



# Family Handbook 2022-2023

Dr. Howard Fuller Collegiate Academy

4030 North 29<sup>th</sup> Street – Milwaukee, WI 53216

Office: 414.873.4014 – Fax: 414.873.4344

[www.howardfullerca.org](http://www.howardfullerca.org)



Happy New School Year, Families!

Welcome back to HFCA and our 2022-2023 school year.

We are excited to get back to full-time face-to-face instruction. Our goal this year is to recover credits and GPAs so that our scholars' futures are brimming with opportunities. Whether you want to attend a four-year university or attend trade school, a strong GPA, good attendance record and great behavior will get you to your goals. There will be no virtual option this year so be sure to find additional programs to join!

Our mission is to nurture scholars capable of transforming their world by sending them to and through college and we have had success in getting 100% of our graduating seniors accepted into college 10 years in a row! College, as we define it, is any formal post-secondary education program including trade school, two-year college and four year college. Some scholars will want to begin working earlier, but we also want our scholars positioned to earn higher wages and have access to leadership in the workplace. This is where our career pathways and dual enrollment come in.

We offer four pathways to careers: Health Care, Business, Technology and Education. Scholars who are interested in these areas can pursue them through early college classes, job shadows and internships. To be eligible for all of this a scholar must have a 3.0 GPA, great attendance and teacher recommendations. We are also offering driver's education, mentoring and social emotional wellness activities to support scholars in their growth process.

In order to prepare every scholar for these opportunities, we have developed this Family Handbook to outline the habits that are needed in any professional workplace and organizational community. These habits, when followed by everyone, ensure safety and success.

To keep abreast of information from the school, please:

- Follow us on Facebook
- Watch your email inboxes every Sunday for updates from me
- Look for progress reports every five weeks in the mail, and
- Every third Thursday of the month, attend parent meetings (virtually or in the school) to discuss issues that are important to you and the school.

As always, please reach out to me if you have any questions or concerns. My door is always open.

Sincerely,

Principal Judith Parker

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Dr. Howard Fuller Collegiate Academy

# History, Mission & Vision

## ***Who We Are***

Dr. Howard Fuller Collegiate Academy (HFCA) is a public charter high school delivering a college-focused education to high school scholars since 2004. Our school sets ambitious goals for scholar achievement, and we believe that all scholars are capable of academic success. Our graduates are consistently accepted to two-year and four-year colleges and universities at a rate of 100% percent since 2012. We do more than prepare our scholars for higher education--we provide them with the skills necessary to effect change in society and help transform their local, national and global communities.

Since 2018, we have placed an emphasis on early college enrollment and have added four career pathways in education, business, information technology, and health care. It is our goal to graduate our scholars with an exceptional education, strong connections to the community, and a clear career pathway.

HFCA is a school that prides itself on being founded and led by African Americans leaders in Milwaukee. As a result, we offer a student experience that reinforces our collective cultural heritage. We are also very grateful for our exceptionally committed Board of Directors and volunteers who are representative of Milwaukee's diverse business community.

## ***Our Story***

The school first opened in 2003 as a private Christian high school known as the Clergy for Educational Options (CEO) Leadership Academy, which ceased to operate in the summer of 2011. In the autumn of 2011, the Commitment, Excellence, & Opportunity (CEO) Leadership Academy opened its doors. In 2013, we changed our location and name to Milwaukee Collegiate Academy (MCA). In the summer of 2019, we changed our name to Dr. Howard Fuller Collegiate Academy to honor Dr. Fuller's work of fighting for equity in education for all.

The Mission of Dr. Howard Fuller Collegiate Academy remained unchanged during the transition and continues to focus on getting scholars prepared to go "to and through college". This line of the Dr. Howard Fuller Collegiate Academy Mission reflects the school's core values of Character, Achievement and College. HFCA believes that all scholars are capable of academic achievement and educational success past the secondary level regardless of their race or socioeconomic level.

### **Our Mission**

Dr. Howard Fuller Collegiate Academy's mission is to nurture scholars, capable of transforming their world, by sending them to and through college.

### **Our Vision**

Dr. Howard Fuller Collegiate Academy's vision is to produce responsible leaders through academic mastery, community focused education and the fostering of lifelong learning in any environment.

### **Our Culture & Core Values**

Dr. Howard Fuller Collegiate Academy prides itself on our family environment. Our family's core values are CHARACTER, ACHIEVEMENT, and COLLEGE.

## Mentoring

Mentoring is an essential part of our culture and core values. We intentionally develop our scholars' character through one-to-one mentoring where every adult staff member at HFCA serves as an adult role model for a group of scholars. Throughout the year, the mentor works with a small group of scholars to nurture these specific traits and to deliver specific character education lessons. Mentors and scholars are expected to treat this relationship with respect, love, and gratitude toward one another.

Mentors prepare each week for a personal check in with their mentees to monitor grades, academics and behavior and serve as a liaison between the scholar's home and school. Scholars are expected to attend Pride, complete lessons, make time for check-ins and reflect thoughtfully on their personal accomplishments (expressed in data) to set realistic, yet aspirational, and attainable goals.

Families are welcome to contact the instructor by phone or email to receive updated progress information. A staff directory can be found here: <https://howardfullerca.org/parents-2/staff-directory/>.

## Character Traits

We believe that scholars who nurture these traits will develop into adults who are compassionate and capable leaders. Scholars are intentionally developed.

Love	Grit
Optimism	Curiosity
Zest	Self Control
Social Intelligence	Gratitude

## Character Education

At HFCA, we know that putting our scholars on a path to becoming transformational leaders involves more than just meeting high academic standards. Character is taught and reinforced at every minute of the school day, but learning the Habits will take place in Pride. HFCA's comprehensive 9th-12th grade program includes both a rigorous college preparatory education and community-focused character development program. Every scholar is expected to follow our school norms for respectful relationships in order to maximize their potential.

For the 2022-23 school year, we have partnered with the Franklin Covey Leader in Me leadership curriculum, based on the "7 Habits of Highly Effective People". These habits or principles develop student leaders who are proactive contributors to our school and community.

The "7 Habits of Highly Effective People" are:

Habit 1: Be Proactive

Take responsibility for your life.

Habit 2: Begin with the End in Mind

Define your mission and goals in life.

Habit 3: Put First Things First

Prioritize and do the most important things first.

Habit 4: Think Win-Win

Have an "everyone can win" attitude.

Habit 5: Seek First to Understand, Then to Be Understood

Listen to people sincerely.

Habit 6: Synergize

Work together to achieve more.

Habit 7: Sharpen the Saw

Renew yourself regularly

**Leader In Me** is implemented by school staff, scholar leaders and the Student Council under the guidance of the Director of School Culture. Pride grades are based on scholars' engagement in and mastery of *Leader In Me* principles.

### **Pride**

Pride is a credit-bearing class that is counted as an elective credit. Students are expected to attend and actively participate. Credit is earned by completing lessons, attending weekly check-ins and participating in school-wide activities including community service projects, Alumni Day, Decision Day, College Fair and Career Fair.

## Graduation Requirement & Academic Expectations

Dr. Howard Fuller Collegiate Academy empowers scholars by developing their sense of agency, competency, and community.

COLLEGE	ACHIEVEMENT	CHARACTER
<p><b>I can see myself going to and through college.</b></p> <p>Our Scholars are keenly aware of all of the post-secondary opportunities available to them and have aspirations for college acceptance, college persistence and college graduation</p>	<p><b>I am capable of intellectual challenge and academic success.</b></p> <p>Our Scholars are developed as empowered and eager learners capable of acquiring knowledge in a variety of disciplines and settings.</p>	<p><b>Relationships that I form throughout my life matter in my college and career journey.</b></p> <p>Each Scholar has an adult mentor who is invested in his/her success. Mentor and Mentee work closely to nurture the development of the scholars' inner life making college access and academic achievement possible.</p>
<p><b>Instructional Priorities</b></p>		
<p><b>College Acceptance &amp; Career Readiness</b></p> <p>All graduating scholars, regardless of a diagnosis of a specific learning disability, will apply and be accepted into a two-year or four year college of their choice.</p> <p>All scholars have the college knowledge and academic preparation to persist and graduate from college. All scholars will graduate with a career aspiration that will fuel their post-secondary journey.</p>	<p><b>English Language Arts and Mathematics</b></p> <p>All scholars, regardless of a diagnosis of a specific learning disability, will grow 2 points each year in Mathematics, Reading and English as measured by ACT CC-CRS.</p> <hr/> <p><b>STEM</b></p> <p>All scholars, regardless of a diagnosis of a specific learning disability, will grow 2 points each year in Mathematics and Science as measured by ACT CC-CRS.</p>	<p><b>School Culture</b></p> <p>Through: 1:1 Mentoring, in which every scholar checks in with an adult mentor. Our scholars possess an awareness of self and make decisions that support their personal and professional goals. In addition to their own progress and success, scholars actively advocate for equity and justice on behalf of their families, their communities, and themselves.</p>

All scholars will graduate earning the required 21 credits and will be given access and opportunities to pursue advanced coursework through early college enrollment. All scholars will also develop personally through service to their community. High achieving and motivated scholars will be able to participate in workplace learning experiences including Internships and Apprenticeships, designed to help them pinpoint their career passions so that they can choose which post-secondary experience is best suited for them: 4-year university, 2-year university, military service or trade school.

## Graduation Requirements

Dr. Howard Fuller Collegiate Academy commits to preparing each scholar for post-secondary education with rigorous, college preparatory coursework. To be eligible for graduation from the Dr. Howard Fuller Collegiate Academy, scholars must:

- Earn a minimum of 21 credits including required courses as named by the Department of Public Instruction (DPI)
- Pass the Civics Test
- Attend School 90% of the time
- Serve 15 hours of community service (Class of 2023)
- Complete a college course or successfully complete Senior Seminar
- Complete all required assessments in English and Mathematics
- Take the ACT twice
- Be accepted into college

College-success research shows that high school scholars graduating with a B average or better are more likely to graduate from college than those who do not. **HFCA strongly believes in its mission to *nurture scholars to and through college*, that all scholars are expected to strive for grades of B's or better in all of their classes and no credit is earned when scholars earn less than 74% (C) in any class by the end of the semester.**

In order to earn a high school diploma from Dr. Howard Fuller Collegiate Academy, a scholar must fulfill the following requirements:

<i>Subjects</i>	<i>2022-2023 Course Offerings</i>	<i>Credits Required for Graduation</i>
<b>ENGLISH</b>	<ul style="list-style-type: none"> <li>● English I / English I Honors</li> <li>● English II / English II Honors</li> <li>● English III / English III Honors</li> <li>● English I2</li> </ul>	4.0 Credits
<b>SOCIAL STUDIES</b>	<ul style="list-style-type: none"> <li>● Human Geography</li> <li>● US History</li> <li>● Civics</li> <li>● Personal Finance</li> </ul>	3.0 Credits
<b>SCIENCE</b>	<ul style="list-style-type: none"> <li>● Bio I</li> <li>● Bio II</li> <li>● Chemistry</li> <li>● Environmental Science</li> </ul>	3.0 Credits
<b>MATHEMATICS</b>	<ul style="list-style-type: none"> <li>● Algebra I / Algebra I Honors</li> <li>● Geometry / Geometry Honors</li> <li>● Algebra II / Algebra II Honors</li> <li>● College Algebra &amp; Trigonometry</li> </ul>	3.0 Credits
<b>STEM</b>	<ul style="list-style-type: none"> <li>● Project Lead the Way: Engineering (elective)</li> <li>● Technology Pathways I (elective)</li> <li>● Technology Pathways II (elective)</li> </ul>	

<b>ELECTIVES</b>	<ul style="list-style-type: none"> <li>● Physical Education / Health</li> <li>● 9<sup>th</sup> – 12<sup>th</sup> Pride (Advisory)</li> <li>● Technology Pathways I &amp; II</li> <li>● Project Lead the Way: Engineering</li> <li>● Workplace and Internship Readiness: Preparing for work &amp; Life (formerly Junior Seminar)</li> <li>● Senior Seminar</li> <li>● Foreign Language</li> </ul>	6.0 Credits
<b>Total Credits Required for Graduation</b>		<b>21 Credits</b>

*Awarding Credit from Other Institutions*

Scholars seeking to have credit awarded from institutions other than HFCA must present a transcript indicating the credits earned at the previous institution; HFCA may require additional information (such as course syllabus) in order to award credit. HFCA reserves the right to deny credit to a scholar who earned credits at another institution.

*Credit Requirements for Transfer Scholars*

Scholars who transfer into school once the school year has begun will be responsible for the course requirements that have been assigned following their enrollment date.

*Awarding Credit in Summer School*

Scholars will be awarded credit if they have completed the required coursework in Summer School to complete the requirements. Scholars will receive a grade to replace the failing grade.

*Assessment Policy*

Assessment is an integral part of teaching and learning at HFCA. Assessment provides feedback for instructors as well as scholars and monitors the progress of scholars' academic growth. Scholars who do not take assessments can fail the course and risk promotion and graduation. Scholars with IEPs are guaranteed their legal accommodations during testing. All others who wish to opt out, must meet with the principal for prior approval. Please refer to the school's calendar for assessment dates. All HFCA scholars are required to take the following examinations:

- Regular course examinations (quizzes, tests, projects, content assessments, etc.)
- Beginning of Year, Middle of Year and End of Year diagnostic assessments and any assessments required by the DPI (NWEA MAP, ACT Aspire, Forward, EMPT, ACT)
- Semester exams

*Civics Test Requirement*

There is a requirement in Wisconsin's Act 55 that any scholars graduating from a Wisconsin high school (starting with the class of 2017) "takes a civics test comprised of 100 questions that are identical to the 100 questions that may be asked of an individual during the process of applying for U.S. citizenship by the United States Citizenship and Immigration Services and the pupil correctly answers at least 60 of those questions." HFCA supports scholars through the process of studying for and passing the civics exam, for which they are allowed multiple attempts. Scholars taking Civics will complete the exam as a part of their coursework.

*Senior Attendance Requirement*

Seniors must maintain a 90 percent attendance average throughout their senior year to be eligible to participate in the HFCA graduation ceremony. This includes excused and unexcused absences. COVID-related absences, with a verifiable doctor's excuse, will not count against graduation participation.

Attendance is important and scholars should prioritize attending school at all costs. A scholar should stay home if they are feeling any of the following COVID-related symptoms: coughing, symptoms, high fever, body aches, runny nose, shortness of breath/difficulty breathing, new loss of taste or smell, diarrhea or vomiting. A scholar can receive attendance credit for COVID-related absences when they complete and submit the day's assignments from the Google or Summit platforms.

### *Community Service Requirement*

HFCA encourages all of our scholars to give back to the community through community service. As a result of COVID 19, many colleges are re-prioritizing service as a significant consideration for college acceptance. As a result, we are increasing the community service requirement as follows:

Community Service Hours requirement for the 2022-2023 school year follows. Since this is new for the Class of 2023, the total hours have not changed from when they were freshmen.

Class of 2026: 20 hours  
Class of 2025: 20 hours  
Class of 2024: 20 hours  
Class of 2023: 15 hours

Scholars are able to coordinate their own community service; HFCA does organize 2-3 community service projects each year. Examples of community service sites are volunteering in schools, daycares, libraries, churches, hospitals, or with any non-profit organization where scholars are fulfilling a specific need. Scholars will receive paperwork to take to their site for documentation of hours. Scholars are required to submit completed community service hours before graduation.

### *Senior Seminar*

The goal of Senior Seminar is to support scholars as they apply to college and to prepare scholars for college-level writing and presentations. Scholars must attend and pass the Senior Seminar class OR be enrolled in dual enrollment classes to be eligible to participate in the HFCA graduation ceremony.

### *College Acceptance Requirement*

Scholars must be accepted to at least one postsecondary institution to be eligible to participate in the HFCA graduation ceremony.

## **Grade Level Promotion**

Promotion decisions are made at the end of each academic year. Scholars must earn credits in the core, required classes to be promoted to the next grade level or to graduate. The following are credits needed to become a:

- Sophomore: **5 Credits**
- Junior: **10.5 Credits**
- Senior: **16 Credits**

- Graduate: **21 Credits**

Scholars are considered **on-track for promotion** when they pass the number of classes needed to earn the number of credits needed for each grade level. However, a scholar can be **off-track for graduation** when the student fails to earn credit from a required course. A scholar who is on-track for promotion but off-track for graduation at the time graduation occurs, will not be eligible to graduate on time. Scholars and families should always know how many credits earned and can access this information through Infinite Campus. Scholars and families are also encouraged to meet with a Guidance Counselor to determine whether or not the credits accumulated mean on-track for promotion and on-track for graduation.

### *Course Failures*

College-success research shows that high school scholars graduating with a B average are more prepared to meet the rigor of college and to graduate than those who do not. **HFCA strongly believes in its mission to nurture scholars to and through college that all scholars are expected to strive for B's in all of their classes.** At a minimum, scholars who failed to earn 74% or higher in each of their classes by the end of the semester may have the opportunity to enroll in *Credit Recovery Classes* in order to make up credits and stay on track for promotion and graduation. Any scholar failing classes at the end of second semester will be expected to seek options to earn credits for failed classes in a program approved by the Administration of HFCA. In order to transfer credits, scholars are expected to produce a transcript validating the work completed outside HFCA. The cost of any recovery credit coursework is the responsibility of the scholar and his/her parents/guardians.

### *Reporting Progress To Parents/Guardians*

HFCA will communicate regularly with parents to keep them apprised of their child's progress. Teachers will respond to inquiries about their child's progress within 48 hours or two business days. Parents are encouraged and expected to monitor their child's progress through Infinite Campus, attendance at Parent Meetings and Parent Teacher Conferences.

All parents are expected to attend at least one parent teacher conference per year. If you would like an in-person conference with one or more HFCA teachers, please call the office to schedule a meeting or send an email to the teachers and "CC" administrators.

Parents should expect to hear from HFCA Teachers, Administrators and Counselors as the need arises. All phone calls will be returned within 24 hours.

## **Early College Enrollment and Career Pathways**

HFCA, as part of its Academic and Career Plan (ACP), offers scholars an opportunity to earn college credit in career pathways thereby securing their future early either by starting their college coursework early or by working in their career of choice. Specifically the goals of our Academic and Career Plan are to:

1. Connect scholars with career experts who can build college knowledge and career awareness;

2. Provide access to a high quality Career and Technical Education program (CTE) that offers meaningful early workplace experiences including career talks, job shadows, internships and youth apprenticeships.

In order to be eligible for these add-on programs, scholars must be on-track for graduation, have 90% average attendance, and be in good character standing.

### *Dual Enrollment*

Scholars can take early college classes for high school and college credit. These classes can go toward a four-year degree or be focused in a career pathway leading to a two-year degree or a professional workplace certificate. We currently offer sequential classes in three pathways: Technology, Healthcare, and Business, however scholars can choose classes from any career field that interests them.

To be eligible for this opportunity, scholars must have a:

- 3.0 GPA cumulative
- 3.0 in Science Coursework for Medical Pathway
- ACT: 18 or higher (or equivalent on Aspire or MAP)
- 90% attendance
- Good Character
- Teacher Recommendations

Once enrolled, scholars are expected to complete all assignments, attend all classes, and respond to communications by the dual enrollment coordinator and the college or professor. If they pass the class, they earn high-school and college-credit. As long as students pass the college course, the class is free! HFCA will pay for your student's tuition and books for the college course. This is a savings of between \$500 and \$2000 for your family.

HFCA will support your child with weekly advisor meetings to help them stay organized, complete assignments, and prepare for exams. A college class comes with a lot of responsibility, both for your scholar and you as the parent or guardian.

### *Career and Technical Education Pathways*

HFCA programmatically supports four career pathways: Business, Technology, Healthcare and Education. Below are sample courses scholars take on those pathways. We encourage scholars interested in these courses to begin coursework early and to take courses in succession.

### *Design-Your-Own Pathway*

High performing students can create their own pathway leading to a 2-year associate's degree or a certificate in a technical career field.

### *HFCA Scholars Enrolled in Dual Enrollment Responsibilities:*

- Attend *all* college classes (if in person), complete *all* assigned class readings
- Complete *all* college homework assignments and exams *on time*
- Earn at least a C (70%) in the college course
- Maintain 90% attendance and passing grades in *all* high-school classes

**\*If students do not fulfill these responsibilities, scholars and parents will be responsible to pay for a portion of the tuition. Below are the charges based on the final grade in the class\***

→ 0% - 64%: \$150 for online course, \$200 for an on-campus course

→ 65% - 69%: \$100 for online course, \$150 for an on-campus course

### *Youth Apprenticeship*

The Youth Apprenticeship Program provides students with specific occupational skills, as well as valuable employability skills, interpersonal skills, and a general knowledge of the world of work. Students who successfully complete the program have the option of entering the workforce directly after high school, applying for a Registered Apprenticeship position, or enrolling in a technical college or four-year university.

The Wisconsin Apprenticeship Law (ss 106.01) was first enacted in June 1911. This 1911 legislation served as the model for the national apprenticeship system which was enacted in 1937. This law was introduced and supported by industry, labor, and citizen groups to fulfill three major purposes; 1) to provide the State's industries with a continual supply of highly skilled workers; 2) to provide an additional career opportunity for many of the youth of the State and; 3) to serve as a protective measure for the people who enter skilled trades training.

Local programs provide training based on statewide YA curriculum guidelines endorsed by business and industry. Students are simultaneously enrolled in regular high school courses and a youth apprenticeship related instruction class while employed by a participating employer. Students are instructed by qualified teachers and skilled worksite mentors.

To be eligible for the program, scholars must be on track-for graduation and have a:

- 3.0 GPA cumulative
- Taken all standardized tests over the past two years
- Have completed a career interest survey in Xello
- Have taken and passed Technology Pathway I and II with a C or better
- Have completed Workplace and Internship Readiness Course with a C+ or better
- 90% attendance
- Good Character
- Teacher Recommendations

Details about the Youth Apprenticeship can be found in the HFCA Youth Apprenticeship and Internship Manuals.

### ***Grading Policies***

All grades are found ONLY in Infinite Campus. Grades in Infinite Campus will be the grade recorded on a scholar’s official transcript. Infinite Campus lists missing assignments. Grades can be revoked if there is evidence that the scholar completed an assessment through dishonest means.

*Dr. Howard Fuller Collegiate Academy’s Beliefs about grading:*

- Grading that is not transparent, balanced, and consistent is inequitable and unjust.
- High school grades are “playing for keeps”; inequitable and unjust grading practices have a direct impact on a student’s life trajectory.
- Because of this and in service to our mission, we have standardized grading practices across the entire school, every grade level, every discipline.

### **Specific Grading Policies**

- Students will have the opportunity to submit late assignments with a 10% penalty for each day the assignment is late up to 5 school days after the assignment is issued.. This only applies to situations where a student was present for the learning but did not complete the assignment.
- Students will have the opportunity to make up assessments or “try again” on assessment and have their grades reflect their level of mastery. Make up assessments or “try again” on assessment must be completed within a reasonable time frame following the posting of the assessment grade. Students and families will need to be flexible when working with teachers for assessment makeups regarding timing and turn around for grading.

### **Grading Scale and Course Grade Weights**

Student academic performance is measured through grading of traditional assignments and the attainment of learning growth targets as part of the personalized learning activities. No credit is assigned for work that does not meet HFCA standards (below 74%).

<b>HFCA Grading Scale</b>			
<b>Course Percentage</b>	<b>Letter Grade</b>	<b>Grade Points</b>	<b>Honors/AP Grade Points</b>
94%-100%	A	4	5
90%-93%	A-	3.667	4.667
87%-89%	B+	3.333	4.333
84%-86%	B	3	4
80%-83%	B-	2.667	3.667
77%-79%	C+	2.333	3.333
74%-76%	C	2	3
70%-73%	C-	1.67	2.667

65%-69%	D	1	2
Below 64%	F	0	1
Incomplete	I	--	--
No Grade	NG	--	--

### *Course Grade Weights*

Grades for classes that are not a part of the platform are calculated based on the following categories unless otherwise noted by an individual teacher in their class syllabus.

**70% Course Assessments (Quizzes, Tests)**

**20% In-class Work**

**10% Participation - including homework, in-class participation, organization.**

### *Textbooks and Academic Materials*

Scholars are expected to care for and respect all course materials, including: desks, dry erase boards, textbooks, computers, calculators and other resources. All materials belonging to HFCA should be returned by the assigned date as designated by the classroom instructor. Scholars that lose or damage classroom materials may be subject to fines and/or disciplinary action.

### **Academic Integrity**

Scholars who plagiarize papers or projects or are involved in any other form of cheating will be subject to the following policy:

**1st Instance: Conference with teacher, scholar and parent.** Teacher decides if the same assignment will be graded after revised and resubmitted or if a different assignment will be given.

**2nd Instance, any class: Conference with teacher, scholar, parent, Dean or Principal. Students will not have an opportunity to complete that assignment and will have a zero factored into his/her grade average.** Students will be given a substitute assignment so scholars do not miss the opportunity to master the standard/skill. Students will lose academic honors standing and any leadership positions held. Students will be required to meet with the Dean for Reflection Time and mandatory office hours for a total of 5 hours.

**3rd Instance, any class or same class: Student will have an incident placed in his/her permanent behavior record located in Infinite Campus.** This record accompanies all transcript requests. Behavior contract will be created to require additional tutoring and counseling.

**3rd Instance Same Class:** Scholars may be removed from class if the 3rd occurrence happened in the same class each time. Reflection Time and mandatory office hours for a total of 5 hours.

**4th Instance, any class:** Students may be recommended for expulsion following a hearing.

School administrators reserve the right to take all necessary steps to investigate alleged academic honor code violations; including but not limited to requiring a scholar to retake an exam or quiz or rewriting portions of a paper. The school administrator will make the final decision on all issues related to academic integrity.

### **Academic Celebrations**

#### *Honors*

HFCA celebrates those scholars who, through their hard work and dedication, achieve high academic results. Scholars who receive exceptionally high grades in any given quarter will be recognized and become an honor roll member for the following grading cycle. Honor roll scholars receive special privileges, such as exclusive uniform shirts that can be worn on Wednesday in recognition of their outstanding achievement and status.

#### *Dean's List*

Scholars earning a quarter grade point average of 3.00 to 3.49 are recognized on the Dean's List.

#### *Principal's List*

Scholars earning a quarter grade point average of 3.50 to 5.00 are recognized on the Principal's List.

#### *Quarter and Half Cap Ceremony*

Scholars who have completed all of their required coursework in 9th and 10th grade before the last month of the school year will be invited to participate in a Quarter or Half Cap Ceremony, specific to their grade level, where their academic accomplishments will be celebrated with their families and the school. Final decisions and criteria regarding participation will be communicated in advance by administration.

### **National Honor Society Membership (NHS)**

*Students in grades 10–12 who meet the requirements for membership are based on the four pillars of NHS:*

- **Scholarship**  
*Per national guidelines, at a minimum, students must have a cumulative GPA of 85, B, 3.0 on a 4.0 scale, or equivalent standard of excellence.*
- **Service**  
*This involves voluntary contributions made by a student to the school or community, done without compensation.*
- **Leadership**  
*Student leaders are those who are resourceful, good problem solvers, and idea contributors. Leadership experiences can be drawn from school or community activities while working with or for others.*
- **Character**  
*The student of good character is cooperative; demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others; and generally maintains a clean disciplinary record.*

*Students who meet the scholarship requirement will have an opportunity to complete a form detailing their accomplishments in and commitment to service, leadership, and character.*

#### NHS Obligations of Membership

*Students who accept membership and are inducted into the chapter should be aware of the time and commitment involved with this honor. Members also must participate in chapter and individual service projects to benefit the school and community. Contact the chapter adviser to obtain a full list of the obligations of membership for the school's chapter.*

### **Special Education**

HFCA is committed to serving all scholars with excellence and will satisfy all legal mandates set by state and federal law (per the Individuals with Disabilities Education Act) regarding scholars with disabilities.

#### *HFCA's Mission for Students who receive special education services*

HFCA believes all of its scholars are capable of success in college and is committed to creating an effective instructional environment that supports the unique learning needs, styles, and interests of all scholars, placing a special emphasis on supporting scholars with identified disabilities. HFCA believes that empowering scholars with identified disabilities and their families to become advocates of their own learning is integral to our school's mission to nurture scholars *to and through college*.

#### *Special Education Referral and Evaluation Procedures*

Upon request, HFCA is required to evaluate a child for eligibility for special education services. A request for evaluation is known as a referral. When the school receives a referral, the school will appoint an Individualized Education Program (IEP) team to determine if the child has a disability, and if the child needs special education services.

A physician, nurse, psychologist, social worker, or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a disability has a legal duty to refer the child, including a homeless child, to the school district in which the child resides. Before referring the child, the person making the referral must inform the child's parent that the referral will be made.

Others, including parents, who reasonably believe a child has a disability, may also refer the child, including a homeless child, to the school district in which the child resides. Referrals must be in writing and include the reason why the person believes the child is a child with a disability. Please contact the school office for more information.

### **Child Find Activity Notice**

According to Federal Law 34 CFR PART 300.125, HFCA is required to inform parents/guardians of their rights if they suspect their child has a disability which is impacting his/her academic progress. HFCA is also required to identify Child Find Activities and the Confidentiality of Personally Identifiable Information (34 CFR 300.123 and .612). "All children with disabilities, residing in the State, including children with disabilities, attending private

schools, regardless of the severity of their disability, and who are in need of special education and related services, are identified, located, and evaluated..."

On December 3, 2004, the Individuals with Disabilities Education Improvement Act was signed into law. As of July 1, 2005, it no longer matters where the child resides, but rather where he/she attends school. The new provisions require HFCA to locate and evaluate any child attending a private school within the jurisdiction of the Dr. Howard Fuller Collegiate Academy. If the child qualifies for services, HFCA could offer a "service plan"; however, the resident district would be responsible for offering Free and Appropriate Public Education (FAPE) if the child were enrolled in the public school.

# Code Of Conduct for Scholars

## Summary of Schoolwide Expectations

1. **Arrive at school on time and attend school 90% of the time or more.**
2. **Show Respect for learning and everyone connected to the HFCA learning environment.** This includes keeping our space neat and clean and free from negative factors including profanity and violence. Ensuring classrooms are conducive to learning. Showing respect for fellow scholars and staff. Showing respect for our greater neighborhood and community residents. Showing respect for our instructional materials. Showing respect for our school by being a positive representative of HFCA at all times especially when we are visiting others' space. Welcoming visitors into our spaces.
3. **Prioritize your health.** Refrain from ingesting substances or food that can lead to poor health or mental impairment. Communicate your needs by seeing a counselor or trusted adult when necessary. Follow traffic signals and/or drive safely.
4. **Be intellectually curious.** Ask questions in class to gain clarity or to deeply understand the content. Look for opportunities to connect what you are learning to a college major and a career. Seek out opportunities to learn about new careers so that you can select the best post-secondary educational opportunities for you.
5. **Be prepared for class by being professionally dressed (in correct uniform) and with all materials needed for active engagement.**
6. **Be kind to others by respecting their differences and demand that others around you do the same.** Refrain from making comments or jokes or circulating or wearing images that may be offensive to others or that can make others uncomfortable to be at school. Include others whenever possible.
7. **Use technology with integrity.** Create your own assignments and give credit to others when it is due. Refrain from posting or sharing images or messages that bring you or others disrespect.
8. **Follow all safety rules** including those related to cell phones and personal electronics, entry and dismissal procedures, social distancing and masking, one-way hallway traffic, bathroom breaks, common areas, and personal space.
9. **Choose positive solutions and healthy relationships.** Use the school's systems, resources and mentoring network to resolve conflicts between individuals and groups to keep the school free from bullying and other types of violence.

## Merit and Demerit System

HFCA believes that providing students with feedback on their behavior is the best way for scholars to adhere to our mission as well as make choices that align with their personal character. The goal of our disciplinary policies is to ensure a safe environment that is conducive to learning. By living our character traits and honoring our school culture, our scholars' ability to participate in and contribute to our learning community is ensured.

Merit points encourage positive and responsible behavior while demerit points discourage inappropriate behavior. Both merits and demerits should be looked at as feedback and room for growth and improvement.

The merit and demerit point system encourages students to learn the habits of professionalism and sound judgment when they strive to attain the high standard of behavior expected of them.

### *Merits*

The foundation of Merits is built from high standards and recognizes compassion, accountability, determination, effort, time, desire, respect, initiative, victory and esteem.

Any staff member can award Merits at any time for scholars who are seen upholding HFCA values. Merits can be redeemed for special privileges and rewards. They can also be used to remove certain detentions.

Some ways students can earn merits are meeting the criteria of Healing, Family, Challenge and Achievement. Some of these actions can include:

- **Showing Professionalism:** (tutoring and encouraging other students to do their best in character and academics)
- **Showing respect to staff, peers, and our school community:** (taking a social justice stand, having positive social interactions, beautifying our school campus)
- **Engagement:** (Volunteering in class, High-level reasoning and questioning, participating in discourse)
- **Being Prepared:** (Being ready for class, having materials, in correct uniform)
- **Taking initiative**
- **Showing courtesy**
- **Performing acts of kindness**

### *Demerits*

Demerits serve as a point of correction when scholars fail to meet a school-wide behavioral expectation or choose not to respond to redirection in or out of the classroom. Just as scholars will face consequences for negative choices in the real world, scholars will earn consequences at HFCA for making poor decisions. HFCA will always correct scholar behavior and promote character development. Our promise to families is to uphold the highest behavioral expectations

for all scholars. Earned consequences will be distributed in a fair, consistent manner. **Five demerits will earn a scholar a detention.**

Demerits should not be viewed as a punishment, but as a way that students receive feedback and can encourage self reflection for improvement.

*\* HFCA reserves the right to adjust the merit/demerit system, including quantities and incentives, for scholars who are on individualized behavior plans.*

Students earn demerits by not following school-wide expectations, including but not limited to:

- Listening to music in class or wearing headphones/earbuds in school
- Not following the schoolwide expectations
- Being late to class
- Eating in class
- Being off task in class
- Having a fixable uniform infraction

### **Attendance**

According to the Department of Public Instruction, attendance is contact between a scholar and a teacher during which district-supervised educational services are provided. Attendance will be recorded for scholars engaging in face-to-face and virtual instruction.

A scholar will be considered Present when the scholar engages in instruction and completes specific, pre-assigned coursework either through asynchronous (self-directed) learning, synchronous (teacher-led) virtual instruction, or face-to-face (teacher-led) instruction.

A scholar will be considered Absent-Unexcused (UNEX) when he or she does not engage in planned asynchronous (self-directed) learning, synchronous (teacher-led) virtual instruction, or face-to-face (teacher-led) instruction AND he or she does not contact a the front office, school administrator, or attendance official in advance to announce his or her absence. Acceptable unexcused absences include factors within the scholar's and/or family's control.

A scholar will be considered Absent-Excused (EX) when he or she does not engage in planned asynchronous (self-directed) learning, synchronous (teacher-led) virtual instruction, or face-to-face (teacher-led) instruction and he or she does contact a teacher, school administrator, or attendance official in advance to announce his or her absence. An excused absence includes illness or factors not within the scholar's or family's control.

Scholars shall maintain an attendance rate above 90% for the academic year while enrolled in HFCA.

Notification of absences will occur through the following:

- Automated phone calls for one-time absence
- Personal phone calls for three absences
- Mailed letter at five absences
- Certified letter at eight absences

The parent/guardian is responsible for providing HFCA with the most up-to-date contact information.

Only scholars meeting the 90% or higher attendance requirement will be eligible for various attendance-related incentives and no exceptions will be made. **90% or higher attendance is one of two requirements to exempt a final exam, and for graduating seniors to participate in the graduation ceremony.** Additionally, scholars who do not maintain a 90% attendance rate can have their bus pass privileges revoked.

#### *Excused and Unexcused Absences*

Absences of any kind keep scholars out of the classroom and then require them to make up missed learning while keeping up with the forward progress of the class. Please ensure that absences are infrequent and reserved for emergency purposes only. In the cases where absences are unavoidable, it is encouraged that arrangements are made with the teacher ahead of time. Scholars who are absent from school for any reason may not participate in any school-sponsored activities on the day of the absence(s) or school-sponsored events.

#### *Excused Absences*

- **Excused absences are reserved for reasons including: personal illness, religious holidays, and the death of immediate family members.**
- **Excused** absences require prior arrangements and/or a note sent with the scholar on his or her date of return.
- While excused, these absences count toward the scholars' attendance rate, so if a scholar's total absences falls below 90%, scholars **will not** be able to take advantage of semester/final exam exemptions. Please see the section on excessive absences for more information.
- It is in the scholars' best interest to schedule medical/legal/other appointments after 3:30 p.m. on Monday, Tuesday, Thursday, Friday, and after 1:00 p.m. on Wednesday, or on weekends when possible.
- Every absence negatively impacts grades and opportunities and creates a cycle of catch-up that many scholars struggle to get out of.

#### *Unexcused Absences*

**Unexcused absences are absences that are not due to personal illness, religious holidays, or death in the immediate family.**

- Scholars going to employment interviews or reporting for work,

- Family caretaking, sickness of siblings, etc. HFCA will not excuse absences for the reasons listed above except where there are significant illnesses of family members involved.
- Absences without notification will be considered unexcused, regardless of reason. Please see the section below on truancy.
- Being excused early from school for any reason unrelated to immediate illness.

### *Truancy*

**Truancy is defined as absence from class or school for any portion of a period or day without proper permission from home and school.** Parents/guardians must understand that there are compulsory attendance laws for scholar attendance. Any willful or premeditated violation of the state’s compulsory attendance laws or regulations governing school attendance on the part of the scholar or parent/guardian is regarded as truancy. **Truancy may result in severe consequences such as suspension of transportation allowance and municipal citations or prosecution by the Milwaukee County District Attorney’s office.**

### *Tardiness*

All scholars will be held accountable for arriving at HFCA and being in class on time. Tardiness is defined as a failure to be in the place of instruction at the assigned time. Tardiness to HFCA and class is unacceptable. A pattern of tardiness on the part of the scholar will be brought to the attention of the parents/guardians and will be met with appropriate consequences.

School begins promptly at 7:55 a.m. Scholars arriving after 7:55 a.m. are considered tardy and must report to the office for a pass. Scholars who are tardy to class will not be allowed to enter the classroom. Classroom doors will be shut at the start of class. If a student is unable to enter class due to being tardy they will report to the Refocus Room to receive their detention and then return back to class with the permission of the teacher and culture staff. Scholars that are tardy to school will earn an automatic lunch detention. Parents will be notified by phone after five instances of school tardiness in a given quarter.

Mandatory attendance meetings will be required once a scholar falls below 90% attendance. Failure to schedule or attend the meeting may result in the scholar’s expulsion from HFCA.

## **Uniform Expectations**

It is mandatory that scholars wear the HFCA uniform daily. HFCA Faculty and Staff will strictly enforce the dress code, as it is the **expectation** that all scholars will begin the academic day with the correct uniform.

These rules and expectations are meant to cover the majority of anticipated uniform issues. However, Dr. Howard Fuller Collegiate Academy staff reserves the right to modify or add rules in order to limit classroom distraction and maintain overall order and safety at HFCA.

**Scholars arriving at school without the proper uniform will not be allowed into class** until someone brings him/her the appropriate uniform item. Scholars will be required to call someone to bring him/her the correct uniform item. Scholars who cannot make contact with someone to bring the correct uniform item may be sent home to correct the violation and return or remain in in-school suspension.

Face masks:	Cloth face coverings (face masks) must be worn when in the building. Face masks are required to be solid color, and cannot display any derogatory language or images.
Tops:	<p>Dr. Howard Fuller Collegiate Academy purchased black polo shirts, or other Academy approved uniform shirts.</p> <ul style="list-style-type: none"> <li>• Uniform shirts <b>must</b> be tucked in scholars' pants/skirts/shorts for the duration of the school day. This includes the lunch period.</li> <li>• All uniform shirts should be purchased at the appropriate, professional size for the scholar (i.e. not too big or small).</li> <li>• Scholars can choose to wear solid black or white undershirts (short sleeve), without writing or colored lining. Long sleeve undershirts may not be worn underneath short-sleeve polos.</li> <li>• Honors shirts can only be worn for the current school year.</li> <li>• No Crop tops</li> <li>• Hoodies of any kind are not allowed</li> </ul>
Bottoms:	<p>Black, Tan or Beige Khaki pants or shorts. Young ladies may wear skirts.</p> <ul style="list-style-type: none"> <li>• Shorts must be knee-length for young men.</li> <li>• Skirts and shorts must extend below the fingertips when arms are extended down for young ladies.</li> <li>• Girls may not wear knee socks or thigh-high hosiery with their shorts or skirts.</li> </ul> <p>All pants, shorts, and skirts must fit appropriately:</p> <ul style="list-style-type: none"> <li>• "Sagging" is not permitted and will result in demerits.</li> <li>• No tight, stretch materials or "jeggings" are permitted.</li> <li>• Denim, sweat pants, or other loose-fitting materials are not allowed.</li> <li>• Leggings are not allowed</li> </ul>
Belts:	<ul style="list-style-type: none"> <li>• Black belt, without any other colors or embossed messages on the leather, must be worn at all times with pants and shorts that include belt loops.</li> <li>• Belts are required to be worn regardless of whether a scholar is wearing a school-issued fleece which may cover the waistline.</li> </ul>
Footwear:	<ul style="list-style-type: none"> <li>• All black shoes, tennis shoes, and/or boots.</li> <li>• Sandals, open-toed, or house shoes are not permitted.</li> </ul>
Jewelry:	<ul style="list-style-type: none"> <li>• Piercings on the face or tongue are allowed. Earrings are acceptable too.</li> <li>• Grills, partial grills, and/or other teeth ornaments are not acceptable.</li> <li>• Jewelry that others may find culturally offensive is not allowed.</li> </ul>
Hair:	<ul style="list-style-type: none"> <li>• Hair will be neat and combed upon entering the building.</li> <li>• Caps, hats, bandanas, bonnets, grooming scarves and other head coverings are not permitted other than for cultural/religious purposes.</li> </ul>
College Friday:	Scholars may wear a t-shirt, sweatshirt, or polo representing a post-secondary institution. <b>All other uniform expectations remain unless scholars have been given specific notice otherwise.</b>

Jean Day	ONLY denim is allowed on jean days unless otherwise notified. Therefore, no sweat pants, camouflage pants, stretch pants, or pants other than denim will be allowed.
Dual Enrollment Students	When participating in Dual Enrollment college courses students are able to dress down everyday. However students cannot wear leggings, crop tops, or jeans that have holes or show skin, or hoodies.
National Honor Society	Students that have been inducted into the National Honor Society will have the privilege of wearing a distinct color HFCA polo.
Dress Down days	Throughout the year students will have the opportunity to dress down as an incentive;; students must follow the above expectations as well as ensure that all logos or pictures on clothing are appropriate without profanity, suggestive violent behavior, or illegal activity
Any student that smells of marijuana for any reason will be considered “out of uniform” and asked to leave the premises. Parents will be notified that their child is being sent home. Students who are sent home for this reason are responsible for making up any missed assignments.	

### *Student ID Card*

Student ID Cards are a required part of the HFCA uniform. It identifies you as a member of the Dr. Howard Fuller Collegiate Academy community, provides essential personal identification, and should be presented on request to HFCA staff. An ID and lanyard will be provided to each scholar at the start of the school year.

#### **Student ID cards are used for the following:**

- Scholars who receive a school-issued M-Card for the Milwaukee County Transit System are required to present their scholar IDs to the bus driver
- Your school ID Card is required for school lunch and breakfast services.
- Your school ID Card is required for some state mandated testing (ACT Test)
- Required for access to HFCA sporting and other special events both on and off-campus
- A school ID Card may be used to access, books, computers and other technology at HFCA
- Your ID Card may be used as a form of identification for some employers, service providers and other agencies
- Show proof of scholar status for discounts at local and national stores, museums, restaurants, and entertainment venues

#### **Do not share your ID Card**

Your ID Card is personal to you and should not be used by any other person. Your ID Card is an important part of who you are at HFCA, so please treat it with care.

**Do not damage your Card**

If you make holes in it, bend it, or attach stickers to it, leave it in the sun or near other heat sources it may need to be replaced.

**If your ID Card is lost or damaged**

The cost of a replacement ID is \$5 with payment due at the main office. HFCA accepts cash, check, MasterCard and Visa. The cost of an ID may also be charged to a scholar's account with parental permission. Please allow up to 24-hours for your replacement ID. Replacement lanyards may be purchased at the main office.

*Your scholar ID remains the property of Dr. Howard Fuller Collegiate Academy and must be turned into the office if you are longer attending HFCA.*

*Behavior Expectations in Common / Shared Spaces*

The following are a list of behavior expectations for shared and common spaces throughout the school.

Hallways

- During passing periods:
  - scholars' voice volume level should not exceed level 2.
  - all behavior expectations regarding profanity, horseplay, and uniform expectations are to be met.
  - scholars should follow one way signs that are posted throughout different areas of the school.
- During class time:
  - scholars must ensure that they have a pass from their teachers to be in the halls.
  - scholars' voice volume should not exceed level 1 so as to not disrupt learning inside of various classrooms.
  - all behavior expectations regarding profanity and uniform expectations are to be met.
  - scholars will not stop and distract or communicate with scholars in classrooms they pass.

Union

- During morning meeting:
  - scholars are facing the speaker and are honoring the One Voice norm.
  - scholars are seated in their prides (M-Th).
- During lunch:
  - scholars are either waiting in line for lunch or are seated at a table.
  - all behavior expectations regarding profanity, horseplay, and uniform expectations are to be met.
  - scholars must ensure that they have a pass from a staff member to leave the union.
  - scholars must ensure that their tables are clean by the time lunch is over.

Failure to meet these expectations can result in the student receiving a lunch detention or other

consequences based on the nature of the behavior.

### Main Office

When visiting the office:

- all visitors must be approved and sign in with Office Coordinator
- ask permission before using the office phone
- if medical form has not been submitted to the office, parents can be contacted before school, during lunch or after school for parental consent
- payments and purchases must be conducted before school, during lunch or after school
- be courteous; use please and thank you
- voice level school not exceed a level 2
- when you are waiting in the main office, you are seated
- no profanity used
- the office closes at 4:15, students that need to wait in the building past that time must make prior arrangements with the principal

### Fitness Center

When in the fitness center:

- scholars must be supervised by physical education teacher or HFCA staff
- all behavior expectations regarding profanity, horseplay, and uniform expectations are to be met.
- follow all safety protocols

### Restroom

Scholars may use the restroom before school, during lunch, after school, and during the three minute passing period between classes. Since HFCA places extreme value on classroom instruction and scholar safety, scholars' movement through hallways and to the restroom should be on an as-needed basis during class time. In cases of emergency, scholars are allowed bathroom passes that can be used during class at the teacher's discretion. HFCA reserves the right to revoke bathroom passes if abuse of the bathroom policy is evident. Scholars with medical conditions may present a doctor's order or letter to the office to allow for increased restroom access.

### *Locker Policy*

Lockers are HFCA property and scholars are expected to follow the directions given by HFCA personnel concerning the use of lockers and the protection of personal property. Lockers are assigned to scholars at the beginning of the HFCA school year. Scholars are responsible for their assigned locker and its content. Scholars will be assigned individual lockers and should not share their locker combinations or a locker with other scholars.

HFCA does not relinquish its exclusive control of lockers provided for the convenience of scholars at any time. **Inspections of lockers may be conducted by HFCA administrators for any reason, at any time, without notice, without scholar consent, and without a search warrant.** Lockers are subject to inspection at any time and should be kept clean and presentable. If a locker is damaged, the scholar the locker is assigned to will be required to pay for the loss or damage.

### *Prohibited Items*

Cell phones or other personal electronic devices including laptops and tablets. HFCA collects phones every day. Not turning a phone in can result in progressive disciplinary actions including suspension. HFCA assumes no responsibility for prohibited devices that have not been turned into the main office for safe keeping.

Outside beverages AND FOODS CONTAINING PEANUTS are not permitted at HFCA. All food and beverages are to be consumed in the cafeteria. Scholars may not eat, drink, or chew gum while in other areas of HFCA. If scholars choose to consume these prohibited items outside designated areas, the food or beverage will be confiscated and thrown away. Scholars will receive demerits for these choices and further consequences if it becomes a repeated behavior. In some cases, there will be teacher incentives or celebrations in classrooms that allow a snack. This is at the discretion of the teacher.

Paraphernalia or literature that is associated with drug or alcohol use, gang activity or sexual activity is expressly prohibited. This includes t-shirts, socks, belts, buttons, jewelry, bandanas, drawings, etc. The administration of HFCA reserves the right to search, at their discretion, all lockers, handbags, purses, lunch boxes, shoes, backpacks/bags, pockets of outerwear or hoodies, etc. A scholar's person may be searched by a staff member of the same gender in the presence of another staff member of the same gender. Consequences will vary with severity of paraphernalia.

Illegal substances, alcohol, vaping devices, smoking paraphernalia (lighters and lighter leashes), weapons (including personal protection devices) are strictly prohibited. Possession of any of these can result in suspension and expulsion.

### *Eligibility for Student Activities and Special Events*

The eligibility requirements outlined in this section will be applied consistently to all clubs, classes, sports, scholar organizations, or special events, for which scholars are required to study, practice, perform or compete during and outside the usual school day (with the exception of academic tutoring and detention). This includes scholar activities that involve co-op arrangements with other schools. Since it is a privilege to represent our school in any activity, performance, or competition, the school reserves the right to revoke the privilege when scholar-athletes/participants do not meet the standards set forth. This responsibility not only exists while the athletes/participants are involved in their chosen activity, but shall be required of them while at school and competition.

All participants must be in good academic standing and have no significant behavior infractions.

A scholar-athlete/performer is expected to be a positive contributor to Dr. Howard Fuller Collegiate Academy. Every scholar-athlete/performer is expected to display dedication to hard work in practice including respect for self, coaching staff, opponents, all public spectators, and the facility in which they are practicing or competing in.

If a scholar does not attend school the day of a game/performance/practice, they will not be allowed to participate in the game or performance. (Friday attendance applies to Saturday & Sunday game/performances).

Occasionally, scholars request the school's verification that they are in good standing to attend other high schools' events. Scholars who have received more than three referrals for non-violent or non-disrespectful behavior will be required to meet with the Principal to discuss the request and may only be given access if their academics are in good standing. Scholars who are on behavior contracts or who have been suspended as a result of disrespectful interactions with other scholars or staff will not be granted permission.

### *Discipline*

#### *Non-Negotiable Acts of Misconduct*

HFCA has a culture of high expectations for all scholars. All scholars enrolled at HFCA are expected to respect, uphold and adhere to the rules, regulations and policies of HFCA.

The following **Non-Negotiable Acts Of Misconduct (Fighting, Possession of Weapons, Use of Illegal Substances, or Bullying)** are considered so critical to the culture of HFCA that the violation of any of them will result in an immediate expulsion.

#### *Fighting / Arranging Fights*

Scholars cannot engage in fighting and/or a physical altercation in or within a two-mile radius of HFCA. This includes any instance of physical contact in anger or as an act of aggression, regardless of whether fists or weapons are used; arranging, participating in, or leaving assigned areas to view a fight. Scholars are prohibited from capturing and/or posting pictures and/or videos of physical or verbal altercations that occur on school grounds or within a 2 mile radius of school grounds and/or with school members on the Internet.

#### *Possession of Weapons*

Scholars cannot bring and/or use weapons into or within a two-mile radius of HFCA. A weapon is defined as anything that can inflict harm. It may also include any toy that is presented as a real weapon. It also includes objects converted from their original use to an object used to threaten or injure another. All weapons are considered contraband. The scholar who is in possession of contraband will be required to turn it over to a staff member. Faculty and all staff members who have reason to believe they have witnessed the sale, possession, or transfer of weapons shall report this immediately to administration. If sufficient cause exists, the staff will file a disciplinary report and notify the Milwaukee Police Department, potentially to file charges. As lockers are the property of the school and, as such, can be searched without cause at any time and the contents of the lockers can be searched at any time, HFCA personnel may search lockers, book bags, purses, coats, and/or any other containers at any time there is suspicion of possession of a weapon.

### *Use or Possession of an Illegal Substance*

Student(s) cannot bring drugs and/or alcohol into or within a two-mile radius of HFCA. Scholars are prohibited from engaging in the following activities while in HFCA environment:

- Selling, distributing, possessing, consuming, using, handling, storing, concealing, offering to sell, transmitting, acquiring, representing, or making any illegal substance.
- Consumption of or the exhibiting of evidence or any indications of having consumed any illegal substance whether consumed on or off HFCA premises.
- Participation in a plan to sell, distribute, possess, buy or consume any illegal substances as defined in this policy.

The term “illegal substance” is defined to include:

- All alcoholic beverages;
- All controlled substances under the Controlled Substances Act except when prescribed for the scholar by a licensed physician;
- All prescription drugs, in a manner inconsistent with the prescription and/or the prescribed purpose;
- Any “look-alike” substance;
- Any drug paraphernalia (devices used to ingest, inhale or inject cannabis or controlled substances into the body or for use in growing, processing, storing or concealing cannabis or controlled substances).

The provisions of this policy shall be enforced on HFCA property, at all HFCA-sponsored events whether the event is on or off HFCA grounds and on HFCA-sponsored transportation.

### *Bullying*

No one should be subjected to harassment or bullying on or off campus for any reason. Therefore, it is the policy of HFCA that all employees, volunteers, parents and scholars will deal with all persons in ways that convey respect and consideration for individuals regardless of race, color, national origin, gender, age, disability, sexual orientation, family situation, religion, or political affiliation. Acts of harassment, bullying, hostility, or defamation, whether verbal, written, or physical, will not be tolerated and constitute grounds for disciplinary action, including suspension and/or expulsion from school. Legal agencies may also be contacted.

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. This can include, but is not limited to: physical (hitting, kicking, pushing, choking), verbal (threatening, taunting, teasing, starting rumors, hate speech), electronic (e-mail, text messaging, blogging, chat rooms, social media, etc.) or written threats.

Additionally, HFCA recognizes that bullying may take the form of social or relational aggression. Relational aggression is behavior that is intended to harm someone by damaging or manipulating his or her relationships with others through direct and indirect methods which include, but are not limited to, social isolation and/or excluding, blatant acts of aggression that

can be physical and verbal and harm through damage or threat of damage to another's physical well being. Scholars who engage in this behavior toward another HFCA scholar will be subject to the same disciplinary actions outlined for other forms of bullying.

Examples of bullying include, but are not limited to:

- Aggressive yelling or shouting
- Unwarranted physical contact or threatening gestures; threats of physical violence at school or when walking to or from school, from the bus, via phone or online
- Making repeated negative comments about a person's appearance, lifestyle, family, or culture
- Regularly inappropriately teasing or making someone the brunt of pranks or practical jokes
- Circulating inappropriate or embarrassing photos or videos via email or social media
- Taking something without your permission.
- Spreading rumors about a person or their family
- Embarrassing someone in front of others by name-calling, knocking books down, pulling seats, throwing food, pointing out attire, etc.
- Directing other students not to talk to someone (whether they do it or not).
- Shoving in the hallway but saying it's an accident.
- Sexual harassment. (following someone around, whistling, making comments about someone's body or doing something to someone's body like inappropriate touching, taking photographs, etc.)

**Behavior that undermines a person's school performance, school relationships, or perceived value in school may also be part of a pattern of bullying. For example:**

- Unnecessarily interrupting or disrupting someone's work; inappropriately interfering with a person's personal property or materials
- Repeatedly discounting a person's statements in class
- Blaming a person for problems they did not cause

- Purposefully inappropriately excluding, isolating, or marginalizing a person from normal school activities.

### **Sexual Harassment Policy**

HFCA is committed to making the school free from sexual harassment and discrimination. Sexual harassment is a form of sex discrimination under Title IX of the Education Amendments of the Civil Rights Act of 1972 and is prohibited by both federal and state laws. The school prohibits sexual harassment of scholars by other scholars, employees or other persons, at school or at school-sponsored or school-related activities. Sexual harassment is defined to mean unwelcome sexual advances; requests for sexual favors; or verbal, visual, or physical conduct of a sexual nature, made by someone from or in the educational setting. The Principal or his/her designee shall ensure that HFCA scholars receive age-appropriate instruction about their rights to be free from sexual harassment, the district procedure for reporting and investigating complaints of sexual harassment including with whom a complaint should be filed.

The school prohibits conduct that has the purpose or effect of having a negative impact on the individual's work or academic performance, or that is sufficiently severe, persistent, or pervasive to create an intimidating, hostile, or offensive educational environment.

The school further prohibits sexual harassment that conditions a scholar's status, progress, benefits, services, honors, program or activities based on submission to such conduct.

Any scholar who feels that he/she is being, or has been, sexually harassed by a school employee, another scholar, or a non-school employee at school or at a school-related event, shall immediately contact his/her teacher or any other district employee. An employee who receives such a complaint shall report it in accordance with administrative procedures.

Employees who violate this policy shall be subject to discipline up to and including dismissal. Any disciplinary action shall be in accordance with applicable federal and state laws and/or collective bargaining agreements.

Scholars who violate this policy may be subject to discipline, up to and including expulsion, in accordance with district policy, administrative procedure and state law.

The school believes that it can resolve issues of harassment and discrimination at the school site.

Definitions:

**Sexual Harassment** - Any form of discrimination which includes, but is not limited to, unwelcome sexual advances, requests, or other verbal visual or physical conduct of a sexual nature made by someone from or in the educational setting under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress; or
- Submission, or rejection of, the conduct by the individual is used as a basis of academic decisions affecting the individual; or
- The conduct has the purpose or effect of having a negative impact upon the individual's academic performance or of creating an intimidating, hostile or offensive educational environment; or
- Submission to, or rejection of, the conduct by the individual is used as a basis for any decision affecting the individual regarding benefits and services, honors, programs or activities available at or through the educational institution.

**Unwelcome Conduct** - Some examples of sexual harassment may include, but are not limited to:

- Deliberate written or oral comments, gestures, or physical contact of a sexual nature or demeaning to one's gender, which are unwelcome or interfere with school productivity;
- Implicit or explicit sexual behavior by a fellow scholar, school employee, or other person within the school environment which has the effect of controlling, influencing or otherwise affecting the school environment;
- Unwelcome suggestive, vulgar, or obscene letters, notes, posters, calendars, or other visual products, or derogatory comments, slurs, and/or jokes of a sexual nature.

**Hostile Educational Environment** - A hostile educational environment is created when sexual harassment is sufficiently severe, or objectively offensive AND persistent or pervasive.

**Sufficiently Severe** - Physical contact is more likely to be severe without need for repetition. Touching of another's genitals, buttocks, or breasts could be considered severe. Sexual assault, sexual battery, and sexual violence are considered severe. If an incident is severe, it does not have to be persistent or pervasive to be sexual harassment.

**Objectively Offensive** - The behavior is such that a reasonable person would consider the behavior offensive. The behavior sometimes may involve physical threats, humiliation, intimidation, or ridicule.

**Persistent or Pervasive** - Persistent such that the behavior may be repeated, continuing beyond the usual, not stopping, or continuing even though others want the behavior to stop; OR pervasive such that the behavior is widespread, openly practiced, well-known among scholars or employees, occurring in public, occurring with regularity, or known but nobody talks about it.

**Sexual Violence** - Physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the scholar's age or use of drugs or alcohol, or because an intellectual or other disability prevents the scholar from having the capacity to give consent). A number of different acts fall into the category of sexual violence including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Sexual violence can be carried out by school

employees, other scholars, or third parties. All such acts are forms of sex discrimination prohibited by Title IX.

**Responsible Reporter** - ALL school employees are considered "Responsible Reporters" of sexual harassment. Any employee who witnesses, suspects, or receives notification involving a scholar or scholars, is required to report the sexual harassment to an administrator or designee.

#### General Information Regarding Reports and/or Complaints of Sexual Harassment

- **Confidentiality:** The privacy of the persons involved will be protected to the extent possible. The principal, site administrator, or designee will evaluate the request for confidentiality and make the determination as to whether confidentiality may be possible. Disclosures may be required by law or to those who need to know within the context of the investigation, analysis, appeal, prevention of recurrence, or correction of misconduct. Therefore, a guarantee of confidentiality is not provided. Should an accuser or reporter request confidentiality and that no action be taken, the district must still discharge its duties and obligations to prevent and correct the sexual harassment.
- **Disciplinary Action:** Depending upon the nature of the confirmed conduct, the individual facts, and the age of the children involved, there could be a range of disciplinary measures applied. Appropriate discipline will be determined on an individual basis by the school.
- **Retaliation** - The district prohibits retaliation against any participant in the reporting and complaint process including witnesses. A separate Uniform Complaint may be filed if retaliation occurs against any individual involved in the processing of discrimination, harassment, or bullying complaint. Each complaint shall be investigated promptly and in a way that respects the privacy of all parties concerned. Follow up with the scholar will occur to ensure the harassment has stopped and that there is no retaliation.
- **Criminal Complaints:** Scholars, parents or guardians have a right to file a criminal report or complaint and a Title IX report or complaint simultaneously.

#### Filing a Report or Informal Complaint of Discrimination, Harassment, Intimidation, or Bullying Based on Sex

The school believes discrimination, harassment, intimidation and bullying issues may be resolved at the school site. As such, scholars, parents, or guardians may report any act of discrimination, harassment, intimidation or bullying based on sex (in any area covered by Title IX, including sexual harassment) by a scholar, staff member or third party directly to the school's principal for immediate resolution at the school site.

- **Investigation of Reports or Informal Complaints:** The responsible school official will conduct a prompt, thorough and impartial investigation into the complaint which will include, but is not **limited** to, interviewing the accuser and the accused, asking each to provide names of witnesses, interviewing potential witnesses, and gathering relevant evidence. When sex-based discrimination, harassment, intimidation, and bullying is reported, interim steps will be taken to stop harassment and protect the accuser from further harassment pending outcome of the investigation and/or complaint. A thorough investigation is required to protect the accuser, afford due process to the accused, and to

ensure resolution of the issue(s). A scholar, or parent or guardian, is not required to attempt resolution through the school site before contacting the District Title IX Coordinator.

At any time during the process scholars, parents, or guardians, may contact the Title IX Coordinator directly to report or file an informal complaint directly with the school at:

Philip Smith, Title IX Coordinator  
Dr. Howard Fuller Collegiate Academy  
4030 N. 29th Street  
Milwaukee, WI 53216  
p.smith@howardfullerca.org  
414-873-4014  
FAX: 414-873-4344

### *Other Misconduct*

The following acts of misconduct require an immediate mandatory parent meeting before a scholar can return to campus. Failure to attend a parent meeting or repeated acts of this conduct will result in a scholar behavior contract or expulsion.

### *Computer Use*

All scholars and parents must read and sign HFCA's Acceptable Use Policy (a separate document from this handbook) prior to being given access to HFCA's technology. Computer-based instruction is a key element of HFCA's learning model. Scholars have the privilege of using computers, the HFCA network, and the Internet for educational purposes in developing technological skills, information gathering skills and communication skills. In order for HFCA to provide sound educational opportunities via its computer network, each scholar must use computers and the network responsibly. Scholars must treat computers, printers, and other hardware carefully. Scholars are responsible for checking out their chromebook each morning and for ensuring it is returned to the cart at the end of the day and is plugged in to charge. Scholars should only transport their chromebooks when they are closed and should be held carefully to prevent any damage to the chromebook.

Scholars will:

1. Make no setting changes that alter the computer's appearance or function
2. Treat the mouse, keyboard, printers, and furniture gently to avoid damage
3. Keep the computer, monitor, keyboard, mouse, and furniture clean
4. Make no changes to passwords or printer settings
5. Use the technology to harass, bully, or be unkind toward others
6. Use the technology to plagiarize or perform any other acts of academic dishonesty

### *Email*

Scholars must check their email account on a regular basis. Teachers often communicate to their scholars and request assignments via email. Responsible scholars maintain the integrity of the private electronic mail system. The scholar has the responsibility to report all violations of privacy. Scholars are accountable for all mail sent or received under their user account.

### *Internet Usage*

Scholars must use the internet appropriately. The scholar exercising the privilege to use the internet, as an educational resource is responsible for all material received. Scholars are not allowed to access social networking websites like Facebook, Twitter, etc. on HFCA computers or chromebooks. Scholars are not allowed to take and/or transmit pictures using HFCA computers.

#### Scholars must comply with the following **safety rules** for internet use:

1. Scholars should not give out any personal information such as address, telephone number, parent's work address or telephone number, or any other person's address or telephone number without parental permission.
2. Scholars should tell their teacher, principal, or parent/guardian immediately if they receive inappropriate or uncomfortable information.
3. Scholars should never agree to meet or to send pictures to someone they have communicated with on-line.
4. Scholars should never share their technology passwords with others.
5. Scholars should never store personal files on any technology at school. All files should be stored in their Google Drive in *GoogleApps @ HFCA*.

#### Scholars are **not** allowed to access, use, or possess:

1. Pornographic, gang-related, violent, or illegal material
2. Inappropriate or offensive text via email or other means
3. Files deemed dangerous to the integrity of the HFCA network system (e.g., viruses, worms, or other harmful programs designed to disrupt or alter computer's functions)
4. Unauthorized or illegally obtained hardware, software or data including music, gaming, or video files.
5. Alternate network settings or use personal hotspots to visit unapproved or non-school related sites
6. Any site or application unrelated to approved assignments or tasks.

Additionally, scholars are not allowed to take and/or transmit pictures that are not directly required by an assignment using Academy computers.

### *Inappropriate Use of Computers*

Failure to comply with the Code of Conduct for Computer Use seriously compromises scholars' good standing with HFCA since they use computers to address their individual learning needs

and a significant portion of the school day is spent using computers. Failure to comply with the Code may result in a scholar losing his/her computer privileges. **Scholars who lose their computer privileges may be at risk as making satisfactory academic progress is compromised by the loss of computer privileges. Scholars observing or knowing of any violation of these guidelines or of a security problem on the network/Internet must notify a teacher or the principal.**

### *Chromebooks*

Scholars who are new to HFCA will receive their Chromebook on the first day of school. Scholars are able to take the Chromebooks home but are responsible for charging their device daily. In the event of transfer, students are required to return the Chromebook before transcripts will be released. Families will be charged \$125 for lost Chromebooks.

### *Cell Phones and Electronic Devices*

For the safety of all scholars and for a learning environment that is free of distractions, while on HFCA campus, cell phones and other electronic devices must be turned in to HFCA staff at the start of each day. HFCA is not responsible for the loss of electronic devices. Any cell phone or electronic device found in a scholar's possession will be confiscated. **A phone or electronic device will not be returned to the scholar.** If a phone or electronic device is confiscated from a scholar, parents/guardians must schedule an appointment to pick up the device. If a device is confiscated from a scholar a second time, it **will not be returned until the end of the academic year or it can be returned by paying a \$25 penalty for each subsequent occurrence.** Items prohibited in classrooms, hallways, and the cafeteria include, but are not limited to:

- Cellular (Cell) Phones
- Music players (iPods, mp3 players, etc.)
- Digital cameras
- Electronic games
- Tablets
- Headphones
- Airpods/earbuds

While attending any virtual learning class, cell phones are prohibited from use. If a teacher or staff member sees that a scholar is using an electronic device during virtual class in a way that becomes distracting to the scholar or the learning environment the teacher or HFCA staff member will remove the scholar from class. In order to return to class there must be a meeting with the teacher, scholar, parent and HFCA administrator before the scholar can return back to class.

Scholars who “go live” or log into social media while on their personal devices during face-to-face or virtual instruction and upload or project images of other scholars without their permission will be subject to strict disciplinary action. It is important that every child's right to privacy be honored while in school. Scholars who share personal images or names of classmates on social media or through personal devices may be recommended for expulsion depending upon the extent of harm suffered by the event.

## **Harassment / Bullying**

No one should be subjected to harassment or bullying on or off campus for any reason. Therefore, it is the policy of HFCA that all employees, volunteers, parents and scholars will deal with all persons in ways that convey respect and consideration for individuals regardless of race, color, national origin, gender, age, disability, sexual orientation, family situation, religion, or political affiliation. Acts of harassment, bullying, hostility, or defamation, whether verbal, written, or physical, will not be tolerated and constitute grounds for disciplinary action, including suspension and/or expulsion from school. Legal agencies may also be contacted.

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. This can include, but is not limited to: physical (hitting, kicking, pushing, choking), verbal (threatening, taunting, teasing, starting rumors, hate speech), electronic (e-mail, text messaging, blogging, chat rooms, social media, etc.) or written threats.

Additionally, HFCA recognizes that bullying may take the form of social or relational aggression. Relational aggression is behavior that is intended to harm someone by damaging or manipulating his or her relationships with others through direct and indirect methods which include, but are not limited to, social isolation and/or excluding, blatant acts of aggression that can be physical and verbal and harm through damage or threat of damage to another's physical well being. Scholars who engage in this behavior toward another HFCA scholar will be subject to the same disciplinary actions outlined for other forms of bullying.

## **Dating Violence**

Dating violence includes the intentional use of physical, sexual, verbal, or emotional abuse by a person to harm, threaten, intimidate, or control another person in a dating relationship. It is a pattern of coercive behavior that one partner exerts over the other for the purpose of establishing and maintaining power and control. Dating violence can include but is not limited to:

- Physical abuse (hitting, kicking, pushing, choking, etc.)
- Control of daily activities, choices, and access to resources
- Isolation from family, friends, religious activities, school, community, etc.
- Emotional Abuse (put-downs, public humiliation, etc.)
- Sabotage
- Technological abuse and stalking
- Sexual coercion
- Suicide or homicide threats, attempts, or completions

For counsel and assistance in resolving matters of this nature, contact the HFCA administration. Scholars who witness, or are made aware of, such situations are expected to report the incident immediately to an adult. Failure to do so may result in disciplinary action.

### **Progressive Discipline**

It is always HFCA’s intention to uphold the mission by ensuring that every class is a place where students can learn and every space in our school is a safe one. At the same time, we understand that scholars, as part of their own development, push the limits of good judgment. Our approach to discipline is progressive, always assuming the best of scholars and their actions. As a result, we will use any of the methods below when determining consequences for scholars, choosing the method that will correct the behavior and match the infraction.

Levels of progression indicate the range of disciplinary actions that may be taken as a result of misconduct.

<b>Level</b>	<b>Person(s) Responsible</b>	<b>Outcome(s)</b>
1	Teacher or other staff member	Redirection, Demerit, Detention, or Referral
2	Dean or Director of School Culture or Principal	Detention, Suspension, Parent Meeting
3	Dean or Director of School Culture or Principal	Suspension, Mandatory Parent Meeting
4	Dean or Director of School Culture or Principal	Suspension, Expulsion

#### *Restorative Conversations*

Restorative conversations focus on supporting students as they work to accept accountability for their actions, deepen reflection on the impact their actions have on their teachers, peers, school community and self. Part of the process in restorative practices is to repair the harm in relationships that may have been broken by their actions and set goals for improvement and accountability. Restorative practices and conversations help support the development of healthy relationships, advocacy for personal needs and contribute positively to the school community.

We use restorative practices to resolve conflicts between peers, between staff and students and between students and family members, if requested. Participants engage in the practice voluntarily. Due to the severity of conflicts, students may have to miss class to participate. Students who refuse to participate and play a role in a conflict’s escalation will be held accountable to the full extent of the disciplinary code of conduct.

#### *Restorative Circles*

A restorative circle is a technique that builds and restores relationships through equal opportunity sharing and listening. These talking circles proactively build the skills individuals need when

conflicts arise because they give every individual the opportunity to speak and be heard. Restorative circles are especially beneficial for youth learning how to negotiate conflict, as they help them practice respectful listening and healthy self-expression.

In these circles, participants may share information that is private or that should remain information for the participants, alone. Students who violate this trust will no longer have restorative conversations or circles as a conflict resolution support and may experience discipline strictly from the matrix.

### *Referrals*

A scholar earns a referral when they are removed from class as a result of their distracting, disrespectful, or unsafe behavior. These infractions are considered serious. Prior to being removed from class, a scholar is informed of the classroom expectations and is often given warnings to self-correct the behavior. Incidents of disrespect, defiance, or harassment will result in an immediate detention, but repeated referrals for the same infractions can lead to suspension or more serious consequences. Scholars that are removed from class must report immediately to the Associate Dean of School Culture who will consult with the scholar and teacher to determine consequences. When scholars are removed from class multiple times or if the offense is quite serious, they may not be able to return to the class until a parent conference is held.

### *Parent Disciplinary Communication*

Although we have a school wide system for students who choose to not follow the rules, it is also necessary to have a way for staff members to deliver these consequences in a given class such that the student is redirected and, if the student continues to misbehave, the teacher can address this problem with the family directly. The family and student will know that the teacher or staff members are taking the problem seriously and that it needs to be resolved. Usually, a situation between student and staff member is best remedied by the teacher communicating with the student and the family. This is generally the single most effective way to get students to do the right thing. Even in cases where it is not entirely effective, it is the first step. Communication with the families is our responsibility and usually the single most effective way to modify negative behavior and reinforce good behavior.

Teachers and staff members are expected to call the family if:

- They assign a student three or more Demerits in one day
- A student receives a detention
- A student needs to be sent home early due to any behavior incidents
- A student is suspended from school
- There are threats being made of violent behavior or insinuating a fight could occur
- Any major peer conflicts that disrupts the learning environment
- They refer a student out of class (even if the Dean makes a call)
- The teacher notices changes in behavior or effort
- Any other concerns as necessary.

Teachers and staff should also call home as often as possible to send good news and to support a

student who has begun to make better choices. These really can be helpful in getting parents on board and showing students that you are fair and that you care.

### *Parent Meetings Concerning Behavior*

HFCA partners with families as part of a holistic approach to education. HFCA collaborates with families to support their child's successful journey toward college readiness. When necessary, HFCA will require in-person meetings to address inappropriate behaviors and behaviors that undermine their child's success. We appreciate the support of our families in attending these meetings. Parent meetings may be called at any time by HFCA administration for severe and/or consistent behavioral concerns, including poor attendance (attendance trending under 90%).

A parent meeting concerning behavior must be conducted with HFCA staff before a scholar is reinstated. Failure to attend the parent meeting after several attempts will result in escalating consequences for the scholar including exclusion from field trips, including college tours and school events (dances, athletic events, and off-campus incentives).

### *Detention and Refocus Room*

The Refocus Room is a restorative practice for creating a safe environment for restoration and refocus. The ultimate goals of the Refocus room are to guide students through a self-reflection process that allows them to reset and return to class ready to learn. During this time, scholars are given the opportunity to learn the critical life skill of self-regulation, to recognize the harm they have caused and to find solutions to repair the harm that has been done to the relationship. Restorative practices help students to view behavior as an instructional opportunity. We reteach expectations and allow students the space to learn through guided feedback.

### *Lunch Detention*

If a student is late to class without an excused pass from an HFCA staff member, the student will receive a lunch detention that is to be served that day if the student is late. If the student is late to the 3rd block or 4th block they will serve the lunch detention the following day.

Lunch detention will be served during both lunch periods and the student is expected to serve the entire detention. If the student refuses to serve the detention in its entirety then the student will receive an after school detention. If the student refuses to serve the after school detention, they will then receive an out of school suspension for one day.

Parents will be notified that the student refused to serve the lunch detention and notified when the student will need to serve the after school detention.

### *After School Detention*

During face-to-face instruction, after school detentions are served every day from 3:45 p.m. to 4:45 p.m. If by the end of the week that the detention was earned, a scholar has still not served the detention, that scholar will be excluded from participating in school events, extra-curriculars,

attending field trips, or from participating in athletic events or benefiting from other special incentives until all detentions and penalties are served.

- Earning five or more demerits in a one-week cycle;
- Refusing or failing to serve a lunch detention (due to tardiness);
- Referrals for significant behavior infractions;
- Failure to change into the necessary uniform for Physical Education; and
- Additional specific behaviors are listed on the discipline matrix.

When a scholar earns an after-school detention, the primary phone number on record will receive a pre-recorded message.

No student can make arrangements to be excused from After-School detention. If there is a conflict, the parent must talk with the Director of School Culture only to get approval for an absence from detention. Scholars who fail to serve after-school detentions (with or without prior approval) will be ineligible to attend school functions and field trips.

#### *Detention and Refocus Room Rules*

1. All HFCA rules and uniform expectations apply during detention and in-school suspension including no cell phones or headphones.
2. Scholars will be required to complete a reflection about the behavior that resulted in earning the detention in order to provide them the opportunity to reflect, learn, and grow.
3. The supervising staff member can and will remove a scholar at any time for violating the rules of detention/in-school suspension. Removal from detention will result in further disciplinary action as well as making up the detention/in-school suspension.
4. During detention there is to be no talking, passing notes, sleeping, horseplay, gum chewing, eating, drinking of beverages, or use/possession of any electronic devices. All cell phones, music players, and any other electronic devices must be turned in to the supervising staff member upon entering the detention room. Phones/devices will be returned only after detention is served. Bus cards will be passed out only after detention is served.
5. Scholars must be working at all times while in detention. Scholars who complete all assignments during detention must sit quietly in their seats until detention is over. Scholars may not sleep or lay their heads down on their desks.
6. Scholars that fail to serve their detentions will not be allowed to participate in any school activity (field trips, school dances) until all detentions are served.

#### *Out of School Suspensions*

HFCA reserves the right to suspend a scholar for a disciplinary infraction and/or consistent or serious disregard of HFCA policy. Suspensions may range between one and three days. Written notice of the suspension will be provided to parents/guardians.

Scholars that are suspended will not be permitted to participate in scheduled events or after-school activities.

Parent communication is necessary before scholars can return from an out of school suspension.

- First Incident: Phone Conference
- Second Incident: In-Person Conference and Intervention Meeting
- Third Incident and Further Incidents: In-Person Conference, Behavior Contract, and Possible Expulsion Hearing

### *Expulsions*

Expulsion is the legal termination of a scholar's privilege to attend school. The Principal of HFCA has the right to expel a scholar. A breach of the HFCA's Non-negotiable rules will result in an immediate expulsion. In addition, the administration reserves the right to expel any scholar from HFCA when, in their judgment, that scholar's presence is detrimental to the well-being and attitudes of the other scholars.

- Official transcripts of expelled scholars will be released only after all outstanding financial obligations (missing books, trips, etc.) have been met and all HFCA property (books, etc.) has been returned.
- Scholars who have been expelled may not return to visit HFCA or attend HFCA activities for one year after the date of expulsion.
- Expelled scholars may be eligible to re-enroll after one year with approval from the Principal.

Expulsion is a last resort, but may unfortunately be necessary to maintain a violence-free, drug-free, and bully-free environment that supports a productive, college-going culture.

There are many layers of support for scholars at HFCA to help scholars and families meet the school's expectations and agreements. We are one team, one family, and we intentionally nurture relationships among all scholars, by ensuring:

- Every scholar has a mentor they can talk to and advise them if they need support or are in a conflict that needs an intervention;
- Any scholar can request a restorative circle to help resolve any conflict he/she is having with a scholar or group of scholars;
- Parents/guardians and scholars are able to request a meeting with HFCA's school leaders to address any concerns that they have about the school's expectations or relationships that may be creating or contributing to an unsafe environment within the school.
- HFCA's School Leaders maintain a constant presence to intervene with any situation among scholars that could result in serious consequences, even expulsion, before those actions take place.
- HFCA has a number of trained staff, including three school counselors, who can be called upon by the school's leaders, parents, or scholars themselves to provide support and resolution to any situation.

However, after all support has failed, the Principal and HFCA's Disciplinary Leaders reserve the right to expel any scholar from HFCA when evidence shows that a scholar's actions are detrimental to the well-being of other scholars and/or are in violation of HFCA's non-negotiable school rules. A breach of HFCA's non-negotiable rules will result in an immediate expulsion.

It is strongly recommended that parents/guardians, friends, and relatives come forward to resolve a situation before it creates an unsafe school environment. A person's acknowledgement of an impending incident does not exempt his/her child from receiving consequences, even expulsion.

When a scholar's actions make them eligible for expulsion, parents/guardians will be notified by phone and/or mail that HFCA is currently conducting an expulsion investigation and will share the findings of that investigation within five (5) school days. At the request of the parent, the scholar who is eligible for expulsion, and his/her parent/guardian will be presented with the evidence from the investigation and be invited to contribute to the conversation.

### **Expulsion Appeal Process**

If a scholar is expelled as a result of an expulsion hearing, the parent/guardian has the right to appeal the decision. The parent/guardian must submit a letter to the HFCA Board of Directors within five (5) days of the expulsion in order to be granted an appeal. If the Board of Directors grants an appeal hearing, an expulsion appeal will be scheduled within five (5) school days from the date the appeal was granted. The expulsion appeal hearing outcome is final.

If a scholar is officially expelled from HFCA, the following procedures will be followed:

- Official transcripts of expelled scholars will be released only after all outstanding financial obligations (missing books, trips, etc.) have been met and all HFCA property (books, etc.) has been returned.
- Scholars who have been expelled may not return to HFCA, either to visit or to attend HFCA activities for one year after the date of expulsion.
- Expelled scholars may be eligible to re-enroll after one year with approval from the Principal.

### **Discipline Matrix**

Certain behaviors that could impede the positive culture at HFCA are outlined below. These behaviors are prohibited and will not be tolerated at HFCA-related activities/events. The Levels indicate either the degree of their severity and/or how consequences can escalate depending upon how frequently an individual repeatedly chooses these behaviors.

Scholars who choose to engage in these behaviors can face the following consequences: demerits, detention, suspension, expulsion and/or the filing of formal police charges. If the police need to be contacted as a result of a scholar's behavior, this infraction is considered a Level 3 or 4 which can result in expulsion. This is for the protection of all members of the HFCA family. Police contact is only made in the most extreme situations, where all interventions by staff members have failed to deescalate the situation. Scholars who chronically fail to adhere to

HFCA’s rules will be identified for intensive support including: small group or one-on-one therapy, parent-teacher conferences, behavior contracts and restorative circles with those who have been offended. Chronic failure to adhere to HFCA’s rules, regulations and policies could lead to a scholar’s suspension and ultimate expulsion from HFCA.

Category	Violation	Definition of Misconduct	Levels			
			1	2	3	4
Attendance/ Punctuality	Tardiness	Failure to be in place of instruction at the assigned time without a valid excuse	1	2		
	Truancy	Failure to report to school or class without prior permission, knowledge, or excuse by school/parent	1	2	3	4
Learning Environment	Inappropriate dress	When in uniform or on “dress down days”, wearing clothing articles of a suggestive nature or with images or words related to drugs, sex, guns, expressing disrespect toward a gender or group of people, or violence. Dressing or grooming in a manner that disrupts the teaching and learning of others. This includes but is not limited to the “sagging” of pants or shorts, visual undergarments, clothing that reveals midsections, sleeveless shirts of any kind (tank tops, camisoles, spaghetti straps, etc.)	1	2	3	
	Lack of uniform	Student dressed out of school uniform	1	2	3	
	Chronic lack of supplies	Repeatedly reporting to class lacking necessary materials such as books, physical education attire, class supplies, etc.	1	2		
	Inappropriate personal property	Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others such as food, beverages, laser pointers, electronic and communication devices. Consequences for devices escalate when they are used to violate the right to privacy of any individual or group of scholars and staff.	1	2	3	4
	Refusal to work or follow instructions / Head down/asleep in class	Failing to comply with proper and authorized directions or instructions of a staff member. (First offense in a week is a #1)  *If there is documented evidence that this is a repeat offense, go to #2.	1	2	3	4
	Disruptive Behavior	Any disruptions of classroom activities, or the operation of HFCA or the educational process; any engagement in any act that is potentially harmful to the health, welfare, safety or learning environment of the scholar committing the act, other scholars or staff, including throwing objects, or making loud noises, continuously talking during instruction or silent study time, walking out of and walking into classrooms without permission from the teacher,	1	2	3	4

		and admitting outsiders into the school environment.				
	Public displays of affection or communication	Engaging in any display of dating affection (including kissing, clasped hands, hugging at waist or neck, sexual activity of any kind, or other behaviors typical between dating individuals); communicating in an obscene and/or inappropriate manner	1	2	3	4
	Leaving the classroom without permission	Leaving the classroom learning environment without permission from staff members in charge		2	3	4
	Chronic disruption of the learning environment or chronic 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		2	3	4
	Disrespecting staff / Insubordination	Confronting, arguing with, or talking back to staff; refusing to comply with reasonable requests, orders and directions of teachers, substitute teachers, teacher aides, administrators or other authorized personnel during any period of time when properly under the authority of HFCA personnel (including but not limited to: walking away from a staff member while he/she is talking, not following HFCA rules or proper procedures, not following assigned schedule/being in an unauthorized area (trespassing), repeated misbehavior after a warning). Where police need to be called to coerce compliance, consequences will begin at Level 3 or 4.	1	2	3	4
	Gang activity	Wearing of any insignia, uniforms, any means of gang identification and/or making or using any signs, signals, handshakes, or any other means of gang communication or identification		2	3	4
		Gang posturing which provokes an altercation			3	4
Physical Safety/ Mental Well-Being (Non-criminal Acts)	Bullying, harassment	Direct or indirect threats, gestures, or verbal attacks on a person delivered orally, in writing or electronically, that are derogatory, offensive, or abusive and cause or attempt to cause someone to feel intimidated, as well as any form of obscene language, swearing, slander, name-calling, or slur (includes attacks directed at one's racial, ethnic, or religious background, sexual preference, physical or mental disability, appearance)		2	3	4
	Verbal abuse, profanity	Use of language, either written or spoken, or conduct or gestures, which are obscene, lewd, profane, vulgar, or sexually suggestive used in the classroom and/or toward members of the	1	2	3	4

		community. Scholars who are observed using profanity will be given 2 demerits.				
	Sexual harassment	Unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal conduct or communication of a sexual nature (including communication via telephone, email, social media or on the Internet)		2	3	4
	Personal threat	Direct or Indirect (through another party), verbal, or written statement of intent to do bodily harm directed towards others		2	3	4
	Fighting Participants	Participating in, arranging, viewing, video recording, posting, communicating the events of a fight before or after a fight. Viewing a fight before or after school may result in suspension of bus cards.			3	4
	Fighting – Non-Negotiable	Pushing, shoving, or exchange of physical blows; any instance of physical contact in anger or as an act of aggression, regardless of whether fists or weapons are used				4
Physical Safety/ Mental Well-being (Criminal Acts)	Loitering	Remaining around or lingering about a school building without a lawful purpose for being there	1	2	3	
	Extortion	Forcing other persons to act against their will, under threat of physical harm, such as the demand for money, personal property, academic work, or food		2	3	4
	Trespassing	Entering any school property or into any restricted school area without proper authority. Includes any school entry during a period of suspension or expulsion			3	4
	Possession or use of fireworks	Using or possessing any explosive amusement device			3	4
	Assault – Non-Negotiable	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
	Theft	Attempting to take or the act of taking or acquiring the property of HFCA or others without their consent on HFCA property, or during an HFCA activity, function, or event (includes assisting or aiding in the taking of HFCA property or the property of others); taking property from a person by force or threat of aggression			3	4
	False fire alarms	Reporting a fire to school or fire officials, or setting off a fire alarm without reasonable belief that a fire exists			3	4
	Possession or use of a weapon other than a gun.	Possessing, having under one's control, using or threatening with a knife, razor, karate stick, metal knuckles, box cutter, laser pointers used to do bodily harm, or any other object that by the way it			3	4

		is used or intended to be used is capable of inflicting bodily harm in accordance with Section 921 of statute 18 USC				
	Bomb threats – Non-Negotiable	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				4
	Possession or use of a gun – Non-Negotiable	Possessing, having under one's control, using or threatening with a gun (pistol, BB, pellet, rifle, starter, replica, or toy gun)				4
Property (Criminal Acts)	Vandalism	Attempting to act or acting in a way that results in the destruction or defacement of Academy or private property; maliciously / intentionally causing damage to school property or the property of others (including scholar desks, walls, signage, scholar notebooks)		2	3	4
	Possession of stolen property	Having in one's possession property obtained without permission of the owner		2	3	4
	Gambling	Engaging in any activities, such as playing cards and shooting dice that involves the transfer of money, personal belongings or other stakes		2	3	4
	Burglary	Unauthorized entry into a school district building for the purpose of committing a crime when the building is closed to the scholars and public			3	4
	Arson	Intentionally starting any fire or combustion on school property			3	4
Controlled Substances (Criminal Acts)	Possession or use of alcohol or controlled substance – Non-Negotiable	Possessing, having under one's control, or using any alcoholic beverages, or controlled substance				4
	Possession with intent to distribute illegal drugs, alcohol, or prescribed drugs – Non-Negotiable	Selling, giving away, or otherwise transferring to another person any controlled substance or alcohol, including any transfer of a prescription drug or any substance alleged to be a drug regardless of its actual content				4
	Possession of other dangerous substances or materials	Possessing, using, or having under one's control tobacco or any substances, materials, including vaporizers, or related paraphernalia that are dangerous to health or safety, or that disrupt the educational process			3	4

# DAILY OPERATIONS

## Daily Bell Schedule

2022-2023 Bell Schedule. See the website at [howardfullerca.org](http://howardfullerca.org) for the bell schedule that is being used. The bell schedule will be contingent upon virtual instruction, or daily face-to-face instruction

## Security Procedure for Entering the School

All the students will be screened by a metal detector and all backpacks and other student belongings are subject to search. Students will have the option to enter into whichever security line they chose, however, if additional security screening is required, that screening will be conducted by a staff member whose gender matches that of the student.

## Early Dismissal / Removal from School

Scholars who leave school early for appointments and any other personal commitments are responsible to make up the instructional time through office hours. Scholars who leave school at the same time each day and establish a regular pattern of absence in any one class are at risk of failing the course and may have to repeat the entire course to receive credit for it. Families are encouraged to share with school counselors or the school principal any hardship that may be causing a scholar's absence so that a support plan can be created to avoid course failure.

## Change Of Address & Phone Number

Parents/Guardians and scholars are expected to notify the school whenever his/her address or phone numbers change over the course of the year. It is strongly recommended that parents/guardians and scholars register a personal email address (not school-issued) that can be used as a secondary address and in case of emergency. A Change of Address form is enclosed on the last page of this handbook that you can use to submit a change of address.

# OTHER SCHOOL POLICIES

## **Federal Education Rights and Privacy Act**

HFCA will follow the Family Education Rights and Privacy Act.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow

parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

### **Communicable Disease**

Parents/guardians of scholars diagnosed as having a communicable disease must notify the HFCA office within 24 hours of diagnosis. HFCA will make a decision on a case-by-case basis as to whether the scholar will be permitted to attend classes or school activities. The decision will be based upon consultation with the attending physician, an independent physician, an attorney selected by HFCA, and appropriate Public Health officials. The Principal will make the final decision. Should the scholar be allowed to attend, periodic observations will be made and the decision may be rescinded if necessary.

Other factors in making the determination are:

- The behavior, neurological development and physical condition of the scholar.
- The level of exposure and interaction with other scholars.
- The severity of the effect of the disease upon the scholar and others.

### **COVID**

All scholars and staff are required to follow HFCA's mitigation strategies for COVID-19.

- Wear a mask appropriately as required based on transmission.
- Test weekly.
- Test whenever symptoms arise.
- Stay home when COVID symptoms are present.
- Disclose if a family member or close personal contact has COVID 19.
- Wash hands frequently with soap and water.

HFCA requires masks to be worn in school and at activities when the community level in Milwaukee County is rated in the High category as determined by the Centers for Disease Control and Prevention (CDC).

### **Immunizations**

Wisconsin law requires immunizations for all school children. All immunization records must be completed by September 1<sup>st</sup>. The following immunizations must be completed for high school:

- |                    |           |
|--------------------|-----------|
| ● 4 DTP/DTaP/DT/Td | ● 3 Hep B |
| ● 1 Tdap           | ● 2 MMR   |
| ● 4 Polio          | ● 2 Var   |

### **Medical Records**

Medical records of all scholars shall remain confidential except as may be required by law. Care will be taken to limit disclosure of medical information to those personnel who have a "need to know" in order to properly care for the scholar and limit or control the spread of the disease.

### **Medication Policy And Procedure**

Parents/guardians of children at HFCA must give any substance used for medication to the administrative assistant immediately upon arriving at HFCA. These medicines are to be properly labeled. Parents/guardians must notify HFCA, by filling out a parental request for administration of drugs form.

- If the scholar is to take a prescribed drug, it is required that, in addition to the parental/guardian consent required above, written instruction from the physician who prescribed the drug must be provided.
- In the event that a scholar is ill and requires non-prescribed medication, the office must obtain permission from a parent/guardian before a scholar is allowed to take it. The office may attempt to contact a parent/guardian if it is apparent by the scholar's demeanor that he/she is in need of medication. The office is not required to provide non-prescribed medication.
- All drugs will be stored in the HFCA office. They must be in properly labeled bottles, including the name of the scholar, the name of the physician, the name of the drug, and the dosage to be given.
- The Principal will provide written authorization to the office staff to allow him/her to administer medications.
- No one will be **required** to administer drugs. State law states that persons authorized by the administrator to administer drugs are immune from civil liability for their acts or omissions unless there is a high degree of negligence.

### **Lost And Found**

Articles left in the HFCA building or on its grounds will be taken to the lost and found area. Scholars may check with the office regarding lost items. Items left and unclaimed for more than 5 days will be discarded at the end of the week.

### **Photography & Video**

By signing the handbook acknowledgement parents are giving permission to Dr. Howard Fuller Collegiate Academy to take scholars' photographs and videos and publish those photos and/or videos for educational and/or promotional purposes. Scholars and parents/guardians have the right not to be filmed/photographed, but must notify the office of this wish in writing.

### **Re-Enrollment**

Scholars **must** re-enroll **each** academic year. No scholar who has been expelled will be re-admitted or allowed to seek enrollment to Dr. Howard Fuller Collegiate Academy until two full semesters have passed.

### **Student Record Policies**

#### ***Transcripts:***

Enrolled scholars who need copies of their transcripts sent to a college or other agency should make their request by completing the proper forms in the HFCA office. While enrolled at Dr. Howard Fuller Collegiate Academy, transcripts will be free of charge. Transcripts for former scholars will cost \$3.00 each. A transcript copy is marked "Official Copy" only at the time of its

authorized release to another institution or scholar approved recipient, excluding parents/guardians.

### *Access to Student Records*

The following policies and procedures were developed in compliance with Wisconsin State Law, Sec. 118.125(2) (d), Stats., 20 U.S.C. & 1232g (b)(1)(a), 34 C.F.R. & 99.31 (a)(1), and 34 C.F.R. 99.7 (a)(3)(iii). These regulations permit school officials who have legitimate interests to have access to confidential pupil records without the consent of an adult pupil or the parent/guardian of a minor pupil.

- School staff members who have a current and legitimate educational interest in the scholar records shall have access as needed for professional purposes to both the scholar's permanent and temporary records.
- School officials shall release scholar records without parent permission pursuant to a valid court order or subpoena presented by local, state, or federal officials. However, the school officials shall notify the parents in writing regarding the judicial order and the information so provided.
- Student records may be made available to researchers for statistical purposes, provided that:
  - a. Permission has been received from the State Superintendent of Education
  - b. No scholar or parent shall be personally identified from the information released.
- Information may be released without parental consent in connection with an emergency to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the scholar or other persons.
- If a scholar is 18 years of age and the scholar is financially independent of his/her parents, the scholar may request the parents to be denied access to his/her records. A scholar who desires to declare him/herself financially independent of his/her parents shall submit such a request in writing to the school's record custodian.

### *Definition of Student Records*

Student Records shall mean any written or recorded information concerning a scholar by which a scholar may be individually identified and which Dr. Howard Fuller Collegiate Academy maintains. Recorded information maintained by a staff member for his/her exclusive use, or his/her substitute, shall not be considered a part of the scholar records. Student Records consist of two parts: the Student Permanent Record and the Student Temporary Record.

#### *Permanent Record:*

The Student Permanent Record shall consist of:

1. Basic identifying information, including the scholar's name and gender.
2. Academic transcript, including grades, class rank, graduation dates, grade level achieved, and scores on college entrance examinations
3. Attendance records
4. Health records and accident reports
5. Honors and awards received
6. Record release of permanent record information

### *Temporary Record:*

The Student Temporary Record shall consist of all information not required to be in the scholar's permanent record and may include:

1. Family background information
2. Intelligence test scores (group and individual)
3. Aptitude test scores
4. Reports of psychological evaluations including data on intelligence, personality, and academic achievement through test administration, observation or interviews
5. Elementary and secondary achievement test results
6. Participation in extracurricular activities
7. Teachers' anecdotal records
8. Disciplinary information
9. Special education files including the reports on which placement or non-placement was based and all records and tape recordings related to special education placement hearings and appeals
10. Any verified reports or information from non-educational persons, agencies, or organizations
11. Other verified information of clear relevance to the education of the scholar

### *Inspection of Student Records*

Whenever a parent/guardian or scholar desires a copy of information contained in the scholar's records, he/she shall submit a written request. Prior to graduation, copies are free. After graduation, the scholar will incur a charge of \$3 per copy.

Student records shall be made available to parents/guardians and eligible scholars within fifteen (15) school days of the time a written request for review is submitted to the records custodian. Whenever access to scholar records is granted to parents/guardians or scholars, a qualified staff member shall be present to interpret the information contained in these records.

Parents/guardians shall have the right to inspect, challenge, and copy scholar records of their child until one of the following events occurs:

1. The scholar attains 21 years of age
2. The semester in which a scholar attains 18 years of age has been completed and the scholar declares him/herself financially independent of his/her parents/guardians

Scholars shall have the right to inspect and copy their permanent record. Scholars shall not have access to their temporary records until one of the following occurs:

1. The scholar attains 18 years of age
2. The scholar graduates
3. The scholar assumes financial independence

### *Challenge Procedures*

A parent/guardian shall have the right to challenge the accuracy, relevance, or propriety of any entry in the scholar records of their /his/her child, exclusive of grades. A request to challenge the contents of a scholar record shall be made in writing to the school by the parent(s)/guardian(s)

and shall state in specific terms what entries in their child's record are being challenged. The Principal shall conduct an informal conference with the parents/guardians within fifteen (15) school days of the receipt of the written challenge.

#### *Transfer of Student Records*

School officials shall release scholar records to the official records custodian of another school in which the scholar has enrolled or intends to enroll upon the written request of such official or scholar, provided that the parent/guardian receives prior written notice of the nature and substance of the information to be transferred, and that all outstanding fees owed to the school have been paid. Parents/guardians may, upon written request, inspect, copy, and challenge such information.

Once parents/guardians have been notified of their right to inspect, copy, and challenge information to be transferred to another school and the parents/guardians do not respond within five (5) school days, the records shall be forwarded to the requesting school.

#### **Withdrawal Policy**

Scholars must be formally withdrawn from Dr. Howard Fuller Collegiate Academy before any records will be transferred to another school. The office should be notified three days in advance of the withdrawal and a withdrawal form must be completed by the parent/guardian. Scholars must return all Academy-owned materials to the office. Parents/guardians are responsible for full payment of all charges through the calendar month that the withdrawal is made. Records will not be released, and transcripts will not be sent until fees and required payments are all payments all paid in full.

#### **Discrimination**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

#### **Emergencies**

HFCA attempts to provide an environment in which scholars are safe from accidents. If a minor accident does occur, first aid will be administered. If a scholar becomes ill or sustains a serious injury and it is necessary for him/her to be sent home, the parent/guardian will be contacted immediately. An emergency medical card and authorization form is required to be completed by each parent/guardian at the beginning of the academic year. Parents/guardians must give two other names and phone numbers of relatives/neighbors who HFCA may contact, in the event the scholar's parents/guardians cannot be reached.

#### **Inclement Weather**

Before a decision is made to close school, information from the Milwaukee County Transit System, weather reports on current and pending conditions, and road condition reports from the area are taken into consideration. Dr. Howard Fuller Collegiate Academy will automatically close when Milwaukee Public Schools close due to inclement weather.

If conditions are deemed unsafe, the Principal will make a decision to close the school. It is our intent to make a decision no later than 6:00 a.m. When a decision is made to close school, we will notify parents and scholars through various channels:

- All parents/guardians will receive a Blackboard Connect phone message.
- The school closing notice will be posted on the school website at [www.howardfullerca.org](http://www.howardfullerca.org), on our Facebook page, Instagram and on Twitter.
- The local media will also be contacted. Please keep in mind that even though a decision is made at this early hour, it may take time for the media to announce the closing. It is a very busy time for the media as they receive a barrage of phone calls.

If deemed appropriate to close schools before the end of the school day, we will attempt to call all parents and/or guardians using the Blackboard system or at work to notify them of the early dismissal.

If school must be closed for more than two days due to inclement weather, the school will follow virtual learning instruction.

### **Outside Food Policy**

Scholars are not allowed to order outside food from restaurants for breakfast, lunch or snacks nor have them delivered by family members or food delivery services. Parents and/or HFCA staff are not allowed to order individual students lunch from restaurants for breakfast, lunch and or snacks. In some cases HFCA staff may award an incentive for academic success or exceeding schoolwide expectations which can include ordering food for an entire class or an individual student. Parents may provide store bought cupcakes only for scholars' birthdays if approved by the Principal, Assistant Principal, and/or Director of School Culture at least 48 hours in advance. Students who order food will have the food confiscated and returned at the end of the day. Students who open school doors for food delivery from a company or a family member will be suspended or expelled depending upon the severity of the situation.

Seniors are able to go off campus for lunch, if and only if they meet the month's academic and attendance incentive. Seniors who earn this privilege must have parent's written permission to leave school and they must be back in their seats for the next class when it begins. Students who return late or who fail to return will be marked absent or truant and may lose the privilege for the month. Students are not allowed to purchase food for other students or staff while they are off campus. Students who violate this rule will lose the privilege for the month. Students who lose the privilege more than once will not be eligible moving forward.

Due to medical reasons no peanuts or peanut product is allowed in the building. If a scholar orders food to the campus they will have to wait until after school hours to consume the food and will receive disciplinary action.

### **Closed Campus Policy**

Providing a safe and orderly campus environment is important. Therefore, all scholars are required to stay inside Dr. Howard Fuller Collegiate Academy upon arrival. If it is necessary to leave campus for doctor, dental or other appointments or for reasons of illness, all scholars who

are leaving campus must have an approved parent/guardian or designee check him/her out through the office. Scholars will not be allowed to leave campus with any persons other than parent/guardian without parent/guardian permission for such appointments. Likewise, all visitors to the building will need to check in at the office to ensure the safety of all scholars at Dr. Howard Fuller Collegiate Academy.

### **Communication**

Scholars are responsible for communicating their schedule with parents/guardians. **The main office does not keep track of where scholars are outside of their scheduled classes.** Scholars are expected to inform their parents/guardians any time they will be delayed or kept late at HFCA. Scholars will be directed to call home to inform parents/guardians if they wish to remain after regular school hours and have not previously informed a parent/guardian. Parents/guardians are not allowed to call scholars and speak with them directly; parents/guardians can, however, leave a message for their scholars which the office will deliver during the next transition.

Parents should expect to hear from HFCA Teachers, Administrators and Counselors as the need arises. All phone messages made by parents will be returned within 24 hours.

It is the parents' responsibility to let the school know when there is new contact information (phone, address or email). Parents are strongly recommended to check their email weekly for communication. The school communicates regularly using the following methods:

- Robo-calls for late arrivals, absences, detentions and emergency closures
- Teachers will send emails, text messages and voicemail to report progress
- Facebook
- Email Updates
- Progress reports and Report Cards mailed home
- Parent Meetings every 3rd Thursday of the month

### **Suspected Child Abuse And Neglect**

Academy staff members are legally required to report child abuse, neglect, or the threat of abuse or neglect. The State of Wisconsin requires individuals who work in certain professions to report child abuse and neglect. With some exceptions, an individual who "has reasonable cause to suspect that a child seen by the person in the course of professional duties has been abused or neglected or who has reason to believe that a child seen by the person in the course of professional duties has been threatened with abuse or neglect and that abuse or neglect of the child will occur" is required to report to law enforcement, the child welfare agency (CWA), or child protective services (CPS) agency.

Providing help for a scholar **suspected** of child abuse, neglect, or the threat of abuse or neglect is a legal requirement that is compatible with sound educational practices. Because of the extensive amount of time spent with children, Academy staff is in a unique position to identify and refer scholars who may demonstrate abuse or neglect, thus providing support and aid in preventing future instances, intervention which may help to eliminate the cycle of abuse or neglect.

## **Investigative Agencies**

According to Wisconsin Statute 48.981 (3) (c) the county Department of Social Services is charged with the responsibility of receiving and investigating referrals of children alleged to be abused or neglected. In most counties a specialized Child Protective Service Unit has been set up for this purpose. Law enforcement agencies are also mandated to receive and investigate reports.

## **Confidentiality**

The Dr. Howard Fuller Collegiate Academy policy regarding confidentiality of records shall pertain to reporting child abuse and neglect. Records must be given to investigating agencies in relation to referrals of children alleged to be abused or neglected. In most counties, a specialized Child Protective Service Unit has been set up for this purpose. Law enforcement agencies are also mandated to receive and investigate reports.

## **Transportation**

### **Bus Tickets & Bus Cards**

Scholars who live more than 2 miles from the school will receive bus tickets only for families who have completed the registration process including completing emergency contact form, nutrition form, and immunization records.

### **Private Transportation**

HFCA doesn't provide private transportation to scholars who do not require transportation as outlined in their Individualized Education Plan unless they are the sibling of a student who meets this criteria or are in close proximity to the existing bus route for students receiving this benefit.

### **Walking to and from school**

Our school building is located on one of the city's busiest and most prominent streets. As such, there are three major considerations to ensure the safety of scholars traveling to and from Dr. Howard Fuller Collegiate Academy. Scholars who do not follow strategies for navigating traffic or who refuse to follow verbal directions of adults on post at intersections and bus stops risk losing transportation passes.

#### *Strategies for Local Traffic*

- Scholars crossing Capitol Drive should only do so at controlled intersections (traffic lights) when approaching or leaving the school building. This will allow scholars to cross in larger groups as well as address excessive speed concerns.
- Scholars riding Bus Route 62 should only board or exit the bus at 29<sup>th</sup> Street if they are on the same side of the street as the school building.
- Scholars riding Bus Route 62 should board or exit at 35<sup>th</sup> Street or 27<sup>th</sup> Street instead of 29<sup>th</sup> Street if they are on the bus stop across the street from the school building.
- Dr. Howard Fuller Collegiate Academy Administrators will be present at each of the major bus stops after school dismissal and outside of the facility to greet scholars in the mornings. Staff presence is to ensure that scholars are adhering to the traffic safety plan expectations.

### **Strategies for Student Drop off/Pick up**

- Parents should pick up and drop off on the east side of 29th street, the same side of the street as the school building.
- Scholars entering and exiting the building can do so at any point on the east side of 29th Street north of Capitol Drive.
- Vehicles should exit 29th Street by turning left (west) into the thru alley to 30th Street and out. This will eliminate scholars crossing 29th Street from the west side and congestion from vehicles making U-turns or Y-turns.
- There are parking signs indicating that there is no parking in front of the facility. We will use the directions of these signs in order to leave the pick up/drop off area clear of parked cars.

### **Strategies for Pedestrian Behavior**

Dr. Howard Fuller Collegiate Academy staff educates our scholars on safety practices and the school's expectations for pedestrian behavior, holds scholars accountable for expectations through warnings and follow-ups for repeat offenders of unsafe behavior, and connects with law enforcement to help reinforce safety expectations.

- Staff members will be present at the corner of 29th Street and Capitol Drive in the afternoons. Staff will walk to the northwest corner of 27th Street and Capitol with scholars at dismissal time. The staff will monitor the behavior of all scholars who are visible.
- Scholars will not be allowed to cross Capitol Drive at 29th Street at any time due to lack of traffic signals and signs. Scholars will be expected to walk to 27th Street to use the traffic lights at the crosswalks.

### **Visitors**

All visitors must check in at the main office upon entering the building. Visitors must sign the Visitor's Log upon arrival and receive a badge to be worn at all times while in the school. Visitors may be subject to search and must wear a face mask. Visitors will be escorted through the building by a staff member or designated scholar representative whenever possible. Visitors must also sign out when leaving. This policy is subject to change as a result of capacity restrictions placed on the school by local, state, and federal health authorities in response to Covid-19.

## 2022-2023 Dr. Howard Fuller Collegiate Academy Teachers and Staff

<b>ADMINISTRATION</b>		
Parker, Judith	Principal	j.parker@howardfullerca.org
Philip Smith	Assistant Principal	p.smith@howardfullerca.org
Herd, Kasey	Director of School Culture	k.herd@howardfullerca.org
Green, Kwame	Director of Programs and Impact	k.green@howardfullerca.org
Kent Ritchie	Acting Administration and Operations	k.ritchie@howardfullerca.org
Attewell, Bill	Director of Marketing and Communications	b.attewell@howardfullerca.org
<b>INSTRUCTIONAL LEADERS</b>		
Charters, Courtney	Dual Enrollment Coordinator and Instructional Coach	c.charters@howardfullerca.org
Webb, Amy	Math Interventionist and Instructional Coach	a.webb@howardfullerca.org
<b>STAFF</b>		
Buford, Rodney	School Culture Support Varsity Basketball Coach	r.buford@howardfullerca.org
Ford, Kim	Associate Dean of School Culture	k.ford@howardfullerca.org
Allen, Shawn	School Culture Support	s.allen@howardfullerca.org
Copening, Maurice	School Culture Support	m.copening@howardfullerca.org
Godsey, Tycie	School Support	t.godsey@howardfullerca.org
Cohen, Hannah	School Counselor	h.cohen@howardfullerca.org
Jackson, Aiesha	School Counselor	a.jackson@howardfullerca.org
Lloyd, Sharon	School Counselor	s.lloyd@howardfullerca.org
Hayes, William Sr.	Recruitment Coordinator and School Culture Support	w.hayes@howardfullerca.org
Hightower, Sabrina	Main Office Coordinator	s.hightower@howardfullerca.org
Smith, LaShon	Compliance Manager	l.smith@howardfullerca.org
<b>TEACHERS</b>		
Bishop, Candinisha	English Teacher, 11th grade	c.bishop@howardfullerca.org
Cole, Taleavia	Paraprofessional, College Coach	t.cole@howardfullerca.org
Ernest, Elli	Mathematics Teacher, 11th grade	e.ernest@howardfullerca.org
Fritz, Micah	Social Studies Teacher, 10th and 12th grade	m.fritz@howardfullerca.org
Johnson-Crump, Amanda	Mathematics Teacher, 9th grade	a.crump@howardfullerca.org

Kalisik, Frank	Social Studies Teacher, 9th and 11th grade	f.kalisik@howardfullerca.org
Kelly, Emma	English Teacher, 12th grade	e.kelly@howardfullerca.org
Martin, Grace	Special Education Teacher	g.martin@howardfullerca.org
McCann, Robert	Project Lead the Way & Data Manager	r.mccann@howardfullerca.org
Miller, Susan	Science Teacher, 10th and 12th grade	s.miller@howardfullerca.org
Miner, Gwen	English Teacher, 9th grade	g.miner@howardfullerca.org
Paige, Adam	Paraprofessional, Spanish	a.paige@howardfullerca.org
Romens, Anthony	Science Teacher 9th and 11th grade	a.romens@howardfullerca.org
Scalzo, David	Mathematics Teacher, 12th grade	d.scalzo@howardfullerca.org
Shepard Smith, Megan	Special Education Teacher	m.shepardsmith@howardfullerca.org
Spade, Carol	Special Education Teacher	c.spade@howardfullerca.org
Sweet, DJ	Physical Education Teacher	dj.sweet@howardfullerca.org
Taylor, Mark	Computer Science Teacher	m.taylor@howardfullerca.org
Toms, Andrea	English Teacher, 10th grade	a.toms@howardfullerca.org
Tworek, Michelle	Special Education Lead Teacher	m.tworek@howardfullerca.org
Vann, Kierra	Special Education Support Staff	k.vann@howardfullerca.org
Waddy, Denise	Mathematics Teacher, 10th grade	d.waddy@howardfullerca.org
Westphal, Marcus	Special Education Teacher	m.westphal@howardfullerca.org

School Title IX Contact  
**Sexual Harassment Investigation Form**

Complainant: \_\_\_\_\_

Date: \_\_\_\_\_

School: \_\_\_\_\_

Who was allegedly responsible for the harassment ?

\_\_\_\_\_

Describe the incident as clearly as possible, including such things as what force, if any, was used, any verbal statements (i.e. threats, requests, demands, etc.), what, if any physical contact was involved.

\_\_\_\_\_

Response of the accused to the accusation:

\_\_\_\_\_

Date(s), time(s), and place (places) the harassment occurred:

\_\_\_\_\_

Were there other individuals involved in the harassment?

\_\_\_\_\_

If so, name the individual(s) and what their role was.

\_\_\_\_\_

Did anyone witness the harassment? If so, name the witnesses.

\_\_\_\_\_

Describe any reported prior incidents and resolution(s).

\_\_\_\_\_

Remedy sought:

Decision:

\_\_\_\_\_

Signature of School Title IX Contact

Date

Note: A complete copy of the HFCA Sexual Harassment Policy is contained within the HFCA Family Handbook.

# HFCA Handbook Acknowledgment Form

Please sign the form below and submit it to the main office. Failure to sign and return the form does not relieve the student from the responsibility of complying with the rules and policies referenced in the Student Handbook.

I hereby acknowledge that I have been provided with a copy of the Student Handbook and have read and understand the handbook and the related policies.

## Student

I understand and will abide by Sevier County Board of Education Policy 519 (Network and Internet Use). I further understand that any violation of the regulations noted in the policy is unethical and may constitute criminal offense. Should I commit any violation, I understand that my access privileges may be revoked or school disciplinary action may be taken, and/or appropriate legal action taken.

## Parent

As parents or guardians of this student, I have read Sevier County Board of Education Policy 519 (Network and Internet Use) and agree to its terms and conditions. I understand that this is designed for educational purposes. I will not hold the Sevier County School System responsible for controversial materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to allow Internet access for my child.

PRINT Name of Student (S): \_\_\_\_\_ YR \_\_\_\_\_ :

\_\_\_\_\_ YR \_\_\_\_\_ :

\_\_\_\_\_ YR \_\_\_\_\_ :

\_\_\_\_\_  
Parent/Guardian Name and Signature

Date

\_\_\_\_\_  
Signature of Student

Date