

CENTRAL CITY CYBERSCHOOL OF MILWAUKEE



K-8

FAMILY HANDBOOK

2023- 2024

www.cyberschool-milwaukee.org

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TO CYBERSCHOOL PARENTS AND STUDENTS:

This handbook was developed to make you aware of the expectations of the Central City Cyberschool of Milwaukee. The Cyberschool is a technology-rich, character strong school, 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 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/Guardians and students, please read and discuss these expectations with your child. If you have any questions, feel free to call or visit our 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 driving vision of the Central City Cyberschool of Milwaukee is to make a positive impact on our neighboring community by providing high-quality, technology-rich learning opportunities for our children and families.

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.

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.

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.

If more students apply for admission than can be accommodated, Central City Cyberschool shall admit students on the basis of a lottery. However, continuing students, their siblings, and children of current employees of Central City Cyberschool may be given preference in admission and do not need to be included in the lottery process.

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. A Cyberschool staff member will escort parents while they are within the building during school hours. This policy is for the safety and protection of everyone under the Cyberschool's care.

ATTENDANCE

Closing the achievement gap begins with being in school, on time, every day.

If a child is going to be absent, the parent must report before **8:30 a.m.** at 444-1966 x195. Leave your child's name (first & last), room #, date(s) of absence, and reason for absence.

Students that enter the building after 8:15 must be signed in by a parent/guardian. If a student arrives after 8:30 a.m with a doctor's excuse or because of a family emergency, the parent/ guardian must notify the office. **A parent must sign the student in at the front desk.**

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.

Listed below are acceptable and unacceptable excuses for missing school.

Excused Absences include:

- > 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 include:

- > babysitting

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

TARDINESS

1. Your child is considered tardy if he/she arrives after 8:00 a.m.
2. Early dismissals are considered being tardy. Central City Cyberschool will not release students prior to the end of the school day without the student being signed out by a legal guardian.

TRUANCY POLICY

Cyberschool students' school day begins promptly at 7:30 a.m. and ends at 2:40 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 8:00 a.m. and/or leaving prior to 2:15 p.m. This means that children who come in tardy after 8:00 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 Wisconsin Department of Public Instruction 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 evaluate the student's academic performance.
2. We will assess any social or academic problems that we are made aware of that may play a role in the truancy.
3. We will attempt to make contact with the parent/guardian by phone, in writing and/or by a home visit, to determine if barriers exist that the Central City Cyberschool can support.
4. 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.

Once the above steps have been documented and addressed, we MAY 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 8:00 a.m. and leaves prior to 2:15 p.m. without a valid excuse.

Truancy Policy Steps:

1. Two unexcused absences in a week will result in a phone call from the classroom teacher, and will be documented in PowerSchool.
2. Ten unexcused absences in a semester will result in a letter stating the severity of the matter.
 - The Parent/Guardian will be required to meet with the Student Services Manager to create an attendance success plan.
3. If communication via phone calls or letter is unsuccessful, a home visit will be attempted after 15 unexcused absences.
4. Fifteen or more unexcused absences in a semester, with no communication, may result in a **warning to drop** letter, supported with a Central City Cyberschool withdrawal form.

When to Stay home

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 Cyberschool 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:

Tested positive, or exposure to COVID-19	Lice	Vomiting/Diarrhea
Fever/ temperature over 100 degrees	Bed Bugs	Frequent Cough
Diagnosed contagious disease	Pink Eye	

Sick students are expected to stay home, as Central City Cyberschool does not have an onsite nurse, nor the capacity to watch over sick students.

If Central City Cyberschool learns that a staff member or student has tested positive for **COVID-19**, we will consult CDC guidelines, and contact our local health department to discuss the appropriate management of potentially exposed staff and students.

DAILY DISMISSAL POLICY

Cyberschool students are dismissed each day at 2:40 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 2:40 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 2:10 p.m. 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 2:15 PM for unexcused, non-emergency reasons will be recorded as truant.** Truancy letters will be issued in accordance with school policy. *(see pg. 7 of handbook)*
- **Children (grades k-8) who walk home immediately upon dismissal** at 2:40 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 k-8) expecting rides** (See Driveline)
- **Children (grades k-8) participating in the Cyberschool's Community Learning Center (CLC) after school will be escorted to their designated assigned area.**

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 15-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 late duty staff is**

scheduled to leave the building, 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 Emergency contact form; a picture I.D. will be required.

REMEMBER: EARLY PICK-UP IS NOT ALLOWED after 2:10 p.m. All pick-ups after 2:10 must go through Driveline.

DRIVELINE

- Each family with students in grades k-8 have been issued a **Driveline** number and will receive a hang tag for their car that displays that number. Families with multiple students will all be issued the same number.
- When parents arrive to pick up their children, cars should enter the **Driveline** turning south on 44th street from Congress. A staff member will meet you as you turn onto 44th street and get the number from your hangtag to enter into the **Driveline** system.
- The staff member will then direct you to pull up to the front door of the school where you will wait for your child to come out to the car.
- In the event the child is being picked up by someone other than a parent/guardian, they will need the hangtag to enter the **Driveline**.
- Cyberschool staff will begin entering numbers at 2:25.

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 enrichment, 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. Beginning each fall, the after-school program will offer a variety of activities that may include tutoring, technology and academic enrichment, Social Emotional Learning (SEL), as well as

sports and recreation, nutrition and health, arts and music opportunities that build self-confidence. CLC provides a safe and nurturing environment outside of regular school hours for Cyberschool students.

DAILY SCHEDULE

Students may enter the building as early as 7:30 AM. Breakfast is served to children between 7:30-7:45 each morning. Children arriving after 7:45 will have missed breakfast. School is dismissed promptly at 2:40 p.m. each afternoon.

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.

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>Tights and leggings MUST be SOLID black, navy, or white in color.</p> <p>Sweatshirts and sweaters MUST be NAVY, BLACK, ROYAL BLUE, or WHITE</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> <p>Tights and leggings MUST be SOLID black, navy, or white in color.</p> <p>Sweatshirts and sweaters MUST be NAVY, BLACK, ROYAL BLUE, or WHITE</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 unless it is worn as an undershirt. Undershirts must be plain white.
- ✓ No colorful or patterned socks or leggings allowed (Tights and leggings must be SOLID black, navy, or white in color).
- ✓ 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, and must be worn with a collared shirt underneath (Sweatshirts and sweaters must be NAVY, BLACK, ROYAL BLUE, or WHITE). 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.
- ✓ 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 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” or “Jean 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.
- ☐ 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.

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, shower-type shoes are examples of inappropriate footwear for school.

GYM CLASS FOOTWEAR

- For the safety of students, as well as to preserve the Cyberschool 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. 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 of grills on teeth is 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. Please have your child check the lost and found for missing articles.

CALENDAR

The Central City Cyberschool Calendar provides you with notification of students and staff 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

The Cyberschool playground and the Cyber High 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.

- 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.
- All games involving tackling, piling, or blocking are prohibited.
- 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. 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 stop playing immediately and walk to form lines to enter the building quietly.

HOMEWORK POLICY

Homework may reinforce skills learned in class and help students learn to work independently and become self-reliant. Though separate daily homework assignments are not always given, **students are encouraged to read at home every night**. Each classroom teacher will send home a letter stating the classroom homework policy for the year.

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, & EMERGENCY RESPONSE DRILLS

Fire, tornado, and emergency response 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.

The Cyberschool has adopted the Standard Response Protocol (SRP) provided by the *I love u guys foundation* for our response to emergencies. This provides a uniform, planned, and practiced response to any incident is the foundation of a safe school.

H.E.A.R.T. (Health, Emotional, and Academic Resource Team)

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 HEART as a part of the pre-referral process. HEART 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 the 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. room, in individual or small group sessions with specialists, depending on the needs of the students.

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, ID, OHI, and speech and language are currently served within this cross-categorical model.

Wellness Team

The Central City Cyberschool Wellness Team focuses on the health and well-being of students, staff, and families in the school community. The school Wellness Team supports Social Emotional Learning, mental health, behavioral support, referrals, and guidance of the School Based Mental Health Clinic.

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 CHROMEBOOKS, 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 chromebooks and 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 internet, 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.

All Central City Cyberschool devices are monitored by GoGuardian. The use of a chromebook, IPAD, network, Internet and e-mail is a privilege, etc., 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 messages,
- Accessing unauthorized websites,
- 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 chromebook 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

Weekly communication and updates will be posted on the school website, at www.cyberschool-milwaukee.org, and on ClassDojo.

Positive messaging and communication is also shared through **ClassDojo**. **ClassDojo** is a school communication platform that teachers, students, and families use every day to build close-knit communities, by sharing what's being learned in the classroom home through photos, videos, and messages.

Please stay connected to the Cyberschool's website for additional information.

CAFETERIA PROGRAM

Breakfast and lunch are served to students each day.

Students are expected to exhibit appropriate behaviors 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 restrooms should be used *before* lunch, escorted there by your teacher.

Cafeteria Behavior

The following expectations are expected of all in the cafeteria.

- I will use good manners.
- I will sit at my assigned table
- I will get up only when given permission
- I will keep my hands and objects to myself
- I will consume all food before I leave the area

BIRTHDAY CELEBRATIONS

Birthday celebrations will be held at the end of the day. If snacks or treats are brought in during the school day, please leave them at the front desk. (Nutritional snacks are encouraged). **The COVID-19 Pandemic could alter End-of-Day Birthday Celebrations, and the sharing of Birthday snacks and treats.**

WHAT NOT TO BRING TO SCHOOL

- Matches or weapons (knives, sharp objects, etc.)
- Toys, electronic games, or video games
- Drugs or drug paraphernalia
- Gum
- Excessive amounts of candy or snacks without prior staff authorization

CELL PHONES

The use of cell phones is prohibited during school hours. Otherwise, cell phones are not to be SEEN, USED, or HEARD between the hours of 7:30 am – 2:40 pm without permission from a staff member. Violations **MAY** result in confiscation of the equipment, and further discipline from the school.

If a student brings a cell phone to school, it must remain in their locker, or given to a teacher/staff for safe storage of the device. If a student is caught using a cell phone during the school day, it **MAY** be confiscated, and returned only when a parent comes to school to claim it.

If a cell phone or other electronic device is confiscated from a student, parents/guardians must schedule an appointment to pick up the device.

Cell phone camera (still image or video) 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.

Cell phone camera (still image or video) use is prohibited during school arrival and dismissal.

(Central City Cyberschool is not responsible for lost or stolen items at 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

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 disruption. Students who willfully disrupt the educational program shall be subject to the discipline procedures of the school.

At Central City Cyberschool, we take a proactive approach to classroom management and discipline. Teachers use a variety of strategies including restorative practices, to promote positive behavior and to redirect problem behaviors. We believe that the learning environment is sacred. We work to ensure that every child is safe (physically, emotionally, mentally and intellectually) and can learn without needless disruptions.

Central City Cyberschool embraces character education, and restorative practices as a foundation for social-emotional skills, along with **SECOND STEP** to support the in-class learning around social-emotional topics. Cyberschool students engage in lessons around monthly character traits, and participate in daily morning meetings to encourage community.

Positive messaging and communication is also shared through **ClassDojo**. **ClassDojo** is a school communication platform that teachers, students, and families use every day to build close-knit communities, by sharing what's being learned in the classroom home through photos, videos, and messages.

The Role of Parents and Staff

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 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.**

If a student is interfering with or disrupts the learning process of others, the Cyberschool will implement the following steps:

Step 1

- A reminder of the classroom rules and **school-wide expectations** (SLANT, etc.)
- In-Class “Time in”

Step 2

- Take a break w/ buddy teacher (learning will continue during this small break).
- Parent contact (by classroom teacher)
- Loss of ClassDojo Points
- Loss of non-academic activity
- Restorative meeting w/ teacher and or classroom

(One, or combination of the above)

**Teacher/ Staff documents in PowerSchool*

Step 3

- Student meet with Dean of Students
- Restorative meeting w/ teacher and or classroom
- Parent meeting/ w Dean of Students
- Parent Meeting/ w Teacher
- Community Service

(One, or combination of the above)

**Teacher/ Staff documents in PowerSchool*

Step 4

- Check in/out
- Behavior Plan
- Suspension (*Suspensions issued after 11:00 am will be served the following day*)
- Support from School Wellness Team

(One, or combination of the above)

**Teacher/Staff documents in PowerSchool*

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 may 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.
- Written or verbal threats or assaults directed toward fellow students or cyberschool staff
- Fighting
- Repeated bullying
- 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 may be reviewed for suspension or expulsion from the Cyberschool.** Any students experiencing problems with instigators should immediately bring it to the attention of a teacher or administrator.

If students are absent from school due to suspension, these days will be considered excused absences. If a parent chooses to keep their child out additional days following the suspension, those days are considered unexcused.

Suspended students are responsible for making up all missed work.

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Central City Cyberschool Expectations

<p><u>Voice Level</u> 0 Silence 1 Whisper 2 Inside Voice 3 Outside Voice 4 Emergency</p>	<p><u>Classroom</u> I will SLANT I will actively listen to the speaker. I will be prepared for class. I will follow directions. I will have an open mind.</p> <p style="text-align: right;"><u>0-2</u></p>	<p><u>Hallway</u> I will always walk. I will be in a single file line. I will face forward. I will keep my hands to myself. I will walk with a purpose. I will respect decorations and artwork. I will smile and wave when I see a friend.</p> <p style="text-align: right;"><u>0</u></p>
<p><u>Playground</u> I will listen to adults the first time. I will take care of playground and recess equipment. I will invite others to play with me. I will stay inside the play area. I will leave rocks, leaves and sticks on the ground. I will tell my teacher if I see strangers or animals. I will tell my teacher if someone is hurt, or if someone is doing something that could hurt themselves or others. I will wait for my turn. I will play fair and safe.</p> <p style="text-align: right;"><u>3</u></p>	<p><u>Stairway</u> I will walk in a single file. I will stay to the right, near the railing. I will walk slowly, touching each step. I will leave space between me and the person in front of me. I will keep my hands to myself.</p> <p style="text-align: right;"><u>0</u></p>	<p><u>Cafeteria</u> I will use good manners. I will sit at my assigned table. I will get up only when given permission. I will keep my hands and objects to myself. I will clean up my area including the floor. I will consume all of my food before I leave the area.</p> <p style="text-align: right;"><u>2</u></p>
<p><u>Restroom</u> I will wash my hands and use proper hygiene. I will respect others' privacy. I will respect the property of the school.</p> <p style="text-align: right;"><u>1</u></p>		

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/verbiage by **cell phone, text messages, Social Media, Blogs etc., – 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.

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.

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 **MAY** 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, Jessica Whitaker (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.)

HONOR ROLL - Honor roll is calculated at the conclusion of each quarter. All core subjects, as well as specials classes are used to determine honor roll.

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