



100 Years of Excellence

Parent & Student Handbook
2013-2014

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This Handbook Belongs To:

Name: _____

Address: _____

City: _____ State: _____ WI: _____

Telephone Number: (_____) _____-____-_____

Follow us on 

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To Parent(s)/Guardian(s):

Thank you for the opportunity to educate your child this school year. We want you to know that we are delighted that you made us your choice in providing your child with an educational experience that will assist in shaping his/her future. We do not take this opportunity for granted and want to assure you that we will make your child our number one priority in education.

This handbook has been developed by our faculty to help you learn as much as possible about our school's policies and procedures and the services offered to students and families. You will find it extremely useful as a quick reference guide as questions arise throughout the school year. We also urge you to check your child's agenda on a daily basis for homework, upcoming due dates, communication from the teacher, etc. You are urged to contact administration if you have any questions.

To Students:

On behalf of the faculty, we would like to welcome you to Washington High School of Information Technology (WHS of IT) for the coming year. We are extremely proud of the programs offered to our students and we are looking forward to serving each of you in your endeavors to meet your academic goals. It is our belief that every child deserves exposure to the greatest opportunities that life has to offer. We are more than happy to provide you with those experiences which will help to shape and mold your future.

Whether you are joining us for the first time or have been with us for a number of years, we encourage you to become an involved member of the Purgolder family. In addition to an excellent academic foundation, we offer many activities, tutoring, clubs, and sports to help students become well-rounded, mature, young adults. We strongly encourage you to take advantage of the programs offered and become an engaged participant in your educational experience. You will benefit greatly by being actively involved in your classes and the programs offered. If you encounter difficulties, please seek out any of our staff members and we will do our best to help you. "Commitment to Excellence" is our promise to you and our expectation of every student.

We look forward to this school year with great excitement. We are committed to working every day to assure that your educational experience at WHS of IT is rewarding and successful.

Sincerely,

Ms. T. Adair, Principal

Washington High School of Information Technology

Vision & Mission Statements

Vision

At Washington High School of Information Technology, it is our vision to graduate students academically empowered to compete and succeed globally.

Mission Statement

At Washington High School of Information Technology, we are passionate about student success. Washington High School of Information Technology will create an atmosphere that demands excellence. We will build relationships with all stakeholders to assure that we are providing world class educational experiences that will catapult our students to the highest levels of academic achievement. Through the use of technology and enhancement of partnerships with business and higher education institutions, we will create opportunities for students to graduate proficient and prepared to compete and succeed in an ever changing global society.

Handbook on Rights, Responsibilities, & Discipline

The MPS Parent/Student Handbook on Rights, Responsibilities and Discipline describes in detail items that keep our school safe and orderly. If you have not been provided a copy in the mail, please obtain one from the main office or our Parent Center located on the second floor by the main office.

Academies

Washington High School of Information Technology offers three academies. Students have the opportunity to select one academy to participate in before their 10th grade year.

Information Technology

The Academy of Information Technology prepares students for a variety of career and college opportunities in the rapidly expanding information technology arena. Careers in this field include programming, computer systems and administration, web design and administration, digital networks, and other areas in the global digital workplace.

Project Lead the Way Engineering

The Project Lead the Way Engineering Academy (PLTW) is a four-year program of study. This nationally recognized program courses that prepare students through activities that are hands-on and project-based. By working through the PLTW curriculum, students develop critical thinking and problem solving skills while using industry-leading equipment and software. Through PLTW, students explore mechanics, electronics, manufacturing and alternative energy, and apply engineering concepts related to control systems – think robotics. Students design, test, and construct circuits that are used within devices such as smart phones and tablets, and work collaboratively culminating unit and capstone projects.

Hospitality & Tourism

The Academy of Hospitality & Tourism prepares students for careers in one of the largest global industries. Through this academy students gain skills and knowledge that will prepare them for leadership roles in careers from hotel management to sports, entertainment, and event management.

Student Services

College & Career Center

Located on the fourth floor room 436; The James Place Milwaukee College & Career Center career development center is a place where students may explore interests' areas in the development of his/ her careers. There is information on careers, colleges, vocational schools, and apprenticeships; additional information can be found on life management skills. Career advisors will be available to assist with career planning.

Guidance

Students are encouraged to visit with guidance for personal guidance and information on grades, graduation requirements, study help, and testing programs. Guidance is available to discuss home, school, or social concerns.

Parent Center

The Washington High School of Information Technology Parent Center is located in room 285. It is conveniently located on the second floor by the main office. The Parent Center was established to meet the needs of the parents and we encourage parents to come into the school and volunteer.

- *Parent concerns:* All parent complaints regarding staff, student, and educational program issues which cannot be resolved between the teacher and parent are to be referred to the principal.

- *Family Involvement Policy-WHS of IT:*
 - o Acknowledges, affirms, and embraces parent as the first and foremost educators of their children.
 - o Commits to provide the resources and support needed to increase parental/family knowledge, access, accountability and decision-making.
 - o Recognizes that the needs and interests of families and students must be central to achieving school and district-wide goals and objectives.
 - o Is committed to respect for and empowerment of all parents/families.
 - o Is committed to eliminating barriers to parental/family empowerment.
 - o Commits to broaden parental/family input into the development of policies, plans, and procedures that impact on the education of children at WHS of IT and the MPS in general. This includes the curriculum and assessments used to measure student progress.
 - o Acknowledges that parents/families have a right and responsibility to advocate for their children, and be accorded respect by all WHS of IT employees. Parents will be supported to insure participation in the development and implementations of the IEP and other supported plans.
 - o Is committed to a School Governance Council/Title 1 Advisory Council, comprised of parents, students, school staff, and community representatives. An annual meeting will be held to inform families regarding Title 1 and the WHS of IT School Improvement Plan. Families will be involved in planning, review, and improvement of the WHS of IT School Improvement Plan.

School Nurse

The school nurse's office exists for emergency situations and for ill students. Students who need to see the nurse must get a pass from their classroom teacher. If a student must take medication, he or she must bring it to the nurse along with an instruction form signed by the prescribing physician. This form can be obtained from the school nurse. Students are not permitted to possess any medication/drugs at any time in school.

Social Worker

The school social worker is available to students who are in need of various resources. The social worker is available to collaborate with students to resolve problems, deal with issues of abuse, rape ect.... The goal is to get students on-track to par-take in a healthy educational experience that is both healthy and productive.

School Psychologist

The school psychologist is available to provide solutions to the problems and issues students face in their school experience. Students are encouraged to deal with their everyday problems. The students will also be motivated to study hard and get good grades. The school psychologist will consult with parents and guardians as well as the teachers to solve and realize the problems of students. Emotional support will also be provided to students to discuss their problems carefully to come up with appropriate solutions.

Extracurricular Activities

Co-curricular and sporting activities are strongly encouraged at WHS of IT. Initial sign-up will take place at orientation. Additional notices for other activities will be posted throughout the year. Students are expected to pay an Athletic Fee of \$20.00 for EACH sport that they are involved in. Call the WHS of IT Athletic Office for sports schedules, practice times, and locations and any other sports questions. The telephone for the WHS Athletic Office is (414) 875-5951.

List of offered Athletics:

Fall

Football

Girls Volleyball

Girls Tennis

Boys & Girls Cross Country

Boys Soccer

Winter

Boys & Girls Basketball

Boys & Girls Wrestling

Spring

Boys & Girls Track

Boys Tennis

Girls Soccer

Boys Basketball

Extra curricular

Robotics [year around: Fall- VEX Robotics A winter/Spring-FRC Robotics]

Forensics

Drill Team/Dance

Student Government Association (SGA)

The Student Government represents students and their concerns, SGA meetings follow Robert's Rule of Order:

- Any concerns may attend meetings
- Students not on SGA may partake in discussion but not vote
- Students wishing to raise an issue or speak at a meeting must see the SGA president or advisor to be put on a meeting agenda. They may then speak to their issues to the SGA for discussion and voting. The issue will not be discussed if the student raising the issue does not attend. Meetings are held regularly. Listen for notice on the announcements.

National Honor Society

Open to students with high GPAs (3.0 for sophomores, juniors, and seniors) who demonstrate leadership qualities, dedication to positive traits of character, and community service; performs various community service activities; works to encourage scholarship.

Transportation

Students who reside two or more miles from school will be provided with yellow bus service. Milwaukee Public Schools Pupil Transportation Services use computer programs to determine the safest, most efficient bus routes possible. Student data, traffic conditions, and safety variables are all considered.

Assigned Bus Stops and Routes

Students may board and leave only on the specified route and at the stop to which they are assigned. When a child moves and there is no existing bus service from the new address, every effort will be made to adjust the route to allow the child to continue at the present school. If the child attends elementary school, the new address must be in the same transportation region as the school of attendance, in order for the child to receive transportation.

Parents are reminded that it can take up to **two (2) weeks** to adjust bus service. Parents should notify the child's school of the change of address **before the move takes place**.

Corner Stops

Pick-up and drop-off sites for regular riders are at corner stops. Riders should be at their assigned corner stop ten (10) minutes prior to the scheduled pick-up time. A student should wait at least ten (10) minutes past the pickup time before returning home to inquire about a late bus.

Inclement Weather

Traffic delays are to be expected on days with inclement weather. Please be sure you are dressed appropriately.

Address Changes and Phone Numbers

When a child moves or change phone numbers; it is important to update their records. Please stop in or notify the office. The student can also bring home a contact card and return it to the office immediately.

Bus Behavior

The school bus is an extension of the school environment; students are expected to respect bus transporters and school staff members. Students are to follow bus rules as well as school rules.

2013-2014 School Year

BELL SCHEDULE

<u>PERIOD</u>	<u>START TIME</u>	<u>END TIME</u>
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ALL Students

Period 1	8:35 a.m.	9:34 a.m.
Period 2	9:39 a.m.	10:30 a.m.
Period 3	10:35 a.m.	11:26 a.m.

Students with 4th Period Lunch

Period 4 LUNCH	11:31 a.m.	12:01 p.m.
Period 5/6	12:06 p.m.	12:57 p.m.
Period 7/8	1:02 p.m.	1:53 p.m.

Students with 6th Period Lunch

Period 4/5	11:31 a.m.	12:22 p.m.
Period 6 LUNCH	12:27 a.m.	12:57 p.m.
Period 7/8	1:02 p.m.	1:53 p.m.

Students with 8th Period Lunch

Period 4/5	11:31 a.m.	12:22 p.m.
Period 6/7	12:27 p.m.	1:18 p.m.
Period 8 LUNCH	1:23 p.m.	1:53 p.m.

ALL Students

Period 9	1:58 p.m.	2:49 p.m.
Period 10	2:54 p.m.	3:45 p.m.

Graduation Requirements

For students graduating Class 2015 (and later):

Students must earn a minimum of 22 units to graduate from WHSoIT as indicated below:

- 4.0** units of **English**

- 3.0** units of **Mathematics** (Algebra or higher)

- 3.0** units of **Science**: includes content and laboratory studies in biological, physical, and chemical sciences

- 3.0** units of **Social Studies** as follows:
 - 1.0** unit of U.S. History
 - 1.0** unit of World History, World Studies or World Geography
 - 0.5** unit of American Government and **(Or 1.0 unit of citizenship)**
 - 0.5** unit of Economics

- 1.5** units of **Physical Education** (must be taken three out of four years)

- 0.5** unit of **Health**

- 1.0** unit of **Fine Arts**

MPS requires students to choose one of the following options below)

- Online Course,
- Community Service Experience or
- Service Learning Project

The remaining 6.0 elective units may be taken in other courses.

Units Required for Class Standing:

- 5 Credits Earned for Sophomore Standing**
- 10 Credits Earned for Junior Standing**
- 16 Credits Earned for Senior Standing**

For students graduating June 2014 (and earlier):

Students must earn a minimum of 22 units to graduate from WHSoIT as indicated below:

- 4.0** units of **English**
- 2.0** units of **Mathematics** (Algebra or higher)
- 2.0** units of **Science**: includes content and laboratory studies in biological, physical and chemical sciences
- 3.0** units of **Social Studies** as follows:
 - 1.0** unit of **U.S. History**
 - 1.0** unit of **World History, World Studies or World Geography**
 - 0.5** unit of **American Government and** (Or 1.0 unit of citizenship)
 - 0.5** unit of **Economics**
- 1.5** units of **Physical Education** (must be taken three out of four years)
- 0.5** unit of **Health**
- 1.0** unit of **Fine Arts**

The remaining 8.0 elective units may be taken in other courses.

Units Required for Class Standing:

- 5 Credits Earned for Sophomore Standing**
- 10 Credits Earned for Junior Standing**
- 16 Credits Earned for Senior Standing**

**Milwaukee Public Schools Comprehensive Math & Science Plan (CMSP) and
Milwaukee Public Schools Comprehensive Literacy Plan (CLP)**

The Milwaukee Public Schools (MPS) are taking a lead on a comprehensive approach to integrating the Mathematics Common Core State Standards with science standards. As a plan of action to improve PreK-12 student learning and achievement in Mathematics and Science, the MPS Comprehensive Mathematics and Science Plan (CMSP) is designed to equip every student with the levels of rigor and relevance needed for success in college and career readiness.

The CMSP will expand on the approach utilized in the 2012-2013 school year to develop and implement the Comprehensive Literacy Plan (CLP) to improve literacy performance. The CLP provides a single, district-wide vision for PreK-12 teaching and learning in literacy and includes high-quality instructional materials aligned to curriculum, and on-going professional development for key district staff.

Foundational to the CMSP is a district-wide vision for mathematics and science. Its development is currently underway and will be implemented during the 2012-2013 school year. The plan will include a guaranteed and viable curriculum for mathematics and science, research-based instructional design and strategies, assessments that inform teaching and learning, aligned resources including instructional technology, system-wide ongoing professional development, and broad community and constituency engagement. This work is supported in part by the GE Foundation Developing Futures in Education Grant. Regular updates will follow as MPS continues the work to develop and implement its CMSP.

Student Responsibilities / Discipline

Students have the right to a free public education, but they are responsible for complying with the rules and regulations of the school district and the instructions of all school district personnel. They must accept the authority of all school district personnel on school property and at school-sponsored, off-campus events. Failure to meet these responsibilities will be cause for disciplinary action.

Attendance

Daily attendance is essential for all students. All students are expected to attend every period, every day, to be on time for the start of the day by reporting to class before 8:35 a.m. and to be on time for the start of every class.

Arrival at School

Students who arrive prior to 8:20 a.m. must enter the building through the north lobby and may go directly to the cafeteria. Students may obtain passes from their teachers to meet prior to 8:20 a.m. and must present the passes to the supervising or the safety staff. Students must remain with that teacher until 8:30 a.m.. Reason for early entrance may include special help or club meeting, etc.

Upon the bell at 8:25 a.m., students may enter the building through the north lobby and report to their lockers. Students in the cafeteria will be dismissed at this time. Students must use this time from 8:25 to 8:35 a.m. to prepare for the school day. They must place coats, hats, caps and book bags in their lockers and take the necessary books, folders, pencils, pens etc. needed for morning classes. Bookstore business and office matters must be taken care during these ten (10) minutes.

Late Yellow Bus Admittance

Students arrive on the late bus will be allowed to go to their lockers and proceed to their assigned classes. Their tardy will be excused.

Tardy to School

WHS of IT has implemented a tardy policy to help students be on time and make the most of their learning experience. As a result, students are held accountable for these rules:

1. Students not in their first period will be marked absent for the entire day unless they check in as tardy in the attendance office.
2. Students who arrive after 8:35 a.m. must enter the building from the north lobby.
3. Students not in their first period class by 8:35 a.m. are tardy. They will report to the attendance office where they will be issued a tardy slip and sent on to their first period class until 9:00 a.m.
4. Students arriving after 9:00 a.m. will be issued a tardy slip and kept in the cafeteria for the duration of the first period. **This is considered an unexcused absence from first**

period. Students will present the tardy slip to their teacher the next day to be admitted to first period class.

Excused (Legal) Absence

Students absent from school must have a parent/guardian call school before 9:00 a.m., the day of the absence. Students must submit a written excuse signed by parent/guardian to the attendance office, room 185, before or after school within forty-eight (48) hours of returning to school.

Legal absences defined by the School Board include: personal illness; funerals; required legal appearances; designated religious holidays; medical or dental appointments; family emergencies-student absences which contribute to the health, safety, or financial well-being of the family; driver's examinations; approved educational activities. Unacceptable reasons for absences include: vacation, deer hunting, fishing trip, personal business, working, babysitting, shopping, etc. A parent may excuse a child for up to ten (10) days for any reason, but a written excuse must be submitted **before** the absence.

Students are urged to schedule dental/doctor appointments, job interviews, etc. outside of regular school hours. If this cannot be arranged, prior to 8:35 a.m., students are to present the attendance office a written note from parent(s)/guardian(s) requesting early dismissal.

Students may not leave school unless they are officially excused through the main office.

Tardy to Class

Tardiness to class is not allowed. Students will have five (5) minutes to change classes and must be inside their classroom when the tardy bell rings. Students reporting to class tardy excessively will be reported to the administration.

Truancy

If students are chronically tardy or absent, teachers will contact parents/guardians and a parent conference will be required. Chronic absence may result in a city fine or a referral to the District Attorney's Office.

Field Trips

Students attending a fieldtrip must obtain the necessary parent and teacher signatures at least one week prior to the actual day of the fieldtrip. Students must check with their teachers before the field trip regarding missed homework, activities, tests, and other obligations and complete as agreed with teachers.

Bookstore

The bookstore is open 8:00 am to 9:00 am and during all lunch hours (Room 142).

Class Periods

Class periods are 48 minutes in length with five minutes for passing time.

- All classes will be dismissed by the teacher.

- Teachers are available after 3:45 p.m. upon request to assist students with course work or extracurricular activities.

Student Fees and Unfinished Business

Student fees are \$25.00 per student. Fees cover student handbook, newsletter printing, postage for mailings, and other student related expenses.

Students taking AP Science also have a fee of \$30. Fees are to be paid by the third Friday in September of 2013.

Freshman will also have MANDATORY gym uniforms which cost \$15 for top and bottoms.

Senior graduation fee is \$125.00 due by May 30, 2014.

Students will not be allowed to participate in graduation until all outstanding financial obligations are met. Payment can be made in the bookstore. NO personal checks will be accepted. See bookkeeper for more clarification of this policy or to pay your fees.

After School

WHSoIT has implemented this policy to ensure student and staff safety. Students are held accountable for these rules:

After school, they must with an adult by 4:00PM. If unsupervised, they are required to go home. The North Lobby is not an authorized area to wait for.

Personal Affection

Publicly displays of affection are not allowed in school.

Bullying Policy

Definition: Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, humiliation, intimidation, harm, or social exclusion. Bullying may be repeated behavior and involves an imbalance

Bullying behavior can be:

- Physical (assault, hitting, kicking, theft, etc.):
- Verbal (threatening or intimidating language, name-calling, cruel rumors, racist remarks, etc.):
- Indirect (spreading rumors, social exclusion and isolation, using technology in a hurtful manner – cyber bullying) Cyber bullying includes, but is not limited to, use of email, instant messaging, text messages, digital pictures or images, cell phones, or website postings;
- Bullying by proxy (i.e. someone engaging in bullying through or on behalf of another);

- Between students and students, students and adults, or adults and adults.

Cyber bullying

Students, who use social networking websites (e.g. Facebook, MySpace), text messages, or other electronic communication to intimidate, harass, or damage the reputation of another student will face consequences up to and including expulsion from MPS. Student victims of cyber bullying should use print shots on their computer and, if their cell phone has the capability, email text messages to their inbox to collect evidence against the individual sending the offending electronic communications. This evidence should be brought to your school administrator for review and action. Most cases of cyber bullying can be effectively mediated. Instances of severe intimidation and threatening behavior will be turned over to the Milwaukee Police Department for investigation and the cyber bully will be suspended pending an MPS investigation.

Smoking /Gambling

Smoking and gambling on school property is prohibited. Violation and infractions or rules will be suspended.

Close Campus (closed campus from 8:35 am-3:45 pm)

- Early dismissal requires approval from a parent or school administrator. No acceptations
- Students must check out in the office for early release.
- Parents and guardians are encouraged to visit anytime; check in north lobby with safety and/or administrator- ID is required.

Final Exams

All existing rules of conduct remain in effect during exams. Rules violation will result in appropriate disciplinary action.

Students are required to complete an exam in all of their courses unless an exemption has been granted. Students taking the exam must remain in the exam room for the full seventy-five (75) minutes. Students must report to an exam or designated location during each exam period. The cafeteria is available as a study area.

Student must bring all materials requested by the teacher for taking an exam.

All teachers will enforce exam procedures. Students with unexcused absences must consult with administration.

Electronic Equipment

Headphones, ear buds, CD players, MP3 players, iPods, radios, cell phones are not to be used at school for communication, texting, or taking pictures. These items will be confiscated by teachers, safety or administration. Parents / Guardian are required to pick up these devices and only at the end of the day.

Sexual Harassment

It is the policy of the Milwaukee Public School District to maintain an environment that is free from sexual harassment. The school district, therefore, prohibits any form of sexual harassment.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and sexually motivated physical contact or other verbal or physical conduct of a sexual nature.

It is a violation of this policy for any student, teacher, administrator, or other school personnel of the district to harass a student, teacher, administrator, or other personnel through conduct or communications of a sexual nature as defined by this policy.

Complaint Procedures

Any student who feels he / she has been subjected to sexual harassment by another student, and all staff, students, and parent, who suspect sexual harassment, should contact his / her principal to report the harassment. The principal will act as an investigator and meet separately with each individual involved in the complaint, when appropriate, a group session between the parties involved in the complaint may be held in an effort to resolve the complaint on an informal basis.

See the MPS Parent Handbook on Rights and Responsibilities for more information.

School Rules

There are important guidelines listed below which we rely upon for an orderly and safe school.

Positive Behavior Interventions Solutions (PBIS)

WHS of IT has adopted the Positive Behavior Interventions and Support (PBIS) system to address student behavior. Our School has agreed upon school –wide expectations that the staff would use a tool for teaching expected behaviors. Our slogan is the Fantastic Four which represents the four expected behaviors:

- Be Safe
- Be Respectful
- Be Responsible
- Be Prepared

This approach to managing behavior is a positive one! Students are rewarded for demonstrating the behaviors that we expect. Please take this opportunity to talk to your child about the expectations at school and importance of continuing to demonstrate Fantastic Four Behaviors. With your continued support and involvement, WHS of IT will remain a school where student can excel.

Cafeteria conduct

- *Students must have their ID to enter the cafeteria.
- * Students will enter the cafeteria on the west side of the building and exit on the east side.
- * Students must be seated unless they are purchasing food or beverages, returning trays, discarding garbage, or talking to a staff member.
- * Sitting on the table in the cafeteria is a violation of the Federal Food Program.
- * Throwing food is not permitted under any circumstance student will be disciplined for their behavior.
- * Students must clean their area before leaving the cafeteria.
- * Students will exit the cafeteria on the east side when the bell rings for dismissal.
- *Students are allowed to use the restrooms on the eastside of the cafeteria
- * WHS of IT has closed lunch policy; students are not allowed to leave the building during lunch hours

Food and Beverage Policy

All consumption of food or drink during the school day must be confined to the cafeteria unless participating in a class activity.

Glass containers are not allowed in school.

Auditorium Policy & Procedure

Students are to enter the auditorium in an orderly fashion. Appropriate behavior is expected

Library Procedures

The school library is open to all students during regular school hours. To access the library, students need their ID and a pass from a subject teacher. The pass must be filled out completely by both teacher and student. Substitute teachers may not sign library passes for students or take a class to the library/ computer lab. Student can check out up to four books for a two week period. A date and due receipt is always given. There is a .10/day fee until the books are returned.

Hall way Procedures

Students are expected to move and act appropriately in the hallways;

Computer Lab Procedures

Students must enter the lab quietly. No food beverages, electronic devices are to be used in the lab. Students are expected to use appropriate programs to complete tasks established by the teacher. Students should bring their assignments and be ready to work. Students should adhere to the rules of the lab and the classroom.

Classroom Behavior

- Students are expected to arrive to class on time. Tardiness will not be accepted. Students are being inconsiderate towards their teachers and classmates; not to mention loosing out of valuable learning time.
- Students are expected to enter the room in an orderly fashion. Students sit in a seat, take out notebooks, and wait for additional directions from the teacher.
- Students must be prepared for every class. It detracts from learning time if teachers have to locate a pencil or paper.
- Students must respect other classmates when they are speaking. However, if students are involved in an activity that requires them to be out of their seats, the teacher will get the class's attention
- Homework should be completed before class begins. Students should *not* be scrambling to finish it when the bell rings.
- If students are absent, he/she will be responsible for the work that they miss. Students are to communicate with their teacher about the policies of makeup work.

- Food, drinks, and gum are not allowed. This is a school policy. Leave them in your lockers.
- Absolutely no cell phones. If they go off in class, teachers will take them. This also goes for MP3 players.
- Students are dismissed by their teacher not the bell.

Attire/ Dress Code

Students have the autonomy to choose their manner of dress and personal grooming but are expected to dress adequately, suitable for the weather conditions, and in good taste. Any attire presenting a clear hazard to the student's health and safety, causes interference with work, or creates classroom or school disruptions is inappropriate. See thru short shorts and short dresses, low cut and mid-drift tops, gang signs and symbols of profanity on clothing are not allowed. School is students' full-time job; if an item cannot be worn in a work setting, it should not be worn to school.

Transportation

Transportation is provided to eligible students as prescribed by board policy. Students who live two or more miles away from school will receive transportation.

Washington High School of Information Technology Policies

Drug and Alcohol

Student possessing, under one's control (seller), or using any controlled substance (illegal drugs and alcohol beverage). The maximum action will be taken; expulsion from MPS.

Weapons Policy

MPS policy about weapons, drugs and alcohol; Possessing a weapon, drugs, or alcohol in the school will have serious consequences. A student possessing a weapon, drugs or alcohol in school will lose his/her right to attend WHS of IT. Possessing a gun in school will result in being referred for expulsion from the Milwaukee Public Schools. Anything used as a weapon will be considered a weapon and result in severe consequences. Weapons violations will be referred to the Milwaukee Police Department.

Library Book Policy

Loss of any book will result in the student paying for it. Students who do not fulfill this obligation will be placed on an unfinished business list, will not participate in graduation activities, and will not receive a diploma or transcripts until all financial obligations are satisfied.

Locker Policy

Students will be responsible for any damage to a locker beyond normal wear and are obligated to pay costs for repairs if there should be any. Students also understand that lockers are property of the Milwaukee Public Schools, and their designee may take possession of locker contents should the situation warrant such action. Additionally, double locking may be done only with locks which may be removed by school personnel. Students are never to put things in someone else's locker or allow other people to put their things in theirs. Students are never to share their locker combination with others.

Behavior

WHS of IT is a safe place of learning. Students understand that consequences for violations could range from verbal warning to expulsion from MPS. The consequences for fighting or bullying always are a suspension and a possible referral to the Milwaukee Police Department.

Sexual Responsibility

Sexual responsibility is taken very seriously at WHS of IT. Inappropriate touching may result in a sexual assault charge. Sexually explicit language is unacceptable. Failure to follow these rules may result in a referral to the Milwaukee Police Department.

School Resources

Guidance

The guidance office has college and career information available for students to peruse. In addition, college and university representatives often visit WHS of IT to talk to students and parents. Students can sign up in guidance to meet with the various college representatives. Guidance counselors may also be able to answer questions and provide advice regarding financial aid for college; call for information or an appointment.

School Nurse

The school nurse's office exists for emergency situations and for all ill students. Students who need to see the nurse must get a pass from their classroom teacher. If a student must take medication, he or she must bring it to the nurse along with the instructions form signed by the proscribing physician. This form can be obtained from the school nurse. Students are not permitted to possess any medications/drugs at any time in school.

Business and Community partners

At WHS of IT, the National Academy Foundation (NAF) program and its Advisory Board help prepare students for college and careers in high-tech, high-skilled pathways.

Board members assist with:

- Soft Skills Training
- Resume Writing
- Mock Interviews
- Internship placements

These are specific activities for WHSoIT students (the National Academy Foundation Work-based Learning Sequence)

Grades 9, 10 & 11

- Career exploration
- Guest speakers
- Workplace Visits
- Job shadowing
- Resume development
- Mock Interviews
- Internship preparation

Grade 12

- Paid Internship
- Often summer prior to 12th grade;
- Can be extended into the senior year
- Senior project with community/Work-based Learning focus

School Governance Council

The Milwaukee Public Schools are required to have a School Governance Council that consist of parents (51%), students (K-8, middle, and high school), community representatives, school staff members, and the principal.

The School Governance Council enables parents, staff, students (when appropriate), and the community to work together in facilitating quality School Improvement Plan (SIP) that engender continuous improvement of student achievement.

School Governance Council also enables all parties to work together in providing continued analysis and improvements of public schools policies, curriculum, educational plan and goals, and general student well being.

Washington High School of information Technology

Home - School - Community Contract

We know that students learn best at Washington High School of Information Technology when everyone works together to encourage learning. This agreement is a promise to work together as a team to help students achieve in school. Together, as a team, we can improve teaching and learning.

As a STUDENT, I pledge to:

- Attend school regularly and be on time,
- Work as hard as I can on my school assignments,
- Discuss with my parents what I am learning in school,
- Respect myself, my family members, school staff members and community members,
- Ask my teachers questions when I don't understand something,
- Limit my TV watching, make time for reading, and use technology responsibly.

Student Representative's Signature: _____

As a PARENT or GUARDIAN, I will commit to be involved and pledge to:

- Help my child(ren) attend school regularly and be on time,
- Support teachers to have a good classroom control,
- Stay aware of what my child is learning, reading, watching on TV and how he/she is using technology,
- Develop relationships with school staff members through school and classroom visitation,
- Support and encourage community and business participation in school,
- Participate in the Parent Community empowerment Organization and/or the school council,

Parent Representative's Signature: _____

As a TEACHER, I pledge to:

- Promote regular school attendance and punctuality,
- Respect the uniqueness and cultural differences of my students and their families,
- Have high expectations for myself, my students, and other staff members,
- Explain instructional goals, classroom expectations, and grading system to my students and their parents.
- Guide students and parents in choosing appropriate reading materials, TC programs, and use of technology.

Teacher Signature: _____

As a PRINCIPAL AND ADMINISTRATION, We will:

- Take the lead on consistently providing and maintaining a safe orderly environment that is conducive to learning.
- Communicate expected behaviors to students, staff, parents/guardians, and other administrators, and hold each staff member accountable for the enforcement of those behaviors.
- Work to increase parental involvement at school events, activities, classes, ect., especially parent conference nights.
- Respond to referrals at a timely matter,
- Use the school student leader groups and students meetings to obtain ideas to develop a safe school environment.

Principal/ Administration: _____