means you have chosen to participate in and abide by our mandatory uniform policy. Every student will be required to wear a uniform beginning the first day of school.

Following is the uniform policy, please read it carefully. **All students are expected to wear the appropriate uniform daily.** If you have any questions or concerns regarding our uniform policy, please contact Ms. Humphrey, Parent Coordinator, at 444-2330.

Required Uniform Dress Code	
Grades K-6th	Grades 7-8
<p>Uniform Colors: ROYAL BLUE Tops KHAKI Bottoms (Other shades of blue are not acceptable!)</p> <p style="text-align: center;"><u>Possible style options for Tops:</u></p> <p>Button-down Oxford, Turtleneck, Polo, Sweatshirt or Sweater (with collared shirt underneath)</p> <p style="text-align: center;"><u>Possible style options for Bottoms:</u></p> <p>Twill or Chino Pants, Shorts, Skorts, Skirts, Capris, and Jumpers</p>	<p>Uniform Colors: WHITE Tops NAVY BLUE Bottoms</p> <p style="text-align: center;"><u>Possible style options for Tops:</u></p> <p>Button-down Oxford, Turtleneck, Polo, Sweatshirt or Sweater (with collared shirt underneath)</p> <p style="text-align: center;"><u>Possible style options for Bottoms:</u></p> <p>Twill or Chino Pants, Shorts, Skorts, Skirts, Capris, and Jumpers</p>

Items can be purchased at various stores located throughout the city.

- ✓ All shirts must have a collar AND MUST BE WORN TUCKED NEATLY INTO BOTTOMS.
- ✓ Shoes with wheels, open toe sandals, flip flops and/or shower-type shoes are not allowed.
- ✓ No plain T-shirts are to be worn.
- ✓ No colorful or patterned socks or leggings allowed.
- ✓ Footwear cannot be worn over uniform pants. Pants must be worn at full length. Pants legs are not allowed to be rolled or folded up.
- ✓ No excessive or large fashion accessories allowed that are deemed distractions to the learning environment (ex: bracelets, rings, belts, necklaces, earrings, gloves, headbands, etc.)
- ✓ Sweatshirts and sweaters must be the appropriate solid color for wear as a top, and must be worn with a collared shirt underneath. No hoods allowed.
- ✓ For gym class, students should wear a solid white T-shirt under their uniform if they wish to remove their uniform for gym class.
- ✓ Sagging pants are not acceptable.
- ✓ Pants must have belt loops and belts must be worn. No excess pockets, buttons, designer labels, or zippers on pants.
- ✓ Cyberschool logos are optional from the Land's End Catalog. No other lettering or emblems are allowed.
- ✓ If an undershirt is worn, it must be a plain white shirt with no logos or printing on it.
- ✓ The length of all shorts, skirts, and skorts must be within 4 inches of the knee.

No student will be allowed in a classroom without the appropriate uniform.

Hats, coats, and headwear are to be placed in lockers before school and taken out only when leaving the building.

On designated "Optional Uniform Days", these dress code requirements will continue to apply:

“Optional Uniform Day” CLOTHING

- Pants *must not* sag below the waist and *must not* touch the floor.
- Shirts, blouses and dresses must completely cover the abdomen, back and shoulders. Shirts or tops must cover the waistband of pants, shorts or skirts with no midriff visible.
- Skirts and shorts must be within 4 inches of knees.
- Clothes shall be sufficient to conceal undergarments at all times. Extremely tight garments, see-through or fishnet fabrics, halter-tops, off the shoulder or low-cut tops, and bare midriffs are prohibited.
- Clothing or accessories may not display offensive, vulgar language or images and must not advertise products that students may not legally purchase.
- Shirts must be tucked and neat, and not look unkempt.
- Jeans and other outerwear must be neat, clean, with no holes, tears or inappropriate patches.
- Clothing and/or personal items which identify a student as being a member of a gang, social club, or any subversive, unlawful, or unauthorized organization are prohibited.
- All purses, book bags, and coats must remain in lockers until the end of the school day.
- Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, etc.) shall be free of writing, pictures or any other insignia which are gang-related, crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likeness', or which advocate racial, ethnic or religious prejudice.

HEAD APPAREL

- Caps, hats, bandanas, or other types of headwear are not to be worn at any time in the school building. Students wearing such items in the building during school hours will have them confiscated. Exceptions for religious or medical reasons should be requested in writing by the parents to the Cyberschool Director.
- Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.

FOOTWEAR

- Shoes must be worn at all times.
- Footwear is required and must be safe and appropriate for indoor and outdoor physical activity. Shoes with wheels, flip-flops and shower-type shoes are examples of inappropriate footwear for school.

GYM CLASS FOOTWEAR

- For the safety of students, as well as to preserve the Parklawn YMCA gym floor finish, all students must wear gym shoes for physical education classes. If a child fails to wear gym shoes for class, s/he will not be allowed to participate. Also, they will lose one day's recess privilege and/or receive a detention. We recommend that students keep a spare pair of gym shoes in their lockers at all times for use on gym days.

JEWELRY

- Earrings or other jewelry that may present a safety hazard or a distraction are not suitable for school wear.
- Carrying of chains or chains connected to wallets is prohibited.
- Wearing of sunglasses is not permitted.
- Wearing grills on teeth are not permitted.

Clothing or other items of personal attire that are found to be dangerous, illegal, or in violation of these rules may be taken away from students and delivered to the office. A parent conference will be required before the item is returned. If a student's appearance is in violation of this policy, he or she may be sent home to change after the parent/guardian has been notified.

Parents should place their child's name in or on all of his/her clothing. Many items of clothing are identical and are often taken by mistake. If your child's name is in his/her clothing, these mistakes can be avoided.

Please note, the school cannot monetarily replace clothing or possessions lost or mistakenly taken. We have no funds available to purchase items. Please have your child check the lost and found for missing articles.

CALENDAR

The Cyberschool *Calendar* provides you with notification of student noon release days and non-attendance days, as well as scheduled Cyberschool events. Please post a copy of the *Calendar* at home and refer to it daily.

PLAYGROUND RESPONSIBILITIES

Cyberschool students must obey all of the rules and regulations outlined by the YMCA when participating in recreational activities in the Parklawn YMCA gymnasium.

The Cyberschool playground and the YMCA gym are places of recreation, fun and exercise. All Cyberschool students use these play areas and therefore, each individual must be aware of the wants and needs of others. Because there are so many students, all must obey the following rules:

- After entering the school grounds in the morning, students may not leave the grounds until dismissal at the end of the day without the expressed written consent of their parents.

- Students play only touch football. All games involving tackling, piling, or blocking are prohibited.
- Students do not play baseball, tackle football, dodge ball, king of the hill, karate, Frisbees or play fighting because someone may get hurt. Suggested games are kickball, four square, hopscotch, jump rope, double dutch, and relay races.
- Students always stay in their assigned area.
- Students use playground equipment properly: Balls do not belong on the roof or in the street. If they land on the roof or street, you must inform the teacher or paraeducator on duty. The engineer will get it down at a later date.
- Bad language or fighting will not be tolerated at any time.
- Personal equipment may be brought to school at your own risk. The school will not be responsible for lost, broken, or stolen equipment.
- During the winter months snowballing is prohibited.

At the end of the recess period(s), students always stop playing immediately and walk to form lines to enter the building quietly.

Cyberschool students are very concerned about everyone's feelings, therefore, they try to play with everyone and make everyone feel a part of the Cyberschool family.

THE LEARNING PROCESS

The task of learning demands hard work from all of the teachers and students. Everyone must work together to make learning a joyful experience.

CODE OF CONDUCT

I WILL, AT ALL TIMES:

- *Come to school ready and willing to learn.*
- *Respect myself, others, and school property.*
- *Have a positive attitude towards people and learning.*
- *Accept responsibility for my actions.*
- *Use my inside voice in the building.*
- *Keep my school free of gum and candy.*

My school day begins when I arrive on school grounds.

My conduct and voice will reflect my understanding of and willingness to follow the Cyberschool's Code of Conduct.

HOMEWORK POLICY

Homework reinforces skills learned in class and helps students learn to work independently and become self-reliant. Though separate daily homework

assignments are not always given, **students are expected to read at home every night**. Each classroom teacher will send home a letter stating the classroom homework policy for the year.

Students need parental support and encouragement for study at home, as well as parental interest in what they accomplish. We ask parents to assist students in arranging home conditions suitable for study. Choose a place in the house that is quiet, well lit and as free from distractions as possible. Keep necessary homework supplies nearby (crayons, pencils, scissors, and paper). The work of the school will be more successful if supported and encouraged by parents.

FIRE/TORNADO DRILLS

Fire and tornado drills are conducted on a regular basis. Silence and order are to be maintained throughout the drills. Students found tampering with or pulling a fire alarm in the building will face disciplinary actions that may include expulsion.

H.E.A.R.T.

The Cyberschool provides a full continuum of services for students with disabilities. Prior to initial assessment and identification of a child with special needs, children identified by teachers or parents as experiencing learning or behavioral challenges in the classroom are referred to the Problem Solving Team (PST) as a part of the pre-referral process. PST members develop a plan for interventions with the regular classroom teacher and are monitored for a 6-10 week period of time. If it is determined that special education needs may be present, students' individual needs are assessed and placement is determined through the IEP process. Placement decisions are not based on disability category, but rather on individual student needs, whether instructional, behavioral or emotional. Our expectation is that each child with special education needs receives services while integrated to the fullest extent possible within the general education curriculum and with same-age non-disabled peers. Students may receive direct or indirect assistance in their regular classroom or in the H.E.A.R.T. (**H**ealth, **E**mootional, and **A**cademic **R**esource **T**eam) room, in individual or small group sessions with specialists, depending on the needs of the students. The H.E.A.R.T. staff includes a full-time special education certified teacher, reading intervention specialists, an Occupational Therapist, a Speech and Language Therapist, and a paraeducator.

The H.E.A.R.T. staff works closely with classroom instructional staff to ensure the alignment of curriculum objectives and the design of appropriate accommodations.

Generally, students are placed within regular education classrooms, with support and special education services provided within the regular education setting, whenever possible. Each child has an IEP team that consists of the student's regular education teacher, the special education teacher, related services personnel, the parents, the LEA representative, and other support staff involved with the student. The team meets to plan for the student, modify and adapt the curriculum,

and to provide support within the regular education environment. Parents are actively involved in the development and implementation of their child's program. There is close communication between school and home. Students with impairments in the areas of SLD, EBD, CD, OHI, and speech and language are currently served within this cross-categorical model.

HIGHLY QUALIFIED TEACHERS

Under federal law parents may request information about the qualifications of their children's teachers, including:

- whether the teacher has met state qualifications and has a license for the grade level and the subject area he or she teaches;
- whether the teacher has an emergency or provisional license;
- what degrees the teacher holds and the field of discipline of his or her certification or degree; and
- whether the child is being provided services by paraprofessionals and, if so, their qualifications.

The Cyberschool will reply in a timely fashion to requests for information. Also, parents will be notified when a child has been assigned, or has been taught for four or more consecutive weeks by a teacher of a core academic subject (English, reading or language arts, math, science, history, civics and government, geography, economics, the arts, and foreign language) who does not meet the highly qualified requirements.

STUDENT ACCEPTABLE USE POLICY FOR COMPUTERS, NETWORK, AND INTERNET ACCESS

Central City Cyberschool of Milwaukee supports the need for access to rich information resources for all of our students and teachers. Access to computers and the network services will be provided to students who agree to and demonstrate appropriate use and practices outlined in this Acceptable Use Policy.

Purpose

The purpose of the technology resources at Central City Cyberschool of Milwaukee is to provide its' users with access to services and resources that will encourage learning beyond the classroom walls. Students will use resources such as the World Wide Web, e-mail, blogs, and other electronic information resources and equipment that are deemed age and developmentally appropriate under the supervision of a teacher or paraeducator.

The use of a computer, network, Internet and e-mail is a privilege, not a right. Inappropriate use will result in suspension and /or cancellation of these privileges. Teachers and administrators will deem what is inappropriate use based on the guidelines below. Their decision is final. It is important that students, parents and teachers read and understand the following guidelines to this agreement. Computer

and network use will not be granted until this agreement is signed and returned to school.

Examples of inappropriate use include, but are not limited to:

- Downloading or installing unauthorized software or files,
- Using profanity in email messages,
- Accessing unauthorized web sites,
- Physically mistreating hardware, or changing computer settings in any way,
- Attempting to disrupt the network,
- Altering of another person's data,
- Printing without permission, and/or
- Not following directions of a Cyberschool staff member regarding computer use.

Personal Safety and Security

- Students will NOT post personal contact information about themselves or other people, including home address, telephone number, school address, personal photographs, and so forth.
- Students are NOT permitted to enter chat rooms, unauthorized blogs, bulletin boards, or any other social networks under ANY circumstances.
- Students will NOT agree to meet with someone they have met online.
- Students will IMMEDIATELY disclose to a teacher or other staff member any message received that is inappropriate.
- Students are NOT permitted to use other student's usernames, passwords, files, or folders.
- Students are NOT permitted to give out their usernames and/or passwords.
- Students will NOT alter any data except their own, when authorized to do so.
- No file or software of any kind is to be downloaded or installed without approval of a teacher or administrator.
- Students will IMMEDIATELY tell a teacher if the student suspects any security risks.
- Students will NOT attempt to gain access to Cyberschool's network or other networks beyond authorized access.
- Students will NOT make deliberate attempts to destroy data by spreading viruses or worms, or disabling, or removing antivirus software.
- Students will NOT engage in illegal acts such as arranging for the purchase of alcohol, threatening other persons, gambling or illegally downloading software.
- Students are responsible for their computers and should never leave them unattended.

Language and General Operation

- Students will NOT use the Internet or any other electronic devices to engage in deliberate and repeated hostile activities that threaten, harass, or harm another individual.

- Students will NOT use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Students must NOT post false or misleading information about other individuals.
- Students will NOT post information that could cause damage to people or property.
- Students will NOT use the Internet or other electronic devices to attempt to impersonate another individual or organization.
- Students will NOT post information that could disrupt the classroom or school.
- Students will IMMEDIATELY tell a teacher if the student encounters inappropriate sites.
- Students will ask for permission to print.
- Students will follow Cyberschool Staff Member's directions when using a computer or the network.
- **Students will treat hardware and software with respect, as it is school property. Students and parents/guardians are financially responsible for any damage to equipment caused either willfully or as a result of carelessness.**

Central City Cyberschool is not responsible for loss of data, nor is the Cyberschool responsible for materials unauthorized by teachers, but accessed by students. The Cyberschool uses web filtering hardware and software to restrict student access to inappropriate content; however, there is no absolute guarantee that students cannot access such content. Therefore, students must be responsible technology users.

If you have any questions, please call the Technology Director at 414-444-1966 x 113.

The signatures on this form are binding and indicate that the parties who signed have carefully read the terms and conditions of the student Acceptable Use Policy, understand their significance, have discussed it (parent with student), and are in agreement.

Further, it is understood that this agreement must be signed and returned to the Central City Cyberschool of Milwaukee before the student will have access to a computer, the network, the Internet, and e-mail.

HOME-SCHOOL COMMUNICATIONS

Monday Folders are the vehicle for all written communication from school. Each child in school will bring the folder home on Monday, or the first day of the school week. The folder is to be signed by the parent or guardian and returned the following day. The left pocket of the folder holds items to be kept at home, and the right pocket items should be returned to the school.

CAFETERIA PROGRAM

Breakfast and lunch are served to students each day.

Students are expected to exhibit proper behavior and manners in the cafeteria. Stand quietly in line while waiting to be served. All students must remain seated in the cafeteria. No food is to be taken out of the cafeteria. The lavatory should be used *before* lunch, escorted there by your teacher.

Cafeteria Behavior:

Good manners are expected at all times, especially in the cafeteria. The following behaviors demonstrate good cafeteria behavior:

- Use INSIDE voices (no loud talking or shouting)
- Walking (not running)
- Respect others (no fighting or disturbing others)
- Appreciate food (no throwing food, no touching other students' food)
- Respect teachers and staff
- Follow directions
- Remain in the cafeteria during the lunch period

WHAT NOT TO BRING TO SCHOOL

- Matches or weapons (knives, sharp objects, etc.)
- CDs or personal computer disks from home
- Toys, electronic games, walkmans, telephone cords, or video games
- Drugs or drug paraphernalia
- Gum
- Excessive amounts of candy or snacks without prior staff authorization

Show and Tell - Parent(s)/Guardian(s) are reminded to carefully select items brought to school to share with other students.

If a student brings a cell phone to school, it must remain in their locker throughout the school day. If a cell phone is heard or seen in the building or during the school day, it will be confiscated. It will be returned only when a parent comes to school to claim it.

Camera (still image or video) or camera phone use is prohibited in the building during school hours, or during CLC, unless written permission is given by a teacher/staff member for educational purposes.

If inappropriate items are found in school, staff will confiscate them. Items will be returned only when a parent comes to school to claim them.

When asked to surrender an item by staff, students will do so immediately without argument or disrespect. Any argument or disrespectful attitude will be treated as insubordination that may result in expulsion.

Note: Staff members are not responsible for finding lost items brought to school.

LOST & FOUND

Any items misplaced by students that are recovered by staff will be sent to the Lost

& Found. Students and/or parents should first check at the front desk to claim lost items. At the end of each semester, all unclaimed items will be donated to the Salvation Army. Please be sure to claim any lost items in a timely manner.

LOCKER SEARCHES

All lockers are the property of the Cyberschool. Cyberschool staff can and may choose to search student lockers at any time. If inappropriate items are found, they will be confiscated and the student will face applicable consequences.

DISCIPLINE

Each member of the Central City Cyberschool family is valued and appreciated. Therefore, it is expected that all Cyberschool members will treat each other with respect, and will act at all times in the best interest of the safety and well being of themselves and others. Any behaviors that detract from a positive learning environment are not permitted, and all behaviors that enhance and encourage a positive learning environment are appreciated as an example of how we can learn from each other. In particular:

- All Cyberschool students, staff and parents are expected to conduct themselves in a manner consistent with school goals, and to work in cooperation with all members of the Cyberschool community to improve the educational atmosphere of the school.
- Student behavior should always reflect a seriousness of purpose and a cooperative attitude, both in and out of the classroom. Any student behavior that detracts from a positive learning environment and experience for all students will lead to appropriate administrative action.
- Students are obligated to show proper respect to their teachers and peers at all times. Disrespectful words and attitudes have no place in the Cyberschool.
- All students are given ample opportunity to take responsibility for their actions and to change unacceptable behaviors.

All students are entitled to an education free from undue disruption. Students who willfully disrupt the educational program shall be subject to the discipline procedures of the school.

Students in Need of Discipline

A disruptive student is one who:

- does not respect the rights and property of other students and staff
- threatens other students and/or staff or any person in authority
- does not possess the self-discipline necessary to function in a classroom environment
- leaves the school grounds without permission

The Role of Parents and Staff in Disciplining Students

We acknowledge that parents have the ultimate responsibility for their children's in-school behavior, therefore parents are notified of inappropriate behavior on the part of their children. Parents and staff must work together to ensure student success. However, parental disruptions on Cyberschool property, at school events, or over the phone are unacceptable and will affect the status of a child attending the Cyberschool. Respect and courtesy must be shown in all interactions and correspondence between parents/guardians and faculty/staff. Disrespect or verbal abuse by parents/guardians may result in the student being withdrawn for lack of support of the educational process and the Cyberschool's community. At a minimum, if at any time a parent chooses to disrespect or threaten a Cyberschool staff member, a "Notice of No Trespass" may be issued by the Cyberschool's executive director, banning that parent from Cyberschool grounds, and enforceable by the Milwaukee Police Department.

Furthermore, while we acknowledge that children misbehave occasionally, a pupil is defined as "disruptive" if s/he continually and willfully interferes with the learning process in the classroom.

If a student is interfering with or disrupts the learning process of others, the teacher will give the child:

- a reminder of the rule
- redirection of behavior
- a restatement of consequences

If this fails to correct the behavior, the following actions may occur:

- The child may be given a time-out in an area of the room where s/he cannot continue the disruption, but will still be involved in the learning process.
- The child may temporarily visit another classroom to continue the learning process.
- The teacher may contact the parent/guardian.
- The teacher may schedule a meeting of the Cyberschool's child study team to work out solutions/strategies. Parents may be invited to attend the meeting.
- Parent(s) may be invited and encouraged to spend the day in the classroom to supervise their child's behavior.

While it is not possible to anticipate and categorize all possible infractions, the following list of inappropriate behaviors is intended to provide basic guidelines for student misbehavior. Students who continue to engage in these and similar type behaviors may receive a behavioral referral:

- disrespectful behavior directed toward Cyberschool staff or fellow students
- disruptive behavior
- failure to follow instructions given by faculty or staff
- inappropriate interaction with fellow students
- use of tobacco products within the school building or on school grounds

Grounds for Suspension and Expulsion

Students and parents should be aware that certain actions, which show a gross neglect for the integrity and reputation of the school and its responsibility to provide an orderly and safe environment for all students, might necessitate immediate and serious disciplinary action. Sanctions for these activities shall include *immediate suspension* for one or more days with parental notification, and possible expulsion.

- flagrant disrespect shown to a teacher, staff member or fellow student, including inappropriate physical contact (e.g. pushing)
- written or verbal threats or assaults directed toward fellow students or Cyberschool staff
- fighting
- vandalism
- theft
- inappropriate public displays of affection
- suspicion of possession of any weapon, firearm, knife, explosive or other dangerous objects in school or on school grounds. [Note: any object used in a threatening manner shall be considered a weapon, even if its normal use is not as a weapon.]
- suspicion of possession, use, or distribution of drugs, drug paraphernalia, alcohol, tobacco, or mock-drug products within the school building or on school grounds
- leaving school premises without permission
- behavior which endangers the property, health or safety of the student or others, or is likely to result in property damage
- gang-related activity
- refusal or neglect to obey Cyberschool school rules

The Cyberschool treats instigation or encouragement of fights in the same manner as fighting. Those who instigate or provoke a fight will be reviewed for expulsion from the Cyberschool. Any students experiencing problems with instigators should immediately bring it to the attention of a teacher or administrator.

Suspended students are responsible for making up all missed work.

NO BULLYING POLICY

Introduction

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

Definition

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived

distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be:

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

Prohibition

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

Procedure for Reporting/Retaliation

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the dean of students (the school staff member designated by the Governing Board to be a recipient of such reports.)

Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to the dean of students.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

Upon receiving the report of bullying, the dean of students shall immediately investigate the report.

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

Procedure for investigating reports of bullying

The dean of students will conduct an investigation of the bullying report within one school day of receiving the report, interview the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

Parents and/or guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation. The Cyberschool shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

Sanctions and supports

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

Disclosure and Public Reporting

The policy will be distributed annually to all students enrolled in the Cyberschool, their parents and/or guardians and employees. The Cyberschool will also provide a copy of the policy to any person who requests it.

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report shall be prepared and distributed to the governing board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

WEAPONS POLICY

The Cyberschool is a place for learning - weapons of any type do not belong here. A weapon is a gun, knife, razor, stick, metal knuckle, bat, or any other object used in a threatening manner or intended to cause bodily harm.

If a student brings any weapon to school, their life will change immediately! The police will be called and the student will be immediately suspended. The Cyberschool's administration begins a process that may eventually expel the student.

Strict disciplinary action, including police involvement, will also be taken against students involved in any criminal offense. Examples are: verbal/physical assault; disorderly conduct; extortion or theft; possession, or sale of alcoholic beverages or drugs or drug paraphernalia; arson; vandalism; sexual assault; or gambling. All involved students will be immediately suspended and the police will be called.

DUE PROCESS

Every student has the right to explain his/her side of the story when accused of not acting responsibly or violating one of the school rules. It is always the student's responsibility to tell the truth about what happened.

FORMAL PROCESS FOR REQUESTS FOR INVESTIGATION

If students or parents have concerns, complaints or questions about the operation of the Cyberschool, they should address them to the Executive Director, Dr. Christine Faltz (444-2330). The Charter School Review Committee of the Common Council of the City of Milwaukee is ultimately responsible for ongoing review of the financial, educational, staffing and facility status of charter schools.

MANDATED REPORTERS

All school staff members are mandated reporters. This means that by law staff members are required to report any suspected abuse or neglect or threatened abuse or neglect of a child seen in the course of their professional duties. Staff is not required to contact the family in cases of suspected abuse or neglect. All reports are made in confidence to Child Protective Services (CPS). Our #1 concern is the safety and success of our children. Anything that threatens or hinders that will be addressed.

RECOGNITION OF EXCELLENCE

The Cyberschool is proud to offer awards programs for those students who achieve academic excellence, demonstrate good citizenship, follow the rules and display excellent behavior, maintain exceptional attendance, exhibit computer care during use, and significantly improve behavior and achievement levels.

Recognition of excellence will be accomplished with the following awards:

PERFECT ATTENDANCE AWARD - Perfect means perfect!!! Awarded to students who are in attendance every day, for the entire day, and arriving on time. (Awarded at the end of each month to all students who had perfect attendance.)

SUPER CYBER-STUDENT AWARD - Awarded to the student who demonstrates exemplary behavior: Carrying laptop computer with care, following teacher's directions, keeping fingers off of the screen, using the computer as a learning tool, sharing information and talent with peers, demonstrating pride for the Cyberschool's property, and generating creativity via the computer technology. (Awarded at the end of each month to one student from each classroom.)

LEADERSHIP AWARD - Awarded to the student who exhibits extraordinary leadership skills both in and out of the classroom. (Awarded to one student per classroom each month.)

MATHEMATICS AWARD - Awarded to the student who exhibits extraordinary math achievement. (Awarded to one student per classroom each month.)

LITERACY AWARD - Awarded to the student who exhibits extraordinary literacy achievement. (Awarded to one student per classroom each month.)

MOST IMPROVED STUDENT AWARD - Awarded to the student who demonstrates significant improvement in achievement, attendance, service, and/or behavior. (Awarded monthly to one student from each classroom.)

MOST OUTSTANDING STUDENT AWARD - Awarded to the student who consistently achieves academic excellence. (Awarded monthly to one student from each classroom.)

CITIZENSHIP AWARD - Awarded to the student who demonstrates exemplary behavior in the classroom, to and from school, and throughout the school on a regular basis. (Awarded at the end of the school year to all students who are nominated by their teacher.)

DR. MARTIN LUTHER KING JR. AWARD - Awarded to the student who displays a peaceful and non-violent attitude, makes good/positive choices for themselves, willingly sets aside their own achievements to help others, demonstrates positive leadership skills at all times, and demonstrates understanding and dedication to the philosophy of peace and equality. (Awarded at the end of the school year to one student per grade level K, 1-2, 3-4, 5-6, and 7-8. The teacher will nominate the student.)

CENTRAL CITY CYBERSCHOOL OF MILWAUKEE

Student Handbook Review

TEACHER CERTIFICATION SECTION:

My signature below certifies that I have reviewed this handbook with the students in my class, and I expect all of my students to follow the rules and responsibilities as outlined so that we can all achieve the Cyberschool's high academic and behavioral standards.

Teacher's Signature

Date

PARENT CERTIFICATION SECTION:

My signature below certifies that I have read, understood, and discussed these rules and responsibilities with my child, and that by signing below, I agree to support, enforce, and abide by the Cyberschool's rules. I will work with the Cyberschool staff to ensure that my child achieves high academic and behavioral standards.

Parent's Signature

Date

STUDENT CERTIFICATION SECTION:

My signature below certifies that I have reviewed these rights and responsibilities with both my teacher and my parent(s), and that I will follow these rules and responsibilities so that I can achieve the Cyberschool's high academic and behavioral standards.

Student's Signature

Date