

Atlas Preparatory Academy

Family Handbook



Central Office

1039 E Russell Ave
Milwaukee, WI 53207
(414) 385-0771
(414) 385-0773 Fax

Kansas Campus

K4 - 6th Grades
3945 S Kansas Ave
Milwaukee, WI 53207
(414) 294-5716

Russell Campus

7th - 12th Grades
1051 E Russell Ave
Milwaukee, WI 53207
(414) 747-9838

Contact Information

Michelle G. Lukacs, Executive Director (414) 385-0771
Registration Office (414) 385-0771

Members of the Governing Body

Michelle G. Lukacs – Director, President, Treasurer, Gordon G. Haberman - Director, Secretary,
Steven E. Menden – Director, Chairman

Corporate Organization & Governance

Atlas Preparatory Academy, Inc. is organized under Section 181 of the Wisconsin Statutes as a non stock, not for profit corporation and is exempt from tax under IRC Section 501(a) as an organization described under IRC Section 501(c)(3). A copy of the IRS Determination Letter issued on October 16, 2002 follows this page.

Additional Milwaukee Parental Choice Program Disclosure of Information

High School Graduation Requirements (See Page 4)
Transfer of Student Credits (See Page 5)
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Racial Abuse & Harassment Policies (See Page 23)
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School Visitors or Guests Policies (See Page 31)
Appeals Process for Ineligible MPCP Applications (See Page 34)
Appeals Process for Additional MPCP Tuition (See Page 34)

Padres, si tienen dificultad en entender el contenido de esta agenda, pueden comunicarse con el director para recibir la información sobre la escuela en su lengua maternal.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: OCT 16 2002

ATLAS PREPARATORY ACADEMY INC
C/O MICHELLE G LUKACS
2911 S 32ND ST
MILWAUKEE, WI 53215

Employer Identification Number:
39-2032539
DLN:
17053178018042
Contact Person:
LARRY W BOTHE ID# 31462
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
June 30
Form 990 Required:
Yes
Addendum Applies:
No

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in sections 509(a)(1) and 170(b)(1)(A)(ii).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, if you are involved in an excess benefit transaction, that transaction might be subject to the excise taxes of section 4958. Additionally, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please contact your key district office.

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the

Letter 947 (DO/CG)

ATLAS PREPARATORY ACADEMY INC

part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of Code sections 2055, 2106, and 2522.

Contribution deductions are allowable to donors only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. See Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, which sets forth guidelines regarding the deductibility, as charitable contributions, of payments made by taxpayers for admission to or other participation in fundraising activities for charity.

In the heading of this letter we have indicated whether you must file Form 990, Return of Organization Exempt From Income Tax. If Yes is indicated, you are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete, so be sure your return is complete before you file it.

You are required to make your annual information return, Form 990 or Form 990-EZ, available for public inspection for three years after the later of the due date of the return or the date the return is filed. You are also required to make available for public inspection your exemption application, any supporting documents, and your exemption letter. Copies of these documents are also required to be provided to any individual upon written or in person request without charge other than reasonable fees for copying and postage. You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or you may call our toll free number shown above.

ATLAS PREPARATORY ACADEMY INC

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Revenue Procedure 75-50, published in Cumulative Bulletin 1975-2 on page 587, sets forth guidelines and recordkeeping requirements for determining whether private schools have racially nondiscriminatory policies as to students. You must comply with this revenue procedure to maintain your tax-exempt status.

If distributions are made to individuals, case histories regarding the recipients should be kept showing names, addresses, purposes of awards, manner of selection, relationship (if any) to members, officers, trustees or donors of funds to you, so that any and all distributions made to individuals can be substantiated upon request by the Internal Revenue Service. (Revenue Ruling 56-304, C.B. 1956-2, page 306.)

If we have indicated in the heading of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

We have sent a copy of this letter to your representative as indicated in your power of attorney.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



Lois G. Lerner
Director, Exempt Organizations

Atlas Preparatory Academy, Inc.

Family Handbook

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Section 1: Mission and Objectives

Mission Statement

The mission of Atlas Preparatory Academy is to provide an educational program which engages our students in learning experiences that meet their academic, social, and emotional needs, in a multicultural environment based on mutual respect.

Philosophy

The staff at Atlas Preparatory Academy believes in the importance of building strong relationships with our students, their families, and the community. We are committed to meeting the individual academic needs of our students through differentiated instruction, while celebrating the multicultural heritage of our students and staff.

Vision

The Atlas Preparatory Academy faculty envisions that a multicultural setting will prepare the students to become life-long learners who acquire the necessary skills to lead responsible and productive lives in order to be successful in a global marketplace.

Creed

We, the students, teachers, families, and community of Atlas Preparatory Academy understand that learning manners and respect are keys to success. We pledge to do our best and support others in the community by working hard, listening attentively, and being polite. We believe that by practicing positive values and cooperation, we will achieve success, not only in our school but also in our community.

Nondiscriminatory Policy

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

Objectives

The following objectives for Atlas Preparatory Academy are based on our mission statement:

- I. Academic Development
 - A. To promote an instructional program to meet the individual needs of each student.
 - B. To promote academic excellence and help students realize their full academic potential.
 - C. To help students learn how to communicate effectively with others.
 - D. To develop student technology literacy.

- II. Social Development
 - A. To teach students to respect others and their differences.
 - B. To develop positive values, strong morals, and self-discipline.
 - C. To encourage students to make contributions to society.
 - D. To encourage and practice good citizenship.
 - E. To encourage an appreciation for the arts.
 - F. To educate our students about how cultural differences add to our lives, community, and world.

- III. Physical Development
 - A. To promote good health habits.
 - B. To promote healthy recreational activities.
 - C. To emphasize the importance of personal hygiene.

- IV. Emotional Development
 - A. To maintain an environment that nurtures a positive self-image.
 - B. To develop a sense of responsibility for their own success.
 - C. To develop self-confidence.
 - D. To view challenges as learning experiences.
 - E. To understand and value diversity among individuals.

Accreditation

The Board of Directors of the Wisconsin Religious and Independent Schools Accreditation (WRISA) voted to accredit Atlas Preparatory Academy's educational program Pre K-12th grades based on its compliance with WRISA standards and progress in accomplishing goals on its long range plan.

Section 2: Academic Policies

Literacy Philosophy

Atlas Preparatory Academy provides a balanced approach to the teaching of literacy. Students are instructed in best literacy practices that include whole group reading, guided reading, read-alouds, independent reading, shared reading, and writing. We provide small developmentally based instructional guided reading groups where students use appropriately leveled readers as they learn to read. Students are instructed in comprehension, vocabulary and word work, fluency, phonemic awareness, and phonics during their literacy block to enhance their reading instruction.

We strive to meet the individual needs of our students by providing a differentiated approach to education. We encourage our students to make responsible choices for their learning. We integrate literacy strategies across the curriculum.

Curriculum

Atlas Preparatory Academy's methodology focuses on an integrated and multicultural curricular program that utilizes differentiated instruction and brings community resources into the classroom. Integrated units bring all subject areas together in an engaging environment to meet the needs of all learners. Classes are offered in the areas of Language Arts, Mathematics, Social Studies, Science, Spanish, Physical Education, Health, and Fine Arts. Atlas Preparatory Academy has Student Support Services to provide academic support and resources to students with the goal of an inclusive classroom environment for students in Pre K-12th grades. Title I programs are offered in grades K5 -12.

Atlas Preparatory Academy's curriculum may be viewed by parents/guardians upon request.

Monitoring Academic Progress

Students' academic progress will be monitored throughout the school year. Teachers will contact parents/guardians by phone, letter, or email to update them about their child's progress, especially if the grade is below average such as a "D" or "F". Personal and continual communication between teacher, parent/guardian, and student is essential to ensure the best possible educational experience.

Report cards are handed out in the following manner:

Trimester 1 - Parents/guardians can pick up their child's mid-trimester progress report at the Parent/Teacher Conferences. Trimester report cards will be mailed home.

Trimester 2 - Mid-trimester progress reports will be mailed home. Parents/guardians can pick up their child's report card at the Parent/Teacher Conferences.

Trimester 3 - Mid-trimester progress reports and report cards will be mailed home.

The report cards for K4 and K5 adhere to the following grading scale:

N = Needs Improvement B = Beginning D = Developing S = Secure

The report cards for 1st through 12th grade adhere to the following grading scale:

A = (4.00)	B = (3.00)	C = (2.00)	D = (1.00)
A- = (3.67)	B- = (2.67)	C- = (1.67)	D- = (0.67)
B+ = (3.33)	C+ = (2.33)	D+ = (1.33)	F = (0.00)

I = Incomplete

A student receiving an “I” will be expected to complete any missing assignments and tests within 2 weeks of the end of the marking period. Any incomplete mark will be re-evaluated after the 2 weeks and an accurate report card will be sent home. If the work is not finished within 2 weeks, the incomplete work will be marked an “F”.

High School Graduation Requirements

Graduation from Atlas Preparatory Academy requires a minimum of **twenty-five (25) credits** with a distribution in specific areas.

A student’s grade level is determined by the number of credits earned prior to the start of each school year. Credits are earned when a student completes a course and receives a passing grade along with the recommendation of the teacher.

Senior Status	credits earned: 18
Junior Status	credits earned: 12
Sophomore Status	credits earned: 6

Course Requirements: Atlas Preparatory Academy may not grant a high school diploma to any pupil unless the pupil has earned a **minimum of twenty-five (25) credits with the following distribution:**

Earned a minimum of 25 credits as follows:

1. **4 credits of English**, which incorporates instruction in written communication, oral communication, grammar and usage of the English language, and literature. 0.5 credit of a public speaking course is required.
2. **3 credits of social studies**, which incorporates instruction in state and local government. 0.5 credit of an American government course is required.
3. **4 credits of mathematics**, which incorporates instruction in the properties, processes, and symbols of arithmetic and elements of algebra, geometry, and statistics.
4. **3 credits of science**, which incorporates instruction in the chemical sciences, biological sciences, and physical sciences.
5. **1.5 credits of physical education**, which incorporates instruction in the effects of exercise on the human body, health-related physical fitness, and activities for lifetime use.

6. **0.5 credit of health education**, which incorporates instruction in personal, family, community, and environmental health.
7. **0.5 credit of personal finance**, which incorporates instruction in financial awareness, responsibility, and independence.
8. **0.5 credit of college/career readiness**, which incorporates instruction in preparation for post secondary opportunities.
9. **8 credits of electives**

Twenty-five (25) credits and a passing score on a civics test comprising 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 are required to graduate.

A detailed description of courses can be viewed in the course catalog. *All electives offered are subject to change due to enrollment numbers, student interest, and the academic needs of our students.*

Transfer of Student Credits

Atlas Preparatory Academy will consider accepting credits earned at other accredited academic institutions if the student's coursework is documented in a timely manner and the course meets Atlas Preparatory Academy's academic standards.

Atlas Preparatory Academy reserves the right to administer a semester examination to determine whether credit will be granted:

- If a student's coursework at another accredited academic institution can not be documented in a timely manner or
- If a student's coursework is from a non-accredited academic institution.

If a student transfers to Atlas Preparatory Academy mid-trimester, the student will be enrolled in a comparable course, if one is available. The student will receive appropriate credit based upon the completion of the Atlas Preparatory Academy coursework.

Transfer credits will be awarded on a course-by-course basis with all final determinations for the acceptance or rejection of transfer credits at the sole discretion of administration.

General Retention Policy

School personnel will inform parents/guardians of their child's progress throughout the school year. The administrator will call and send written notification to parents/guardians in February regarding their child's possible retention. The administrator will remain in contact with parents/guardians throughout the remainder of the school year to monitor academic progress. The administrator conducts a conference with parents/guardians at the conclusion of the school year to inform them of the final decision regarding their child's retention.

Promotion Requirements for 8th Grade

Students shall advance from the eighth grade to the ninth grade when they have met the following three requirements:

1. The student must receive a passing combined cumulative grade at the end of the third trimester in the following core academic subjects: English language arts, math, science, and social studies.
2. The student must receive an “approaching” or higher score in at least three core components of the Wisconsin Forward Examination.
3. The recommendations of teachers, which will be based solely on a student’s academic performance.
 - If the student does not meet the three requirements listed above, then an Academic Support Team will be assembled which will include but is not limited to the administrator, guidance counselor, teacher(s), parent/guardian, and student. The team will review the student’s overall academic middle school performance in the following areas, but not limited to: previous grades, test scores, attendance, effort, work habits, social readiness, and citizenship. Accommodations due to English Learner needs and Special Education needs will also be evaluated. The team will analyze the data and make their recommendation to the School Board. The School Board will make the final decision, based on a review of the team’s recommendations. If the School Board decides to advance the student to ninth grade, the team will develop and implement an individualized plan of action for the student.

Promotion Requirements for 4th Grade

Students shall advance from the fourth grade to the fifth grade when they have met the following three requirements:

1. The student must receive a passing combined cumulative grade at the end of the third trimester in the following core academic subjects: English language arts and math.
2. The student must receive an “approaching” or higher score in at least three core components of the Wisconsin Forward Examination.
3. The recommendations of teachers, which will be based solely on a student’s academic performance.
 - If the student does not meet the three requirements listed above, then an Academic Support Team will be assembled which will include but is not limited to the administrator, guidance counselor, teacher(s), parent/guardian, and student. The team will review the student’s overall academic elementary school performance in the following areas, but not limited to: previous grades, test scores, attendance, effort, work habits, social readiness, and citizenship. Accommodations due to English

Learner needs and Special Education needs will also be evaluated. The team will analyze the data and make their recommendation to the School Board. The School Board will make the final decision, based on a review of the team's recommendations. If the School Board decides to advance the student to fifth grade, the team will develop and implement an individualized plan of action for the student.

Promotion Requirements for 3rd Grade

Section 1: Promotion Policy

Atlas Preparatory Academy has adopted this 3rd grade promotion policy as of July 1, 2025 to take effect on September 1, 2027.

An Academic Support Team will engage in a process to determine whether to promote a student to the 4th grade for any student who scored below grade level on the 3rd grade reading portion of the Wisconsin Forward Exam. This process will carefully consider all relevant factors that contributed to the student not obtaining a grade level score and alternatives to retention that can help support the student to achieve reading proficiency. Additional details about the determination process are found in Section 2 of this policy. Good cause exceptions to this promotion process and post promotion mandates are found in Section 3 of this policy.

Section 2: Process for Making Promotion Determinations

The Academic Support Team will engage in a process to determine whether to promote a student to the 4th grade for any student who scored below grade level on the 3rd grade reading portion of the Wisconsin Forward Exam. This process will carefully consider all relevant factors that contributed to the student not obtaining a grade level score and alternatives to retention that can help support the student to achieve reading proficiency. This process will include, at a minimum, the following elements:

- The Academic Support Team will include but is not limited to the administrator, guidance counselor, teacher(s), student's parent/guardian, the student, and a staff member who has provided additional reading support and conducted progress monitoring. The team will have knowledge of the reading instruction and interventions provided to the student, as well as how the student responded to both instruction and interventions. They will also have knowledge of the social and emotional implications of grade retention.
- The Academic Support Team will consider all available and additional relevant data and information before deciding whether to promote the student to 4th grade. This relevant data and information may include, but is not limited to, the most recent and previous reading readiness assessment data, diagnostic reading assessment data, progress monitoring data, previous grades, test scores,

- attendance, effort, work habits, along with observations and data related to the student's social, emotional, and behavioral functioning.
- The Academic Support Team will determine whether the student is eligible for a good cause exception to this promotion process and communicate that to the parent/guardian.
 - The Academic Support Team will communicate the long-term risks of retention to the child's parent/guardian. Such risks may include, but are not limited to, the following:
 - Students who are retained are more likely to have adverse outcomes, including dropping out of school and obtaining lower paying jobs in the future (Cockx, B., Picchio, M., & Baert, S. 2018; Hughes, J.N., West, S.G., Kim, H., & Bauer, S.S. 2018);
 - Students who are retained are more likely to experience emotional distress (Buckmaster et. al. 2024; Carlton & Winsler 1999; Demanet & Van Houtte 2016; Goos et al. 2013b; Carlton, M. P., & Winsler, A. 1999; Jimerson & Ferguson 2007; Lavrijsen & Nicaise 2017; Martin 2009; Martin 2011);
 - Students who are retained are more likely to have lower socioeconomic status and are more likely to be eligible for government assistance (Goos, M., Pipa, J., & Peixoto, F. 2021);
 - Students who are retained are at higher risk for future criminal behavior (Eren, O., Lovenheim, M., & Mocan, H. 2022); and
 - Students who are retained do not achieve increased academic achievement and make less progress compared to other students (Silberglitt, B., Appleton, J., & Burns, M., & Jimerson, S. 2006);
 - The Academic Support Team will consider alternatives to retention available to the student at Atlas Preparatory Academy and communicate these alternatives to the student's parent/guardian.
 - Atlas Preparatory Academy will not deny any student advancement to 4th grade based solely on the student's performance in reading on the 3rd grade state summative assessment.
 - Atlas Preparatory Academy will not deny any English learner advancement to 4th grade solely based on level of language proficiency.

The Academic Support Team will make one of the following recommendations to the student's parent/guardian based upon the review of all relevant data and the additional considerations listed above:

1. The Academic Support Team may conclude that promotion to 4th grade along with applicable school/parent support is more appropriate than retention and is in the best interest of the student. The student is promoted to 4th grade even if the team concludes, based on documentation, that the student's score was below grade level on the 3rd grade reading portion of the Wisconsin Forward Exam and **was primarily** due to the student's lack of reading proficiency.
2. The Academic Support Team may conclude that promotion to 4th grade is more appropriate than retention and is in the best interest of the student. The student is promoted to 4th grade even if the team concludes based on documentation that the student's score was below grade level on the 3rd grade reading portion of the Wisconsin Forward Exam and **was not primarily** due to the student's lack of reading proficiency.
3. The Academic Support Team and the parent/guardian agree that retention with applicable school/parent support is more appropriate than promotion to 4th grade and the student's parent/guardian **gives written consent** to retention.
4. The Academic Support Team recommends retention with applicable school/parent support, but the student's parent/guardian **does not consent** to retention. The team will honor the parent's/guardian's request not to retain and the student is promoted to 4th grade.

The Academic Support Team will communicate the following to the student's parent/guardian if they recommend retention:

- Support which will be provided to the student intended to mitigate the harm that may occur as a result of retention, including social stigmatization, loss of friendships, damaged self-esteem, and other mental health impacts.
- The additional academic services and support that will be provided to the student to help reach grade level proficiency in reading by the time 3rd grade is completed.

Special Circumstances

- If a student enrolls as a 3rd grader after the 3rd grade Forward Exam has been administered, the student may be promoted to 4th grade under the criteria that they did not score below grade level on the Forward Exam.
- If a student enrolls as a 4th grader and provides records that indicate the student **may have not met requirements** to be promoted to 4th grade, the school will

provide adequate and necessary supports as determined by the Academic Support Team and the parent/guardian.

Section 3: Post Promotion Mandates and Good Cause Exceptions

Atlas Preparatory Academy will provide all of the following services if a student is promoted from 3rd grade to 4th grade and the student scored below grade level on the 3rd grade reading portion of the Wisconsin Forward Exam:

- School personnel will provide intensive instructional services, progress monitoring, and support to remediate the identified areas of reading deficiency.
- School personnel will provide notification to the student's parent/guardian in writing that includes a description of the intensive instructional services and support that will be provided to the student to remediate the identified areas of reading deficiency.
- School personnel will provide an intensive reading program each summer until the student scores at grade level in reading on a summative assessment.

The following are good cause exceptions to this promotion process similar to the exceptions listed in Wis. Stat. § 118.33(5m)(b). Any student who meets one or more of the following good cause exceptions may be exempt from the promotion policy and the services listed above.

- The student is identified as Limited-English proficient as defined in Wis. Stat. § 115.955 (7).
- The student has a disability who does not take the statewide 3rd grade standardized reading assessment because the assessment has been determined to be inappropriate for the student.
- The student obtained a proficient score in reading on an alternative standardized assessment approved by the Wisconsin Department of Public Instruction.
- The student has a past individual educational plan, a current services plan, or a section 504 plan that indicates the student has received intensive intervention in reading for more than 2 years and was previously retained in kindergarten, 1st, 2nd, or 3rd grade.
- The student has received intensive intervention in reading for 2 or more school years, continues to demonstrate a deficiency in reading, and was previously retained in kindergarten, 1st, 2nd, or 3rd grade for a total of 2 years.

Atlas Preparatory Academy will continue to provide support to students who meet the good cause exception criteria above.

Homework Policy

Each student will receive meaningful homework on a daily basis. This homework must be completed and returned on the given due date. The following is the minimum amount of time your child is expected to spend on academic development, which includes independent reading outside of school hours:

K4 through 2nd grade = 30 minutes

7th and 8th grade = 1 hour

3rd through 6th grade = 45 minutes

9th through 12th grade = 1.5 hours

Google Classroom Procedures

Students are expected to be signed in to their Google Classroom as directed by their teacher. Any assignments and content posted by students in Google Classroom must be relevant to the course and appropriate for the school environment.

Standardized Testing

State assigned standardized testing will be administered to grades K5-12 based on the Department of Public Instruction (DPI) requirements. This testing should be taken seriously by parents/guardians and students. Students should be well rested before the testing dates and eat a good breakfast. Notification of testing dates will be posted at least two weeks in advance.

Cheating, Plagiarism, Forgery

The acts of cheating, plagiarism (to take and use as their own, the work of others) or forgery in connection with school work or assessments will be subject to disciplinary action. The use of Artificial Intelligence (AI) in assignments or assessments is considered a form of plagiarism.

Parents/guardians will be contacted when this type of incident occurs and the students will not be given credit for the assignment or assessment.

Field Trips

Educational field trips are planned to enhance the curriculum. These educational field trips are part of the school program and student attendance is required. Parents/guardians are encouraged to chaperone these events. Chaperones are required to have a criminal background check and approval must be granted by the administration before the parents/guardians may attend the field trip.

Permission slips will be sent home before the field trip and must be signed by the parent/guardian and returned to the school **by the date specified on the permission slip**. Legal requirements mandate if the school permission slip is not returned, the student will be **unable** to attend. **Please note: A telephone call or hand written note is not an acceptable form of permission.**

Atlas Preparatory Academy reserves the right to require the attendance of a student's parent/guardian on any given field trip. **In the event a parent/guardian's attendance is**

requested, and the parent/guardian is unable to attend or provide a suitable chaperone, the student will not attend the field trip and will remain at school on the day of the scheduled field trip.

Students who will not be participating in field trip activities are, regardless of reason, expected to attend school on the day of the field trip. Students not participating in field trip activities will be under the supervision of another Atlas Preparatory Academy teacher.

Students are required to be in uniform for all field trip experiences, unless specifically stated on the permission slip.

Students are expected to observe the school and bus rules while on field trips. Students need to show respect for all people they come in contact with outside of the school on field trip experiences. Students are representing themselves and Atlas Preparatory Academy, and it is important that they behave in a respectful manner.

Extra Curricular Activities

Atlas Preparatory Academy provides special events, activities, and student clubs that help promote teamwork, apply real life skills, and encourage responsibility. We offer the following programs which teach new skills and talents, help students set future goals, and demonstrate how to contribute to society. The following programs are available for extra student activities:

Club Day	Career Day	Outreach Activities
School Dances	Student Council	Cultural Festivals
Reading Carnival	Prom	Student Assemblies
Spirit Week	Science Fair	Field Day

All activities offered are subject to change due to level of interest.

Section 3: Expectations of Students

The administration and staff of Atlas Preparatory Academy believe that it is essential that students understand what is expected of them and know the consequences of their behavior. We believe that when students follow the expectations, this will create a positive and productive learning environment. The following expectations and procedures were created collaboratively by administration, teachers, and students:

Universal Classroom Rules

Atlas Values

Respectful

1. Respect yourself, other people, and all property.
2. Listen when others are speaking (including during announcements).
3. Use school appropriate language.
4. Keep hands, feet, and objects to yourself.
5. Follow directions the first time given and respond appropriately when directed by staff.

Responsible

1. Use class time effectively to complete assigned tasks.
2. Turn in completed homework on time.
3. Request missing work during individual work time.
4. Keep the classroom clean.

Ready

1. Bring all necessary materials to class.
2. Sit in the assigned seat, prepared to learn when the class begins.
3. Wear an appropriate school uniform.

Hallway Procedures

1. Students should remain quiet in areas outside of their classroom.
2. Stairs should be taken with students in a single-file line with one hand holding the railing and the other hand at their side for safety reasons.
3. Everyone should walk quietly. Students are not permitted to run in the building.
4. No student is allowed out of the classroom without a staff member's permission and a hallway pass.

Hallway Passes

When class starts, no students will be allowed out of class without a pass unless accompanied by a staff member or authorized adult. Students are expected to go directly to their destination without disrupting any classrooms.

Mandatory Dress Code

It is essential that all students, K4-12th grade, follow the mandatory dress code every day. Shirts must be buttoned and tucked in with no exceptions. All pants must be at waist level. Belts are recommended for all students. We strongly urge parents/guardians to put children's names inside their clothing.

The following is the dress code of Atlas Preparatory Academy:

Solid Color Pants/Shorts/Jumper/Skort/Skirts:

Khaki or navy blue pants, shorts, jumper, skort or skirt. A belt is recommended.

Shirts: Any type of solid color polo shirt, button down shirt, sweater, sweatshirt, and any shirt or tank top worn under shirts, is acceptable in the following colors: light blue, navy blue, or white. Shirts must have a collar and be long enough to ensure that no mid-area skin is shown at any time under any circumstances (must be able to raise hand over head). Small brand labels and the Atlas Preparatory Academy logo will be accepted. However, slogans or other writing on clothing are **not** acceptable.

Cold Weather Uniform: As the weather gets colder, we understand the need for warmth. We also expect students to continue to follow our uniform policy. The following are acceptable cold weather uniform clothing: long sleeved undershirts that are white, light blue, or navy blue to go under the collared uniform shirt; white, light blue, or navy blue sweatshirts to go over the collared uniform shirt; and white, light blue, or navy blue sweaters to go over the collared uniform shirt.

Shoes: Casual shoes or athletic shoes must be worn. Shoes should be kept in a clean and presentable condition. No high heels, slippers, or open-toed shoes are allowed to be worn.

Clothing that follows the Atlas dress code may be purchased at Schoolbelles online at <https://www.schoolbelles.com/myschool/M37/S3209>.

Cut-offs, garments with holes in them, skirts and shorts shorter than two inches above the knee, split skirts, halter/tank/tube tops, clothing with gang signs, clothing with slogans, hats, caps, head wraps, dew rags, bandannas, or any other inappropriate clothing is not acceptable at any time.

The entire dress code will be reviewed in detail during the Family Orientation portion of the enrollment process.

Restroom Procedures

Unless otherwise stated by the classroom teacher, students will be expected to use the restroom during lunch to avoid taking away from their learning time. If students absolutely need to use the restroom during class time, they will be allowed to use the restroom. Students must have a pass when they leave the classroom.

The following will be enforced:

1. Students should walk quietly. Students are not permitted to run in the building.
2. Only one student will be allowed to go to the restroom per class at any given time, unless accompanied by a teacher.
3. Students should return to their classroom quietly and promptly.

Outdoor Procedures

The school playground is a place for recreation, fun, and exercise. When students use the playground they are required to adhere to our procedures. We have outdoor recess at our Kansas Campus when temperatures are 20 degrees or higher and students are expected to dress appropriately for the weather (i.e. jackets, mittens, hats, etc.)

1. No one is permitted to leave the school grounds without the express written consent of parents/guardians and school officials.
2. Games can be played which provide exercise and enjoyment. Games which may cause bodily injury, damage clothing, or are disrespectful in any manner are not permitted.
3. Students must remain in the assigned area of the playground. If students need to use the restroom, they must receive permission from an adult playground supervisor.
4. Playground equipment such as ropes, balls, hoops, etc. must be used safely. *Atlas Preparatory Academy is not responsible for equipment brought from home.*
5. Students should take turns when using playground equipment.
6. Students must not climb the fence.
7. Students must wear their shoes while on the playground.
8. Students are not allowed to throw rocks, sticks, snow, or ice at any time.
9. The recess period ends when the signal is given. Students should stop playing immediately and walk to their designated area. Everyone will enter the building quietly.

Lunchroom Procedures

1. Be courteous! Use indoor voices. Keep your hands to yourself and off of other people and their food.
2. Stay in your place in line. If you leave your place in line, you will be asked to move to the end of the line.
3. Only one student at a time is permitted to leave the cafeteria during lunch hours.
4. If you bring a cold lunch it needs to be healthy (for example: sandwich, side item, & fruit/vegetable). Students bringing a cold lunch from home must give it to school personnel upon arrival that morning. No twist off caps allowed. Students may not use the microwave.
5. If you are receiving a hot lunch you may not bring in extra food. It will be confiscated.
6. No jackets may be worn at the Russell Campus during breakfast or lunch.
7. No food is allowed to leave the cafeteria. What you do not eat must be tossed out in the garbage cans in the cafeteria.

Bus Procedures

All Atlas Preparatory Academy behavior rules apply to bus procedures and expectations. In addition:

1. Each student is assigned a bus room. This room is the last class each student will have each day. The bus room is no different than any other class. Students must follow all transition and behavior expectations while going to and waiting in the bus room.
2. Each teacher is a bus room monitor. Teachers will escort students to their bus when approved by the bus caller for dismissal. Teachers will take attendance twice during bus dismissal; once when the students arrive and once when they enter the bus.
3. The bus driver or school administration may assign seats on the bus at any time.
4. Students must remain in their seats and facing forward at all times while on the bus.
5. Students may not have hands, arms, or any other body parts hanging out of the window.
6. Students may not ride another bus unless the parent/guardian makes arrangements with Atlas Preparatory Academy's office staff and the bus company due to an emergency.
7. Students must be picked up and dropped off at their assigned locations.
8. If a change of address occurs, the parent/guardian must notify the school at least 5 days prior to the change of address so that the bus company can process the information and change the student's bus route. In the event that less than 5 days prior notice is given, the parent/guardian is responsible for transporting the student until the route can be adjusted.

In the event of a bus suspension, the parent/guardian will be notified directly by a school administrator.

Recognition of Student Success

Atlas Preparatory Academy values, appreciates, and celebrates its students' growth and achievement academically, socially, and emotionally. The following are ways in which these successes are recognized:

- Awards for grades K4-8th - Awards for grades 9-12
- High Honor Roll (3.5 GPA) - Honor Roll (3.0 GPA)
- Excellent Attendance of at least 90% in a trimester
- Student of the Month at each grade level
- Classroom behavioral rewards - Community Service Award

Section 4: Discipline Policies

General Discipline Policies

A standard of conduct is necessary to create an atmosphere at Atlas Preparatory Academy in which students and staff can feel safe and valued and realize their potential. All students are expected to demonstrate respectful and courteous behavior, fostering attitudes that empower them to take accountability for their actions.

Disruptive and uncooperative behavior seriously interferes with the learning environment. This behavior is an injustice to those who are striving to create a positive learning atmosphere and will not be tolerated.

Everyone has a right to learn. Students are a unique gift to our learning community and must respect themselves and others. Students respect this right to learn by following classroom and school procedures so that everyone can focus on schoolwork.

Everyone has a right to privacy. Students' bodies are their own possessions. No individual has a right to abuse another by using unkind words, hitting, or touching them inappropriately. Students should demonstrate respect for others by avoiding making comments on conversations not intended for them. Students are expected to refrain from damaging or taking items from the possession of other students.

Everyone makes mistakes. Students and staff should not ridicule or make fun of others at any time. We encourage students to view mistakes as learning experiences.

The School Board and administration believe that enrollment at Atlas Preparatory Academy is a privilege and not a right. This privilege may be forfeited any time a student does not adhere to the standards and regulations of the school.

General School-Wide Rules

Rule 1: Mandatory Dress Code - It is essential that all students, K4-12th grade, follow the mandatory dress code every day. Shirts must be buttoned and tucked in with no exceptions. All pants must be at waist level. Belts are recommended for all students. We strongly urge parents/guardians to put children's names inside their clothing.

The complete dress code policy is listed in Section 3: Expectations of Students.

Rule 2: Gum - No student may chew gum at any time on school property.

Rule 3: Prohibited Items – The following is a list of items that should not be brought to school. Atlas Preparatory Academy ***will not be held responsible for the loss or theft of these items if they are brought to school.*** This list does not include all items and may be modified by administration at any time.

- | | |
|---|--|
| -Radios, MP3 players, and iPods | -Any outside beverages including water |
| -Bluetooth speakers | -Toiletry items excluding deodorant |
| -Electronic devices excluding calculators | -Nail polish |
| -Large amounts of money | -Toys and trading cards |
| -Earrings larger than a quarter | -Weapons (including toy weapons of any kind), fireworks, and poppers |
| -Gum & candy | -Any item that may be considered a weapon |
| -Unauthorized food items | |

Cell phones may not be used anytime on school property except for an emergency.

Students bringing a cold lunch or other food items from home, such as for authorized classroom parties, must give the items to school personnel upon arrival that morning.

Students will be subject to random searches of their possessions at all Atlas Preparatory Academy buildings. Any prohibited item will be confiscated and will have to be picked up by a parent/guardian. Students who refuse to have their possessions searched will be in violation of a severe clause infraction, and subject to such consequences.

Rule 4: Inappropriate Language - At no time will students use inappropriate, abusive, or threatening language, including profanity towards a staff member, another student, or any other person.

Rule 5: Leaving the School Building - Students are not allowed to leave the school building without permission. The administrator will contact the parent/guardian and disciplinary action will be taken if students leave the premises without permission.

Rule 6: Late to Class (Russell Campus Only: 7th-12th Grade) - Excessive tardiness to individual class periods will result in disciplinary action.

Consequences of General School-Wide Rules Infractions

Violations of school-wide rules may result in a referral being submitted by a teacher or staff member to administration. The administration, which may include the School Board, reviews the documentation submitted and determines the final consequences of the referral.

The Administrator may, at their discretion, submit the student's discipline file to the School Board for an overall cumulative review of the student's discipline history if a student has repeated written referrals. The School Board will review the student's file and determine appropriate consequences. These may include a mandatory conference with a parent/guardian, an Out of School Suspension, a Last Chance Letter, or a Loss of Seat.

An In School Suspension removes the student from their regular classroom for the term of the suspension and places them in another supervised location within the school. The student must work on class work and is not allowed to communicate with other students or participate in any school functions including extracurricular activities during an In School Suspension.

An Out of School Suspension requires the student to remain at home for the term of the suspension. The student **is not allowed to return to school** until the term of their assigned suspension is completed. The administrator may require a parent/guardian meeting prior to the student returning to school.

The following consequences may be applied by the teacher or staff member when rules are not followed:

1st Infraction: Verbal Warning

2nd Infraction: Time-Out, Sit out of Activity, Action Plan

3rd Infraction: Lunch Detention, Loss of Recess, Telephone Call to Parent/Guardian

4th Infraction: Written Referral

- When a written referral is submitted, the administration reviews the documentation submitted and determines the consequences of the referral. These consequences may include a mandatory parent/guardian conference, an In School Suspension, a 1-4 day Out of School Suspension, or a 5 day Out of School Suspension with a School Board review, which must be served before a student may return to school.

Severe Clause Infractions

Any illegal activities will be reported to the police.

There are certain severe clause behaviors that demand immediate suspension and/or loss of seat, depending on the circumstances and/or number of incidents involving the student. These decisions will be made by the administration on a case by case basis.

The following severe clause behaviors are prohibited and will not be tolerated:

1. Any form of fighting, play-fighting, hitting, kicking, or physical violence toward another student/staff member.
 - a. Any students who do not immediately withdraw from a fight, regardless of who initiated the altercation, will be deemed to have engaged in a severe clause infraction.
 - b. Students who encourage a fight, or keep a student from withdrawing in any way, will be deemed to have engaged in a severe clause infraction.
2. Threatening to harm any person physically or verbally on or off of school grounds.
3. Cursing or blatant disrespect of a teacher or staff member.
 - a. The administration will use discretion in determining whether the use of profanity stemmed from a lapse in judgement or was done intentionally to disrespect the staff member.
4. Use or possession of tobacco, vape pens, lighters, matches, alcohol, drugs, or drug paraphernalia.
5. Gang activities of any kind, including but not limited to bandannas, tattoos, drawings, or flashing gang signs.
6. Possession of knives, guns, and weapons of any kind, and any other items commonly used to cause bodily harm.
7. Theft of property or possession of items that do not belong to you without the owner's permission.
8. Pulling a fire alarm or tampering with other safety equipment.
9. Sexual harassment in verbal, written, or electronic form.
10. Gambling.
11. Purposeful destruction of school property.
12. Refusal to follow directions given by any staff member during a dangerous situation as determined by the staff member.
13. Arrested and charged for dangerous/threatening behavior off of school grounds.

Students will be subject to random searches of their possessions at all Atlas Preparatory Academy buildings. Any prohibited item will be confiscated and will have to be picked up by a parent/guardian. Students who refuse to have their possessions searched will be in violation of a severe clause infraction and subject to such consequences.

Consequences of Severe Clause Infractions
Any illegal activities will be reported to the police.

There are certain severe clause behaviors that demand immediate suspension and/or loss of seat, depending on the circumstances and/or number of incidents involving the student. These decisions will be made by the administration on a case by case basis.

Any student committing a severe clause infraction will immediately receive a 5 day Out of School Suspension with a School Board review, which must be served before a student may return to school. In addition, parents may be required to have a conference with the administration prior to the child's return to school.

The following consequences may also occur:

- Students may be asked to attend outside counseling in addition to any other consequences assigned by administration.
- Students may receive a Last Chance Letter. This letter will inform the parent/guardian that any additional behavior issues that result in an Out of School Suspension will lead to a Loss of Seat at Atlas Preparatory Academy.
- Students may be directly issued a Loss of Seat at Atlas Preparatory Academy.

Students who have lost their privilege to attend Atlas Preparatory Academy, or are serving an Out of School Suspension, may not visit the school or attend school functions unless accompanied by a parent/guardian and with the **written consent** of the administration.

Appeal Process for Suspensions

Parents/guardians may appeal a suspension by placing a telephone call to the administrator who issued the suspension. The administrator will discuss the issues surrounding the suspension and work to resolve disagreements concerning the suspension and may, at their sole discretion, schedule a meeting at the school to resolve any remaining issues concerning the suspension. The administrator will notify the appellant by telephone whether their appeal is accepted or rejected.

Appeal Process for Loss of Seat

Parents/guardians who have been notified by the School that their child has been issued a Loss of Seat by the School Board have the right to file a written appeal to the School Board requesting a review of the Loss of Seat decision.

The letter of appeal **must** state the specific reasons why the parent/guardian believes the student should not have lost their seat and **must** specifically request a review of the Loss of Seat. The appeal **must** be sent by certified mail and postmarked by the United States Postal Service by the tenth (10th) calendar day following the date the parent/guardian was notified by Atlas Preparatory Academy that the student was issued a Loss of Seat by the School Board.

Late or incomplete appeals will be rejected and will not be considered.

The School Board will notify the appellant whether their appeal is accepted or rejected. The notification will be in writing and sent by certified mail to the parent/guardian's most current address on file within twenty (20) calendar days from the date the appeal was received.

School-Wide Policies for Bus Referrals

The administration will investigate all bus referrals. Students who engage in misconduct on the bus are subject to consequences that may include a warning, lunch detention, In School Suspension, Bus Suspension, or Loss of Bus Privileges.

Certain behaviors depending on the circumstances will be considered severe clause violations and may result in a Last Chance Letter, or Loss of Seat. These decisions will be made by the administration on a case by case basis.

Prohibition of Harassment

Atlas Preparatory Academy is committed to maintaining an environment in which the dignity of each person is respected. We will not tolerate any form of harassment whether by faculty, staff, visitors, students, or anyone else acting on behalf of the School or any retaliation against any person who has initiated a harassment complaint; such behavior of identified individuals or groups will be subject to appropriate corrective action, up to and including termination or loss of seat, and civil or criminal action in some instances. If you are aware of any such harassment of any kind, it is imperative that you notify the administration immediately.

Bullying Policies

Bullying is a form of harassment and has a disruptive effect on a person's life both at school and at home. It interferes with a person's or group's well-being, development, employment, educational status, or performance and creates a hostile working, academic, or social environment. Each person has the right to feel safe and valued and to realize his or her potential. The School does not tolerate racial abuse or harassment in any form, and such behavior of identified individuals or groups will be subject to appropriate corrective action up to and including termination or loss of seat and civil or criminal action in some instances.

Filing a complaint or reporting racial abuse or harassment will in no way jeopardize a person's current position or status with the School, nor will it affect that person's future position or status with the School.

Bullying occurs when a person threatens, makes fun of, inflicts harm, intimidates, or intentionally verbally or physically abuses another person. The four main types of bullying are described below.

- Physical-Physical bullying involves a person intentionally causing or attempting to cause harm to another person's body. This includes hitting, kicking, punching, pushing, biting, tripping, pinching, spitting, and inappropriate touching. Stealing or taking something from someone that doesn't belong to you also falls under this category.
- Verbal-Verbal bullying happens when a person speaks unkindly or disrespectfully about others. This includes gossip, spreading rumors, teasing or making fun of someone, racial slurs or comments, name calling, or threatening another person.
- Non-Verbal-Non-Verbal bullying includes behaviors that are not directly said, but are meant to hurt another person. This includes rolling your eyes, disrespectful body language, intentionally leaving someone out of a group, writing/drawing unkind words/images, and showing someone your private parts, etc.
- Intimidation-Intimidation involves one person deliberately seeking to instill fear or discomfort in another individual. This can include non-verbal threats or gestures or any behavior that torments another person.

It is a violation for faculty, staff, visitors, students, or anyone else acting on behalf of the School to engage anywhere in any form of bullying intentionally or unintentionally or to retaliate against a person who has initiated an inquiry or complaint having to do with bullying.

Any faculty, staff, visitors, students, or anyone else acting on behalf of the School who has a complaint of bullying at school by anyone including a fellow employee, visitor, or fellow student should immediately bring the matter to the attention of the administration. The School takes allegations of bullying very seriously and will actively investigate all bullying complaints. If it is determined that bullying has occurred, administration will take appropriate corrective action against the offending person or persons up to and including termination or loss of seat and civil or criminal action in some instances.

The right of confidentiality for any party involved in a bullying incident, including the complainant and the accused, will be respected insofar as it does not interfere with the School's obligation to investigate allegations of misconduct and to take corrective action where appropriate.

Racial Abuse & Harassment Policies

The School condemns, as a matter of principle, any unlawful or wrongful discrimination against the rights of others. The School does not tolerate racial abuse or harassment in any form, and such behavior of identified individuals or groups will be subject to appropriate corrective action up to and including termination or loss of seat and civil or criminal action in some instances.

Filing a complaint or reporting racial abuse or harassment will in no way jeopardize a person's current position or status with the School, nor will it affect a person's future position or status with the School.

Racial abuse is defined ordinarily as verbal, written, or physical conduct directed at a person or a group based on one's color, race, national origin, or ethnicity where the offensive behavior is intimidating, hostile or demeaning, or which could or does result in mental, emotional, or physical discomfort, embarrassment, ridicule, or harm. Racial harassment differs from general abuse only in that it is defined ordinarily as repeated, persistent, or continual verbal, written, or physical conduct directed at a person or a group or different individuals on separate occasions. Racial abuse and harassment include not only offensive behavior which interferes with a person's or group's well-being or development, but also such behaviors which interfere with one's employment or educational status or performance, or which create a hostile working, academic, or social environment.

It is a violation for faculty, staff, visitors, students, or anyone else acting on behalf of the School to engage anywhere in any form of racial abuse or harassment intentionally or unintentionally or to retaliate against a person who has initiated an inquiry or complaint having to do with racial abuse or harassment.

Any faculty, staff, visitors, students, or anyone else acting on behalf of the School who has a complaint of racial abuse or harassment at school by anyone including a fellow employee, visitor, or fellow student should immediately bring the matter to the attention of the administration. The School takes allegations of racial abuse or harassment very seriously and will actively investigate all racial abuse or harassment complaints.

If it is determined that racial abuse or harassment has occurred, administration will take appropriate corrective action against the offending person or persons, up to and including termination or loss of seat and civil or criminal action in some instances.

The right of confidentiality for any party involved in a racial abuse or harassment incident, including the complainant and the accused, will be respected insofar as it does not interfere with the School's obligation to investigate allegations of misconduct and to take corrective action where appropriate.

Sexual Harassment Policies

Sexual harassment in the workplace, at school, or related to one's conditions or terms of employment is a violation of the law. It serves no legitimate purpose, has a disruptive effect on an employee's ability to perform their job properly, and interferes with a person's or group's well-being, development, employment, educational status or performance and creates a hostile working, academic, or social environment. The School does not tolerate sexual harassment in any form, and such behavior of identified individuals or groups will be subject to appropriate corrective action up to and including termination or loss of seat and civil or criminal action in some instances.

Filing a complaint or reporting sexual harassment will in no way jeopardize a person's current position or status with the School, nor will it affect a person's future position or status with the School.

Sexual harassment generally refers to any unwelcome or unsolicited physical or verbal conduct of sexual or other improper nature, either explicit or implicit, which by its nature has a negative effect in the following manner:

- Interferes with an individual's work or school performance or results in creating an intimidating, hostile, or offensive work or school environment.
- Results in a change in some condition or term of either employment or status as a student.
- Results in economic or academic detriment to the employee, applicant, or student.

Prohibited actions or conduct, which could be viewed as sexual harassment in nature include, but are not limited to, the following:

1. Unwelcome sexual advances
2. Request for sexual acts or favors
3. Any statement or implication that submission to or rejection of sexual conduct could affect an individual's employment with the School or status as a student
4. Other sexually offensive verbal or physical conduct

It is a violation for faculty, staff, visitors, students, or anyone else acting on behalf of the School to engage anywhere in any form of sexual harassment intentionally or unintentionally or to retaliate against a person who has initiated an inquiry or complaint having to do with sexual harassment.

Any faculty, staff, visitors, students, or anyone else acting on behalf of the School who has a complaint of sexual harassment at school by anyone including a fellow employee, visitor, or fellow student should immediately bring the matter to the attention of the administration. The School takes allegations of sexual harassment very seriously and will actively investigate all sexual harassment complaints.

If it is determined that sexual harassment has occurred, administration will take appropriate corrective action against the offending person or persons, up to and including termination or loss of seat, and civil or criminal action in some instances.

The right of confidentiality for any party involved in a sexual harassment incident, including the complainant and the accused, will be respected insofar as it does not interfere with the School's obligation to investigate allegations of misconduct and to take corrective action where appropriate.

Section 5: General Information

Current Hours and Days of Instruction

Kansas Campus

The school day begins at 7:50 A.M. and is dismissed at 2:25 P.M. The Kansas Campus has six hours and fifteen minutes of direct instruction. There are 170 days of school for students with 1,062 hours of direct instruction.

Russell Campus

The school day begins at 7:00 A.M. and is dismissed at 2:20 P.M. The Russell Campus has seven hours of direct instruction. There are 170 days of school for students with 1,190 hours of direct instruction.

Starting times/ending times are subject to occasional change due to bus transportation.

If parents/guardians want to pick up their child/children after school, please notify the school office 60 minutes prior to dismissal. The school may not be able to comply with the parent's/guardian's request if notified of changes after the stated time. It is imperative that all parents/guardians fully cooperate with the arrival and pick-up times.

Children will be released only to authorized individuals, as shown on the Emergency Contact Form. The authorized individuals must come to the office, show a picture ID, and sign the child out. Children will not be allowed to stand at the door or outside unsupervised.

Transportation

Atlas Preparatory Academy provides transportation for students living in the city of Milwaukee by First Student and Safeway bus companies. School personnel will contact families and inform them of bus route numbers and pick up and drop off times. **Please be at your designated bus stop 10 minutes prior to the pick up time. The bus will not wait for students who are not at the bus stop.**

Promptness is an extremely important habit to develop in life. Please adhere to the school start times above. A student who is dropped off at the Kansas Campus must be accompanied to the office by a parent/guardian at the time of his or her arrival and must be signed in by the parent/guardian.

Tardiness

Any student who is dropped off after school starts at either the Kansas Campus or the Russell Campus, must be accompanied to the office by a parent/guardian at the time of his or her arrival and must be signed in by the parent/guardian.

The following policies will be used to aid the student in the development of the habit of punctuality:

1. Whenever possible, please call the school to inform us that the child will be coming late.
2. Unavoidable delays such as car trouble, traffic jams, etc. will be excused tardies when accompanied by the parent/guardian.
3. A student who arrives at school on time, but does not make it to class on time, will receive an Unexcused Tardy Pass and will be subject to disciplinary action.

Contact Information Changes

Please contact the main office with your new telephone number or address immediately. It is important that you contact the school with the updated information so that we can contact you in the event of an emergency.

Virtual Learning During School Building Closures

Announcements will be made on television Channels WTMJ (4), WITI (FOX 6) and CBS 58 (Telemundo) when school buildings are closed. Virtual learning will take place for the entire regular school day in the event that school buildings are closed. Notifications will also be sent via Google Classroom and email.

Virtual Learning Expectations During School Building Closures

Atlas Preparatory Academy will provide virtual instruction for all students in the event of an emergency school building closure. The following strategies are provided in order for students to have a successful virtual learning experience:

- Find a quiet place for learning and be in an environment that is conducive to attentive virtual class interactions.
- Be prepared for virtual class. Have all writing materials ready before virtual class begins. Make sure your chromebook is fully charged or plugged in before virtual class begins.
- Be on time. Joining virtual class late can create distractions and cause students to miss important instruction.
- Mute the microphone. Muting the microphone eliminates background noise that can cause distractions and disruptions of the virtual class. Unmute and speak when given permission by the teacher. Follow the virtual class rules for the chat as well.
- Eliminate distractions. Cellphones, other electronic devices, toys, and pets are a distraction to everyone in the virtual class and should not be in the student work area.
- Avoid eating food during virtual class. Food is considered a distraction for the student as well as classmates. Eat breakfast before virtual class begins and eat lunch during the designated lunch period.

- Cameras need to be turned on and the student should be in view of the teacher at all times. Stay on task and participate in large and small group activities.
- Be courteous and respectful. Dress appropriately for virtual class. Communicate with the teacher and other students in virtual class by using positive and respectful language.

How Parents Can Facilitate a Successful Virtual Learning Experience

We understand that virtual learning can disrupt parent/guardian routines. The following steps can be taken to facilitate virtual learning success for students:

- Communicate with the school regarding any limitations or hindrances to your child's virtual learning experience. Examples might include poor or no internet connectivity, chromebook issues or a lack of other materials needed.
- Know your child's school schedule and limit disruptions to that schedule whenever possible. Make sure your child eats breakfast before virtual class and during the assigned lunch period. Avoid using your child for household chores during school time like cleaning, going to the store, etc.
- Set up a designated work space for your child and do as much as possible to eliminate distractions. If possible, do not use the child's bed as the designated work space.
- Stay in communication with your child's teacher, especially if you have questions and concerns. Do not interrupt virtual class to raise concerns.
- Get to know the online learning platforms and other virtual learning tools so you can be better able to assist and hold your child accountable for their virtual learning experience.

Attendance and Absence Policy

The obligation for regular school attendance is the sole responsibility of the student and the student's parent/guardian. It is expected that children will be in school every day that classes are in session throughout the school year.

The following policies regarding absenteeism will be enforced:

1. It is the responsibility of the parent/guardian to contact the school office to report their child's absence. When reporting an absence, the parent/guardian should call or email the school office by 9:00 a.m. School personnel will make every effort to contact the parent/guardian to inquire about the absence when the parent/guardian does not contact the school office to report the child's absence. Each campus can be reached at the following phone numbers:

Kansas: 414-294-5716 Russell: 414-747-9838

2. **All absences require a follow-up email or signed handwritten note by the parent/guardian that includes the child's name, date of absence, and reason for the absence.** The handwritten note should be given to office staff on the day the child returns to school. The absence will be recorded as unexcused if an email or a signed handwritten note is not received. Absences of more than **three days** due to illness **must** be excused by the child's doctor.
3. **Missing the bus or oversleeping is not considered an excused absence.**
4. Absences due to medical appointments and family emergencies will be excused when an email or a signed handwritten note is given to school personnel. Whenever possible, we encourage the parent/guardian to schedule medical appointments when the student does not have school. Other special circumstances should be brought to the attention of the administration and will be subject to approval.
5. Absences due to a family vacation or trip out of town must be arranged with the administration at least a week before the absence. Absences from school for periods of a week or more are not encouraged because it is not in the best academic interest of students.
 - **Teachers will not prepare lessons or give assignments in advance for students who will be absent from school for extended periods of time due to vacations without prior arrangements with the administration.**
6. The student will have the same number of days as the student was absent to make up classwork.

Please Note:

A student who is 18 or more years old, may sign out to leave the school premises. If an emergency contact is an active student at the School, they are unable to sign another student out until dismissal. If a student is under the age of 18 years old, an authorized person as shown on the Emergency Contact Form must sign out the student in person before the student may leave the school premises.

Only an authorized person, as shown on the Emergency Contact Form, may sign out any student. No verbal authorizations will be allowed. If there needs to be a change of authorized persons who have permission to pick up the students, a new Emergency Contact Form must be completed by the parent/guardian and returned to the school office at least one day before the change is effective.

Truancy Policy

A student is considered truant if the student is absent without an acceptable excuse for all or part of one (1) or more days in a school trimester. A student is considered habitually truant when the student is absent without an acceptable excuse for all or part of five (5) or more days in a school trimester.

The following policies regarding truancy will be enforced:

1. Once a student receives **five (5)** unexcused absences in a trimester, school personnel will send a letter to the parent/guardian requesting a meeting with the administration to discuss truancy issues.
2. Once a student receives **fifteen (15)** unexcused absences in a trimester, school personnel will make a District Attorney referral for habitual truancy.
3. Once a student receives **twenty (20)** unexcused absences in a trimester and the parent/guardian has made no contact with the school, the student will be withdrawn from our school. A letter will be mailed to the address on file about the student's Loss of Seat.

School personnel will advise the parents/guardians to call the non-emergency police phone number (414) 933-4444, if their child refuses to attend school.

If a student leaves a school building without permission, the school will contact the Milwaukee Police Department.

** Wisconsin law states that children who are ages 6 through 18 must attend school daily. Children who are 4 and 5 should still be attending school regularly.*

Communication Policy

Students need prior approval and a pass from a teacher in order to go to any school office.

Appointments

Students may request to meet with an administrator, counselor or support staff by sending an email and providing the topic to be discussed. Staff members will meet with the student at a mutually agreed upon time or in certain cases will refer the request to an administrator.

Parents/guardians who want to speak with the teacher at length, are asked to make an appointment outside of class time.

Conflict Resolution

A student and his/her parent/guardian are able to meet with the administration to resolve issues when there is a disagreement between the student and staff. The administrator will hold separate meetings with each family to resolve matters in situations where student conflicts involve multiple families.

Telephone Usage

Students may not use a school telephone without prior approval and a pass from a teacher. Students must present the pass to the administrative assistant and the student's conversation will be monitored.

School Property Policy

Atlas Preparatory Academy will provide Chromebooks or textbooks for each student to use at school. Students are responsible for maintaining these items in good condition.

Parents/guardians are responsible for reimbursing Atlas Preparatory Academy for any property that is damaged due to misuse or vandalism.

Lost and Found

Articles left in the school building or on school grounds will be taken to the lost and found area. Students or parents/guardians may check in the office for lost items. Items left unclaimed at the end of each school year will be donated to charity.

School Visitors or Guests Policies

Parents/guardians are welcome and encouraged to visit the school. All school visitors and guests are required to report to the main office upon arrival to sign in, explain the purpose of their visit, and receive an official visitor's pass to be displayed on their outer clothing. The visitors and guests will be accompanied by school personnel to the appropriate location.

Parents/guardians who want to speak with the teacher are asked to make an appointment outside of class time. Students from other schools may not visit during school hours.

All parents/guardians, school visitors, or guests without a visitor's pass will be escorted to the office.

Atlas Preparatory Academy reserves the right to ask any person to leave the school grounds when they feel that person's presence is detrimental to the well-being and safety of the school community.

Conduct which endangers the safety of all students, staff, parents/guardians, and school visitors will be reported to the police, and citations may be issued.

Section 6: Admission Policies and Procedures

All parents/guardians are required to attend an orientation session conducted during the admissions process. Students are encouraged to attend the orientation with their parents/guardians. The Atlas Preparatory Academy Family Handbook, student responsibilities, and parent/guardian expectations will be explained. Parents/guardians and students will be required to sign an acknowledgement of receipt of the Family Handbook and agree to uphold Atlas Preparatory Academy's policies and procedures.

Tuition

Tuition payments constitute a substantial share of the total operations budget of the School which includes the cost of education. Your prompt completion of the admissions process will assist us in our planning for the upcoming school year.

Milwaukee Parental Choice Program (MPCP)

The Milwaukee Parental Choice Program (MPCP) allows students who reside in the City of Milwaukee to attend any participating private school if the following eligibility criteria are met:

1. The student must reside within the city limits of Milwaukee.
2. **New student** to the MPCP has the following requirements:
The income of the parents/guardians is at or below the MPCP guidelines.
The parents/guardians must provide the required income and residency documentation and a completed Online Parent Application for the MPCP during a period the school is accepting MPCP applications.
3. **Returning or waiting list student** to the MPCP has the following requirements:
The parents/guardians must provide the required residency documentation and a completed Online Parent Application for the MPCP during a period the school is accepting MPCP applications.

Wisconsin state law allows a private school participating in the MPCP to charge tuition in addition to the MPCP voucher payment for 9th -12th grade students whose family income exceeds the MPCP guidelines for additional tuition charges [Wis. Stat. Sec. (118.60(3m)(b))].

All parents/guardians and students participating in the MPCP must comply with all school-wide policies and procedures.

Registration Process

New parents/guardians to Atlas Preparatory Academy:

All parents/guardians must complete an Online Parent Application for the Milwaukee Parental Choice Program (MPCP) during a period the school is accepting MPCP applications. The required income and residency documentation must be received at the School's admissions office located at 1039 E Russell Avenue by the end of the enrollment period in which the application was submitted.

Please Note: High school students transferring to Atlas Preparatory Academy must provide a transcript from their previous school(s) at the time of registration.

If the number of applications from eligible students exceeds the space available in any given grade, the selection of students will be determined on a random basis and a waiting list will be created for students not selected.

Current parents/guardians of Atlas Preparatory Academy:

Students must re-enroll each year they wish to attend.

All parents/guardians must complete an Online Parent Application for Milwaukee Parental Choice Program (MPCP) during a period the school is accepting MPCP applications. The required residency documentation must be received at the School's admissions office located at 1039 E Russell Avenue, Milwaukee, WI 53207 by the end of the enrollment period in which the application was submitted.

If the number of applications from eligible students exceeds the space available in any given grade, the selection of students will be determined on a random basis and a waiting list will be created for students not selected.

Kindergarten Eligibility

Wisconsin state law specifies that children are eligible for 4-year-old and five-year-old kindergarten based on their age. To be eligible for 4-year-old kindergarten, a child must be 4 years old by September 1 of the school year [Wis. Stat. Sec. (118.14(1)(a))]. To be eligible for 5-year-old kindergarten, a child must be 5 years old by September 1 of the school year Wis. Stat. Sec. [(118.14(1)(b))].

Re-admission after Loss of Seat

No Milwaukee Parental Choice Program (MPCP) Online Parent Application will be received nor re-admission granted for a student who has lost their seat at Atlas Preparatory Academy until one calendar year has elapsed **and** the student and their parent/guardian make a formal presentation for re-admission to the School Board who will determine, in its sole discretion, if the student will be re-admitted. Any exceptions to the re-admission of a student after a loss of seat will be made by the School Board.

Appeals Process for Ineligible Milwaukee Parental Choice Program Applications

Parents/guardians who have been notified by Atlas Preparatory Academy that a student has been denied admission to the School because of an ineligible Online Parent Application for the Milwaukee Parental Choice Program (MPCP) have the right to file a written appeal to the School Board requesting a review of the ineligible MPCP Parent Application.

The letter of appeal **must** state the specific reasons why the parent/guardian believes the Online Parent Application for the MPCP was eligible and **must** specifically request a review of the ineligible MPCP Parent Application. The appeal **must** be sent by certified mail **and** postmarked by the United States Postal Service by the tenth (10th) calendar day following the date the parent/guardian was notified by Atlas Preparatory Academy that the student was denied admission to the School because of the ineligible application.

Late or incomplete appeals will be rejected and will not be considered.

The School Board will notify the appellant whether their appeal is accepted or rejected and the reasons for the decision. The notification will be in writing and sent by certified mail to the address shown on the ineligible MPCP Parent Application within twenty (20) calendar days from the date the appeal was received.

Appeals Process for Additional Milwaukee Parental Choice Program Tuition

Parents/guardians who have been notified by Atlas Preparatory Academy that a Milwaukee Parental Choice Program (MPCP) student will be charged tuition in addition to the MPCP voucher payment for 9th-12th grade students whose family income exceeds the MPCP guidelines for additional tuition charges [Wis. Stat. Sec. (118.60(3m)(b))] have the right to file a written appeal to the School Board requesting a review of the additional tuition charges.

The letter of appeal **must** state the specific reasons why the parent/guardian believes the MPCP student should not be charged additional tuition and **must** specifically request a review of the additional tuition charge determination. The appeal **must** be sent by certified mail **and** postmarked by the United States Postal Service by the tenth (10th) calendar day following the date the parent/guardian was notified by Atlas Preparatory Academy that the MPCP student will be charged tuition in addition to the MPCP voucher payment.

Late or incomplete appeals will be rejected and will not be considered.

The School Board will notify the appellant whether their appeal is accepted or rejected and the reasons for the decision. The notification will be in writing and sent by certified mail to the address shown on the MPCP Parent Application within twenty (20) calendar days from the date the appeal was received.

Withdrawal Policy

Students must be formally withdrawn from Atlas Preparatory Academy before any records can be transferred to another school. The school office is to be notified three days in advance of the withdrawal. Students must return all materials that belong to Atlas Preparatory Academy before they withdraw. The parent/guardian is responsible for full payment of all charges through the calendar month that the withdrawal is made.

Meal Programs

Good eating habits play an important part in the success of a child at school. We have implemented the Community Eligibility Provision while participating in the National School Lunch and School Breakfast Programs. This means that all enrolled students of Atlas Preparatory Academy are eligible to receive a healthy breakfast and lunch at school at no charge to your household each day of the school year. Every student is able to participate in these meal programs without having to pay a fee or submit a meal application.

We may still request an application from households; however, eligibility for free breakfast and lunch meals does not depend on its submission. Completing the application is still necessary for other programs and may be used to determine if your household is eligible for these additional benefits.

Due to strict regulations regarding these federal programs, soda, chips, and other additional food items may not be added to the breakfast and lunch periods. If your child(ren) choose(s) to bring a cold lunch, please send a nutritious and well-balanced meal for your child/children on that day. **Students may not have candy or outside beverages with their breakfast or lunch or during any other time of the day.**

Importance of Home-School Connection

Home-school communication is an integral part of the educational process. Parent/guardian and teacher involvement is necessary to support a positive home and school connection. Parents/guardians are always welcome to visit and those who want to speak with the teacher are asked to make an appointment outside of class time. Please make an appointment if you need to speak to other school personnel.

Student Involvement

1. Students are always welcome to make suggestions and voice their opinions in a constructive and respectful manner at an appropriate time.
2. Students should make an appointment if they would like to arrange a meeting with school personnel.
3. Students are encouraged to discuss their academic progress with their teacher(s) at a mutually agreed upon time.

Parent Involvement

The involvement of parents/guardians is essential and required for an effective school community. The following are key points of interest for the school and are highlighted with the intention of improving your child's education:

1. Parents/guardians are always welcome to visit the school as long as there is **no disruption to the school program**. Parents should make appointments prior to the visit.
2. Parents/guardians are always welcome to make suggestions in a constructive manner.
3. Parents/guardians are always welcome to speak with their child's teacher(s) to discuss relevant issues and are asked to make an appointment after class time.
4. Parents/guardians are required to report to the main office upon arrival to sign in, explain the purpose of their visit, and receive an official visitor's pass to be displayed on their outer clothing before being escorted to their child's classroom.

Parent/Teacher Conferences

Parent/Teacher Conferences are held twice a year during the first and second trimesters. **Attendance by the parents/guardians and students is strongly encouraged at these conferences.** It is critical that parents/guardians schedule a make-up conference if they are unable to attend the scheduled Parent/Teacher Conferences. Parents/guardians may arrange for an additional conference with the teacher(s) when necessary. Please call the school office to schedule an appointment for the conference. Teachers will not be available for phone calls or unscheduled conferences during class time. Teachers will be able to return phone calls before school, during their prep time, or after school.

Volunteer Time

Parental involvement contributes to your child's success and all parents/guardians are encouraged to volunteer. This includes working with students in the classroom, attending field trip experiences, family outreach activities, and many other activities. Volunteers are required to have a criminal background check and approved by the administration before the parents/guardians may volunteer at the school.

School Newsletter

The *Atlas Insight* is our school newsletter and will be sent to parents/guardians throughout the year. It provides important information and updates. Parents/guardians are encouraged to read either the English or Spanish edition.

Fundraisers

Atlas Preparatory Academy will occasionally look for additional funding for field trip experiences and other projects through school-sponsored fundraising. We would welcome the support of our families to help us reach our projected goal.

Non Solicitation Policies

We recognize that there are many worthwhile causes; however, soliciting by anyone on School grounds for any contribution, organization, or purpose other than Atlas Preparatory Academy sponsored activities is prohibited. The distribution of literature by anyone on Atlas Preparatory Academy grounds for any purpose other than Atlas Preparatory Academy business is prohibited.

Section 7: Health and Safety

Health - State Law Requirements

Wisconsin State Law (Sec.252.042 et seq.) requires that all children who enter Wisconsin schools be immunized. The requirements can be waived only if a properly signed health, religious, or personal exemption is filed with the school. Please see the chart below for age/grade required immunizations

A complete immunization record or written waiver must be signed and on file prior to admission at the school or within 30 school days thereafter. **After 30 school days, if these forms have not been received, any kindergarten through 6th grade student will be required to stay home for no more than 10 consecutive school days or until appropriate documentation has been received.**

Communicable Diseases

Parents/guardians of students who have been diagnosed as having a communicable disease must notify Atlas Preparatory Academy's administration office within 24 hours of the diagnosis. **Children who have pink eye, head lice, varicella (chicken pox), mumps, measles, rubella (German measles), diphtheria, pertussis (whooping cough), poliomyelitis (polio), tetanus, and other communicable diseases specified by rule of the Wisconsin Department of Health may not attend school until they have a written note from a doctor with the date the child was seen, what treatment plan is in place, and the date the child is able to return to school.**

The school staff reserves the right to consult with the attending physician, an independent physician selected by the school, an attorney selected by the school, and the appropriate Public Health Officials to determine whether the student will be permitted to attend class or school activities.

Other factors in making the determination are as follows:

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

As a matter of policy, Atlas Preparatory Academy adheres to the following guidelines:

- Medical records of all students remain confidential except as required by law.
- Care is taken to limit disclosure of medical information to only those personnel who have direct contact with a student in order to properly care for the student and prevent the spread of disease.
- Parents/guardians of a student who becomes ill during the school day will be notified and asked to pick up their child. Parents will be asked to take their child to a physician in the event that a communicable disease is suspected.

STUDENT IMMUNIZATION LAW AGE/GRADE REQUIREMENTS

The following are the minimum required immunizations for each age and grade level according to the Wisconsin Student Immunization Law. These requirements can be waived for health, religious, or personal conviction reasons. Additional immunizations may be recommended for your child depending on his or her age. Please contact your doctor or local health department to determine if your child needs additional immunizations.

Table 144.03-A
Required Immunizations for the 2021-2022 School Year and the Following School Years

Age/Grade	Required Immunizations (Number of Doses)							
5 months through 15 months	2 DTP/DTaP/DT		2 Polio			2 Hep B	2 Hib	2 PCV
16 months through 23 months	3 DTP/DTaP/DT		2 Polio	1 MMR		2 Hep B	3 Hib	3 PCV
2 years through 4 years	4 DTP/DTaP/DT		3 Polio	1 MMR	1 Var	3 Hep B	3 Hib	3 PCV
Kindergarten through grade 6	4 DTP/DTaP/DT		4 Polio	2 MMR	2 Var	3 Hep B		
Grade 7 through grade 11	4 DTP/DTaP/DT	1 Tdap	4 Polio	2 MMR	2 Var	3 Hep B		1 Mening
Grade 12	4 DTP/DTaP/DT	1 Tdap	4 Polio	2 MMR	2 Var	3 Hep B		2 Mening

- Requirements did not take effect until February 1, 2023, and the rule was therefore not in effect for the 2021-2022 or 2022-2023 school years. The Tdap requirement for grades 7-11 was implemented for the 2023-2024 school year. The Meningococcal (serogroup A,C,W,Y) requirement was implemented for the 2024-2025 school year.
- Schools are not required to verify Hib and PCV vaccines for Pre-K students.
- Children 5 years of age or older who are enrolled in a Pre-K class should be assessed using the immunization requirements for Kindergarten through Grade 5, which would normally correspond to the individual's age.
- D = diphtheria, T = tetanus, P = pertussis vaccine. DTaP/DTP/DT/Td vaccine for all students Pre-K through 12; Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. **Note:** A dose four days or less before the 4th birthday is also acceptable.
- DTaP/DTP/DT vaccine for children entering Kindergarten: Each student must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th dose) to be compliant. **Note:** a dose four days or less before the 4th birthday is also acceptable.
- Tdap is an adolescent tetanus, diphtheria, and acellular pertussis combination vaccine. If a student received a dose of a tetanus-containing vaccine, such as Td, within five years before entering the grade in which Tdap is required, the student is compliant and a dose of Tdap vaccine is not required.
- Polio vaccine for students entering grades Kindergarten through 12; Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. **Note:** a dose four days or less before the 4th birthday is also acceptable.
- Laboratory evidence of immunity to hepatitis B is also acceptable.
- MMR is measles, mumps, and rubella vaccine. The first dose of MMR vaccine must have been received on or after the 1st birthday. Laboratory evidence of immunity to all three diseases (measles and mumps and rubella) is also acceptable. **Note:** A dose four days or less before the 1st birthday is also acceptable.
- Varicella vaccine is chickenpox vaccine. Students with a reliable history of varicella disease are not required to receive the Varicella vaccine. A physician, physician assistant, or advanced practice nurse prescriber must document a reliable history of varicella disease by indicating that the student has had varicella and signing the Student Immunization Form (DHS Form 04020L). Students (excluding new enterers and kindergartners) with a parental report of disease prior to May 2024 are considered compliant.
- One dose of Meningococcal vaccine (serogroup A,C,W,Y) is required for students entering 7th grade, and a booster dose is required for students entering 12th grade. Students are assessed for this requirement in 7th grade and 12th grade only. Current Wisconsin students in 8th-11th grade will not be assessed for this requirement until they enter 12th grade. A second dose is not required for students who received their first dose of MenACWY at age 16 years or older.

LEY DE INMUNIZACIÓN DE ALUMNOS **REQUISITOS SEGÚN EDAD/GRADO** **(STUDENT IMMUNIZATION LAW AGE/GRADE REQUIREMENTS)**

A continuación, se detallan las mínimas vacunas requeridas para cada edad y nivel de grado según la Student Immunization Law (Ley de Inmunización de Alumnos) de Wisconsin. Estos requisitos pueden no exigirse por razones de salud, religión o creencias personales. Pueden recomendarse otras vacunas para su hijo según la edad que tenga. Comuníquese con su médico o departamento de salud local para determinar si su hijo necesita otras vacunas.

Tabla 144.03-A
Vacunaciones requeridas para el año escolar 2021-2022 y los siguientes años escolares

Edad/grado	Vacunas requeridas (número de dosis)							
De 5 a 15 meses	2 DTP/DTaP/DT		2 Polio			2 Hep B	2 Hib	2 PCV
De 16 a 23 meses	3 DTP/DTaP/DT		2 Polio	1 MMR		2 Hep B	3 Hib	3 PCV
De 2 a 4 años	4 DTP/DTaP/DT		3 Polio	1 MMR	1 Var	3 Hep B	3 Hib	3 PCV
De kínder a 6.º grado	4 DTP/DTaP/DT		4 Polio	2 MMR	2 Var	3 Hep B		
De 7.º grado a 11.º grado	4 DTP/DTaP/DT	1 Tdap	4 Polio	2 MMR	2 Var	3 Hep B		1 Mening
12.º grado	4 DTP/DTaP/DT	1 Tdap	4 Polio	2 MMR	2 Var	3 Hep B		2 Mening

- Los requisitos no entraron en vigor hasta el 1 de febrero de 2023 y, por lo tanto, la norma no regía en los años escolares 2021-2022 y 2022-2023. El requisito de la vacuna contra el tétanos, la difteria y la tos ferina (Tdap) para los grados 7 a 11 se implementó para el año escolar 2023-2024. El requisito de la vacuna meningocócica (serogrupos A, C, W e Y) se implementó para el año escolar 2024-2025.
- Las escuelas no tienen la obligación de verificar que los alumnos de Pre-K tengan las vacunas contra la Haemophilus influenzae tipo b (Hib) y el neumococo PCV.
- Los niños mayores de 5 años que estén inscritos en una clase de prekínder deben ser evaluados según los requisitos de vacunación para el alumnado de kínder a 5.º grado, que normalmente corresponderían a la edad del niño.
- Vacuna contra la D= difteria, T= tétanos, P= tos ferina. Vacuna contra la DTaP/DTP/Td para todos los estudiantes desde el prekínder hasta el 12.º grado; se requieren cuatro dosis. Sin embargo, si un estudiante recibió la 3.ª dosis después de cumplir los 4 años, no se requieren más dosis. **Nota:** También es aceptable una dosis cuatro días o menos antes de cumplir los 4 años.
- Vacuna contra la DTaP/DTP/DT para los niños que ingresan a kínder: cada estudiante debe haber recibido una dosis después de cumplir los 4 años (ya sea la 3.ª, 4.ª o 5.ª dosis) para cumplir con los requisitos. **Nota:** También es aceptable una dosis cuatro días o menos antes de cumplir los 4 años.
- La Tdap es una vacuna contra el tétanos, la difteria y la tos ferina acelular para adolescentes. Si un estudiante recibió una dosis de una vacuna que contiene tétanos, como la Td, en un plazo de cinco años antes de entrar al grado en el que se requiere la Tdap, el estudiante cumple con los requisitos y no se requiere una dosis de la vacuna contra la Tdap.
- Vacuna contra la polio para los estudiantes que ingresan a kínder hasta el 12.º grado; se requieren cuatro dosis. Sin embargo, si un estudiante recibió la 3.ª dosis después de cumplir los 4 años, no se requieren más dosis. **Nota:** También es aceptable una dosis cuatro días o menos antes de cumplir los 4 años.
- También es aceptable la evidencia de laboratorio de inmunidad a la hepatitis B.
- La MMR es una vacuna contra el sarampión, las paperas y la rubéola. La primera dosis de la vacuna MMR debe recibirse al año de vida o antes. También es aceptable la evidencia de laboratorio de inmunidad a las tres enfermedades (sarampión, paperas y rubéola). **Nota:** También es aceptable una dosis cuatro días o menos antes de cumplir el primer año.
- La vacuna contra la varicela. No es necesario que los estudiantes que tengan un historial confiable de la enfermedad de la varicela reciban la vacuna contra la varicela. Un médico, un asistente médico o un enfermero prescriptor de práctica avanzada debe documentar un historial confiable de la varicela, que indique que el estudiante tuvo varicela y debe firmar el Student Immunization Form (Formulario de vacunación estudiantil) (formulario 04020L del DHS). Al estudiantado (sin incluir a los nuevos ingresantes y estudiantes de kínder) con un informe de enfermedad presentado por la familia anterior a mayo de 2024 se lo considera en cumplimiento.
- Se exige una dosis de la vacuna meningocócica (serogrupo A, C, W, Y) para el estudiantado que ingresa al 7.º grado y una dosis de refuerzo para el estudiantado que ingresa al 12.º grado. Se evalúa este requisito en el estudiantado de 7.º grado y de 12.º grado solamente. No se evaluará este requisito en el estudiantado de Wisconsin de 8.º a 11.º grado sino hasta que ingresen al 12.º grado. No se exige una segunda dosis para el estudiantado que recibió su primera dosis de MenACWY a los 16 años.

School Safety

The school staff takes safety issues very seriously and makes every effort to protect the safety and well being of all students, staff, parents/guardians, and all school visitors.

Atlas Preparatory Academy reserves the right to ask any person to leave the school grounds when they feel that person's presence is detrimental to the well-being and safety of the school community.

Conduct which endangers the safety of all students, staff, parents/guardians, and all school visitors will be reported to the police, and citations may be issued.

Emergency Safety Drills

Fire drills are conducted monthly, tornado drills and lockdown drills are conducted in the fall and spring. These emergency drills are conducted so that in the event of an emergency, our students are well prepared to respond appropriately. In the event of an emergency, the staff will contact each family with necessary information as soon as possible.

Fire Drills

At the sound of the fire alarm, teachers, staff, and students must follow these procedures:

- Teachers, staff, and students must stand immediately and move into a single file line. Make sure all windows are closed.
- Teachers take with them a walkie-talkie and the red emergency binder which includes the daily attendance, class lists, and safety procedures.
- At the Kansas Campus classroom teachers carry their students' emergency contact information. At the Russell Campus one designated staff member carries all students' emergency contact information.
- Move in a single file line observing the proper and safe exit assignments and make sure all windows and doors are closed.
- Walk silently to the assigned designated safety area outdoors and remain outside in an orderly line until directed by administration to return to the building.
- Teachers take attendance once the class has reached the designated safety area and upon returning to the classroom.
- Fire routes are clearly posted in each classroom.

Tornado Drills

At the sound of the tornado alarm, teachers, staff, and students must follow these procedures:

- Teachers, staff, and students must stand immediately and move into a single file line.
- Teachers take with them a walkie-talkie and the red emergency binder which includes the daily attendance, class lists, and safety procedures.

- At the Kansas Campus classroom teachers carry their students' emergency contact information. At the Russell Campus one designated staff member carries all students' emergency contact information.
- Move in a single file line observing the proper and safe exit assignments and make sure all doors are closed.
- Walk silently to the designated safety area in the basement of the building.
- Teachers take attendance once the class has reached the designated safety area, and upon returning to the classroom.
- Follow all instructions regarding safety positions.

Lockdown Drills

A lockdown drill is a safety drill initiated by administration with an announcement made through a walkie-talkie. The lockdown drill's procedures are divided into two categories, depending upon the severity of the situation. When an Atlas Preparatory Academy staff member has received information that the safety and security of the building is threatened, our "Code Red" procedures will be instituted. When an Atlas Preparatory Academy staff member has received information that a building disruption which is not an immediate threat to the safety of our staff and students, our "Code Yellow" procedures will be instituted.

CODE RED

The administrator will make an emergency announcement on a walkie talkie: "**Effective immediately, we are on Code Red. Secure the building immediately.**"

At the sound of the Code Red lockdown drill announcement, teachers, staff, and students must follow the school's approved Code Red procedures.

The announcement of "Code Green" on a walkie talkie will signal a return to normal operations.

Emergency school personnel may monitor the halls and restrooms to ensure all students are safely secured.

CODE YELLOW

The administrator will make an emergency announcement on a walkie talkie: "**Effective immediately, we are on Code Yellow. Students should not be allowed in the hallway for any reason.**"

At the sound of the Code Yellow lockdown drill announcement, teachers, staff, and students must follow the school's approved Code Yellow procedures.

The announcement of "Code Green" on a walkie talkie will signal a return to normal operations.

School Evacuation

Evacuation procedures will be implemented when a school building is deemed unsafe for all students, staff, parents/guardians, and all school visitors. Buildings will be determined to be unsafe due to incidents including gas leaks, electrical issues, structural issues, or any such situations where evacuation is ordered by administration.

When an authorized building inspector has identified an issue that requires an evacuation, an announcement will be made on a walkie-talkie initiating evacuation procedures.

Teachers should line up their students and orderly evacuate the building. Russell students and staff will be escorted to Beulah Brinton Community Center located at 2555 S Bay St. Kansas students and staff will be transported on yellow school buses to the Russell Campus.

School staff will contact each affected family in the event of a school evacuation as soon as possible with available details. No student or staff member will be allowed to return to the building until the problem has been resolved and it is safe to return to the building.

Illness During School Hours

Children who are sick should remain at home. Sometimes children come to school ill and often the school is unable to reach the parent/guardian.

Parents/guardians will be contacted if a student becomes sick in school or suffers an injury. School personnel will contact the student's emergency contacts if the parents/guardians are unavailable. **It is critical to have all available emergency contact information on file in case the parent/guardian cannot be reached. It is the responsibility of the parent/guardian to make sure this information is current.**

School personnel will contact the City of Milwaukee Fire Department Emergency Medical Service at 911 in case of a medical emergency at school. The Emergency Medical Technician (EMT) dispatched by the 911 operator will transport your child to a hospital if emergency medical care is required. The parent/guardian is responsible for all transportation and medical expenses incurred on behalf of your child.

Medication Policy

Students must have a signed "Prescription Drug Authorization Form" on file in order for a student to take prescription medication during the school day. Blank forms are available in the school office.

All prescription medication must be brought by the parent/guardian to the school office in its original pharmaceutical container along with the signed "Prescription Drug Authorization Form" with clear written dosage instructions. The label on the container(s) must have the name of the student, the name of the physician, the name of the drug, the dosage, and frequency to be given.

If a student needs to take an over the counter non-prescription medication (such as Tylenol) during the school day, there must be a signed note from a physician including clear written dosage instructions. All over the counter non-prescription medication must be brought to the school office in its original container by the parent/guardian along with the physician's signed note.

All medication is securely stored in a locked cabinet in the office, and is only dispensed in the office by authorized school personnel.

State law may protect authorized individuals who administer drugs from civil liability for their acts or omissions unless there is a high degree of negligence.

Child Abuse/Neglect

Children should immediately inform any staff member at Atlas Preparatory Academy if they are being abused physically, sexually, or emotionally by any adult or peer inside or outside of school. Sexually inappropriate student to student touching must also be reported immediately to any staff member.

The staff member who was informed will report the incident to administration who will then report the information to the appropriate people/agencies, which may include Social Services and/or the Milwaukee Police Department.

The law requires that all Atlas Preparatory Academy faculty and staff members report the observation of actual or suspected child abuse/neglect to Social Services at (414) 220-SAFE.

A child is considered abused or neglected if he/she is under 18 years of age and any of the following forms of abuse or neglect occur:

- Physical abuse refers to any non-accidental physical injury to a child including but not limited to striking, kicking, or burning a child, or any action that results in a physical impairment of a child.
- Sexual abuse refers to a wide spectrum of interactions including but not limited to sexual intercourse, sexual contact, sexual exploitation of a child, permitting or encouraging a child in prostitution, causing a child to view or listen to sexual activity, the exposure of one's genitals to a child, unwelcome sexually explicit or offensive verbal communication, and/or sexualized attention or contact with a minor.
- Emotional abuse refers to any injury to the psychological capacity, emotional stability, or intellectual functioning of a child as evidenced by an observable or substantial change in behavior, emotional response, or cognition including but not limited to patterns of verbal attacks, physically aggressive behaviors such as throwing or hitting objects, and ignoring a child for extended periods of time.
- Child neglect refers to a situation where an individual ignores, refuses, or is unable for reasons other than poverty to provide the necessary care, food, clothing, medical or dental care, or shelter so as to seriously endanger the child's physical health.

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Atlas
Preparatory
Academy

Section 8: Acknowledgment of Receipt Atlas Preparatory Academy, Inc.

Acknowledgment of Receipt Family Handbook

Parent/Guardian Name: _____

Student Name: _____

Student Name: _____

Student Name: _____

Student Name: _____

I have received a copy of the Atlas Preparatory Academy Family Handbook. I agree to review it thoroughly and to familiarize myself with its contents. I agree to comply with the School's rules of conduct as well as with all established policies and procedures. I understand that the School reserves the right to modify and update the contents of this handbook at any time.

Parent/Guardian

Date Signed

(Please return this signed and dated Acknowledgment of Receipt to the School)



Atlas
Preparatory
Academy

Section 8.1: Acknowledgment of Receipt Atlas Preparatory Academy, Inc.

Acknowledgment of Receipt Family Handbook

Student Name: _____

I have received a copy of the Atlas Preparatory Academy Family Handbook. I agree to review it thoroughly and to familiarize myself with its contents. I agree to comply with the School's rules of conduct as well as with all established policies and procedures. I understand that the School reserves the right to modify and update the contents of this handbook at any time.

Student Signature

Date Signed

(Please return this signed and dated Acknowledgment of Receipt to the School)