

ITA PARENT and STUDENT HANDBOOK



**8940 N 85TH STREET
MILWAUKEE, WISCONSIN 53224
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Teacher/Administrator Commitment

As a member of the ITA family I will:

- Do everything in my power to ensure the academic and social success of all scholars.
- Be accessible to scholars and return phone calls within 24 hours.
- Be prepared to start the school day promptly at 7:45 a.m.
- Create a safe and loving classroom environment conducive to learning.
- Plan relevant and rigorous lessons aligned to the common core.

Teacher Signature: _____

Scholar Commitment

As a member of the ITA family I will:

- Do everything in my power to ensure my academic and social success and that of my fellow classmates.
- Be on time to school every day and be ready to learn and participate.
- Arrive at school with the necessary materials and show great care with school property.
- Come to school every day in the proper attire and maintain superior appearance while abiding by the uniform policy.
- Complete all homework assignments to the best of my ability.
- Participate in all classes, ask questions when I do not understand something, and find solutions to problems without resorting to excuses.
- Cooperate with expectations and rules in all areas of the school: classrooms, hallways, lunchroom, playground and gym.
- Strive to exhibit the ITA Character traits.

Scholar Signature: _____

Parent /Guardian Commitment

As a member of the ITA family I will:

- Do everything in my power to ensure the academic and social success of my scholar/s.
- Become involved in my scholars' schoolwork and school-sponsored activities and programs.
- Ensure that my scholars are in school at or before 7:45 a.m. and that they complete the school day unless ill or an emergency arises.
- Make sure that my scholars follow the school uniform every day.
- Ensure the completion of homework by providing a quiet place in the home where reading, learning, and homework can take place.
- Enforce reasonable bedtimes to ensure adequate sleep so scholars are well rested and ready to learn.
- Assist my children in problem solving by enabling them to contact teachers regarding homework.
- Attend mandatory parent/teacher conferences twice a year and attend any meeting deemed necessary by administration if a problem should arise.
- Support and encourage success being the only option by supporting ITA's character traits.

Parent/Guardian Signature: _____

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INSTITUTE OF TECHNOLOGY AND ACADEMICS

MISSION STATEMENT, VALUES AND BELIEFS

MISSION STATEMENT

Our school, community, and partnerships will be educate and inspire our students through 21st Century technological leaning learning opportunities.

VISION

Our first priority is student achievement. To a accomplish this envision:

- A true partnership including parents, students, staff, the Board of Directors, and community resources
- A well-equipped, qualified staff that puts students first, exhibits strong leadership, a passion for learning, and a commitment to success for every student
- A curriculum based on research, best practices and project-based learning that allows students to demonstrate knowledge through technology and academics
- Exceptional facilities providing safe and developmentally appropriate environments that allows for short and long-term growth

BELIEFS

- We believe strong family/teacher relationships are essential for your student's success.
- We respect parents and guardians as partners in their student's education..
- We value thoroughly prepared teachers who are caring and supportive of the children, families and of each other.
- We offer a curriculum that is innovative and focused on the child as a capable learner.
- We value a multicultural education that includes opportunities to gain knowledge and skills, and that assists students in developing attitudes that will help them learn to live together effectively in a culturally and ethnically diverse country.

ENROLLMENT POLICIES AND PROCEDURES

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

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

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

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

REGISTRATION PROCESS

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

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

ACCREDITATION

ITA is accredited through the Advanced Ed.

CURRICULUM GOALS OF ITA

The overall curriculum goals of ITA are to meet the needs of children and to teach the whole child morally, intellectually, physically, socially, emotionally and creatively as they grow. We follow the standards set forth in the Common Core Curriculum and WI DPI.

ASSESSMENTS AND REPORT CARDS

ASSESSMENTS

Grades are based on the following methods of assessment:

- Interim Assessments
- Unit Assessments
- MAP Tests
- Projects/Presentations
- Class Participation

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

REPORT CARD POLICY

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

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

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

HOME AND SCHOOL COMMUNICATION

PARENT-TEACHER COMMUNICATION

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

We have formal ways to communicate:

- Parent-Teacher Conferences
- Report Cards

- Thursday Folders
- Assignment notebooks 4-8
- Assignment sheets k4-3rd

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

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

- Phone calls home
- Notes home

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

THURSDAY FOLDERS

Our school communication day is Thursday each week. Please expect your children to come home every Thursday with a folder that has various communications from the office and teachers.

CONTACTING THE SCHOOL BY PHONE

Phone calls to the school are best made **either before or after school** except for emergencies. (414) 365-9375 School Office

PROMOTION STANDARDS

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

ACADEMIC STANDARDS

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

STANDARDIZED TESTING

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

ATTENDANCE

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

DEVELOPMENTAL READINESS

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

POSITIVE REINFORCEMENT & RECOGNITION

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

- **Shine Awards**—Each week staff members will look for students who are exhibiting the specific behavior that is the focus for the week.

Students who are “caught” displaying the announced behavior will be given a Shine award that they will fill out and place in a jar in their classroom. Children will be awarded daily & monthly.

- **Perfect Attendance Award**
- **MAP Growth Target**
- **Character Awards**

ADDITIONAL ACADEMIC SUPPORT

HOMework

There is no evidence that any amount of homework improves academic performance of elementary students (Cooper, 2005). At ITA we believe that children are in school all day and should enjoy family activities in the evening. According to University of Michigan, family meals are the single strongest predictor of better achievement scores (Benett & Kalish page 260). Our job as teachers is to spend every day helping your child achieve; the evenings are for you to spend enjoying your family.

Keeping the above research in mind the following is a guideline for the amount of homework that will be assigned:

K5-2nd Grade: 10 -15 Minutes

3rd-5th Grade: 20-30 Minutes

6th-8th Grade: 30-45 Minutes

Homework will not be graded but will be expected to be completed and turned in. Grading homework that is supposed to be practice does not support learning or achievement.

Studies have shown that children learn to dislike reading as well as school after age 8 largely because of homework. We want to support our students' love of learning and will assign homework that promotes learning.

RESOURCE PROGRAMS

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

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

OTHER TESTING AND EVALUATION

ITA **does not** offer *Special Education* services.

ITA uses a variety of testing instruments to diagnose, properly place and design programs that meet the needs of our students. To this end, the following tools are used annually in our school.

1. The Smarter Balanced Assessment is administered annually to students in grades 3 through 8. These tests measure academic growth of individual students and assist us in assessing strengths and weaknesses in many areas of the curriculum.
2. Report cards are issued each trimester.
3. Weekly progress reports are sent home.
4. MAP testing is done 3 times a year.
5. Benchmark assessments in ELA 3 times a year.

Formal parent/teacher conferences will be conducted once per semester in fall and spring. If you have a concern, however, please do not feel you must wait until conference time to talk to your child's teacher.

Feel free to talk with the teacher at the end of the school day or by making an appointment. It is important that parents and teachers work together for the benefit of the child.

ITA DISCIPLINE GUIDELINES

ITA Character Behaviors

As we teach students to be pro-active in their behavior, we focus on some specific behaviors. These include:

- Demonstrating Integrity
- Being reflective
- Demonstrating Compassion for others
- Demonstrating Grit in all tasks

- Demonstrating Curiosity for learning
- Demonstrating Respect to others and prosperity

In all the above behaviors and attributes, students are taught to think and consider other people.

Consequences

At times, students demonstrate behavior which is outside of the pro-active, behaviors described above. During these unfortunate moments it becomes necessary to utilize the Law as a tool to show students that their actions are inappropriate and unacceptable. Essentially, students who have misbehaved must endure consequence in order to understand the fact that they've made a poor behavioral choice. We believe in constantly and calmly emphasizing choices and consequences. Such an approach helps the student to maintain a focus on the specific behavior which was problematic rather than personalizing the disciplinary situation to the adult who is delivering the consequence. We believe in counseling a child about their options while delivering the law. When students fail to make positive choices, the ITA administration reserves the right to determine necessary consequences to achieve appropriate changes in student behavior. That said, the following are examples of specific consequences typically utilized at ITA.

- Students sit or stand in the office to think about behavior
- Students write documents focused on behavioral improvement
- Students work to complete community or school service projects
- After school or mandatory Saturday school detention

At times, when a student's behavior is particularly disruptive or disrespectful, it becomes necessary to remove students from the academic environment. Such removal is based upon our belief that behavioral and moral development is of primary importance and ultimately crucial for student growth and behavioral improvement. Therefore, we firmly believe in utilizing in-school suspensions (out-of-school suspensions are reserved for particular disruptive behaviors and are typically an indication that a student is nearing expulsion from the school program). Behaviors which may lead to an in-school suspension include, but are not limited to, the following:

- Saying "NO" to any staff member when asked to do something
- Non-verbal defiance
- Actions displaying blatant disrespect (rolling eyes, tisking)
- Bullying
- Repeated minor disruptions to the school day
- Profanity

*Repeated in-school suspensions will lead to an out-of-school suspension and are often an indication that expulsion is nearing.

Reasons for immediate out-of-school suspension or expulsion include, but aren't limited to:

- Verbal or physical aggression towards others (including but not limited to profanity)
- Walking away from an adult
- Fighting of any type including play fighting. We do not tolerate fighting and this will likely result in removal from the ITA family. We do not condone defending yourself physically even if someone provokes you. We value self-control and respect, and will not excuse

violence from anyone, even if it is self defense. The teachers at ITA are here to ensure a safe learning environment; any threats made to a student must be reported immediately to a staff member to prevent further harassment.

- Possessions of drugs, weapons, or illegal substances
- When 10 or more absences have occurred

Appeals Process

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

- A. A student and or his/her parent/guardian may formally appeal an alleged violation in writing to the Executive Director within five school days of their notification of the teacher's decision.
- B. The principal will render a decision on the appeal in writing within five school days of receipt of written appeal.
- C. Parents will need to submit an appeals process form within five school days and must accompany the written letter of appeal. The appeal form must be submitted to the school prior to the conference date.
- D. If a student/parent/guardian disagrees with the decision of the principal, that individual may appeal the decision in writing within five days to the Executive Director or Appeals Board through the principal. The Executive Director will review the written appeal within five days of receiving the request.
- E. The Executive Director will review the supporting materials based on the decision to expel the student.
- F. The Executive Director will request a meeting/date and time to meet with the parent, student, principal and any ITA employees if needed..

ITA Harassment & Anti-Bullying Policy

ITA is committed to making our school a safe and caring place for all students. We will treat others with respect and will refuse to tolerate bullying in any form. Bullying is anti-social behavior and affects everyone; it is unacceptable and will not be tolerated.

ITA defines bullying as the following:

Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.

There are 5 main types of bullying/harassment:

- 1. Physical**—Harmful actions against a person's body. Some examples are hitting, pinching, kicking, spitting, tripping, pushing, or touching inappropriately. It also involves interfering with another person's property and stealing. Any type of intentional touching of intimate body parts of a person
- 2. Verbal**—Speaking to a person or about a person in a way that is unkind and hurtful, teasing, tisking, name calling, insulting, threatening, spreading rumors, or making racist or familial remarks including jokes and slurs
- 3. Non-Verbal**—Behaviors that upset, exclude or embarrass another person such as leaving someone out of a game or activity on purpose, making rude gestures such as staring down a person, writing unkind things about someone, rolling eyes, using technology to spread rumors, touching or showing someone private parts, etc.
- 4. Intimidation**— Behavior or repeated acts which cause fear or physical or psychological discomfort, including, but not limited to, physical acts, non-verbal threats, gestures or verbal threats. Any behavior that is seen as tormenting
- 5. Cyber** : An action of communication that is threatening, intimidating, or disparaging using an electronic device.

The following steps will be taken as appropriate when dealing with incidents that involve bullying to any degree:

If bullying occurs off of school property or outside of a school sponsored activity or event, interfering with any pupil's educational opportunities or disrupts orderly operations the school reserves the right to handle the situation with the following consequences:

A clear account of the incident will be recorded and given to the principal

The principal will interview all concerned and record incident

Parents will be informed through a phone call and/or letter

Punitive measures will be used as appropriate and in consultation with teachers and parents, Including, but not limited to:

- Official Warning
- Detention out of classroom
- Exclusion from certain activities, e.g., recess
- In-school suspension
- Out-of-school suspension
- Expulsion

GUIDELINES FOR DRESS

The impression we give to the rest of the world is important. Our words, actions, and appearance all send a message about who we are. We believe our students are professionals and need to appear to the rest of the world as scholars.

Our dress code is designed to help us make a statement to others. Students should be neat, clean and orderly in their appearance. Just as some types of dress are proper for church, and others are reserved for play, so certain clothes are appropriate for school; for this reason no jeans are allowed. Dress and personal grooming are to be in good

The following guidelines have been established:

1. Tops must be solid navy in color and be collared.
2. Students should be neat, clean, and orderly in appearance.
3. All pants, skirts, or shorts must be khaki. All skirts, shorts must be finger length
4. Navy sweaters can be worn in winter months with no hoods.
5. White turtlenecks may be worn under sweaters or collared shirts.
6. Make-up and jewelry may be worn in moderation. Hoop earrings should not be more than an inch in diameter. Dangle earrings should not be more than an inch long.
7. Hair should be carefully groomed, combed, and kept neat and clean. Extreme hair styles should be avoided.
8. **No head apparel** should be worn in the building at any time.
9. **No jeans of any color**
10. **No hoodies**

The classroom teacher will determine if a student is inappropriately dressed and groomed, and after private counseling, shall have the option of whether or not the parent is contacted. Exceptions to this dress code may be made for field trips, gym classes and other special events at the discretion of the teacher involved or by the principal in cases of extreme weather.

If a child comes out of dress code, parents will be notified. The child will remain in the office until they are in code. A child will not be picked up using ITA transportation that is out of uniform.

NON-DISCRIMINATION POLICY

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

TERMINATION OF ENROLLMENT

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

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

Parents withdrawing a student from ITA: Please complete the request form available in the school office.

SCHOOL HOURS, ATTENDANCE, ABSENCE, TARDY

OPERATIONAL HOURS

ITA will be in session from late August through early June. School hours are 7:45a.m.to 3:30 p.m., except Thursdays (7:45-1:00). Please see the school calendar for a list of days that school is closed.

Doors open at 7:00 a.m. Students who come at this time will report to the common area until 7:45a.m.Breakfast will be served from 7:45-8:10.

School ends at 3:30p.m. Late pick-ups create supervisory problems for the school.

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

DROP-OFF/PICK-UP PROCEDURES

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

EARLY PICK-UP PROCEDURES

Picking up students before the end of the school day, particularly in the 30 minutes before school gets out, is disruptive to both teachers and all other students in the class, so we ask that you wait until dismissal time to take your child unless there is an extreme emergency.

Another child's appointment is not a reason to take siblings out of school. In cases where a child must leave at a time that is different from school dismissal, we ask that a parent/guardian inform the school beforehand through a note or phone call. Then, an adult must come to the office at that time to sign the student out of school. **Parents/guardians should not go directly to the student's classroom.**

ATTENDANCE POLICY

At ITA, we believe that school must be a student's top priority. Parents are expected to ensure that their child is in school each day. Please do not allow your child to miss a day of school unless they are seriously ill!

Additionally, the Wisconsin Board of Education requires all students enrolled at ITA to attend school regularly in accordance with the laws of the State. The success of students is dependent upon their presence for classroom instruction and their participation in classroom activities. Faithful school attendance and punctuality are values we hold in high esteem. We firmly believe that these essential life skills are the building blocks for students' future excellence in school and in life. Based on this belief, we recognize and reward promptness and celebrate outstanding attendance at our monthly SHINE Assemblies.

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

We recognize only the following excusable reasons for missing school:

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

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

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

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

Range of Unexcused Absences	Progressive Action
1-3	Early intervention
4-5	Parent contact via phone
6-9	Formal letter sent to family home, at risk for notification to DA
10-12	Parent Meeting with Administration with plan for action-at risk for retention
13-16	Notification to DA
More than 16	Possible Expulsion

*Potential referral to the Local School District Attendance Officer with certified return receipt to If a student incurs more than 10 school days of consecutive absences because of health or physical impairment, they shall seek home or hospital instruction.

Any other reason for absence may be classified as an unexcused absence. Since missing class affects academic achievement, repeated absences may be reflected in the student’s grades. If a student is repeatedly absent, the principal and the parent /guardian will meet to address the issue. **A student may be retained if they obtain 10 or more absences for any reason in one school year!** Regular attendance at school is an important factor in a student’s academic success. As a result, the school reserves the right to not allow a student to re-enroll for the following year if there has been a pattern of unexcused absences.

Release of student to Non-Parent

The main office will maintain a list of authorized individuals to whom students may be released early to. Student will only be released to a non- parent that are on the list as approved. Parents create this list at the beginning of the school year and may alter it by adding a WRITTEN notice to the form. ***Anyone seeking a student’s release must report to the school office and present proper identification.***

MISSING HOMEWORK AS A RESULT OF ABSENCE

The school is not responsible for providing homework assignments in advance of an anticipated absence. All homework assignments must be completed upon the child’s return to the classroom. The number of days absent will be the number of days given to complete assignments.

HABITUAL TRUANCY

Wisconsin Law defines a habitual truant as a student who is truant for part or all of five or more days each semester during which school is normally held.

These students may be referred for legal action according to state law.

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

Tardy Policy

Tardiness is unacceptable. It is the number one reason for employee termination in the United States. Please remember that in order to be on time, students must be seated in their desks ready to begin work by 8:00 a.m. **Parents are strongly encouraged to consider 7:35a.m. as the start of school so that their children understand the importance of being on time and are never tardy.** This is especially true for younger children who take 5-10 minutes to get situated, especially when wearing winter clothing.

Excused Tardiness

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

Unexcused Tardiness

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

On the 4th tardy one of the following actions will be taken:

1. In school suspension
2. Arrive at or before 7:30 for the remainder of the marking period.
3. The parent/ guardian will be required to complete two hours of observation within 7 days of the 4th tardy. Each subsequent tardy will require two additional hours of observation.

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

The above actions can be taken at the discretion of the Principal or Dean of Student

HEALTH POLICY

When To Keep Your Child Home From School

Deciding when a child is too sick to go to school can be tricky. Children sometimes use illness as an excuse to miss school. It is up to you to be alert to your child's health and to decide when it is best to send him/her to school. When a child is sick, keeping them home benefits not only your child but other children as well. The following is a guideline as to when your child should remain home – not medical advice. Please contact your child's doctors with any concerns regarding your child's health.

Fever

If your child's temperature is 100 degrees or higher, keep your child at home. While at home encourage plenty of liquids. Your child should be fever free for 24 hours (without medicine) before returning to school. **We will send students home who come to school with a fever.**

Mild Cough/Runny Nose

If the child has no fever, and is able to fully participate in class, they may come to school. However, if they are too sleepy/groggy, it is best that they stay and rest at home.

Bad Cough/Cold Symptoms

Children with bad coughs need to stay home, and possibly see a doctor. It could be a severe cold or bronchitis, flu or pneumonia. But when the cough improves, and the child is taking medication, then it's safe to send them to school. The cough does NOT need to be gone completely.

Diarrhea or Vomiting

Keep your child home for 24 hours **after** the last episode.

Sore Throat

A mild sore throat is not a problem. A severe sore throat could be strep even if there is no fever. Keep your child home from school and contact a doctor.

Earache

The child needs to see a doctor.

Pink Eye

Keep the child home until a doctor says it's OK to return to school. Pink eye is highly contagious. You might notice that the eye is leaking fluid and/or pinkish in color. Thoroughly wash your hands.

Rash

Children with a skin rash should see a doctor. There are many causes for rashes.

Head Lice

A common sign that lice may be a problem is itching. If you notice your child scratching their head a lot, check for lice. Children may **not** come to school until they are completely lice free. Thank you for your help in keeping all the children at ITA healthy!

SUDDEN ILLNESS DURING SCHOOL HOURS

If a child appears to be ill upon arrival at school, or anytime during the school day, the parent will be notified and requested to remove their child from school until the child is well. For the well-being of the student body and staff, children who are ill should be kept at home. **A child returning to school after being sick must be fever, vomit and diarrhea free for at least 24 hours.**

As a general rule, students will not be sent home for upset stomachs, common colds, sore throats without fever, or headaches (unless noted on the health form). The main office is not used for resting. The office secretary will record the student's name, the time, the nature of the illness and call the parent/guardian.

If a child becomes ill or injured during the school day and is not well enough to stay in class, the child will be placed in the health room and the parent/guardian will be called to pick the child up. **Parents are required to pick up children too ill to stay in class. It is necessary to have**

updated emergency contact numbers on file in the school office in case no one can be contacted at home.

For accidents and injuries requiring medical attention, parents will be notified immediately and, if necessary, the paramedic emergency unit will be called.

Universal precautions will be used at all times to prevent the spread of blood-borne pathogens.

MEDICATIONS

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

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

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

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

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

COMMUNICABLE DISEASES

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

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

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

STUDENT IMMUNIZATIONS

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

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

POLICY ON MANDATED REPORTING OF ABUSE/NEGLECT

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

1. Once any staff member becomes aware that a student may be a victim of abuse or neglect, **they must:**
 - a. **Notify the principal of the situation**
 - b. **Call the DCFS hotline at 1-800-25-ABUSE**
 - c. **Complete a ITA incident report**
2. While these steps are taking place, the Principal will assist both the faculty member and the student in understanding the ramifications of the call. The principal will debrief the student and, when appropriate, will contact the parent(s)/guardian.
3. No one in the workplace, even a supervisor, is permitted to suppress, change, or edit a report of abuse. A mandated reporter who willfully fails to report suspected incidents of child abuse or neglect is subject to license suspension or revocation, and commits a misdemeanor. Falsely reporting information to the hotline is also a misdemeanor.
4. **When calling the hotline, the staff member must have the following information** (or as much is known): the name, birth date, and address of the alleged victim; the name, address, age or birth date, and relationship of the alleged perpetrator; what type of injury or harm was allegedly done to the victim; and a description of the incident (time/date, place in which it occurred, and/or indication of intention to harm).
5. **Physical abuse** is defined as occurring when a parent or person responsible for the child’s welfare “inflicts or allows to be inflicted upon such child physical injury by other than accidental means.” Common injuries include bruises, human bite marks, bone fractures, and burns. Physical abuse also occurs when the caregiver or parent creates a substantial risk of physical injury “by shaking, throwing, choking, smothering, or pushing the child into fixed objects.” Acts of torture are defined as “deliberately and/or systematically inflicting cruel or unusual punishment which results in physical or mental suffering.” When reporting physical abuse, it will be important to document the presence of any injuries, as a report may not be taken unless evidence of harm exists.
6. **Sexual abuse** is defined as occurring when a person responsible for the child’s welfare commits sexual penetration, sexual exploitation, sexual molestation, or when a young child contracts a sexually transmitted disease. A child’s disclosure of sexual abuse will be handled sensitively. When a child attempts to disclose sexual abuse, the teacher or staff member will listen attentively while maintaining a calm demeanor. The mandated reporter will pay very close attention to the disclosure of sexual abuse, but will not encourage the child to disclose information in addition to what is being given voluntarily. Staff will take very careful notes, writing the child’s words verbatim as much as possible. The child will be referred immediately to the Principal.
7. **Neglect** occurs when a person responsible for the child “deprives or fails to provide the child with adequate food, clothing, shelter, or medical treatment” or when an adult “provides inadequate supervision of a child (particularly small children).”

LEAVING SCHOOL GROUNDS

EMERGENCY PICK-UP BY AN ALTERNATE PERSON

If an emergency arises and someone other than the authorized person will be picking up a child, a signed note of authorization must be submitted by the parent or guardian before the event.

LEAVING SCHOOL DURING THE DAY

Pupils must have an acceptable reason to leave the school grounds during any time of the school day and they must have written permission of the parent/guardian. Whenever such permission has been granted, full responsibility then rests upon the pupil and parents. When picking the child up, parents/guardians are required to sign the log in the office.

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

FIELD TRIP POLICY

ITA views field trips as an extension of learning. We strive to extend our classrooms into the community by taking field trips; therefore, it is always our goal to have all children attend field trips. In order for the students to attend outside trips a permission slip signed by a parent or guardian must be on file. Any fees for field trips must be paid ahead of time. Teachers will send out flyers with the cost of a field trip at least 2 weeks prior to the date of the trip. At the time the flyer is sent out the teacher will also notify parents if there are any concerns about their child attending. We want all of our students to attend all field trips; however if a child is experiencing difficulty with behavior in the classroom it may not be safe to allow the child to attend. We may ask that you keep your child home or attend the field trip. Parents will then be notified the day prior as to whether their child will be allowed to attend the field trip.

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

HOT LUNCH, BREAKFAST, AND SNACK PROGRAM

HOT LUNCH PROGRAM

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

Lunch prices, free/reduced eligibility requirements and applications are distributed annually prior to the opening of school. Families will be notified of their student's status of eligibility for *Free, Reduced Fee, or Full Pay* lunches within 10 working days of the receipt of the application. A notice will be sent to each family notifying them at the beginning of each school year of the exact costs associated with the hot lunch and breakfast programs. Applications and school breakfast/lunch information may be picked up in the school office.

Students determined to qualify for reduced fee or full pay meals must pre-pay in the school office. This amount will be recorded in an account with their name on it. The cost of the lunch and/or milk they use at lunch will be subtracted daily from the total they have in their accounts.

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

BREAKFAST PROGRAM/SNACKS FROM HOME

Our school also operates a nutritious Breakfast Break program. Students qualifying for *Free or Reduced Fee* lunches also qualify for *Free or Reduced Fee* breakfasts. Students determined to qualify for *Reduced Fee or Full Pay* meals must bring money to the school office and this amount will be recorded in an account with their name on it.

Pricing and communication for the Breakfast Break program will be sent to school families attached to the hot lunch program information.

SCHOOL CLOSING NOTIFICATION

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

Television:

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

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

RECESS AND COLD WEATHER

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

Recess Dress

1. In late fall and early spring students should wear their coats outside. They may be taken off with the permission of the teacher on outside duty.
2. Hats, mittens or gloves are to be worn when the temperature is below 30 degrees.
3. Boots must be worn to play in the snow or on snow banks. Snow pants must be worn to roll or slide in the snow. Children will not be permitted to play in the snow without boots and snow pants. Bring shoes to school.

NUISANCES

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

PHONE USAGE

CELL PHONES

Cell phones will be permitted if the following guidelines are followed:

- Parents have informed the school office that their child will be bringing a cell phone to school
- Cell phones are to be turned off during the school day
- Cell phones are not to be used by the students during the school day without a teacher's permission
- Students are fully responsible for lost or broken cell phones
- Students who do not follow these guidelines will have their cell phones taken away until a parent picks them up and/or may lose the opportunity to bring them to school

TRANSPORTATION POLICY AND PROCEDURES

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

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

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

Ride the bus safely

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

Follow all bus rules

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

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

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

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

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

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

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

School Bus Stops:

Parents/guardians should instruct their child not to cross the street diagonally or behind the bus. Parents picking up and/or dropping off students at the bus stop should park safely away from the stop, but on the same side of the street as the bus stop to avoid the possibility of a student being hit by a vehicle while crossing the street.

Parents should remind the child to stay out of the **DANGER ZONE**(*the area in front of the bus, area in back of the bus, and the area around the side of the bus where the driver is unable to see the child*).

As the child nears his/her corner or drop-off site he/she should begin to gather belongings and wait for the bus to come to a complete stop.

After leaving the bus, the child is to remain on the sidewalk until the bus pulls away. This allows the child to have an unobstructed view of any oncoming traffic. The child should then proceed directly to his/her residence.

Bus Accidents:

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

Bus Routes

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

Student Identification:

During the first day of school, every student will have a wrist band with their route information. These wrist bands will be mailed one week prior to the start of school.

Absence of a Responsible Person

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

Emergency Contact Information

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

What to do in case of:

Late Bus or No-Show

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

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

Behavior Problems on Bus

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

Inappropriate Driver Behavior

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

If you notice a bus speeding, traveling in an unsafe manner, or the driver is talking on a cell phone, call School Principal immediately at (262) 402-9115. Please note the name of the bus company, the bus number, and the time and location of the bus.

Driver/Parent/Student Conflict Prevention Tips

Cooperation between parents and the bus driver will insure a safe bus ride for all riders. Please follow these simple guidelines:

- ❖ Be at your child's stop on a regular basis, and get to know the bus driver.
- ❖ Speak to the driver from the curb or sidewalk.
- ❖ Wait for all students to board before speaking to the driver.
- ❖ Do not board your child's bus unless authorized.
- ❖ Do not request route changes with the driver.
- ❖ Do not threaten the driver or other riders at the bus stop or on the bus.

PREAMBLE

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

COMPUTER GUIDELINES

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

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

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

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

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

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

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

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

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

Parent/Student Acknowledgement Form

I have read the Family Handbook. I agree to comply with these policies and all of the policies mandated by ITA.

I have reviewed the mission and vision of ITA with the understanding that these values are rooted in the identity and philosophy of our school.

I understand that ITA is a Milwaukee Parental Choice School. I understand that attendance at ITA requires compliance with school mission policies.

I understand my child can not have a cell phone in school unless turned in to a teacher.

I have reviewed the school calendar and noted special events. I understand the importance of consistent daily attendance, and I will use the calendar as a reference when planning appointments.

I have reviewed the Code of Conduct for the Acceptable Use of Technology policy. I agree to abide by the policy and understand that should I commit any violations, my access to privileges may be revoked and school disciplinary action may be taken.

Disclaimer: The Family Handbook provides you with important information about the ITA community. It also serves as a reference for looking up critical policies and procedures that will affect you and your child during your time at ITA. These policies, procedures, and benefits as described in the handbook do not constitute a contract or implied contract with students or personnel. ITA Administration reserves the right to interpret, revise, amend, or withdraw them at its discretion.

Student Signature _____

Parent Signature _____

Authorization and Release of Liability: Use of Information, Photographs, Audio and Video Tapes

I hereby authorize the Institute of Technology and Academics to use without restriction photographs, audio/ video tapes of my child and statements and information given by him/her in connection with its publicity, advertising and promotions.

I hereby release the Institute of Technology and Academics for any and all liabilities, losses, damages and claims in any way related to or arising from the use of such items.

Parent Signature _____ Date _____

Child Name (s) _____	Grade _____
_____	Grade _____
_____	Grade _____
_____	Grade _____
_____	Grade _____

Staff Contact information:

Grade Level/Title	Cell Phone Number
Principal	262-388-3870
Dean of Students	630-780-8967
Assistant Principal	414-902-9430
4k	414-902-3875
5k	414-902-0316
1 st grade	414-902-3866
2 nd grade	
3 rd grade	414-902-3725
4 th grade	414-902-0225
5 th Grade	414-902-0258
6 th Grade	
7 th Grade	414-902-3650
8 th Grade	
Science/Computer	414-931-1604
Reading Specialist	262-343-5291
2 nd /3 rd grade	414-902-3723