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General Information

Attendance Office	262-598-0026
Fax	262-598-0031
School Website:	www.21stprepschool.org
School Office Hours:	7:30 A.M. – 4:00 P.M. on school days
First Bell: 7:50 A.M.	Classes begin at 8:00 A.M.
Dismissal: 3:45 PM	

Mission Statement

The mission of 21st Century Preparatory School is to prepare diverse children for access to the full array of life choices, including college and careers. To achieve this mission, the school will:

- Recognize each child's unique abilities and talents, and use these assets as the foundation for academic development and individual growth.
- Teach to mastery using rigorous curriculum standards with Core Knowledge as the framework for K-8 instruction.
- Hold staff, students, family and community accountable for success of the whole student.
- Create a comprehensive program of best-practice to develop and nurture within each child.

Vision Statement

21st Century Preparatory School prepares students for leadership in the 21st century, taking individual differences seriously, and crafting practices that serve each child equally well. All students will:

- Master the body of knowledge, skills, attitudes and habits of mind that are critical to success today and in the future.
- Be adaptable to a variety of circumstances and conditions over the course of their lives.
- Recognize and respect diversity.
- Have full access to American society.
- Develop the capability to contribute to a better Racine in future generations.

Every member of this learning community shares in the responsibility for the success of all others in the community and the school as a whole. Our culture is one of learning, and everyone learns, continues to learn, and supports the learning of others.

Beliefs

We believe

- All children can learn and can learn to high standards.
- All children have talents and gifts that can be identified and nurtured.
- All staff seeks to learn, enhance their skills and knowledge and work together to ensure that all children achieve.
- A culture of collaboration, trust and respect supports learning.
- Schools should foster and encourage family involvement and continuously search for ways to engage them in their child's learning.
- Continuous assessment of student learning promotes student growth and is a tool for modifying instruction to meet student needs.
- Diversity among learners, staff, and types of learning experiences enriches the learning environment.
- A balanced curriculum that includes character and values instruction, ethics, discovery, inquiry and the arts strengthen the development of strong academic skills.

Character Counts

Making decisions that are ethical requires the ability to make good choices. At 21st Century Preparatory School, the **Character Counts!** approach is an educational framework for teaching universal values. The Six Pillars of Character are ethical values to guide our choices. The Six Pillars language is infused into our school through lesson plans, support materials, and curricular-integration models to help teach universal values and ethical decision making.

The Six Pillars of Character

Trustworthiness

- Be honest
- Don't deceive, cheat, or steal
- Be reliable – do what you say you'll do
- Have the courage to do the right thing
- Build a good reputation
- Be loyal – stand by your family, friends, and country

Respect

- Treat others with respect; follow the *Golden Rule*
- Be tolerant of differences
- Use good manners, not bad language
- Be considerate of the feelings of others
- Don't threaten, hit, or hurt anyone
- Deal peacefully with anger, insults, and disagreements

Responsibility

- Do what you are supposed to do
- Persevere – Keep on trying!
- Always do your best
- Use self-control
- Be self-disciplined
- Think before you act – consider the consequences
- Be accountable for your choices

Fairness

- Play by the rules
- Take turns and share
- Be open-minded; listen to others
- Don't take advantage of others
- Don't blame others carelessly

Caring

- Be kind
- Be compassionate and show you care
- Express gratitude
- Forgive others
- Help people in need

Citizenship

- Do your share to make your school and community better
- Cooperate
- Get involved in community affairs
- Stay informed; vote
- Be a good neighbor
- Obey laws and rules
- Respect authority
- Protect the environment

Absences

It is the responsibility of the parent/guardian to notify the school by 8:00 am. when your child will be absent or late. Absences require a written note from the parent explaining the absence. Please send these notes to the front desk.

The following are valid reasons for your child to miss school and are considered excusable absences:

- Personal Illness
- Medical/Dental Appointments
- Death/Funerals
- Family Emergencies
- Required Legal Appearances
- Designated Religious Holidays
- Educational Activities approved by the School Principal
- Family Trips

All other absences are regarded as trancies. Please also see Truancy section.

Parent Notification of Absence

If your child is not in school and you have not phoned, School Messenger will contact you starting at 10 am. You will also be notified if your child has five (5) unexcused absences in a semester. The notification will be in writing and sent by registered or certified mail. The notice will ask you to meet with the School Social Worker within five days.

If you fail to meet with the School Social Worker, the school may take steps to impose penalties on you for failing to correct the truancy problem. These penalties include enforcement of state statutes and municipal codes such as a referral to the District Attorney's Office.

Planned Absences

If your child will be out of school on a planned absence of more than 2 days, you **must** notify the office, **in writing**, at least two days prior to the planned absence. Students are expected to obtain all work from teachers prior to the planned absence. Additional time is required of teachers to prepare advance work. We hope all parents will keep these requests to an absolute minimum since students miss valuable instruction when they are absent.

Accidents

Every accident in the school building or on school grounds, whether before, during or in after school activities, must be reported immediately to the front desk. School staff will be required to fully report all accidents and create a written record of such accidents using the school form.

Address / Phone Changes

You must notify the school if you move or change telephone numbers. Please let us know if you move to a new address, have a change in your home phone numbers, cell phone number(s), or emergency contact numbers.

After-School Care

The YWCA offers an after school child care program, Kids Klub, at 21st CPS. There is a one time registration fee per child, per school year. Payment fee options, an information packet and application forms are available from the front desk.

Arrival Procedure

The front doors of the building are opened and students are admitted into the building at 7:15 A.M. All students entering the building should proceed directly to the cafeteria. Breakfast is served daily in the cafeteria, 7:15-7:50 A.M. Beginning at 7:45, students are supervised on the playground until their teachers pick them up at 7:50.

Assignment Notebooks / Homework Folders

21st Century Preparatory School assignment notebooks are required for 3rd grade through 8th grade students. These assignment notebooks are available for purchase for \$5.00 each at Registration. Students in Kindergarten through 2nd grade will have a homework folder instead of an assignment notebook.

Bicycles

- All bicycles should have their own locks and licenses.
- Bicycles must be parked in the racks provided.
- Bicyclists must know and obey all traffic laws.
- Bicycles are not to be ridden on the school lawns or in the parking lot.
- The school cannot be held responsible for damage or theft of bicycles that are parked on the school grounds.

Board of Directors

The Board of Directors is the corporate body that sets policy and oversees the operations of the school. It is composed of 11 members: 3 parents, 3 educational professionals, 5 community leaders, and the Chancellor of UW-Parkside or his/her representative. The Board has three standing committees: Finance, Human Resources, and Program and Services. The Board of Directors meets on the fourth Tuesday of every month. In addition the Board holds quarterly “Meet the Board” sessions for the purpose of parent input. See the school website for a current list of members of the Board of Directors.

Communicable Diseases

If a child contacts a communicable disease, that is contagious toward others, and easily spread to others, parents must notify the school as soon as possible.

According to State health regulations, children with contagious diseases (as listed below) are not allowed to attend school until released by a doctor. The exception to this is head lice, which does not require a written release to return to school. Your child will be checked upon returning to school, after the appropriate treatment, and must be nit free.

Chicken pox: Onset is 2-3 weeks after exposure. Symptoms: slight fever and irritability followed by an itchy, blister-like rash. The blisters eventually dry, crust over, and form scabs. They may appear on the scalp, armpits, trunk, and even on the eyelids and mouth. Your child is contagious for up to five (5) days.

Strep throat: Onset is 2-5 days after exposure. Symptoms: sore throat, fever, and occasionally a rash.

Conjunctivitis (Pink Eye): Onset is 2-3 days after exposure, Symptoms: Irritated, tearing eye; swollen lids, and mucous discharge that makes the eyes sticky. Children under five years old are not susceptible.

Impetigo: Onset varies. Symptoms: Golden crusty sores or pimple-like spots that develop watery heads, break and form crusted areas. May occur on face, hands, legs, feet, or buttocks. Spreads rapidly is left untreated.

Ringworm (Scalp): Onset varies. Symptoms: Bald, oval shapes on the scalp; grayish scales, broken hair, itching.

Ringworm (Body): Onset varies. Symptoms: Rounded, reddish area with a scaly or blistering border, often itchy.

Head Lice: For two weeks after exposure, observe your child's hair and scalp at neckline and around ears for eggs or nits (tiny, pearly white, egg-shaped objects) that stick to the hair.

See also Immunizations.

Directory Information

Family Educational Rights and Privacy Act (FERPA) requires that 21st Century Preparatory School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the School may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the school to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists; and
- Graduation programs

Discipline

21st Century Preparatory School is committed to creating a safe, student-centered environment where children are valued, grow, and reach their full potential. Members of the 21st CPS learning community are expected to be respectful of each other and of the community, and act in the best interest of the safety and well being of themselves and others.

Discipline is the positive direction of behavior toward established standards of conduct, fully understood and based upon reason, judgment, and consideration of the rights of others. Ideal discipline is self-directed and self-controlled. The school, parents, and the community share the responsibility for helping students develop self-discipline. When self-control falters, and self-discipline fails, disciplinary forces from outside the individual must be imposed to protect the rights of others and ensure uninterrupted instruction by teachers.

Student Expectations

Students are expected to make positive contributions to the learning environment. Any behaviors that detract from the learning environment are not permitted. All behaviors that enhance and encourage a positive learning environments are appreciated as an example of how we can learn from each other. In particular:

- All 21st Century Preparatory School students are expected to conduct themselves in a manner consistent with the values of the school, and to work in cooperation with all members of the school community to contribute positively to 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.
- Students are obligated to show proper respect to their teachers and peers at all times. Disrespectful words, actions, and attitudes have no place at 21st Century Preparatory School.
- All students are expected to take responsibility for their actions and to change unacceptable behaviors.
- All students are entitled to an education free from undue disruption. Students who willfully disrupt the educational program will be subject to the discipline procedures of the school.

Students are expected to be accountable for their actions and comply with the following school-wide rules at all times.

1. Be prepared to learn and do their best.
2. Listen to direction from adults, especially teachers.
3. Respect self and others.
4. Respect others' property and the school environment.
5. Follow the uniform guidelines fully.

Parent/Guardian Involvement

We acknowledge that parents/guardians have the ultimate responsibility for their student's behavior at school and at home. We seek to partner with parents to encourage students to comply with the behavioral expectations and rules set forth by the school. By working collaboratively and sending the same message to students, the learning and accountability that takes place at school is reinforced at home. Parents/guardians will be notified of inappropriate behavior on the part of their children.

Classroom Management

Teachers provide classroom environments that support learning. They recognize that in order for optimal student learning to take place, they must implement effective classroom management strategies. Teachers engage students and foster a positive learning environment while holding students accountable for complying with school-wide rules and behavioral expectations. In each classroom, the teacher posts rules and procedures. Teachers make every attempt to manage student behavior in the classroom.

Referrals to Administration

In cases where there are recurring disruptions to the learning environment or serious violations of school policy, teachers and staff refer students to administration. While it is not possible to anticipate and categorize all possible infractions. The following list of inappropriate behaviors, occurring in school or on school grounds, warrant immediate referral to administration:

- Attempted arson
- Bullying
- Cheating
- Destruction of property
- Dishonesty
- Disrespect
- Fighting or physical contact
- Inappropriate language
- Plagiarism
- Possession of firearm, knife, explosive, or other dangerous object
- Severe and/or repeated class disruptions
- Stealing
- Threats of harm
- Vandalism

Steps in Discipline Process

The Principal determines at which step, in this graduated discipline process, to enter the child based on the nature and severity of the infraction and the student's behavioral record.

- Memo to parent, reparation when appropriate, and consequence as appropriate.
- Memo and call to parent, reparation as appropriate, and stronger consequence.
- Memo and conference with parent and Principal, reparation and consequence.
- Memo and call to parent, in-school suspension, and community service at school.
- Memo and conference with parent, student, and Principal; at-home suspension.
Reinstatement meeting with parent, student, and Principal required prior to student's return to school.
- Student at risk of failure due to behavioral concerns will be referred for a Student Support Team meeting.
- Memo, conference with all parties, extended suspension, possible recommendation that child attend a different school.
- Recommendation to attend a different school

In-School Suspension

In-school suspension may be used for students in violation of school policies and/or rules:

1. The Principal will assign students to in-school suspension.
2. The student's parent/guardian will be informed of the in-school suspension.
3. The length of time a student will be assigned in-school suspension shall be the remainder of the school day to a maximum of three days.
4. The student will meet with the Principal or the Social Worker during or following in-school suspension as needed.
5. Class work will be assigned and completed during in-school suspension. Credit will be given for completed work.

Code of School/Classroom Conduct and Disciplinary Action

Action Level Key: **1 = Conference/Intervention**
 2 = Referral to Principal
 3 = Suspension
 4 = Expulsion Recommendation

Conduct Requiring Disciplinary Action	Definition	Action Level: Minimum/Minor	Action Level: Severe or Repeated
Actions resulting in loss or destruction of property	Engaging in any actions which threaten or result in the loss or destruction of property	1	4
Acts that endanger safety	Engaging in acts that endanger the physical safety or mental well-being of others	4	4
Arson	Intentionally starting any fire or combustion on school property	3	4
Assault	Aggressive behavior exhibited in an attempt to do immediate bodily harm, or to threaten to do immediate bodily harm to others, or to put others in fear of immediate bodily injury	4	4
Battery	Unprovoked or unanswered intentional physical contact without consent causing bodily harm	4	4
Bomb threat	Reporting to school, police, or fire officials the presence of a bomb on or near school property without a reasonable belief that a bomb is present on school property	2	4
Burglary	Unauthorized entry into the school building for the purpose of committing a crime when the building is closed to the students and public	3	4
Chronic disruption or violation of school rules	Behavior that disrupts the educational process of others by involvement in misconduct that recurs on a regular basis over a period of time	3	4
Chronic lack of supplies	Repeatedly reporting to class lacking necessary materials such as books and class supplies	1	1
Disorderly conduct	Behaving in a violent or seriously inappropriate manner that disrupts the educational process	2	3

Conduct Requiring Disciplinary Action	Definition	Action Level: Minimum/Minor	Action Level: Severe or Repeated
Disruptions to Learning Environment	Engaging in conduct that disrupts the educational process or interferes with teaching and learning	1	4
Extortion	Forcing other persons to act against their will, under threat of physical harm, such as the demand for money	3	4
False fire alarm	Reporting a fire to school or fire officials, or setting off a fire alarm, without a reasonable belief that a fire exists	3	4
Fighting	Pushing and shoving	1	4
	Exchange of physical blows	1	4
Gambling	Playing any game of skill or chance for money or anything of value.	1	2
Gang Activity	Disruption and intimidation caused by gang symbols on materials, jewelry, or clothing	2	2
	Gang posturing which provokes an altercation	3	4
	Involvement in a gang fight by exchanging blows	3	4
Hazing	Intentional or reckless acts which endanger the physical health or safety of others for the purposes of initiation/admission or affiliation with an organization	3	4
Inappropriate personal property	Possession of personal property that is prohibited by school rules, such as electronic and communication devices	1	2
Leaving the classroom without permission	Leaving the classroom or other learning environment without permission from the staff member in charge	1	3
Loitering	Remaining around or lingering about the school building without a lawful purpose for being there	1	3
Personal threat	Indirect (through another party), verbal, or written statement of intent to do bodily harm directed toward others	1	2

Conduct Requiring Disciplinary Action	Definition	Action Level: Minimum/Minor	Action Level: Severe or Repeated
Possession or use of fireworks	Using or possessing any explosive amusement device	1	2
Possession/Ownership/Use of a weapon other than a gun	Possessing, having under one's control, using, or threatening with a knife, razor, karate stick, metal knuckle, box cutter, laser pointer used to do bodily harm, pepper spray, or any object that by the way it is used or intended to be used is capable of inflicting bodily harm	4	4
Possession/Ownership/Use of a gun	Possessing, having under one's control, using, or threatening with a gun (pistol, BB, pellet, rifle, starter, replica or toy gun)	4	4
Possession/Ownership/Use of alcohol	Possessing, having under one's control, or using any alcoholic beverages	2	4
Possession/Ownership/Use of illegal drugs	Possessing, having under one's control, or using any controlled substances	2	4
Possession, with intent to distribute, illegal drugs/alcohol or prescribed medication	Selling, giving away, or otherwise transferring to another person any controlled substance or alcohol	4	4
Possession of other substances/materials	Possessing, having under one's control, or using any controlled substances, materials, or related paraphernalia that are dangerous to health or safety, or that disrupt the educational process	2	4
Possession of stolen property	Having in one's possession property obtained without permission of the owner	1	4
Refusal to work or follow instructions	Failing to comply with the directions or instructions of a staff member	1	3
Repeated classroom disruption	Confronting staff argumentatively, throwing objects, making loud noises, or refusing to follow directions	1	4
Robbery	Taking property from a person by force or threat of aggression	3	4
Sexual assault	Intentional bodily contact for sexual gratification or pleasure	4	4

Conduct Requiring Disciplinary Action	Definition	Action Level: Minimum/Minor	Action Level: Severe or Repeated
Tardiness	Failure to be in place of instruction at the assigned time without a valid excuse	1	1
Theft	Taking property belonging to the group or to any individual or group without prior permission with specific intent to permanently deprive	1	4
Trespassing	Entering school property without proper authority. Includes school entry during a period of suspension or expulsion.	1	3
Truancy	Failure to report to school or class without prior permission, knowledge, or excuse by school/parent	1	1
Uniforms	Dressing in a manner that is not in accordance with the school uniform policy	1	1
Vandalism	Maliciously and intentionally causing damage to school property or the property of others. Includes situations in which minor damage can be repaired or replaced at no cost to the school	1	4
Tobacco, including chewing	Use of any tobacco product by a student	1	3
Verbal abuse, harassment	Unwelcome sexual advances, request for sexual favors, sexually motivated physical contact, or other verbal conduct or communication of a sexual nature	1	4
Verbal Abuse, profanity	Use of language, either written or spoken, or conduct or gestures, which are obscene, lewd, profane, vulgar, or sexually suggestive	1	4

Appeal of In-School Disciplinary Actions

Should a parent disagree with the disciplinary action of the school, other than out-of-school suspensions or expulsions, the parent may appeal as follows:

- Appeals should be made to the Principal by arranging an appointment or by writing the Principal.
- If the parent is dissatisfied with the result of the appeal to the Principal, the parent may appeal to the Superintendent. Appeals must be filed, in writing, within three days of receipt by the parent of the Principal's notice of his/her decision.

Due Process Procedures for Out-of-School Suspension

The Principal will hold a conference with any student suspected of committing a breach of discipline before a decision to suspend him/her is made. In cases where the Principal feels that the student's presence in the school is an immediate danger or may disrupt the school's orderly operation, suspension may occur without a conference.

A suspension shall not exceed five school days for each noncompliance of school policies or rules of misconduct, except that a student may be suspended for not more than 15 consecutive school days pending an expulsion hearing. Students with exceptional education needs may not be suspended for more than 10 days, except as otherwise specifically provided by law.

Due process during suspensions is as follows:

1. The Principal notifies the student of the charge(s).
2. If the student admits to the charge(s), the Principal determines the appropriate disciplinary action.
3. If the student denies the charge(s), the Principal will:
 - a. Explain the evidence resulting in the charge(s).
 - b. Decide if the evidence is to include the names of witnesses.
 - c. Give the student a reasonable opportunity to state his/her version of the story.
4. After reviewing the information, the Principal will decide whether the student committed the offense. If it is decided that the student did not commit the offense, the case is closed. If it is decided that the student violated the discipline policy, the Principal will determine a course of disciplinary action according to 21st CPS policies and administrative guidelines.
5. If the discipline action is suspension, it becomes effective following notification of a parent/guardian or emergency contact person or at the end of the school day. A suspension notice is sent home with the student and mailed to the parent/guardian.

The suspension notice contains:

- a. The time, date, length, and specific reason for the suspension.
 - b. Information for the parent/guardian on having the student reinstated (returned to school) and a request that the parent attend a conference before the student is reinstated.
 - c. Notice that suspension means the student cannot participate in any school related activities during or after school or on weekends.
6. **Suspended students are not to enter 21st CPS** during the time of suspension without prior authorization.
 7. Suspended students will be given the opportunity to take **any end of term examinations, or to complete course work** missed during the suspension period. The number of days allowed to complete examinations and course work will be equal to the number of days of the suspension.

Conference and Reinstatement Following Suspension

Following a suspension, the parent/guardian of the suspended student must attend a conference prior to the student's return to school. If you find it difficult to come to the school because of work or family responsibilities, please contact the Principal to make alternate arrangements. The student's achievements and difficulties will be discussed with you during the conference. Together you will determine the **additional steps that may need to be taken by the school, the student, and yourself to guarantee the student's success upon reinstatement.**

Appeal of Out-of-School Suspension (five days or fewer)

Should the parent disagree with a suspension of five (5) consecutive days or fewer, the Parent may appeal the decision of the Principal as follows:

- Appeal requests must be made, in writing, by the parent to the Superintendent. Such written request must be filed with the Superintendent within three school days of the notice of suspension, or the right to review and appeal is waived.
- If the Superintendent's determines that the suspension was unfair, unjust, or inappropriate, or that the student suffered undue consequences or penalties as a result of the suspension, reference to the suspension shall be erased from the student's record.

Expulsion

A Board designated expulsion hearing officer(s) may recommend the expulsion of a student from school for reasons outlined in state law. A hearing shall be conducted by the hearing officer in order to determine that the interest of the school demands the student's expulsion.

Expulsion of students shall be in accordance with state law and established School procedures.

The School shall not discriminate in student expulsions on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap.

Discrimination complaints shall be processed in accordance with established procedures.

The School shall not deny any rights afforded under state and federal laws to any student excluded from school.

The Hearing Officer may recommend enrolling an expelled student in a special school for educational and/or counseling purposes.

Expulsion Hearing

Written notice of an expulsion hearing shall be sent to the student and to the student's parent/guardian if the student is a minor. This notice shall be sent not less than five (5) days prior to the hearing and shall include the following information:

- a. the specific grounds for expulsion under state law and the particulars of the student's alleged conduct upon which the expulsion hearing is based;
- b. the time and place of the hearing;
- c. that the hearing may result in the student's expulsion;
- d. that upon the request of the student and, if the student is a minor, the student's parent/guardian, the hearing shall be closed;
- e. that the student and, if the student is a minor, the student's parent/guardian, may be represented at the hearing by counsel;

- f. that the Board of Directors/designated hearing officer(s) shall keep a full record of the hearing and, upon request, the Board of Directors/designated hearing officer(s) shall direct that a transcript of the record be prepared and that a copy of the transcript be given to the student and, if the student is a minor, the student's parent/guardian;
- g. that if the hearing officer(s) orders the expulsion of the student which may include a recommendation regarding enrollment in a special school program, a copy of the order will be mailed to the Board of Directors, the student and, if the student is a minor, the student's parent/guardian;
- h. that within 30 days of issuance of an expulsion order, the Board shall review the order and shall, upon review, approve, reverse, or modify the order;
- i. that if the student is expelled by the hearing officer(s), the order of the hearing officer(s) shall be enforced while the Board reviews the order.

Appeal of Expulsion

If the student's expulsion is approved by the Board, the expelled student or, if the student is a minor, the student's parent/guardian may appeal the Board's decision to the Department of Public Instruction (DPI).

If the Board's decision is appealed to the DPI, within 60 days after the date on which the DPI receives the appeal, the DPI shall review the decision and shall, upon review, approve, reverse, or modify the decision.

The decision of the Board shall be enforced while the DPI reviews the Board's decision.

An appeal from the decision of the DPI may be taken within 30 days to the circuit court for the county in which the school is located.

Students Expelled from Other Districts

By law, State Statute 120.13(1)(f), no school district is required to enroll a student who has been expelled from another district during the time the expulsion is in effect. 21st CPS will not consider students expelled from other school districts wishing to enroll here.

Dismissal

All parents must pick up their child(ren) promptly when school ends at 3:45 P.M. Parents/guardians MUST strictly follow these simple rules in order to assure the safety and security of all students:

1. Do not use the most southern row of parking spaces or the southern most lane – these are reserved for the employees and guests of other organizations who are housed in our building.
2. Be sensitive to others who might need to enter or leave the parking lot on business other than school business – let's do everything possible to help minimize the impact of our procedures on their lives.
3. Please do not arrive early for pick-up time – the added congestion of many cars standing in the parking lot makes the entire parking situation more difficult.

If your child is not picked up by 4:15 p.m. the child's name will be put on a Late Pick-Up List and the School Social Worker will be notified. Late pick up can result in contact with the Racine Police Department. The Police may take the child to the police station.

See also *After-School Care*

Drug/Alcohol Policy

All students at 21st Century Preparatory have the right to a school environment conducive to learning. The use of alcohol and other drugs is illegal, and interferes with learning, both physical and emotional. In concert with parents, the school has a responsibility to prevent drug abuse, and to maintain a safe and drug-free environment. A drug offense is defined as a student having in his/her possession alcohol, marijuana, cocaine, or other controlled substances, and/or the paraphernalia for using drugs. Since 21st Century Preparatory School is a drug-free school, none of the mentioned substances are permitted at any time. Violation of this policy will lead to an expulsion hearing.

Early Check-Out

Parent/Guardian must come to the main office and sign the student out. A student who needs to leave school for any reason during the school day should bring a note from a parent/guardian indicating the time they need to be excused and the reason for the excuse. The student should hand this note in to his/her teacher and then the teacher will send it to the office.

Students will be excused only upon the request of a parent/guardian. A child will **not** be allowed to leave the school with anyone who is not authorized by the parent on the emergency card maintained by the school office. The main office shall keep an updated written list of those individuals authorized to remove the children from school premises.

If the student returns to school the same day, the student is to report to the front desk immediately to sign back into school. *Checking a student out early to avoid parking lot traffic during dismissal is not acceptable.*

Electronic Communications Equipment

Students are prohibited from possessing any electronic devices capable of sending or receiving voice, email, paging, text messaging or any other electronic communications while on school premises unless the equipment is provided to them by the school. Students are also prohibited from using or possessing music players and video games on school property.

Emergency Cards

To insure the ability of the school to contact a parent/guardian, each family is required to have on file an emergency card. Parents/guardians are required to complete all new forms.

In case of a serious emergency requiring immediate medical treatment each parent must sign a release, prior to their child attending school, authorizing the school to have your child transported to emergency facilities. The parent or guardian will immediately be contacted regarding the medical situation of the child and the location where the child is being transported.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- The right to inspect and review the student's education records within 45 days of receipt of the request. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The school will comply with the request without unnecessary

delay and before any meeting about an individualized education program, or any due process hearing, and in no case more than 45 days after the request has been made. If any record includes information on more than one child, the parents of those children have the right to inspect and review only the information about their child or to be informed of that specific information. Upon request, the school will give a parent or eligible student a copy of the progress records and a copy of the behavioral records. Upon request, the school will give the parent or eligible student a list of the types and locations of education records collected, maintained, or used by the for special education. The school will respond to reasonable requests for explanations and interpretations of the records. A representative of the parent may inspect and review the records.

- The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record, the school will notify the parent or eligible student of the decision and the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information in the student’s education records, except to the extent that the Family Educational Rights and Privacy Act authorizes disclosure without consent. One exception that permits disclosure without consent is disclosures to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll.
- The right to file a complaint with the U .S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U .S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-5901.
- School may disclose appropriately designated “directory information” without written consent, unless you have advised the school to the contrary. Examples include:
 - A program, showing your student’s role in a production;
 - The annual yearbook;
 - Honor roll or recognition lists;
 - Graduation programs
 - Sports activity sheets

Field Trips

As a school community, we recognize the value of field trips when used to supplement the curriculum. In addition, we believe that student engagement in activities and programs provided by community organizations can enrich the learning experience and add to a child's life long cultural and social enrichment. It is assumed that teachers will use their professional judgment when selecting field trip locations. The administration will review field trip plans and base its approval on the following guidelines:

- Field trips will support the curriculum
- Travel time will not exceed time spent on site
- Grade level trips will be supported
- Extended day trips will be supported if travel time is appropriate

If parents have a concern about the appropriateness of a field trip, they should contact the classroom teacher. If resolution is not reached, the parent should contact the principal.

At the discretion of Administration, a student may be excluded from a field trip based on recurring patterns of negative behavior. The student will be required to remain at school and will be assigned to another teacher for the duration of the trip.

If a student is suspended on the day of a field trip, the student will be excluded from the field trip and the parent/guardian will be refunded the field trip fee.

Food Allergies

Parents need to provide 21st Century Preparatory School with a doctor's written documentation of the food allergy, information about label reading, food substitutions, student's typical symptoms during an allergic reaction, and instructions and medication for treating it. Please submit any changes during the school year in writing.

Grading Beliefs/Assumptions:

- Our primary goal as educators is to work with students to maximize their learning and achievement. It is desirable for us to work to improve achievement and reduce failure.
- Grades should reflect what a student knows, understands, and can apply and/or demonstrate.
- Students do not learn/achieve at uniform rates.
- While some students may be motivated by good grades, many (perhaps most) students are negatively motivated by poor (especially failing) grades.
- Students should be given multiple opportunities to improve their demonstration of knowledge, understanding, and applications.
- In grading there needs to be greater emphasis on achievement and less on the time that it takes students to achieve.

Grading Scale:

A+	98-100	D+	67-69
A	94-97	D	64-66
A-	90-93	D-	60-63
B+	87-89	F	59 ↓
B	84-86		
B-	80-83		
C+	77-79		
C	74-76		
C-	70-73		

Grading Considerations:

- Testing
- Class Participation
- Effort
- Projects
- Other factors concerning student performance

Harassment

Under the Wisconsin Pupil Nondiscrimination Law, harassment is defined as follow: Pupil harassment means any behavior towards pupils, based in whole or in part, on sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability which substantially interferes with a pupil's school performance or creates an intimidating, hostile, or offensive school environment (PI 9.02 (9), Wis. Admin. Code). Females may be harassed by females as well as by males; males may be harassed by females or by males. Whatever one's race, creed, or sexual orientation, harassment on that violates the policy. Harassment can include many different types of behavior. What makes behavior harassment in a particular case is 1) that the behavior is directed towards a pupil because of the pupil's membership in a protected class, e.g. sex, race, disability, and 2) the behavior is so pervasive or severe that it interferes with the pupil's performance or creates an intimidating, hostile, or offensive environment.

Sexual Harassment

Prohibited sexual harassment includes, but not limited to, unwelcome sexual advances, requests for sexual favors, or other unwelcome verbal, visual or physical conduct of a sexual nature made by someone from or in the work or educational setting when:

- Submission to the conduct is made either expressly or by implication, a term or condition of any individual's employment or educational program.
- Submission to or rejecting of such conduct by an individual is used as the basis for an employment or educational decision affecting the individual.
- The conduct has the purpose or the effect of substantially interfering with an individual's work or academic performance or of creating advancement, assigned duties or any other condition of employment, career development, or educational programs.

Sexual harassment is a form of sex discrimination that violates the equal protection clause of the 14th Amendment to the U.S. Constitution and Title IX of the Education Amendments of 1972.

No person may be denied admission to any public school or be denied participation, be denied the benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

Sexual harassment is a prohibited personnel practice when it results in discrimination for or against an employee or student on the basis of conduct not related to work performance, such as the taking or refusal to take a personnel action, including promotion of those who submit to sexual advances or refusal to promote those who resist or protest sexual overtures.

Sexual Harassment May Be:

- Physical, such as unwelcome touching or interference with movement
- Verbal, such as derogatory comments or slurs
- Visual, such as the display of derogatory cartoons, drawings, or posters

Complaint Procedures

If you believe that you have been the victim of harassment or if you have questions about this issue, seek the help of an adult whom you trust, such as the school social worker, teachers and administrator. Students can talk to any of the above adults listed. Their questions will be answered and situations of harassment will be investigated and addressed with appropriate corrective action.

The complaint will receive a written response. If the reply is not acceptable to the complainant, he/she may initiate formal complaint.

Formal Complaint Procedure – (SS118.13, Wis. Stat.)

A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the School Social Worker and Community Liaison.

A written determination of the complaint shall be made by the school within 90 days of receipt of the complaint unless the investigator gives notice that an extension of the time line is necessary.

If a complainant wishes to appeal a negative determination by the school, he/she has the right to appeal the decision to the State Superintendent of Schools.

Appeals should be addressed to:

State Superintendent
Wisconsin Department of Public Instruction
125 S. Webster Street P.O. Box 7841
Madison, WI 53707

Discrimination complaints on some of the above basis may also be filed with federal government at the Office of Civil Rights, U.S. Department of Education, 111 North Canal Street, Suite 1053, Chicago, IL 60606-7204

Filing of a grievance or otherwise reporting harassment will not reflect negatively upon the student's status nor will it affect future grades or treatment.

Health and Safety

A school nurse is on staff three days a week.

Parents/guardians should not send a sick child to school. You will be called to pick up your child(ren) in any of the following cases:

- A temperature of 101° or above
- Vomiting
- Skin infection

Please also see *Communicable Diseases*

Homeless Children

A homeless child lacks a fixed, regular, and adequate nighttime residence. A homeless child is one:

- Whose family has lost housing due to economic difficulties and is living with other people.
- Who is living in a hotel, motel, campground, temporary trailer park, or shelter due to the lack of other adequate accommodation.
- Who is awaiting foster care placement.
- Who has a nighttime residence in a place not normally used for housing.

Homeless children and youth have the right to the same free, appropriate public education that is provided to other children. The parents of homeless children and youth have same right to participate in their child's education as other parents. Homeless children have many rights and are eligible for many services under the McKinney-Vento Homeless Assistance Act, including the right to stay in the school they attended prior to becoming homeless and the right to free lunch.

Homework

Homework is the oral and written reinforcement and/or enrichment of concepts and skills presented in class, or the presentation/introduction of new concepts being presented.

Daily time allotted for homework varies by grade level and by subject area.

Homework assignments have several positive aspects:

- 1) they allow parents to see what is being taught;
- 2) they allow students to practice concepts that are taught in the classroom;
- 3) they help prepare students for the next day's instruction; and
- 4) they allow the students to develop good study habits.

Timely completion of all assignments is the responsibility of the students and parents.

Homework for students who are home ill for more than one day may be requested at the same time you report your child's absence. The teachers will be notified and the homework assignments can be picked up at the school after 3:30 pm.

Students who are out of school for a planned absence are expected to obtain all work from teachers prior to the planned absence. Students are expected to complete all work missed due to any absence.

Teachers will assist students who are in need of help in making up work due to an excused absence. A time allowance will be given to make up the missed work (i.e., one day to make up work for each day of school missed).

Students and parents are responsible for all material and work missed during an absence.

Immunizations

Each child will be required to comply with the Wisconsin state requirements for student immunizations prior to attendance at the 21st Century Preparatory School. Students whose immunization record is not on file/up to date, will not be allowed to attend school until it is updated/filed. Conscientious objectors to the immunization laws must file appropriate paperwork with the school office by the state deadline.

Inclement Weather

Whenever our school must alter operations because of severe weather, or for any emergency related event, you will be notified by School Messenger. **You must have a current telephone number on file with the school to receive School Messenger notifications.** 21st Century Preparatory School also participates in the following television and radio station closing networks, and will post that information on the following television and radio stations:

- Today's TMJ Channel 4
- CBS 58 News
- WISN Weather Watch Channel 12
- WITI Fox 6
- News/Talk 1130 WISN/AM
- WRJN 1400
- 620 WTMJ

21st Century Preparatory School will be listed separately on media announcements. The Superintendent or administrative designee in his/her absence will contact the television stations. Every effort will be made to have the posting called in by 6:00 am.

Insurance

21st Century Preparatory School does not carry health/accident insurance for students. In view of this, parents may wish to review their own health insurance policies.

Lunch procedures:

- Students must eat in the cafeteria unless they have permission to eat with a teacher in a classroom.
- No one may leave the cafeteria, at any time, without permission from an adult supervisor. Students are dismissed from the cafeteria by tables.
- All students exit through the doors that lead to the playground area. All other hall areas are "off limits" without a pass.
- All students dismissed from the cafeteria will remain on the playground until their classes resume.
- Students are encouraged to play ball, four square, or just visit with their friends. They will not be allowed to engage in any activities which could cause an injury to themselves or others, such as skateboarding, roller blading, contact sports, or physical contact activities.
- Students will not be allowed in the parking lot area or near the bike racks.
- At the end of the recess period, students are required to enter the building in an orderly fashion through the designated entrance.

See also Meal Services.

Make-Up Work – see Homework

Mandatory Reporting

All 21st Century staff are required to report suspected child abuse and neglect. Suspected child abuse and neglect means having reasonable cause to suspect that a child seen in the course of professional duties has been or will be abused and/or neglected and/or threatened with an injury. Neglect or abuse refers to harm to a student's physical, psychological or intellectual functioning which is exhibited by severe anxiety, depression, withdrawal or outward aggressive behavior, actual physical evidence or a combination of the above symptoms caused by Parents/Guardian, legal custodian or other person.

It is the responsibility of the staff to report the situation to the Racine Human Service Department (RHSD) and/or the Racine Police Department. The reporter will contact the RHSD by calling (262) 638-6321 or calling 211 and asking to be transferred to the human service department. The reporter is responsible for documenting the situation.

Investigation of suspected student abuse or neglect shall be done by the RHSD or by police investigators. The agency making such investigation may contact, observe, or interview a student on school premises without permission from the student's parent, guardian, or legal custodian if necessary to determine if the student is in need of protection or services. Interviewing of a student involved in such complaint by representatives of the Department of Racine Human Services may be done in the presence of the Principal designee.

Staff will not contact the child's family or any other person to determine the cause of any suspected abuse or neglect. Those contacts are the responsibility of the Racine County Human Services Department.

Wisconsin laws (Wisconsin Statutes: s48.981 (2), (3), (6), (10) and (11) as re-created by Chapter 355, Laws of 1977) states that any person participating in good faith in the making of a report under this section shall have immunity from any liability, civil or criminal, that results by reason of action. State law provides for the protection of the identity of any individual making such a report suspected child abuse or neglect through fines not to exceed \$1,000 and/or imprisonment not exceeding 6 months.

Meal Services

21st Century Preparatory School serves breakfast and lunch under the National School Lunch Program. Breakfast is available daily in the cafeteria from 7:15 a.m. until 7:50 a.m.

Please see the menu or the school website for current breakfast and lunch prices.

Students not participating in the school lunch program, should bring a bag lunch from home. Parents/guardians should not bring fast food for their child(ren) to eat for lunch.

Parents deposit money into their family's account through the front desk. Each time the child eats breakfast and/or lunch, their account is debited. Parents or students should bring cash or check in an envelope labeled LUNCH MONEY, with the student's name, room number, and the amount in the envelope to the front desk.

Parents should keep at least \$10.00 in their family's lunch account. You will be notified by School Messenger if your family's lunch account balance falls below \$3.00. If your family owes more than \$20.00 on their account, your child(ren) you not receive a hot lunch. The child(ren) will need to bring a bag lunch (no fast food) until the account is paid.

To apply for free or reduced price meals, households must fill out the Free/Reduced Lunch Application and return it to the school office. The application needs to be filled out on a yearly basis. The information provided on the application will be used for the purpose of determining eligibility and may be verified at any time during the school year by the school's official. Applications are accepted throughout the school year. Families who may qualify for the National School Lunch Program and do not complete the application will be responsible to pay full cost of each meal your child eats.

Medication Policy

It is best to give your child any prescription medicine at home. However, at times, a child may need to be given prescription medication during school hours. Under no circumstances will any medications be dispensed to students without parental consent. School personnel will only administer medication at the designated time as directed by the medical provider.

The procedure for dispensing medications is as follows:

1. Students who must take prescription medication during school hours must have the medication brought to school in the original prescription container. The student's full name must be affixed to the container.
2. The physician and the parent/guardian must complete and sign a Prescription Medication Form. This form includes clear instructions from the doctor, including but not limited to, the type of medication to be given, the dosage required, the doctor's signature, and your written consent. The form is good from the date of the doctor's signature until the end of the current school year.
3. Non-prescription or over-the-counter medications are discouraged from being given during school hours. However, if it becomes necessary to do so:
 - a. A medication request form must be submitted and signed by the parent/guardian, and
 - b. Medications must be brought to school in the manufacturer's original container and must have the student's full name on the container.
4. Medication will be taken by the child at the designated time, supervised by authorized personnel.
5. Limited quantities of any medication should be kept at school. All medication administered at school will be stored in a locked drawer, cabinet or file. Parents must notify school when the drug is discontinued, or the dosage or time is changed. If the medication is resumed, a new order must be received.

Parent Rights and Responsibilities

21st Century Preparatory School recognizes that you, as a parent or guardian, are our most important partner in your child's education. Your involvement is essential to your child's educational success. We urge you to understand and exercise your rights and responsibilities.

Parents Have the Right To:

- Advocate for their children.
- Examine and receive copies of all school records pertaining to their children within the 21st Century Preparatory School guidelines.
- Receive regular reports of their child's academic progress and attendance.
- Request and be granted conferences with teachers and/or administrators.
- Request and to receive explanations of the curriculum, grades, testing, homework and disciplinary actions.
- Participate on the Superintendent's Advisory Council, and participate in the development of all school policies, plans and procedures that have an impact on the education of their children.

Parents Have the Responsibility To:

- Promote prompt and regular attendance, providing a written explanation for absences and tardiness.
- Inform the school in case of a change of address, telephone number, or emergency contact information.

- Be familiar with the discipline guidelines of the 21st Century Preparatory School, discuss these guidelines with their children and encourage compliance.
- Attend mid-quarter teacher/parent conferences and participate in the parent/teacher organization (see P.T.O).
- Communicate to their children that they believe in their ability to achieve high academic success.

Rights of Non-Custodial Parents

If you are a non-custodial parent, you have the same rights to student records, progress reports, school mailings, school visits, and parent-teacher conferences as a custodial parent unless a court order restricts such rights. When a court order is in place, the custodial parent must provide a copy to the School Social Worker. It is your responsibility as a non-custodial parent to give the school your address and contact information if you want to be consulted regarding your child and to be placed on school mailing lists.

Rights of Foster Parents

As a foster parent, you have many of the same rights as biological parents or guardians for the duration of the child's placement in your home. However, these rights are restricted by law, for example, the authorization of an Individualized Education Plan (IEP) evaluation for the child. A foster parent can attend the meeting; however, foster parents cannot authorize an IEP evaluation unless approved by the Racine Department of Human Services.

Rights of Parents of Children Suspected of Having Special Education Needs

Children with physical, emotional, behavioral, sensory and/or learning disabilities may need special education services and accommodations. As an Independent Charter School, like any other public school, the 21st Century Preparatory School, must provide the fundamentals of Special Education as defined in federal and state law. Special education services are provided within a model of full inclusion.

Disabilities, which may require special education and related services, include:

- | | |
|------------------------------------|-------------------------------------|
| • Specific Learning Disabilities | • Autism Spectrum Disorder |
| • Emotional or Behavioral Disorder | • Traumatic Brain Injury |
| • Speech or Language Impairment | • Other Health Impaired |
| • Visual Impairment | • Early Childhood Special Education |
| • Physical Impairment | |

All children and youth have a right to an education that enables them to progress at a satisfactory level, even when the curriculum is standardized across grade levels or by department (e.g. Math, Reading) at the 21st Century Preparatory School. As problems arise, educators respond by entering into a problem solving process. When a student experiences academic, emotional, social or developmental difficulty, which interfere with learning, parents and school staff address the specific areas of concerns in the most relevant but least intrusive manner. Either concerned parents or staff members can request a **Student Support Team** meeting. These meetings are designed to provide a collaborative approach to planning, developing and implementing an intervention plan to foster success for any child who is struggling academically, socially or behaviorally. Parents, as their child's first and primary educator, are invaluable partners in this problem solving process and are invited to attend **Student Support**

Team meetings. If you have any questions or concerns, please contact the Coordinator of Student Services.

The school must locate, identify, and evaluate all children with disabilities, regardless of the severity of their disabilities. A person who believes a student is a child with a disability may refer the student for special education. A referral may be sent to the Coordinator of Student Services.

The school maintains education records, including information from special education referrals. All records directly related to a student and maintained by the school are education records. They include records maintained in any way including, but not limited to, computer storage media, video and audiotape, film, microfilm, and microfiche. Records maintained for personal use by a teacher and not available to others and records available only to persons involved in the psychological treatment of a child are not education records.

Parent Teacher Organization (P.T.O.)

The **Parent Teacher Organization's** purpose is to enhance the educational experience and opportunities of our students. The organization's focus includes:

- Partnering with our school to expand parental involvement
- Providing opportunities for school and family social interaction
- Funding and supporting supplemental educational materials and experiences
- Supporting and assisting our teachers in the classroom setting

Parents/guardians are encouraged to join the PTO and attend its monthly meetings.

Progress Reports / Parent-Teacher Conferences / Report Cards

Student Progress Reports are sent home with each child at mid-term. Parent-Teacher Conferences are also held at mid-term of Terms I, II, and III. Conferences give the parents and teachers an opportunity to evaluate and discuss the progress of the student. Parent-Teacher Conferences are scheduled for all parents. The dates of the conferences are listed on the school calendar.

A report card is sent home with each student at the end of each term.

Student Nondiscrimination Policy

21st Century Preparatory School is committed to providing the best education possible for every child as long as the student can benefit from attendance and his/her conduct is compatible with the welfare of the entire student body. Within this commitment is a policy of nondiscrimination and acceptance of diversity throughout the school.

21st Century Preparatory School does not discriminate on the basis of national origin, ancestry, race, color, creed, sex, age, disability, physical appearance, sexual orientation, religion, pregnancy, marital or parental status, or political affiliation in its educational programs, related activities (including School- Community Recreation) and employment practices.

Any complaint regarding a possible violation, interpretation, or application of the school's student nondiscrimination policy shall be processed in accordance with the following procedures:

Complaint Procedures

Step 1: If any person believes that the 21st Century Preparatory School has engaged in discrimination that is prohibited by section 113.13, Wis. Stats., he/she may bring or send a written complaint to the following designated employee:

School Social Worker and Community Coordinator
21st Century Preparatory School
1220 Mound Avenue
Racine, WI 53404

Step 2: The designated, upon receiving such written complaint, shall immediately record the receipt of the written complaint. Within 45 days after receiving the written complaint, the designated shall provide the complainant with written acknowledgement of the receipt of the written complaint, including the date complaint was received.

Step 3: The designated employee will be responsible for coordinating an investigation of the allegation and will investigate the circumstances of the alleged discrimination, review with the superintendent or other appropriate persons the facts surrounding the alleged discrimination, determine whether or not violation has occurred, determine the action to be taken, if any. The designated employee will report in writing the findings and resolution of the case to the complainant and to the superintendent. The written determination shall be provided to the complainant within 90 days of receipt of the written complaint, unless the complainant and designated employee agree otherwise in writing.

Appeal Process

If a complainant wishes to appeal the determination, he/she has the right to appeal the decision to the School Superintendent within 30 days of the decision.

Dr. Robert Morelan, School Superintendent
21st Century Preparatory School
1220 Mound Avenue
Racine, WI 53404

Discrimination complaints may also be filed with the federal government at the:

Office for Civil Rights
U.S. Department of Education
111 N. Canal St., Suite 1053
Chicago, IL 60606-7204
(312) 886-8434 Fax (312) 353-4888 TDD (312) 353-2540

Student Rights and Responsibilities

21st Century Preparatory School strives to ensure that all students reach their full potential. To do so, it is essential that the school be free of disruption. As a student, you are asked to respect the rights of all members of the school community which includes teachers, administrators, parents, support staff, and other students.

As a Student, You Have the Right To:

- Come to school and feel safe
- Be respected by others
- Receive a high quality education

Responsibilities

Students also have certain responsibilities, both as citizens and as members of the school community. These responsibilities are present whether the student is in the school building participating in a school activity or traveling to or from school. In order to guarantee these rights, each person must assume responsibility for his or her own behavior and refrain from infringing upon the rights of others.

- **Active Participation:** Students have the responsibility to actively engage in the serious business of learning. For example, they must attend school regularly and be on time. They must remain in class until excused, pay attention to instructions, complete assignments to the best of their ability, and exert every effort to achieve mastery of the lessons.
- **Obey Laws and Rules:** The laws of society and school rules have been created to guarantee every person's rights. Students must assume personal responsibility to obey these laws and rules.
- **Illegal or Dangerous Items:** Students must not bring materials or objects to school or to school activities that could be disruptive or are prohibited by law or school policy. All nonessential items that are brought to school by students shall be stored in the students' lockers throughout the school day.

Technology

21st Century Preparatory School recognizes the value of television, videotapes and DVDs when used to supplement the curriculum. While it is assumed that teachers will exercise their professional judgment when choosing to use television, videotapes, and DVDs the following guidelines are intended to facilitate responsible use of this medium.

At the 21st Century Preparatory School, television, videotapes and DVDs will:

- Only be used to support curriculum objectives
- Be age appropriate
- Not violate copyright law
- Not be used at the expense of other tools

If parents have concerns about television and/or video use, the procedure outlined below should be followed:

- Parents should speak to their child's teacher about their concerns
- If the concerns are not satisfactorily addressed, parents should speak with the Principal

Internet Use Policy

Electronic, communication networks provide vast, diverse and unique resources. Our goal in providing this service to teachers, staff and students, is to promote educational excellence in the 21st Century Preparatory School by facilitating resource sharing, innovation and communication.

We support resources that will enhance the learning environment and is consistent with the vision, mission, goals, and policies of the school. With access to computers and people all over the world, also

comes the availability of material that may not be considered to be of educational value in the context of the school setting. There may be some material or individual communications that are not suitable for school-aged children. The 21st Century Preparatory School has taken precautions to restrict access to inappropriate materials. However, it is impossible to control all materials on a global network and an industrious user may discover inappropriate information.

The responsible use of technology relies heavily on the proper conduct of the users, who must adhere to strict guidelines. Access to Preparatory School Technology is a privilege, not a right. Technology use carries with it responsibilities. ALL users of technology are expected to abide by school policies and rules of behavior. These guidelines are provided here so that users are aware of the responsibilities that the use of technology places upon them. If a user violates any of the acceptable

use provisions outlined in this document, his/her account will be terminated and future access will be denied. Some violations may also constitute a criminal offense and may result in legal action. Any user violating these provisions, applicable state and federal laws, or posted classroom and school policies, is subject to loss of access privileges and any other disciplinary actions. *Students and parents will be required to sign an Acceptable Use Policy Agreement yearly.*

Users have the opportunity to access technology for educational purposes only. Exercising that privilege requires that the user accept the responsibility for all material they access, view, download and/or produce. It is necessary for users to evaluate the validity of the information they access via technology use and acknowledge the source of the information when appropriate.

ALL users of technology are acting as representatives of the 21st Century Preparatory School and should act accordingly.

Guidelines for acceptable use include but are not limited to the following:

Users Will:

- Use appropriate language.
- Avoid offensive or inflammatory dialog.
- Adhere to copyright rules and assume that any software that they did not create is copyrighted (unless it is labeled “freeware” or “public domain”).
- Not reveal any personal information, i.e. address, phone number, etc. for themselves or others.
- No information stored on school equipment is guaranteed to be private. People who operate the school information systems do have authorized access to all files on the network; others may have access if appropriate school personnel have provided authorization.
- All information stored on school equipment is the property of the school. The school will at its discretion, remove files from the network or change file access privileges.

Use Technology Only for Legal Activities

- Be responsible at all times for proper use of their access privileges and avoid impersonation, anonymity or unauthorized sharing of security measures and/or their account(s).
- Take responsibility for any technology related activities that they borrow or are used under their account or password.
- Maintain the integrity of technology resources from viruses, physical abuse, potentially damaging messages, etc.
- Respect the rights of others to utilize technological equipment by not utilizing it for non-school purposes.
- Abide by any and all policies and procedures of networks, systems and information resources linked by and through school technology.
- Notify a **teacher or the Network Administrator** immediately if you identify a security problem.
- Do not show or identify a security problem to others.
- Do not reveal your account password or allow another person to use your account.

Examples of technology **misuse** that will result in disciplinary action include but are not limited to the following:

- Use of obscenities or inflammatory dialog
- Harassing other users
- Using other users accounts
- Misrepresenting themselves or other users
- Violating the rights of others or their privacy
- Accessing, viewing, downloading or creating pornography
- Using technology resources for personal business, financial gain or commercial activities

- Vandalizing data, programs, networks or information resources
- Degrading or disrupting systems or equipment
- Damaging technology hardware or software or spreading computer viruses
- Gaining unauthorized access to resources or entities
- Violating copyright laws
- Using technology resources for illegal activities
- Accessing Chat Rooms
- Sending product advertisements.
- Political lobbying through e-mail

Violations of these guidelines and/or School policy will be dealt with seriously. Consequences may include, but are not limited to loss of access to technology. Users are subject to additional consequences as described in the Preparatory School's policies and regulations. Illegal activities may also result in referral to law enforcement officials.

The 21st Century Preparatory School makes no warranties of any kind, whether expressed or implied, for the service it is providing. The 21st Century Preparatory School will not be responsible for any damages a user may suffer, including loss of data. The Preparatory School will not be responsible for the accuracy or quality of information obtained through this Internet connection.

Disciplinary Actions

Failure to comply with this policy and/or the regulations governing technology use will result in disciplinary action. The 21st Century Preparatory School reserves the right to deny individual users access to specific technology as a consequence of misuse.

Minimum Action: Staff/User conference or reprimand.

Additional actions, as deemed appropriate:

- Staff/parent contact for student misuse
- Referral to administration for student discipline
- Loss of access to specific technology and/or designated area for a minimum of three days to two weeks. Note: Multiple infractions may result in extended or permanent loss of technology privileges.
- Confiscation of inappropriate items
- Restitution/Restoration
- Administrative and/or Board action, including suspension and expulsion

Truancy

Your child is considered truant when:

- He/she is absent for all or part of the school day and you, as the parent/guardian, have not contacted the school with an excuse as noted above under excused absences.
- He/she attends school irregularly but often enough that he/she is not in violation of state laws that require children to attend school.

A child is considered habitually truant if he/she misses a total of five full or partial days without an excuse during a school semester. If your child has five (5) unexcused absences in a semester, you will be notified, in writing, by registered or certified mail. The notice will ask you to meet with the School Social Worker within five days. If you fail to meet with the School Social Worker, the school may take steps to impose penalties on you for failing to correct the truancy problem. These penalties include enforcement of state statutes and municipal codes such as a referral to the District Attorney's Office.

Uniforms

At the 21st Century Preparatory School all children wear uniforms. The students at the 21st Century Preparatory School must attend school in a clean and proper uniform.

The School has a specific uniform that is available for sale at many locations. Wal-Mart, Target, JC Penney, and Burlington Coat Factory carry our uniform attire. You may also shop online at www.frenchtoast.com or www.marcusuniforms.com.

Boys in grades K4 through 6

Long or short sleeve dress shirt- light blue, white
Navy Tie
Dress Pants - Navy
V-Neck, crew-neck or Cardigan Sweater or Vest
- Navy
Dress Shorts – Navy (no cargo shorts)

Girls in grades K4 through 6

Long or short sleeve blouse– light blue, white
Navy or plaid cross tie
Dress Pants - Navy
Crew Neck Sweater or Cardigan - Navy
Navy Jumper
Knee-length dress shorts, skort, or capris - Navy
Tights - Navy or White

Boys in grades 7 and 8

Long or short sleeve dress shirt – Yellow or white (tails must be tucked in)
Brown or brown plaid tie
Dress pants - Khaki
V-Neck, crew-neck or Cardigan Sweater or Vest
- Brown
Dress Shorts – Khaki (no cargo pants)

Girls in grades 7 and 8

Long or short sleeve blouse -Yellow or white
(tails on blouses must be tucked in)
Brown or plaid cross tie
Pants - Khaki
Crew Neck Sweater or Cardigan – Brown
Knee-length dress shorts, skort, or capris - Khaki

Shoes

Brown or black non-athletic shoes
Socks must be worn with shoes at all times
Boots, Heelys, flip-flops, and sandals are NOT allowed

Visitors to the School

Parents and guardians are welcome and encouraged to visit school. **Call the teacher in advance**, and coordinate a mutually agreeable date and time that you would like to visit. All parents/guardians are required to sign in at the front desk and wear a Visitor Pass when they enter the school. You may also be asked to provide a photo I.D. In order to insure the safety of the students and the continuity of the school program, the School reserves the right to refuse visitation if it is perceived to be contrary to the best interest of the child and/or disruptive to the ordinary operation of the school.

Withdrawals

When a parent wishes to withdraw their child from school, they need to notify the and complete a Withdrawal Form and a Request for Records form. Once those forms are completed and returned, the student's records may be properly closed and transferred to the new school. All textbooks, library books, musical instruments, and other educational materials must be returned to the teacher who issued them and each teacher will indicate on the withdrawal form that the record is clear.

Parent/Guardian Accountability Agreement

As parent/guardian of _____,

I agree that education is a shared responsibility between parents/guardians, teachers, and students. As a partner in my child(ren)'s education, and in order to maximize my child(ren)'s opportunity for academic success, I agree to the following:

1. To support and abide by the philosophy, mission, and vision of the school as stated in the Parent/Student Handbook.
2. To ensure that my child is in attendance for all five terms of the school year, dates for which are listed on the School Calendar.
3. To complete and submit all required paperwork, including, but not limited to, emergency cards, updated immunization records, and Notice and Release forms, before my child will be allowed to attend school.
4. To have my child arrive at school by 7:50 A.M
5. To have my students dressed in the proper uniform.
6. To make sure that my child is picked up from school promptly when school ends at 3:45.
7. To check my child's homework/assignment book on a daily basis.
8. To attend quarterly parent/teacher conferences and participate in parent involvement opportunities.
9. To maintain my child's behavior based on the school wide expectations and values, and to support the discipline policy of the grade levels/school as outlined in the Parent/Student Handbook.
10. To make myself available to the school to address any concerns that may be related to my child.
11. To communicate any concerns that I have to my child's teachers.

I acknowledge that I have chosen to enroll my child at 21st Century Preparatory School, and in doing so, agreed to the school policies stated above. I understand that failure on my part to comply with this agreement could result in my child not being re-enrolled for the next school year.

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Student Accountability Agreement

I, _____, agree to conduct myself in a manner consistent with the values of 21st Century Preparatory School, and to work in cooperation with all members of the school community to contribute positively to the educational atmosphere of the school.

In particular,

1. I will show proper respect to my teachers and peers at all times. I understand that disrespectful words, actions, and attitudes have no place at 21st Century Preparatory School.
2. I will be on time for all classes, and come to class prepared to learn and do my best.
3. I will follow the directions of adult staff members at all times.
4. I will respect others' property and the school environment.
5. I will follow the uniform policy fully.
6. I will take responsibility for my actions and change unacceptable behaviors.
7. I agree that all students are entitled to an education free from undue disruption, and understand that if I willfully disrupt the educational program, I will be subject to the discipline procedures of the school.

Student Signature: _____ Date: _____

**Copy of
Releases for 2009-2010 School Year**

RELEASE 1. – Student, Student Work, and Class Projects

With my signature below, I give permission for my child to have his/her likeness and/or examples of learning produced by my child on the school website, on television, and in printed publications. I hereby release 21st Century Preparatory School from any and all liability and legal or equitable claims of any kind related to such work being published on the Web.

RELEASE 2. – Disclosure of Student Data

Notice is hereby given to all parents and guardians of pupils age 17 or under and pupils themselves age 18 or older that the following have been designated DIRECTORY DATA that may be released to the public: the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, and awards received, the most recent previous school attended by the student, and the student's photograph.

RELEASE 3. - Student Use of Network Computer Services/Internet

Your daughter/son will have access to networked computer services and the Internet as part of the school's curriculum. The school uses a filtering system that generally blocks student access to inappropriate sites, but you must understand that the Internet is an unregulated information source. **It is possible that some materials accessible on the Internet may be objectionable.** By signing below, you recognize that parents/guardians accept responsibility for setting and conveying standards for their children to follow when selecting, sharing, or exploring information and media through the Internet.

Student(s) Name(s) Printed _____

Parent/guardian Name Printed _____

Signature _____

Date: ___/___/___

**21st Century Preparatory School
2009-2010 School Calendar**

Board Approved 3/24/09

Wednesday-Friday, August 19, 20, 21	New Teacher Orientation
Monday-Friday, August 24, 25, 26, 27, 28	Teacher Professional Development
Monday, August 31	NO SCHOOL
Tuesday, September 1	First Day of School
Monday, September 7	Labor Day (NO SCHOOL)
Friday, September 18	DPI – 3rd Friday Attendance Count Day
September 21 – October 28	MAP Testing – all students gr. 1-8
Friday, September 25	Early Release for students @ 12:15 PM <i>Staff Professional Development</i>
Thursday, October 1	Early Release for students @ 12:15 PM <u>Term I Parent/Teacher Conferences</u> Afternoon Conferences , 2:30-4:30 PM Evening Conferences, 5:30-8:30 PM
Friday, October 2 <i>No School for Students</i>	<u>Term I Parent/Teacher Conferences</u> Morning Conferences, 8:00-11:00 AM
Friday, October 16	Early Release for students @ 12:15 PM <i>Staff Professional Development</i>
Thursday, October 29	Professional Development Day for Teachers <i>No School for Students</i>
Friday, October 30	NO SCHOOL
Friday, November 6	End of Term I
Monday, November 9	Professional Development/Teacher Records Day <i>No School for Students</i>
November 10-24	WKCE Test – all students, grades 3-8
Wednesday, November 25	Early Release for students @ 12:15 PM <i>Staff Professional Development</i>
November 26-27	Thanksgiving Holiday
Thursday, December 3	Early Release for students @ 12:15 PM <u>Term II Parent/Teacher Conferences</u> Afternoon Conferences , 2:30-4:30 PM Evening Conferences, 5:30-8:30 PM
Friday, December 4 <i>No School for Students</i>	<u>Term II Parent/Teacher Conferences</u> Morning Conferences, 8:00-11:00 AM
Friday, December 18	Last Day of School
Monday, December 21-Friday, January 1	Christmas Vacation NO SCHOOL
Monday, January 4	School Resumes
Friday, January 8	DPI – 2nd Friday Attendance Count Day
January 11-29	Priority Re-Enrollment for currently enrolled students and their siblings
Monday, January 18	Martin Luther King, Jr. Day NO SCHOOL
Friday, January 29	End of Term II
Monday, February 1	Professional Development/Teacher Records Day <i>No School for Students</i>

February 1-26	Open Enrollment for New Students
Friday, February 12	Early Release for students @ 12:15 PM <i>Staff Professional Development</i>
Monday, February 15	Professional Development/Teacher Records Day <i>No School for Students</i>
Thursday, March 4	Early Release for students @ 12:15 PM <u>Term III Parent/Teacher Conferences</u> Afternoon Conferences , 2:30-4:30 PM Evening Conferences, 5:30-8:30 PM
Friday, March 5 <i>No School for Students</i>	<u>Term III Parent/Teacher Conferences</u> Morning Conferences, 8:00-11:00 AM
Wednesday, March 17	Lottery Drawing for 2010-2011 School Year
Friday, March 19	Early Release for students @ 12:15 PM <i>Staff Professional Development</i>
Wednesday, March 31	End of Term III
Thursday, April 1	Professional Development/Teacher Records Day <i>No School for Students</i>
Friday, April 2	Good Friday <i>No School</i>
April 5-9	Easter Holiday
Monday, April 12	School Resumes
Friday, April 30	Early Release for students @ 12:15 PM <i>Staff Professional Development</i>
May 3-27	MAP Testing – all students gr. K-8
Friday, May 14	Early Release for students @ 12:15 PM <i>Staff Professional Development</i>
Friday, May 28	Track & Field Day
Monday, May 31	Memorial Day NO SCHOOL
Tuesday, June 8	8 th Grade Promotion Ceremony
Thursday, June 10	Early Release for students @ 12:15 PM End of Term IV
Friday, June 11	Teacher Work Day
Friday, June 25	Teacher Work Day for Term V
Monday, June 28	Start of Term V
Friday, July 16	End of Term V – End of School Year

188 Teacher-Students Contact Days (includes 11 Early Release Days) + 3 P/T Conference Days = 191 Days

Report Card Periods

Term I	September 1-November 6, 2009
Term II	November 9, 2009 – January 29, 2010
Term III	February 2 – March 31, 2010
Term IV	April 12-June 10, 2010
Term V	June 28-July 16, 2010

Current PK4 and 8th Grade do NOT attend Term V
Incoming PK4 and Kindergarten do NOT attend Term V