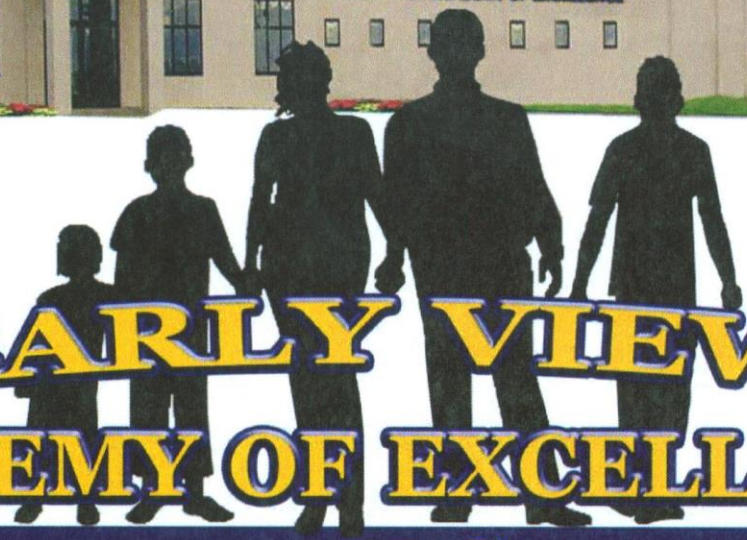
Parent/Guardian/Caregiver/Scholar

LIGHTING THE PATH TO A MORE EXCELLENT WAY



EARLY VIEW ACADEMY OF EXCELLENCE

HOME OF THE EAGLES

THIS HANDBOOK CONTAINS IMPORTANT INFORMATION FOR

PARENTS/GUARDIANS/CAREGIVERS AND SCHOLARS ABOUT
EARLY VIEW ACADEMY OF EXCELLENCE

Please review this important handbook with your child/children.

414-793-7416

7132 West Good Hope Road Milwaukee, Wisconsin 53223

A Ministry of Mt. Zion Assembly of the Apostolic Faith, Inc.

Early View Academy of Excellence

7132 West Good Hope Road
Milwaukee, WI 53223
(414) 793-7416

Legal Organization Information

Mt. Zion Assembly of the Apostolic Faith d/b/a Early View Academy of Excellence is operated as a nonprofit [501 (c) (3)] organization.

Governing Board- Mt. Zion Assembly of the Apostolic Faith, Inc.

Monica Parchia-Price, Board President
Joseph Beamon
Theresa Brown
Minnie Johnson
Louise Neal
Wyllam Holloway
Ronald Westmoreland
Grace Gates
Angela Williamson, Secretary

Administrators:

Mr. Alfred E. Parchia, Principal and DPI Choice Administrator
Mrs. April Julien, Dean of Scholars

Administrative Support:

Mrs. Victoria Young, Office Manager
Mrs. Theresa Brown, Business Manager

Academy Contact:

Mr. Alfred E. Parchia, Principal and DPI Choice Administrator
Mrs. Theresa Brown, Business Manager
Mrs. April Julien, Dean of Scholars

The information contained in this booklet is not all-inclusive and is subject to revision by the Governing Board and administration of our Academy. It is expected that every parent/guardian/caregiver and scholar will strive to follow these policies and procedures.

PHILOSOPHY OF EDUCATION

What do we mean by a Christ-centered education?
At Early View Academy of Excellence, we believe the chief goal and purpose of all things–including education—are to have an eternal relationship with God and to glorify Him by utilizing our knowledge, gifts, and talents to serve the world.

At Early View Academy of Excellence, we teach all subjects as part of an integrated whole, with the Scriptures at the center. Scholars are equipped to know and love the truth and to utilize that knowledge to glorify God in all things.

"Education without salvation is just information."
Bishop, Dr. Earl Parchia, Sr, Founding President of EVAE

The Academy operates with the belief that all children will learn. We have chosen materials that are comprised of learning and Faith. We believe it is the right and responsibility of children to learn, achieve and progress to their best level of excellence. We are committed to providing our scholars with what is needed to achieve these goals.

Why must we hold ourselves and our scholars to standards of excellence?
There is no place for *second-rate* Christian education. We are preparing Milwaukee's next generation of leaders; therefore, we must equip them with the core knowledge to take on the most demanding leadership roles required of the 21st century. An academically rigorous course of study will best prepare scholars to deal purposefully and responsibly with the complex issues of living in this present society.

Educational Objectives:

A summary of the basic objectives for Early View Academy of Excellence are based on the Mission and Vision statements and are organized in the following areas:

Spiritual

- To develop a God-Consciousness in our scholars.
- To provide programs and instruction in man's relationship to God, the Lord Jesus Christ.
- To develop in each scholar a way of life, which involves honesty, integrity, love of fellowmen, country, and self.

Social/Emotional

- To maintain an environment that nurtures a positive self-image.
- To maintain an educational system that is drug-free and non-violent.
- To develop an awareness of global interdependence.
- To demonstrate respect for self and others.

Educational/Mental

- To strive for an educational program that provides for each scholar.
- To teach basic skills and competence based on each scholar's ability.
- To strive for an environment that includes a wide variety of exploratory and socializing experiences and activities for all scholars.
- To develop an aesthetic appreciation of our rich heritage and the world around us.

Physical

- To provide programs that will encourage the development of healthy bodies.
- To provide each scholar with the opportunity to participate in extracurricular and sport activities.

Doctrinal Statements

WE BELIEVE…

The Bible

The Bible is the inspired Word of God, giving a true history of the creation of heaven, earth, and humanity and containing a correct prophecy of the ages to come regarding heaven, earth, and the destiny of humanity. Moreover, there is no salvation outside of what is taught in its pages.

God

There is only one God (Deuteronomy 6:4). He is the creator of heaven and earth, and of all living beings. He has revealed Himself to humanity as the Father (Creator), in the son (Savior), and as the Holy Ghost (indwelling Spirit).

Father

God is a Spirit (John 4:24). He is the Eternal One, the Creator of all things, and the Father of all humanity by creation.

He is the First and the Last, and beside Him there is no God (Isaiah 44:6).
There was no God formed before Him; neither shall be there any after Him (Isaiah 43:10).

Son

Jesus is the Son of God according to the flesh (Romans 1:3) and the very God Himself according to the Spirit (Matthew 1:23). Jesus is the Christ (Matthew 16:16); the creator of all things (Colossians 1:16-17); God with us (Matthew 1:23); God made flesh (John 1:1-14); God manifested in the flesh (I Timothy 3:16);He which was, which is, and which is to come, the Almighty (Revelation 1:8);the mighty God, everlasting Father, and Prince of peace (Isaiah 9:6).
Jesus Himself testified of His identity as God when He said, "He that hath seen me hath seen the Father" (John 14:7-11) and "I and my Father are one" (John 10:30).
It took shedding of blood for the remission of the sins of the world (Hebrews 9:22), but God the Father was a Spirit and had no blood to shed. Thus, He prepared a body of flesh and blood (Hebrews 10:5) and came to earth as a man to save us, for in Isaiah 43:11 He said, "Beside me there is no Savior." When He came in flesh the angels sang, "For unto you is born this day in the city of David a Savior, which is Christ the Lord" (Luke 2:11).

Holy Ghost (Holy Spirit)

The Holy Ghost (Holy Spirit) is not a third person in the Godhead, but rather the Spirit of God (the Creator), the Spirit of the resurrected Christ. The Holy Ghost comes to dwell in the hearts and lives of everyone who believes and obeys the gospel, as the comforter, Sustainer, and keeper (John 14:16-26; Romans 8:9-11).

Sin

Sin is the transgression of the law, or commandments of God (I John 3:4). The guilt of sin has fallen upon all humanity from Adam until now (Romans 3:23). The wages of sin is eternal death (Romans 6:23; Revelation 20:14) to all those who refuse to accept salvation as set forth in the Word of God.

Salvation

Salvation consists of deliverance from all sin and unrighteousness through the blood of Jesus Christ. The New Testament experience of salvation consists of repentance from sin, water baptism in the name of the Lord Jesus Christ for the remission of sins, and the baptism of the Holy Ghost, after which the Christian is to live a godly life (Acts 2:36-41).

Water Baptism

Water baptism is an essential part of New Testament salvation and not merely a symbolic ritual. It is part of entering the kingdom of God (God's church, the bride of Christ), and therefore, it is not merely a part of local church membership. (See John 3:5; Galatians 3:27).

Mode of Baptism

Water baptism is to be administered only by immersion. Paul said, "We are buried with him [Jesus Christ] by baptism (Romans 6:4; see Colossians 2:12), Jesus came up "out of the water" (Mark 1:10), and Philip and the eunuch went down "into the water" and came up "out of the water" (Acts 8:38-39).

Jesus' death, burial, and resurrection are applied to our lives when we experience New Testament salvation: "Repent [death to sin], and be baptized [burial] every one of you in the name of Jesus Christ for the remission of sins, and ye shall receive the gift of the Holy Ghost [resurrection]." (See Acts 2:38; Romans 6:1-7; 8:2).

Sprinkling, pouring, or infant baptism of any kind cannot be substantiated by the Word of God, but are only human traditions.

Formula for Baptism

The name in which baptism is administered is vitally important, and this name is Jesus.

Jesus' last command to His disciples was, "Go ye therefore, and teach all nations, baptizing them in the name of the Father and of the Son, and of the Holy Ghost" (Matthew 28:19). We should notice that He said name (singular) not names. As previously explained, Father, Son, and Holy Ghost are not names of separate persons, but titles of positions held by God. An angelic announcement revealed God's saving name in the New Testament: "She shall bring forth a son, and thou shalt call his name JESUS: for he shall save his people from their sins" (Matthew 1:21).

The apostles understood that Jesus was the name to use at baptism, and from the day that the church of God was established (the Day of Pentecost) until the end of their ministry, they baptized all nations (Jews–Acts 8:16; Gentiles–Acts 19:5) in the name of the Lord Jesus Christ. In fact, Jesus is the only name given for our salvation. "Neither is there salvation in any other: for there is none other name under heaven given among men, whereby we must be saved" (Acts 4:12).

Baptism of the Holy Ghost

The baptism of the Holy Ghost is the birth of the Spirit (John 3:5). This spiritual baptism is necessary to put someone into the kingdom of God (God's church, the bride of Christ) and is evidenced by speaking in other tongues (other languages) as the Spirit of God give utterance.

It was prophesied by Joel (Joel 2:28-29) and Isaiah (Isaiah 28:11), foretold by John the Baptist (Matthew 3:11), purchased by the blood of Jesus, and promised by Him to His disciples (John 14:26; 15:16). The Holy Ghost was first poured out on the Day of Pentecost upon the Jews (Acts 2:1-4), then upon the Samaritans (Acts 8:17), and later upon the Gentiles (Acts 10:44-46; 19:6). "The promise is unto you, and to your children, and to all that are afar off, even as many as the Lord our God shall call" (Acts 2:39).

Tongues

Speaking in other tongues as the Spirit of God gives utterance is the manifestation God has given as the definite, indisputable, supernatural witness or sign of the baptism of the Holy Ghost (Acts 2:4; 10:46; 19:6). It was prophesied by the prophet Isaiah as the rest and the refreshing (Isaiah 28:11-12), foretold by Jesus as a sign that would follow believers of the gospel (Mark 16:17), and experience by Jews and Gentiles alike.

The gift of "divers kinds of tongues," mentioned by Paul in I Corinthians 12:1-12 and concerning which he gave regulations in I Corinthians 14:1-40, is given by both for self-edification (I Corinthians 14:4) and for the edification of the church (I Corinthians 14:27-28). In church meetings, the gift of tongues is used to give a public message, and it is to be interpreted. Since this gift can be misused in public, it needs proper regulation (I Corinthians 14:23-28). Not all believers exercise the gift of tongues, which is different in function from tongues given by God as the initial witness of the baptism of the Holy Ghost.

Paul said, "Forbid not to speak with tongues" (I Corinthians 14:39) and "I thank my God, I speak with tongues more than ye all" (I Corinthians 14:8). Who dares to teach or preach to the contrary?

Speaking in tongues means speaking miraculously in a language unknown to the speaker, as the Spirit gives utterance. Tongues can be classified in two ways, according to function: (1) speaking in other tongues as the initial evidence of the baptism of the Holy Ghost and (2) the gift of tongues as mentioned in I Corinthians.

Holiness
After we are saved from sin, we are commanded, "Go, and sin no more" (John 8:11). We are commanded to live soberly, righteously, and godly in this present world (Titus 2:12) and warned that without holiness no one shall see the Lord (Hebrews 12:14). We must present ourselves as holy unto God (Romans 12:1), cleanse ourselves from all filthiness of the flesh and spirit (II Corinthians 7:1), and separate ourselves from all worldliness (James 4:4).
If the righteous scarcely be saved, where shall the ungodly and the sinner appear? (I Peter 4:18). No one can live a holy life by his own power, but only through the Holy Spirit. "Ye shall receive power, after that the Holy Ghost is come upon you" (Acts 1:8).

Divine Healing
God has made Himself known through the ages by miraculous healings and has made special provisions in the age of grace to heal all who will come to Him in faith and obedience. Divine healing was purchased for us by the blood of Jesus Christ, especially by His stripes (Isaiah 53:5; Matthew 8:16-17; I Peter 2:24).

Jesus went everywhere healing those who were sick (Matthew 4:23-24), and He commanded His disciples to do the same (Matthew 10:8). He said concerning those who believe the gospel, "They shall lay hands on the sick, and they shall recover" (Mark 16:18). Mighty healings and miracles followed the disciples wherever the gospel was preached.

There is no sickness or disease too hard for God. Any of us, our children, or our friends can be healed by the power of God. "Is any sick among you? let him call for the elders of the church; and let them pray over him, anointing him with oil in the name of the Lord shall raise him up: and if he has committed sins they shall be forgiven him. Confess your faults one to another, and pray one for another, that ye may be healed" (James 5:14-16).

Second Coming of Christ
Jesus Christ is coming back to earth in bodily form, just as He went away (Acts 1:11). He will catch away a holy people (His bride, His church) who have accepted redemption through His blood, by birth of water and of the Spirit, and who are found faithful when He comes.

"For the Lord himself shall descend from heaven with a shout, with the voice of the archangel, and with the trump of God: and the dead in Christ shall rise first: then we which are alive and remain shall be caught up together with them in the clouds, to meet the Lord in the air: and so, shall we ever be with the Lord" (I Thessalonians 4:16-17). "One shall be taken and the other left" (Luke 17:36). Will we be ready?

The signs of His coming are everywhere. The days of peril are here indeed, with forms of godliness void of the power of God; society and politics corrupted; and people's hearts filled with pride, blasphemies, unholiness, love of evil, and love of pleasures (II Timothy 3:1-13). These things, together with multitudes running to and fro, the increase of knowledge (Daniel 12:4), the persecution of the Jews and their return to Palestine (Luke 21:24), and scores of other things are starting signs that Jesus' coming is drawing near.

Wars, rumors of wars, famines, earthquakes, storms, floods, distress of nations, perplexity, and people's hearts failing them for fear are sounding the solemn alarm that Jesus' coming is at hand (Matthew 24:6; Luke 21:25-28). "Prepare to meet thy God" (Amos 4:12).

Resurrection
There will be a resurrection of all the dead, both just and unjust. "Marvel not this: for the hour is coming, in the which all that are in graves shall hear his voice, and shall come forth; they that have done good, unto the resurrection of life; and they that have done evil, unto the resurrection of damnation" (John 5:28-29).
"And I saw the dead, small and great, stand before God …and the sea gave up the dead which were in it; and death and hell delivered up the dead which were in them" (Revelation 20:12-13)> (See also Daniel 12:2; I Corinthians 15:13-23.)

Judgment
"It is appointed unto men once to die, but after this the judgment" (Hebrews 9:27). For this reason, there will be a

resurrection for everyone. “For we must all appear before the judgment seat of Christ; that everyone may receive the things done in his body, according to that he hath done, whether it be good or bad” (II Corinthians 5:10).

The eternal destiny of every soul shall be determined by a just God who knows the secrets of everyone’s heart. “And before him shall be gathered all nations: and he shall separate them one from another, as a shepherd divideth his sheep from the goats: and he shall set the sheep on his right hand, but the goats on the left. Then shall the King say unto them on his right hand, Come, ye blessed of my Father, inherit the kingdom prepared for you from the foundation of the world… Then shall he also say unto them on the left hand, depart from me, ye cursed, into everlasting fire, prepared for the devil and his angels… And these shall go away into everlasting punishment; but the righteous into life eternal” (Matthew 25:32-34, 41, 46).

“Lighting the Path to a More Excellent Way”

MISSION STATEMENT

We partner with families and community members to create a safe, nurturing school community built on respect and responsibility. We provide a comprehensive, Christ-centered education that supports our core tenets: CHARACTER FORMATION, ACADEMIC ACHIEVEMENT, LIFE-LONG LEARNING, LEADERSHIP, and STEWARDSHIP.

We hold ourselves and our scholars accountable to standards of excellence.

“We are what we repeatedly do. Excellence, then, is not an act, but a habit.”

VISION STATEMENT

Our vision is to become a premier educational institution that produces Christ-centered scholars who are lifelong learners ready for college, career, citizenship, and leadership.

Trust in the Lord with all thine heart and lean not to thine own understanding. In all thy ways acknowledge Him and He shall direct thy path. Proverbs 3:5-6

ACADEMY SCRIPTURE

“…Yet shew I unto you a more excellent way.” 1 Corinthians 12:31

ACADEMY SONG

We are the children of the Lord Most High,
Marching in the spirit with a battle cry,
No weapon formed against this army shall stand.
According to His promise we can take this land.
We are marching; we're going to take this land,
We are marching; we're going to take our stand,
By the power of the Holy Ghost,
We can conquer anything!
(Adapted from Motor City Mass Choir)

ACADEMY COLORS

Navy Blue, Gold and White

ACADEMY MASCOT

"EAGLE"

NON-DISCRIMINATION POLICY

It is the policy of Early View Academy of Excellence that no person may be denied admission to any programs or participation in or denied the benefits of or be discriminated against in any curricular or extracurricular, pupil services, recreational or other program or activity because of the person's religion, national origin, ancestry, creed, gender, physical, mental, or emotional or learning disability.

From the Early View Academy of Excellence Governing Board, Academy Administration and Staff

Dear Parent/Guardians/Caregivers and Scholars:

It is our pleasure to share this handbook with you. This book provides details about your rights, responsibilities, and Early View Academy discipline procedures. We are taking great steps to ensure each scholar's spiritual, social and academic growth success. We encourage all parent/guardian/caregivers to actively participate with us in this process.

Like all learning communities, Early View has certain procedures and requirements in place to protect the rights of all its members to encourage learning and growth in a safe, positive, and secure environment. To protect and maintain this environment, all members of our Academy community – parent/guardian/caregivers, scholars, and staff – are responsible for following the policies, procedures, and building expectations outlined in this handbook.

Please review this book with your scholar(s).

Thank you for choosing Early View Academy of Excellence! We are, "Lighting the path to a more excellent way."

Sincerely,

Pastor Monica Parchia Price
Board President

"Education without salvation is just Information."
Bishop, Dr. Earl Parchia, Sr. Founder

VISITING PROCEDURE

Parent/Guardian/Caregivers are Welcome!

Because the safety of all EVAE community members is important to us, Early View Academy of Excellence requires that all visitors:

1. **Use the designated entrance and Report to the Office/Security Desk.**
2. **May be requested to show a form picture identification.**
3. **State the nature of the visit, obtain a visitor's badge by signing in on the EVAE Visitor Roster.**
4. **Wear/display the EVAE Visitor Pass while in the Academy.**
5. **Be escorted to the approved location.**
6. **Return the Visitor Pass to the Office/Security Desk and sign out.**
7. **For early dismissal, K4-K5 scholars are escorted to the office. 1st- 12th grades are called to the office.**
8. **Parent/guardian/caregiver conference with teachers will be scheduled before or after Academy school day hours.**

PARENT/GUARDIAN/CAREGIVERS RIGHTS AND RESPONSIBILITIES

Early View Academy of Excellence (EVAE) recognizes that you as a parent/guardian/caregiver are our most important partner in your child's education. Your involvement is essential to your child's educational success. We urge you to understand and exercise all your rights and responsibilities.

A. Parent/Guardian/Caregiver Bill of Rights

Regarding communication with Academy, you have a right to:

- Communicate with your child's teacher(s). They are the first level of contact. Advocate for your child and be shown respect.
- Visit the academy and classrooms to observe and to attend academy-related activities, including Academy parent/guardian/caregiver meetings and board meetings.
- Contact the administration if your child has been discriminated against or harassed in any way.
- Request a conference if you believe that an Academy staff member has violated laws or EVAE policy.
- Request a conference be held as soon as possible with teachers and administrators to have curriculum, grades, testing, homework, and discipline explained to you.
- Receive regular reports of academic progress, attendance, and other concerns.

Regarding what your child is taught in the Academy, you have the right to:

- Request a Special Needs Assessment through Milwaukee Public Schools IEP Evaluation Team 414-438-3603 for your child if you suspect he/she has special needs. Any questions regarding this process, please contact your classroom teacher. If there are further questions, please contact the principal.

Regarding your child's Academy records, you have the right to:

- Expect that information about your child be protected and treated as confidential.
- Examine and receive copies of the entire child's Pupil Records.
- Ask that inaccurate or misleading academy records concerning your child be considered for correction or removal.

Regarding the discipline of your child, you have the right to:

- Appeal disciplinary actions, such as suspension, expulsion, assignment to another class or transportation suspension.
- Appeals are submitted to administration in writing and will be acknowledged within 3-5 business days.
- Request a conference with an administrator and/or designee to reduce the number of days of a suspension.

B. Notification of Parent/Guardian/Caregiver Rights Regarding Scholar Records

- **Rights of Non-Custodial Parents/Guardians/Caregivers**:

If you are a non-custodial parent/guardian/caregiver, you have the same rights to scholar records, progress reports, Academy mailings, Academy visits, and parent/guardian/caregiver-teacher conferences as custodial parent/guardian/caregiver unless a court order restricts such rights. It is your responsibility as a non-custodial parent/guardian/caregiver to give the Academy your address and contact information if you want to be consulted regarding your child and to be placed on the Academy mailing list. **Only the custodial parent/guardian/caregiver can remove a child from the Academy or give permission (in writing) for the child to be removed from the Academy by another adult. Early View Academy does not interfere with custodial disagreements – we follow court orders.**

- **Rights of Foster Parents/Guardians/Caregivers**:

As a foster parent/guardian/caregiver, you have **many of the same rights** as biological parent/guardian/caregivers or legal guardians **for the duration of the child's placement in your home**. In some cases, however, law restricts these rights.

Rights of Parents/Guardians/Caregivers of Children Suspected of Having Special Education Needs:

If you suspect that your child has special educational needs, you have the right to have him/her evaluated. Please contact Milwaukee Public Schools or the EVAE administration.

Release of Records to Other Schools:

Scholar records are released to other schools within five (5) days of EVAE receiving notice, from the new school, that the scholar has enrolled in another school.

Reporting Suspected Child Abuse or Neglect

As Mandated Reporters, EVAE staff is required by State law to report suspected child abuse and neglect. Required reporting leads to protection for all our children and helps to identify resources for families who may need it.

EARLY VIEW ACADEMY OF EXCELLENCE
SCHOOL COMMUNITY "CODE OF CONDUCT"

At Early View Academy, "EAGLES S.O.A.R. WITH P.R.I.D.E.!"

We, the members of Early View Academy of Excellence School Community accept the Code of Conduct. We agree to relate to one another and to the Academy with RESPECT. We agree to SOAR and take PRIDE in all we do and say.

P.R.I.D.E. = (Personal Responsibility In Delivering Excellence)
S.O.A.R. = (Stand-tall On-task Attitude Respectful/Responsible)

RESPECT: We esteem others more highly than ourselves.
SOAR: We stand tall and remain on task. Our attitude is in check. We are respectful and responsible.
PRIDE: We take personal responsibility in delivering excellence. We take ownership for our learning and our school community.

Early View Academy of Excellence is committed to providing a safe and effective learning environment by recognizing that:

- Scholars have a right to learn, and teachers have a right to teach in a safe and orderly environment.
- No individual or group has the right to undermine the goal of providing a quality education for all scholars.

All scholars of Early View Academy must follow the **Code of Conduct** whenever:

- While on Academy grounds
- While going to or coming from the Academy
- On the Academy transportation (while on or off the premises)
- During Academy sponsored events (while on or off the premises)

Scholars are responsible for their own behavior and are expected to abide by the Code of Conduct, as well as by other school and classroom expectations that help maintain a positive learning environment. Scholars will:

- **Follow all Early View Academy policies and the expectations** of their classrooms.
- **Work toward academic achievement** by attending school and classes regularly, bringing classroom materials, including books, pencils, and paper, and completing all assigned class work.
- **Respect the learning of ALL** –Refrain from behaviors that distract others from learning.
- **Respectfully and honestly communicate with ALL school community members** – Refrain from foul language, sexual conversations, "ribbing" or bullying, or offensive slang. "No Snitching" policy will not be tolerated, and scholars may receive consequences based upon withheld information. Refrain

from making threats of violence, joking about violence, or starting rumors of violence against the school, staff, or scholars. Such actions will be quickly and thoroughly investigated.

- **Respectfully engage with others and demonstrate physical boundaries (The following pertain to all male and female, male and male, or female and female interactions)** – maintain a reasonable distance; no fighting or hitting, hanging on each other, shoving, wrestling, chasing, public displays of affection (kissing, holding hands, sitting on lap, hugging, etc.) or any such behavior that interrupts the learning environment; no sexual solicitation, sexuality identification or sexual preference discussions and/or requests – ex: Asking about other's sexual orientation or sexual status, and/or requesting sexual favors.
- **Respectfully resolve** conflicts and disputes with others.
- **Respect the rights and property of others** while going to and from school, at all school-related activities, at transportation stops, and on transportation.
- **Act responsibly with school property and** replace or reimburse the school for lost or damaged school property, including books and equipment.

LUNCHROOM BEHAVIORS

Supervising adults shall set lunchroom procedures.
Scholars are expected to say "please" and "thank you" to individuals who serve or assist them and clean up after themselves. After lunch dismissal, scholars are accountable to be in their next class on time.

CAFETERIA, CLASSROOM, HALLWAY BEHAVIORS

It is the scholar's responsibility to conduct themselves in an orderly manner in the cafeteria/halls and classrooms.

Scholars are expected to refrain from the following behaviors:

- *Refusal to follow directions of the staff*
- *Throwing food or any other object*
- *Walking in and out of the assigned area without proper permission*
- *Ordering outside food*
- *Littering*
- *Selling of outside food*
- *Eating or drinking food items in the halls or classroom (unless organized by a teacher)*
- *Gum chewing*

Violations of the Code of Conduct that are dangerous, disruptive, or interfere with a teacher's ability to teach effectively will not be tolerated.

ACADEMY CLOSINGS/ NO SCHOLAR ATTENDANCE

Parent/guardian/caregivers will receive reminders on a regular basis. Please check your child's book bag. This information will contain data regarding Academy closings and/or half days. Parent/guardians/caregivers are encouraged to post this information in a visible location in their home.

The Academy's calendar is quite different from MPS; however, when MPS cancels class for weather related reasons (snowstorm, extreme flood warning, etc.); parent/guardian/caregivers will be notified if we will be closed as well.

Closings are communicated on Channel 4, 6, 12, and 58. Parent/guardian/caregivers may receive notification through our electronic calling system. In addition, if the situation permits, there may also be a message on the Academy's messaging system.

Kindergarten Parent/guardian/caregivers Only:

Our Early Childhood Program (K4/K5) is an all day, 5 days a week program.

ACADEMY HOURS Rev. *7/2019*

WE VALUE EDUCATION AND WE START ON TIME!

The academic day at EVAE begins at 8:00 a.m. and concludes at 3:30 p.m., Monday through Friday for all scholars. Scholars are considered tardy/late at 8:20 a.m. Scholars will not be admitted after 9:00am without medical documentation. If there is no medical documentation, parent/guardian/caregiver must accompany the scholar into the office and speak to office staff.

ATTENDANCE POLICY

Per Wisconsin Department of Public Instruction statute, as a private school, we are required to provide the following instructional hours:

- K4 at least 437 hours; In addition, 87.5 Parent/guardian/caregiver Outreach Hours
- K5 at least 875 hours
- 1st – 6th at least 1050 hours
- 7th – 12th at least 1,137 hours

ABSENCES

In effort to deter scholars from missing school, all truancy violations are CUMULATIVE for one school year. Absences should be called into the Academy in advance.

In accordance with EVAE policy and considering child abduction and the importance of every minute in that situation, parent/guardian/caregivers must contact the Academy whenever their child is absent. Parent/guardian/caregivers may leave phone messages before 8:00 a.m. For those absences that are unexplained, a follow-up call will be made by the Scholar Services department to verify the reason for the absence. In addition to calling the Academy, **written documentation from parent/guardian/caregivers or guardians is required for all absences.** The responsibility for regular Academy attendance rests on the scholar's parent/guardian/caregivers/guardians. Each scholar is expected to be in the Academy every day classes are in session**.** It is the responsibility of the parent/guardian/caregiver to contact the Academy office to report absences and tardiness. **State law requires that all children between the ages of six and 18 and graduated to attend school full time.**

EXCUSED ABSENCES

Please note: More than three (3) excused absences may result in truancy.

After two consecutive absences, written documentation will be required. *Make sure it includes the following information: *Scholar's full name and grade, a brief but full explanation for the absence and the specific day(s) covered by the absence*.

***Excused absences defined as**:* Illness or injury, quarantine; death in the immediate family; medical or dental appointments; court or administrative proceedings; religious observations; or educational opportunity (requires approval by principal prior to absence). Academy suspensions during the expulsion process, up to 15 days.

UNEXCUSED ABSENCES

You will be notified in writing of unexcused absences. Early View Academy imposes the following process for "unexcused absences":

- **3 unexcused absences = notification and mandatory meeting with Scholar Services**
- **5 unexcused absences = notification and mandatory meeting with Administration**
- **7 unexcused absences = notification and mandatory meeting with Board of Directors**
- **10 unexcused absences = referral to District Attorney and recommendation to Board for Removal**

Parent/guardian/caregivers who fail to meet with administration and/or fail to correct the truancy problem, may warrant penalties which include referral to the Milwaukee County District Attorney's office.

***Unexcused absences defined* as**: All other absences are unexcused and unlawful for reasons other than those stated above. Truancy, vacations, no EVAE provided transportation, and "no

reason" for absences are all considered unexcused absences. If a child is suspended from transportation and does not attend school, that absence is unexcused.

EARLY VIEW RESERVES THE RIGHT TO DROP SCHOLARS WHO ARE NOT IN ATTENDANCE FOR 10 CONSECUTIVE DAYS.

TARDINESS

If there is no medical documentation, parent/guardian/caregivers must accompany the scholar into the office and speak to administration.

- **3 unexcused tardy = notification and scholar detention**
- **5 unexcused tardy = notification, scholar detention, mandatory parent/guardian/caregiver conference with administration**
- **Next unexcused tardy = notification, 1-day suspension, mandatory parent/guardian/caregiver conference with administration**
- **Next unexcused tardy = notification, 3-day suspension, Behavior contract**
- **Next unexcused tardy = notification, referral to Board for Removal**

Scholars are expected to attend the Academy regularly and arrive on time. Academy begins at 8:15 for all scholars. After 8:30am, scholars are considered tardy.

Scholars will not be admitted after 9:00am without documentation. If no documentation, parent/guardian/caregiver must accompany the scholar into the office and speak to office staff. Tardiness policy still applies.

TRUANCY

Truancy is a major violation of Early View Academy of Excellence regulations. A scholar is considered habitually truant if he/she misses more than 3 full or partial days without a valid excuse per school year. Any scholar who misses school or a class without prior permission or who misses for reasons other than those outlined in the excused absence section may be considered truant. Scholars with excessive tardiness and excessive excused and unexcused absences may be considered truant. The Academy has the authority to reject excuses that do not appear to be substantiated. Persons who engage in or cause habitual truancy may be referred to the Milwaukee County District Attorney's office for prosecution.

In an effort to deter scholars from missing school, all truancy violations are CUMULATIVE for one school year.

Assignments given that day may result in a zero. This includes tests and quizzes. Truancy can lead to suspension and/or expulsion.

EARLY DISMISSALS

It is imperative for the orderly operation of the Academy that all parent/guardian/caregivers cooperate fully with the arrival and pick-up times. Parent/guardian/caregivers should not arrive earlier than 15 minutes to remove their child from class unless they have notified the office in advance. If a child is to be sent home, parent/guardian/caregivers must notify the Academy in writing or call the phone no later than 2:00 pm for early dismissal(s). Last minute calls/requests may not be honored. The Tardiness and Unexcused Absence policy still applies.

LATE PICKUPS Rev. ***7/2024***

Scholars are expected to be picked up at 3:30pm dismissal. In case of emergencies, contact the office. Scholars are expected to be picked up no later than 4pm. Scholars may be required to wait for parents/guardians/caregivers outside the school building after 4pm.

PRE-ARRANGED ABSENCES

If a scholar anticipates an absence, a written note by the parent/guardian/caregiver indicating the dates the scholar will be absent must be submitted to the main office. Please note that absences have a detrimental effect on a scholar's accomplishment and progress. Unexcused Absence policy still applies. **Written documentation is required for all absences.** *Make sure it includes the following information: *Scholar's full name and grade, a brief explanation for the absence and the specific day(s) covered by the absence*.

SAME-DAY ABSENCES

Scholars who are suspended or have an unexcused absence from school are not allowed to attend or participate in any school-sponsored events (practices, athletic competitions, school parties/celebrations, theater performances, etc.) held on the day they were absent.

CHAPEL SERVICES

Early View Academy is a Christian school and exercises chapel services which are held on a weekly basis. Scholars will be taught Biblical principles of living a Godly life. Parent/guardians/caregivers are welcome to attend these services.

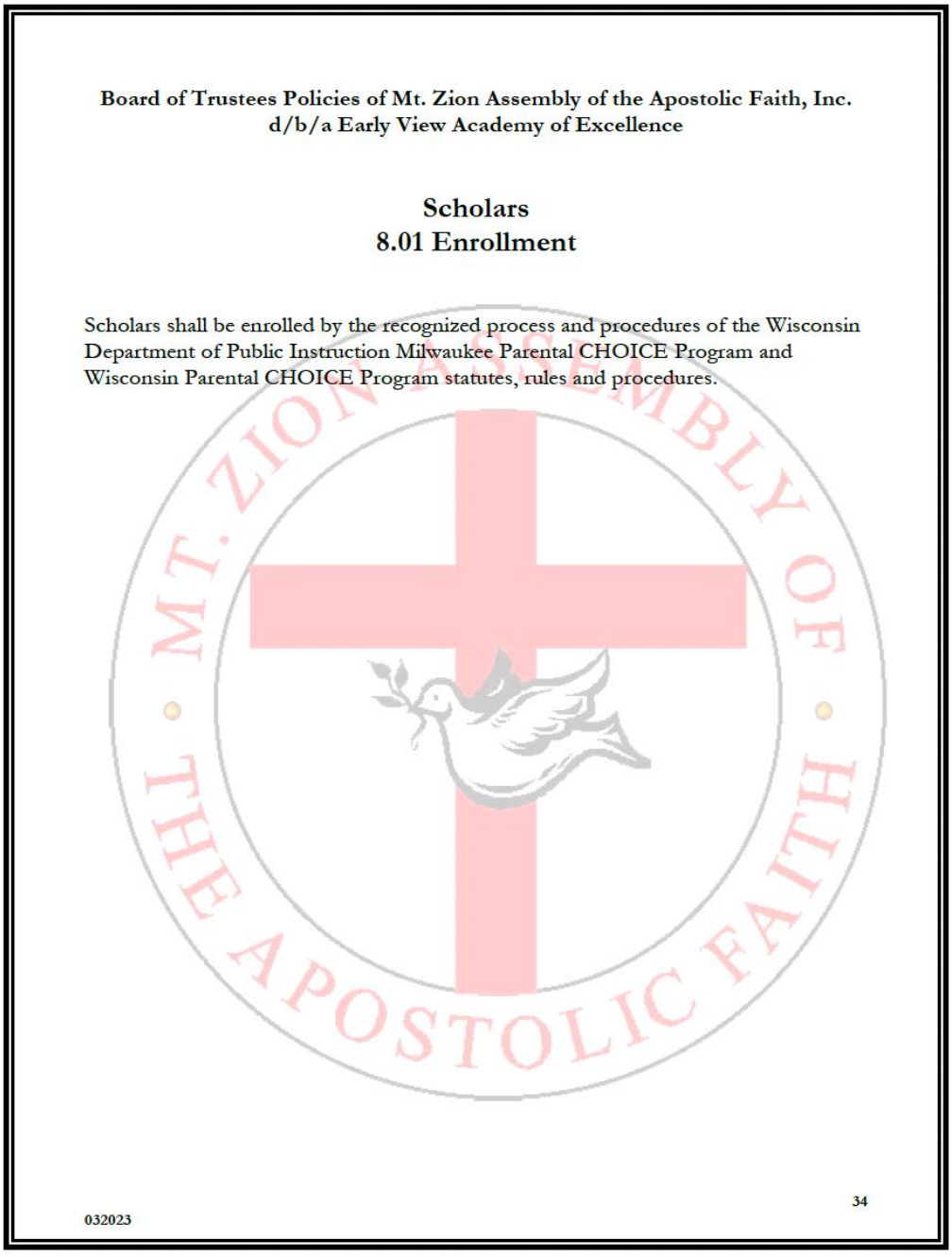
ENROLLMENT AND TUITION

DPI Private School Choice Program

The Milwaukee Parental Choice Program gives children from low-income families the opportunity to attend private schools. The state will pay the tuition of the child if the household income meets certain guidelines. **All scholars must re-apply for DPI Private School Choice Program every year.**

All parents/guardians/caregivers in the Choice Program are asked to comply with expectations

and regulations regarding fund-raising, parent/guardian/caregiver meetings, and parent/guardian/caregiver-teacher conferences. ***For frequently asked questions, please visit https://dpi.wi.gov/parental-education-options/choice-programs***. If a parent/guardian/caregiver has additional questions, which are not addressed on the website, please contact the Academy.



Board of Trustees Policies of Mt. Zion Assembly of the Apostolic Faith, Inc. d/b/a Early View Academy of Excellence

Scholars
8.01 Enrollment

Scholars shall be enrolled by the recognized process and procedures of the Wisconsin Department of Public Instruction Milwaukee Parental CHOICE Program and Wisconsin Parental CHOICE Program statutes, rules and procedures.

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Board of Trustees Policies of Mt. Zion Assembly of the Apostolic Faith, Inc. d/b/a Early View Academy of Excellence

Scholars
8.01a Private School Tuition

Early View Academy of Excellence shall adhere to the Wisconsin Department of Public Instruction Milwaukee Parental CHOICE Program and Wisconsin Parental CHOICE Program statutes, rules and procedures.

School Choice Students – There is no tuition charge for an eligible Choice Student in grades kindergarten through 8th grade. However, the Academy may, in addition to the state aid payment it receives, charge a Choice student tuition in an amount determined by the school if both of the following apply: (a) the student is in grades 9 through 12; and (b) the family income of the student exceeds 220% of the federal poverty level. Married applicant's income is reduced by $XXX when determining income eligibility whether the Academy will charge tuition (amount subject to change annually). Annual income limits will be provided.

Private Pay Students – Grades K-12 shall be charged tuition, a rate no less than the State aid Payments for a student enrolled full-time in the School Choice Program unless some form of tuition assistance is provided, internally or externally. However, the Academy reserve the right to charge an additional amount determined by the School Board if both of the following apply: a) the student is in grades 9 through 12; and (b) the family income of the student exceeds 220% of the federal poverty level. Federal Poverty Level. Married applicant's income may be reduced by $XXX when determining income. Annual Tuition cost will be available by July 1 of each school year.

Notice of Educational Options

Pursuant to Wisconsin State Statute 115.28 (54m), notice must be provided regarding the educational options available to all students who are at least three years old, but not yet 18 years old. The following information link represents an educational option for students:

Public schools

- https://apps6.dpi.wi.gov/SchDirPublic/schools

CHOICE APPEALS PROCESS

The following is Early View Academy of Excellence's policy adopted by our governing body to satisfy the requirements of 119.23(6m) (a) (4).

Under 119.23(2) (a) a pupil must reside in the city of Milwaukee and meet the income requirements defined below to qualify for the MPCP:

The pupil is a member of a family that has a total family income that does not exceed an amount equal to 1.75 times the poverty level determined in accordance with criteria established by the director of the federal office of management and budget. A pupil attending a private school under this section whose family income increases may continue to attend a private school under this section if the pupil is a member of a family that has a total family income that does not exceed an amount equal to 2.2 times the poverty level determined in accordance with criteria established by the director of the federal office of management and budget. For purposes of admission to a private school under this section, siblings of pupils attending a private school under this section are subject to the higher income limit. If a pupil attending a private school under this section ceases to attend a private school under this section, the lower income limit applies unless the pupil is a sibling of a pupil attending a private school under this section."

119.23(3) (a) states that a school must, "Within 60 days after receiving the application…notify the applicant, in writing, whether the application has been accepted. If the private school rejects an application, the notice shall include the reason." A school may only reject an applicant for not meeting income and residency requirements, or for losing a random selection lottery.

Under Early View Academy of Excellence's appeals process, a rejected applicant has five working days from the date of receipt of their notice of rejection to provide written evidence to the Governance board that the applicant was improperly rejected. The evidence must include income and residency documentation. The Board president or principal shall respond to the applicant's appeal within five working days of receipt of the appeal notifying him or her of the acceptance or rejection of the appeal.

Early View Academy of Excellence is a private Academy that accepts scholars with tuition assistance, such as the Milwaukee Parental Choice Program (MPCP). Early View Academy of Excellence reserves the right to pursue legal action against the parent/guardian/caregiver, or agency for reimbursement of tuition cost if parent/guardian/caregiver is found ineligible for Milwaukee Parental Choice Program, Wisconsin Parental Choice Program, or any other tuition assistance.

CLOSED CAMPUS POLICY

All scholars are required to stay on campus upon arrival, via school transportation, by parent/guardian/caregiver or by foot. If it is necessary to leave the campus for appointments or reasons of illness, all scholars who are leaving campus must have an approved parent/guardian/caregiver check out him/her through the office. Scholars will not be allowed to leave campus with any persons other than parent/guardian/caregiver without parent/guardian/caregiver permission. Administrators are the only individuals authorized to

grant permission to leave outside of the parent/guardian/caregiver. **Special Note for Breakfast and Lunch*:* Scholars have a limited time for breakfast and lunch and are not permitted to leave campus during those times.** Breakfast or lunch brought to the Academy for scholars must be eaten during regularly scheduled time periods and must comply with the National School Lunch & School Breakfast Program. Refrigeration and microwaves are not available for scholar meals. Food delivery (i.e., Door dash, Uber Eats, etc.) for scholars is prohibited.

DISCIPLINE

Teachers, administrators, and other school personnel may take disciplinary action against EVAE Scholars who break expectations. Disciplinary actions are set according to federal and state laws, and EVAE administrative policies. **NOTE: ALL scholars including special needs scholars are subject to disciplinary procedures.**

PROGRESSIVE DISCIPLINE PROCESS

It is vital for parents/guardians/caregivers and scholars to realize that maintaining an orderly atmosphere is critical to the learning process. Although it is necessary to set and enforce expectations and boundaries, it is our desire to train scholars to become self-disciplined. We want to encourage our scholars to obey God and from that obedience to exhibit respect, care, and love towards others.

At Early View Academy of Excellence, we promote an environment that positively reinforces respect and **PRIDE (Personal Responsibility in Delivering Excellence)**. EVAE values growth and therefore disciplinary actions will be documented in the scholar's official record. We recognize that some discipline will produce no immediate results in the heart of a scholar, but we hold to the truth of *Hebrews 12:11, which states, "No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it*."

Teachers will discuss a scholar's misconduct with the scholar. Teachers will document in writing the use of discipline and may report disciplinary measures to the child's parent/guardian/caregiver. Parents/guardians/caregivers are advised to consult the scholar contract for discipline details.

The following steps will be followed when discipline is needed:

1) **Teacher/Scholar Contact** – Verbal warning, Chance for scholar redirection
    - Consequence Given by Teacher – Discussions, reflections, etc.
2) **Separation from class** – Placed in another classroom to provide another opportunity for scholar redirection
    - Consequence Given by Teacher – Reflections, writings, etc.
    - Safety Team – Temporary removal and parent/guardian/caregiver contact
3) **Parent/Guardian/Caregiver/Teacher Contact**

- Consequence Given by Teacher – Incident referrals, duties, etc.

4) **Referral to Administration for Intervention/Conference**
   - Consequence Given by Administrator:
     - Suspension - Out and/or in house (depending on infraction)
     - Recommendation for Behavior Contract
     - Recommendation for Expulsion (Chronic repetition of non-compliance)

LEVELS OF CONSEQUENCES

Consequences may be positive or negative and are intended to be in direct connection to the behaviors being addressed. Early View Academy has levels of disciplinary consequence for violations of Academy policy. Whenever possible, disciplinary action is managed by the classroom teacher. If the scholar is unresponsive, if there is repeated offense, or if the violation is severe, the administration may determine the appropriate level of consequence, and may accelerate the process through these levels of action should the scholar behave in ways clearly beyond normal limits of what is proper. **The administration retains the right to suspend or recommend expulsion of a scholar as it deems necessary**.

- **LEVEL 1: WARNING -** Each teacher will manage their classroom in an orderly way and clearly communicate expectations to scholars. Minor infractions in the classroom or hallways, etc. will be managed by the teacher responsible (Example: scholars running in the hall are asked to go back and start over, scholars littering trash are asked to clean the classroom.).

  If a scholar repeats a minor infraction enough, weightier consequences may be offered.

- **LEVEL 2: REFOCUS** –The purpose for refocus is the following:
  1. ***To calm a scholar down***
  2. ***To re-direct/refocus a scholar's behavior***
  3. ***Re-incorporate a scholar to the classroom***

- **LEVEL 3: SUSPENSION** Rev. ***7/2019***
  Administration reserves the right to suspend and send scholar home immediately, for a disciplinary infraction and/or consistent or serious disregard of any Academy policy. Suspension requires that a scholar remain off campus under his or her parent/guardian/caregiver's supervision for one or more days as a disciplinary consequence. Depending on the infraction, reentry into the Academy after a suspension may require a conference. If a conference is required, the following applies:
  - **Suspension #1, #2 – Meeting with administration or administrative designee, parent/guardian/caregiver(s), scholar, and teacher(s).**
  - **Suspension #3 – Scholar may be placed on Behavior Contract**

- **Suspension #4 - Administration may consider recommendation for expulsion from the Academy.**

The following choices will warrant suspension from (list is not exhaustive):

a. Any form of disrespect to authority: non-verbal and verbal
b. Insubordination (refusal to comply with directives)
c. Repeated noncompliance with Academy Policies
d. Receive 2 or more in school refocuses within a quarter
e. Repeated lying, cheating, stealing, or using vulgar language
f. Leaving the premises without permission
g. Violation of Harassment/Bullying Policy, includes hazing (ex: "21"), bullying and/or cyberbullying of scholar or staff members *(Rev. 7/2019)*
h. Activities that occur off campus but disrupts the learning environment (*Rev. 7/2019)*
i. Videotaping and/or postings scholars, staff, or Academy activities without Academy approval, while on or off campus, or school sponsored (*Rev. 7/2019)*
j. Extortion, intimidation, or disrespect of another scholar or staff member – includes verbal, written and/or electronic defamation of character for any scholar, staff member or the Academy (e.g., social media) (*Rev. 7/2019)*
k. Impersonation of a parent/guardian/caregiver (telephone, verbal or written)
l. Throwing objects
m. **Weapons: NO WEAPONS ALLOWED ON ACADEMY GROUNDS, ON ACADEMY TRANSPORTATION, IN THE ACADEMY BUILDING, SURROUNDING THE ACADEMY. EXPULSION WILL RESULT AND POLICE WILL BE CALLED.**

During the suspension, the scholar is prohibited from being on Early View Academy of Excellence property during the Academy school day or during any Academy sponsored activity.

DUE PROCESS

For suspensions, scholars and/or parent/guardian/caregivers may appeal their suspension in writing. Appeals are overseen by the administration. Scholars and parents may contact administration, within 24 hours of the decision, and must state the basis for appeal. Administration may gather such information and speak with such individuals as they deem appropriate and may consult before reaching a decision. The administration's decision is final and binding.

- **LEVEL 4: EXPULSION**

Expulsion is the legal termination of a scholar's privilege to attend the Academy. Under Wisconsin state law, all scholars are required to attend school until they reach 18 years of age or when their high school class graduates. Scholars can be suspended for a maximum of 7 days, before a determination is made to seek expulsion. Administration reserves the right to expel a scholar and/or request an expulsion hearing before the Board of Trustees. Early View Academy of Excellence reserves the right to pursue legal action against parent/guardian/caregiver if outstanding financial obligations have not been met and/or all Academy property returned in good condition. Upon the discretion of Administration, expelled scholars may or may not complete mid- and/or final exams, testing, etc.

Any expelled scholar may not be on Early View Academy of Excellence property (during Academy or Academy functions) or be present at Early View Academy of Excellence functions without permission of Administration. Expulsion is the last step of discipline at Early View Academy of Excellence and therefore a scholar that has been expelled will not be allowed to return as a scholar without Board approval (list is not exhaustive) Rev. *7/2019*

The following choices will warrant expulsion from Academy (list is not exhaustive):

1. Repeated noncompliance with Academy Policies
2. While on school property, or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property, commits certain offenses and misconduct, specifically:

   (A) Violation of Weapons Policy - uses, exhibits, or possesses:
   - (1) a firearm.
   - (2) an illegal knife.
   - (3) a club; or
   - (4) a weapon listed as a prohibited weapon under "Weapons Policy."

   (B) engages in conduct that contains the elements of the offense of:
   - (1) aggravated assault.
   - (2) aggravated sexual assault.
   - (2) arson.
   - (3) murder.
   - (4) indecency with a child underage.
   - (5) aggravated kidnapping.

3. Commission of a felony
4. Extortion, intimidation, or disrespect of another scholar or staff member – includes verbal, written and/or electronic defamation of character for any scholar, staff member or the Academy (e.g., social media) (*Rev. 7/2019)*
5. Videotaping and/or postings scholars, staff, or Academy activities without Academy approval, while on or off campus, or school sponsored events. (*Rev. 7/2019)*
6. Engaging in inappropriate physical or sexual conduct

7. Engaging in conduct that constitutes sexual harassment, including but not limited to verbal or physical conduct of a sexual nature
8. Violation of Drug Use Policy - Possession of Tobacco, Alcohol, Drugs, or Drug/Tobacco Paraphernalia or any other Controlled Substance (allegation, participation with, possession and or use) – may also include informing local authorities (MPD)
9. Assault of, or threats to, another person, including any physical, verbal, cyber, emotional, and written forms
10. Violation of Harassment/Bullying Policy, includes hazing (ex: "21"), Bullying and/or cyberbullying of scholar or staff members *(Rev. 7/2019)*
11. Gang Activity
12. Possession or sale of stolen property
13. Possession or use of matches or a lighter, except as part of an instructional program.
14. Activities that occur off campus but disrupts the learning environment (*Rev. 7/2019)*
15. Providing a negative example to the other scholars
16. Creating a dangerous and unsafe environment for scholars or school personnel

Re-admittance to the Academy community during the following year will be considered on a case-by-case basis. It requires genuine repentance and change of heart as evidenced by the following:

- Sincere reflection and apology for offense(s)
- Formal Behavior Contract signed by parent/guardian/caregiver, scholar, and administration – enforced for the duration of the Academy year.
- Letter of recommendation from previous school (if applicable)
- Creation and implementation of a Corrective Action Plan
- Board Approval

DUE PROCESS

Parent/guardians/caregivers may appeal the expulsion. Appeals are overseen by the Board liaison and/or Board representative/designee. Appeals must be submitted in writing to the Board, within five (5) days of the decision, and must state the basis for appeal. The Board may gather such information and speak with such individuals as he or she deems appropriate and may consult before reaching a decision. The Board's decision is final, legal, and binding.

SCHOOL TRANSPORTATION DISCIPLINE Rev. *7/2019*

School transportation is a privilege not a right**.** Parent/guardian/caregivers will be contacted if the Academy receives a report of scholar misconduct while on the school transportation. The Transportation Manager, Administration and/or designee reserve the right to suspend and/or revoke transportation privileges for misconduct. Parent/guardians/caregivers are responsible for providing transportation for scholars not using EVAE transportation for any reason including transportation suspension, missed transportation, etc.

Consequences for misbehavior (determined case by case), include but are not limited to:

- Warning/Redirection

- 1-day suspension
- 3-day suspension
- 5-day suspension
- Revocation of transportation privileges for an extended period or for the rest of school year

USE OF PHYSICAL FORCE AND/OR RESTRAINT

Academy officials, as allowed by law may use physical force and/or restraint. Examples include stopping a disturbance, preventing injury to self and others, protecting property, or removing a disruptive scholar from the classroom, Academy building or Academy-related activities. Administration and/or designee reserve the right to involve the authorities prior to contacting parent/guardian/caregivers. The Academy reserves the right to pursue legal action.

EARLY VIEW ACADEMY OF EXCELLENCE - LIST OF UNACCEPTABLE BEHAVIOR(S)

MISCONDUCT ACTION	DEFINITION	MINIMUM ACTION	MAXIMUM ACTION
WEAPONS • **Guns** • **Knives** • **Other Weapons** • **Look – a - Like**	Possession, use or threat to use Any object which by its design and intended purpose is to do bodily harm	EXPULSION	EXPULSION
ILLEGAL DRUGS, DRUG PARAPHERNALIA, ALCOHOL, SMOKING	Possessing, having under one's control, or using any controlled substance/alcoholic beverage	SUSPENSION	EXPULSION
GANG ACTIVITY	Disruption and Intimidation caused by gang symbols or materials, jewelry, or clothing Gang posturing which provokes an altercation Involvement in a gang fight or exchange of blows	SUSPENSION SUSPENSION SUSPENSION	EXPULSION EXPULSION EXPULSION
ASSAULT/ BATTERY, FIGHTING	Threat with intent to place a person in imminent danger of harmful or offensive contact without the person's consent.	SUSPENSION	EXPULSION
PERSONAL THREAT	Intent to do bodily harm, threats	INTERVENTION (SAFETY TEAM, MEDIATION, ETC.)	EXPULSION
FIGHTING	Pushing and shoving Play Fighting Exchange of physical blows	INTERVENTION INTERVENTION SUSPENSION	EXPULSION EXPULSION EXPULSION
VERBAL ABUSE ***Rev. 7/2019*** • **RIBBING/PROFANITY** • **Harassment** • **Bullying** • **Cyberbullying** • **Defamation of Character (As defined by the Academy)**	The use of language, either written or spoken, or conduct or gestures which are obscene, lewd, profane, vulgar, or sexually suggestive Disturbing by pestering, tormenting, or threatening. Videotaping, recording, and/or posting any scholar, staff, or Academy activities, without Academy approval	INTERVENTION SUSPENSION	EXPULSION EXPULSION
CLASSROOM DISRUPTIONS	Confronting staff argumentatively, throwing objects, refusing to follow directions, or making loud noises	INTERVENTION	EXPULSION
CHRONIC DISRUPTION OR VIOLATION OF SCHOOL EXPECTATIONS	Behavior that disrupts the education of others by involvement in misconduct that recurs on a regular basis or over a period of time.	INTERVENTION	EXPULSION

DRESS CODE POLICY

Early View encourages a tasteful lifestyle, self-discipline, and the continuing individual growth of staff and scholars. The purpose of the dress code is to promote a sense of unity, discipline, and professional expectation within our school community. **Early View Academy requires ALL scholars in grades K-12th grade to wear proper uniform every day AND are required to maintain uniforms, shoes, and personal appearance in a clean and presentable way throughout the school day and whenever on campus. That means that scholars are expected to keep their shirt tucked in and maintain a neat, clean appearance during school**. Scholars who arrive to school without proper uniform may not be allowed into the classroom until the proper attire presented by parent/guardian/caregiver, or they may be sent home.

Repeat violations will warrant a parent/guardian/caregiver conference and other school issued consequences.

Listing of Acceptable Clothing

Traditional Dress Code

The Dress Code does not allow for clothing with colored trim, stripes, embroidery, decoration, etc. It also does not provide overalls (overalls with pants or shorts), sweatpants, knit pants/ skirts, sheer clothing, leggings, etc. A small logo is acceptable on otherwise approved clothing items.

Beginning September 1, 2021, female scholars are able to wear Khaki pants (not joggers, not capri pants, etc.).

- **Hair:**
  - **Boys:** Clean, cut or braided and shaped
  - **Girls:** Clean, cut or braided and styled
- **Bottoms: Navy or Khaki Tan**
  - Slacks, Skorts, Skirts, Skirted jumpers
  - Must be plain, solid-color Twill, Polyester or Corduroy fabric
- **Tops: White, navy, light yellow or light blue with collar**
  - Must have long or short sleeves
  - Knit polo-type, Oxford or woven dress shirts, blouses, turtlenecks
- **Shoes:**
  - Black, navy, brown dress, or casual shoe
  - Tennis shoes with non-marking soles

- **Hosiery**:
  - **Girls**: Choice of solid (leggings to ankles, knee-high socks, tights, or white/navy blue/black/flesh colored panty hose)
  - **Boys (socks)**: Choice of solid sock color navy, black, or white preferred

- **Other dress code expectations:**
  - **A BELT IS EXPECTED.**
  - SHIRTS (INCLUDING T-SHIRTS) TUCKED IN.
  - **SKIRTS KNEE LENGTH.**
  - Shoes must be safe and appropriate - no open toe and open heel sandals, or CROCS
  - Bottom garments worn at scholar's waist
  - Bottom garments must cover thighs
  - Clothing that is sheer, too tight, too loose, or too revealing is not appropriate as defined by the Academy.

OCTOBER 1st THROUGH MARCH 31st

We recommend that scholars wear sweater, non-hooded pullover, vest, or cardigan that are school colors OR Solid navy-blue blazer.

LISTING OF UNACCEPTABLE ITEMS

Any clothing that does not meet dress code requirements must be removed before school begins.

Administration reserves the right to determine if any fashion, fad, hair, jewelry, or article of clothing is appropriate for school and complies with school expectations. These decisions will be made on an individual basis.

The following items are restricted from the dress code:

- Distractive Makeup: (subject to the interpretation of administration)
- Distractive Hairstyles: hair cut styles with words or symbols (subject to the interpretation of administration)
- Body Piercing (ex: tongue rings, nose rings, eye rings, cheek, or lip rings, etc.)
- Distractive Jewelry: offensive/sexual chains, necklaces, large hoop earrings (no more than 3inches), mouth "grills", etc. (subject to the interpretation of administration)
- Female scholars should not wear more than 2" heels
- Showing of offensive tattoos (subject to the interpretation of administration)
- No non-religious head gear. (religious gear must be substantiated)

EVAE SCHOOL APPAREL

Scholars will be permitted to wear EVAE school apparel such as t-shirt, non-hooded sweatshirt, or windbreakers with uniform bottoms.

SOLID COLORED GYM Clothes

Gym clothes are required for grades 6-12th and wearing gym clothes is a part of grading. Gym clothes includes t-shirt or sweatshirt, shorts (to the knee), or jogging pants. Elementary grades do not require gym clothes. Female scholars should wear shorts under skirts on physical education days.

School Uniform – Grades K4-8th GIRLS *Rev. 7/6/24*

POLO SHIRTS - Solid Colors: White, Light Yellow, Light Blue, Navy
OXFORD SHIRTS - Solid Colors: White, Light Yellow, Light Blue

Choice of Short Sleeve or Long Sleeve – Straight or Rounded Collar
NO TRIM, SMALL LOGO, NO PRINT

Navy Blue Sweater
Choice of Vest or Cardigan

Solid Navy Tie

Recommended White T-Shirt
Worn under uniform

Navy or Tan Skirt or Khaki Pants
(Top of knee, no miniskirts)
Choice of Skort/Jumper (Grades K4-4th), Pleated, Wrap Skirt, A-line

School Uniform – Grades K4-8th BOYS *Rev. 7/6/24*

POLO SHIRTS - Solid Colors: White, Light Yellow, Light Blue, Navy
OXFORD SHIRTS - Solid Colors: White, Light Yellow, Light Blue

Choice of Short Sleeve or Long Sleeve – Straight Collar
NO TRIM, SMALL LOGO, NO PRINT

Navy Blue Sweater
Choice of Vest or Cardigan

Solid Navy Tie

Recommended White T-Shirt
Worn under uniform

Navy or Tan Pants with Belt
Choice of Dress Pant or Khaki Material

School Uniform – Grades 9-12th BOYS *Rev. 7/6/24*

POLO SHIRTS - Solid Colors: White, Light Yellow, Light Blue, Navy
OXFORD SHIRTS - Solid Colors: White, Light Yellow, Light Blue

Choice of Short Sleeve or Long Sleeve – Straight Collar
NO TRIM, SMALL LOGO, NO PRINT

****Navy Blue Sweater or Blazer****
Choice of Vest or Cardigan Sweater

Solid Navy HS Tie

Recommended White T-Shirt
Worn under uniform

Navy or Tan Pants with Belt
Choice of Dress Pant or Khaki Material

School Uniform – Grades 9-12th GIRLS *Rev. 7/6/24*

POLO SHIRTS - Solid Colors: White, Light Yellow, Light Blue, Navy
OXFORD SHIRTS - Solid Colors: White, Light Yellow, Light Blue

Choice of Short Sleeve or Long Sleeve – Straight or Rounded Collar
NO TRIM, SMALL LOGO, NO PRINT

****Navy Blue Sweater or Blazer****
Choice of Vest or Cardigan Sweater

Solid Navy Tie

Recommended White T-Shirt
Worn under uniform

Navy or Tan Skirt or Khaki Pants
(Top of knee, no miniskirts)
Choice of Pleated, Wrap Skirt, A-line

FIELD TRIPS

Field trips are a wonderful way of providing scholars with a stimulating, interactive learning experience. Failure to sign the permission slip will result in the scholar not being able to attend the trip. **Hand-written permission slips are unacceptable.** Parents/guardians/caregivers are always welcome to accompany their child on a field trip. All parents/guardians/caregivers are required to sign a release of liability for all field trips during enrollment, which is also placed on the permission slip notifications, and states, *"I, (name of parent/guardian/caregiver), hereby voluntarily and absolutely releases, discharges, waives, and relinquishes any loss or damages or actions or causes of action for personal injury, property damage or wrongful death occurring to the scholar(s) as a result of his or her participation in the field trip activity."*
We welcome parents/guardians/caregivers as chaperones. Here are the requirements:

- Parent/guardians/caregivers are required to complete a state background check by EVAE if chaperoning scholars other than their children
- Parent/guardians/caregivers are not required if they are supervising their own child.

For the safety of all scholars, the Administrator(s) may request parent/guardian/caregiver supervision for scholars with disruptive and/or challenging behaviors.

Field trips may require an activity fee.

FUNDRAISERS

Tuition covers only part of the cost of educating each child. For this reason, fund-raisers are a very necessary part of maintaining daily operations. Parent/guardians/caregivers are encouraged to assist in planning and implementing fundraisers.

GRADING (K-12) *Rev. 7/2015*

ACADEMIC STANDARDS

- **ENGLISH LANGUAGE ARTS/MATH**: Early View Academy adopted the Wisconsin Common Core State Standards for Reading/Language Arts, Math http://dpi.wi.gov/common-core
    - Literacy in all subjects (Anchor Standards) for grades 6-12.
- **SCIENCE**: Early View Academy adopted the Wisconsin Academic Standards for Science http://dpi.wi.gov/science/standards)
- **PHYSICAL EDUCATION** – Early View Academy adopted the Wisconsin Academic Standards for Physical Education http://sspw.dpi.wi.gov/sites/default/files/imce/sspw/pdf/pestandards.pdf
- **SOCIAL STUDIES/HISTORY** - Early View Academy adopted the National Standards for Social Studies http://www.nchs.ucla.edu/history-standards

HONOR ROLL

Our Honor Roll system is grade-level based (i.e. GPA, proficiency levels, etc.) on a quarterly basis.

GRADING – K4-8TH

Early View Academy of Excellence issues quarterly grades for scholars in K4 – 12TH Grade. Grades K4-8 have a "standards based" grading system, which means that it reflects their level of proficiency with Wisconsin Common Core State Standards. Grades are comprised of 60% summative assessments and 40% homework, participation, and observations.

K4-8th Grade	Mark
Advanced	4.0
Proficient	3.0
Basic	2.0
Minimal	1.0

GRADING – HIGH SCHOOL

Early View Academy of Excellence issues quarterly grades for scholars in Grades 9-12th. They have a standard-grading system as well; however, they received an Achievement letter for overall course work and a standard grade to reflect their level of proficiency with Wisconsin Common Core State Standards. Grades are comprised of 60% summative assessments and 40% homework, participation, and observations. **PLEASE NOTE: TO RECEIVE CREDIT FOR ANY COURSE – HS Scholars must receive a "D-" or above.**

STANDARDS GRADE

9th -12th Grade	Standards Marking
Advanced	4.0
Proficient	3.0
Basic	2.0
Minimal	1.0

ACHIEVEMENT GRADE

Plus (+) and minus (-) signs after a grade indicate high or low scholar performance within the specified range. The scholar's Grade Point Average (GPA) is calculated on a 4-point system in which the following numerical values are assigned to letter grades:

A+ = 4.33	A = 4.00	A- = 3.67
B+ = 3.33	B = 3.00	B- = 2.67
C+ = 2.33	C = 2.00	C- = 1.67
D+ = 1.33	D = 1.00	D- = .67

F = 0.00
Grades are indicators of scholar initiative, attitude, work ethic, and cooperation. Better grades are directly related to scholar effort.

FAILING COURSES
The "F" grade means the scholar has failed the class and is NOT acceptable as credit towards progression or graduation. Scholars who fail a course are expected to make-up the credit by taking an equivalent course in its place. **SCHOLARS WHO MERELY ATTEND CLASS AND MAKE A MINIMAL EFFORT TO ACCOMPLISH TASKS SHOULD EXPECT TO FAIL THE CLASS.** Scholars who do not participate in class may be considered a disruptive influence on the learning environment and may be removed permanently from the class with a failing grade.

GRADE PROMOTION AND RETENTION *Rev. 7/2015*

A scholar may be retained if they fail to demonstrate academic proficiency in core academic areas. Throughout the year parent/guardian/caregivers will be notified of their child's progress through progress reports and four report cards. Scholars who are at risk of grade retention are given academic intervention letters throughout the year. In addition, discussions will be held during Parent/guardian/caregiver/Teacher Conference to discuss academic and behavior performance. Lack of academic progress may result in grade retention. Poor school attendance may result in grade retention.

PROMOTION OF GRADES 4TH AND 8TH
Scholars in grades 4 and 8 will be promoted or retained based on them meeting one or more of the three criteria in each of the six content areas.

Criterion #1
1. Academic Performance on Classroom Assessments Based on Standards: A scholar must receive a passing grade in core subject areas to be promoted at the fourth and eighth grade levels. The core area subjects are math, science, social studies, and reading/language arts. If a scholar does not demonstrate proficiency in academic performance, results of the Wisconsin standardized testing are the next criteria used for promotion or retention decisions.

Criterion #2
2. Wisconsin Standardized Testing Results (FORWARD, etc.): Scholars in fourth and eighth grade will be promoted if they score at the "Proficient" level on the math and reading subtests of the Wisconsin FORWARD exam. For scholars not achieving promotion, through classroom assessments or Wisconsin standardized testing, promotion or retention decisions are based on teacher recommendations.

Criterion #3

3. Other Academic Criteria

The principal may consider other academic criteria such as age and previous retentions. Scholars who do not qualify as a Special Needs scholar through Milwaukee Public School IEP Evaluation team and show progress made on goals outlined in a scholar education plan (i.e. nonacademic 504 plans, etc.) may also be considered.

EXCEPTIONS FOR SPECIAL NEED SCHOLARS

Special Needs Scholars who do not meet the criteria for promotion may be promoted if the scholar's Milwaukee Public School IEP Evaluation team determines the child qualifies for an IEP and the Academy has a copy of the **current** Individualized Education Plan (IEP).

PARTICIPATION IN THE WISCONSIN FORWARD EXAM

Pursuant to state statutes, a pupil's parent/guardian/caregiver or guardian shall have the right to excuse their child from taking the Wisconsin Forward Exam. If a scholar is excused from the Wisconsin Forward Exam, the decision to advance the scholar will be based on academic performance, teacher recommendation, or other academic criteria (as outlined above).

GRADE PROMOTION AND RETENTION – HIGH SCHOOL *Rev. 7/2015*

Throughout the year teachers will inform parent/guardian/caregivers of their child's progress by utilizing Midterm reports, phone calls, and other forms of notification. When there is a possibility that a child may not be promoted to the next grade, parent/guardian/caregivers will receive notice to schedule a conference.

Scholar retention results when an EVAE scholar must repeat a grade level due to poor academic performance. The Early View Academy of Excellence instructional staff and administration may retain any scholars who fail to demonstrate academic mastery in core subject areas. Retained scholars may be required to repeat specific classes or an entire grade level depending upon the individual scholar's performance. EVAE may retain any scholar who fails both semesters of a core academic class in any high school grade.

CREDIT RECOVERY

Currently, Early View offers online credit recovery during Academy hours as a part of the high school schedule. However, it is the responsibility of scholars to complete the online courses. Credit recovery for any class is allowed in the following school year after the failed course.

HIGH SCHOOL GRADUATION REQUIREMENTS *Rev. 7/2015*

POLICY FOR GRANTING A HIGH SCHOOL DIPLOMA

Early View Academy of Excellence will issue a high school diploma or certificate to each scholar, including those with special needs, who demonstrate the following:

Criterion #1 – Complete Course Requirements: Attends and has satisfactorily completed the course requirements and other requirements necessary for high school graduation:

- **Completion of minimum of 19 high school credit requirements; 15 units in core academic areas (see page 41)**
- **Completion of culminating project presented to a panel of evaluators** (must demonstrate proficiency in the integration of technology, career exploration, research, performance, writing and communication)
- **Community service hours:** Administration will determine the actual required hours.
- **Academic Performance on Classroom Assessments Based on Standards:** A scholar must receive a minimum of "D" passing grade in subject areas to receive credit. If a scholar does not demonstrate proficiency in academic performance, results of the Wisconsin standardized testing are the next criteria used for decisions for granting diplomas.

Criterion #2 - Other Academic Considerations

The principal may consider other academic criteria such as age and previous retentions. Scholars who do not qualify as a Special Needs scholar through Milwaukee Public School IEP Evaluation team and show progress made on goals outlined in a scholar education plan (i.e., nonacademic 504 plans, etc.) may also be considered.

EXCEPTIONS FOR SPECIAL NEED SCHOLARS

Special Needs Scholars who do not meet the criteria for promotion may be promoted if the scholar's Milwaukee Public School IEP Evaluation team determines the child qualifies for an IEP and the Academy has a copy of the **current** Individualized Education Plan (IEP).

TESTING

Wisconsin Standardized Testing Results (Forward, PreACT, ACT): Scholars are expected to score a minimum level of "Proficiency" in English/Language Arts and Reading or "Basic" in other subjects.

BEGINNING WITH THE CLASS OF 2022

0.5 credits are earned for a semester course / 1.0 credit is earned for a full year course

Promotion requirements to each high school grade level: The following minimum number of Carnegie units (credit hours), or the equivalent, is required for high school scholars to enter grade level and to exit to the next level at the end of each school year. Transfer credits will be accepted and evaluated for placement.

	Entering	Leaving
9th grade scholar (Freshman)……	*0 units*	*4 units*
10th grade scholar (Sophomore)……..	*4 units*	*9 units*
11th grade scholar (Junior)……..	*9 units*	*13 units*
12th grade scholar (Senior)……..	*13 units*	*19 units or more*

Overall minimum of 19 units with 15 units required in the following subject areas:

4.0 units	**English/Language Arts** • 1.0 unit of **Grammar & Composition III** • 1.0 unit of **Grammar & Composition IV** • 1.0 unit of **Grammar & Composition V** • 1.0-unit **Grammar & Composition VI**	**3.0 units**	**Mathematics** (at least three courses at or above the Algebra level) received in a combination of the following: • 1.0 unit of **General Math/Pre-Algebra** • 1.0 unit of **Algebra 1** • 1.0 unit of **Algebra 2** • 1.0 unit of **Geometry** • 1.0 unit of **Trigonometry** • 1.0 unit of **Calculus**
3.0 units	**Social Studies** received in a combination of the following: • 1.0 unit of **Citizenship** (Gr. 9-10) • 1.0 unit of **World History, World Geography or World Studies** • 1.0 unit of **U.S. History** • 0.5 unit of **American Government** (Gr. 11-12) and 0.5-unit **Economics** (Gr. 11-12)	**3.0 units**	**Science** (includes laboratory studies) received in a combination of the following: • 1.0 unit of **Earth Science/Physical Science** • 1.0 unit of **Biology** • 1.0 unit of **Chemistry** • 1.0 unit of **Physics** • 1.0 unit of **Anatomy**
1.5 units	**Physical Education** (over a 3-year period)	**0.5 units**	**Health**
		4.0 units	**Electives** A variety of electives are available related to the focus of our school. ▪ *World Language* ▪ *Theology/Life skills* ▪ *Technology* ▪ *Core academic classes above the minimum* ▪ *Other*

CULMINATING PROJECT

To support our vision to produce lifelong learners ready for college and career, graduating scholars must demonstrate proficiency within the core curriculum and provide evidence of learning and personal growth through the integration of technology, career exploration, research, performance, writing and communication.

GRADUATION CEREMONY

The privilege to participate in the graduation ceremony is granted to scholars by Administration. Therefore, high school seniors that violate an Academy policy may be withheld from participation in the graduation ceremony. This policy is in effect up through graduation day. **All graduation requirements must be met to participate in the graduation ceremony**.

IMMUNIZATION REQUIREMENTS AND INFORMATION

IMMUNIZATION RECORDS ARE REQUIRED FOR ALL SCHOLARS.

Wisconsin requires that parents/guardians/caregivers of all public and private school scholars in Pre-Kindergarten to Grade 12 give the Academy written evidence of immunization. **The law requires that scholars receive a minimum number of immunizations PRIOR to entering the Academy.** To obtain proper immunizations, call your doctor, health center, or the Milwaukee Health Department. When your child is immunized, provide the records to Scholar Services Department.

MATERIALS FEE

All learning materials, including curriculum books and supplemental materials are the sole property of Early View Academy of Excellence. As a general practice, we do not charge an upfront book fee. However, **we reserve the right to a charge parent/guardian/caregivers for damaged Academy property, which includes physical property and all educational materials.** Parent/guardian/caregivers will be required to sign a "Book Release form" at the beginning of Academy year to ensure compliance.

MEAL PROGRAM

Make sure your child has nutritious well-balanced meals at home. Your child's diet plays a significant role in his/her overall brain development, energy level and overall health. If possible, provide your child with a good breakfast in the morning. Breakfast will give your child the calories and energy he or she will need for a busy day.

- Breakfast and lunch are provided for our scholars at specified times to accommodate our scholars and our instructional scheduling.
- **No containers/bottles that are opened will be permitted in the Academy!**

NATIONAL SCHOOL LUNCH PROGRAM (NSLP)

All parent/guardian/caregivers must complete a free or reduced-price meal program application as part of the registration process. If a family does not qualify for reduced or free lunch at the beginning of the Academy year, they should re-apply if their financial situation changes.

Scholars who bring their bag lunches WILL NOT have access to a means of cooling or warming their food. The Academy encourages scholars to eat nutritious lunches and prohibits the following: candy, gum, soda, and other junk food items even if it is a home provided lunch.

Parent/guardian/caregivers who would like to bring classroom treats and food (i.e. birthday celebrations, etc.) should contact the office to get prior approval from administration. Items

cannot be consumed during Academy breakfast and lunch times.

Special Note for Breakfast and Lunch*:* Scholars have a limited time for breakfast and lunch and are not permitted to leave campus during those times. Breakfast or lunch brought to the Academy for scholars must be eaten during regularly scheduled time periods and must comply with the National School Lunch & School Breakfast Program. Refrigeration and microwaves are not available for scholar meals. Food delivery (i.e., Doordash, Uber Eats, etc.) for scholars is prohibited.

MEDICAL INFORMATION

In addition to the registration form, parent/guardian/caregivers will also need to provide a copy of medical information form. The medical information form should provide a complete medical profile of your child including any allergies or health risks your child may possess.

In addition, parent/guardian/caregivers will be asked to provide the Academy with a list of names and phones numbers of individuals who can be contacted in the event of a medical emergency. These individuals will be notified only if the parent/guardian/caregiver cannot be reached by phone. If the parent/guardian/caregiver and the emergency contacts cannot be reached, the paramedics will be called to assist with a medical emergency. **Cost of paramedics will be assessed to the parent/guardian/caregiver. EMERGENCY CONTACT INFORMATION IS REQUIRED FOR ALL ENROLLED SCHOLARS.**

Parent/guardian/caregivers of scholars diagnosed with any type of communicable disease must notify the Academy office within 24 hours of diagnosis for attendance record keeping. **Scholar cannot attend Academy without release from a physician. Scholars who return without documentation will be sent home.**

COVID-19 SAFETY *(Rev 9/2020)***.**
(This is an abstract of our comprehensive protocols found in the "Parent/guardian/caregiver/Scholar COVID-19 Protocol")

This section is subject to change. **When under COVID protocols:**

- Masks are required at all times (unless otherwise instructed)
- Social Distance requirements are required at all times
- Scholars/parent/guardian/caregivers with temperatures and/or symptoms will not be allowed on the transportation and/or in the building (no exceptions)
- Scholars who develop/display any symptoms during the day must immediately leave the building (no exceptions)

MEDICATION DISTRIBUTION

It is best to give your child any prescription medicine at home. However, at times a child may need to be given prescription medication during Academy hours. Academy personnel will only monitor self-medication of scholars. We **will not** administer medication of any kind. **The EVAE policy on medication applies to scholars of all ages.**

Parent/guardian/caregivers must sign a consent form before Academy officials can supervise any self-medication of a scholar; this includes aspirins and other over the counter medications. If a scholar is taking a prescribed drug, the parent/guardian/caregiver must provide a written copy of the instructions from the physician. The medication must be in an original pharmacy container identifying pharmacy, date the prescription for the medication was filled, name of the child, the physician, the name of the drug and the dosage to be administered.

If prescribed medication is to be discontinued, the parent/guardian/caregiver must bring in the medical order signed by the child's physician. **If changes are made**, such as dose or time the dose is given, a new form must be completed and signed by the doctor.

Parent/guardians/caregivers are responsible for ensuring that the medication is delivered to the Academy safely and that there is enough medication to follow the doctor's orders. An adult must deliver medications classified "controlled substance."

SCHOLAR ORGANIZATIONS

Scholar activities require scholars to sign up, parent/guardian/caregiver permission, and academic/behavioral eligibility (some activities require proof of a physical exam). Some activities may require uniform fees, additional materials, and firm time commitments. Each activity will provide a schedule of activities.

SCHOLAR RECORDS

Pupil Records means all records relating to individual pupils maintained by the Academy but does not include records maintained for personal use by a teacher or other person who is required by the state superintendent under s. 115.28 (7) to hold a certificate, license, or permit, if such records and notes are not available to others, nor does it include records necessary for, and available only to person involved in the psychological treatment of a pupil.

REPORT CARDS

Distributed to parent/guardian/caregivers four times per year at the end of the quarter point. These reports are intended to inform parent/guardian/caregivers and the scholar of the scholar's academic record, attendance, courses, required under the state law and records of

the pupil's Academy extracurricular activities and behavioral incidents. Within the Report Card teachers may offer observations and suggestions on how the scholar may improve his/her grade in the class.

PROGRESS REPORTS

Mid-term reports are generated to inform scholars, parent/guardian/caregivers/guardian of the academic progress of the scholar mid-quarter while there is still adequate time for the scholar to make improvements, if necessary.

Early View Academy maintains progress reports for each scholar while the scholar attends the Academy and unless the Academy ceases to operate, for at least 5 years after the scholar ceases to attend the Academy. Upon request, Early View Academy provides a scholar or the parent/guardian/caregiver or guardian of a minor scholar who is attending with a copy of the pupil's progress reports.

Cumulative Folders

Cumulative Folders are defined as pupil records which include the pupil's grades (i.e. report cards), a statement of the courses of the pupil has taken, the scholar's attendance record, the scholar's immunization records, any lead screening records required under the state law and records of the pupil's Academy extracurricular activities. Early View Academy ensures that an accrediting agency reviews and reports to the DPI on its compliance with this provision. All records are confidential except those specified by state law.

TRANSFER OF RECORDS TO ANOTHER SCHOOL

Early View shall send Pupil Records to another school or school district within 5 working days of receiving written notice from any of the following (a) pupil, if adult, or the parent/guardian/caregiver or guardian of a minor pupil that intends to enroll in another school; (b) a school or school district where a pupil has enrolled, and (c) a court that placed the pupil in a juvenile correctional facility or a secured residential care center for children and youth.

School and school districts are also defined to include any juvenile correctional facility, secured residential care center for children and youth, adult correctional facility, mental health institution, or center for the developmentally disabled, that provides an educational program for its residents instead or in additional to that which is provided by public and private schools.

TRANSFER OF RECORDS IF EARLY VIEW CLOSES (CEASES TO OPERATE)

In case the academy ceases operation, all records of MPCP and other scholars are transferred immediately to MPS (Milwaukee Public Schools Records), and a notice will be sent to each pupil or the parent/guardian/caregiver or guardian of a minor pupil, and adult scholars (using the last address of record), that records have been transferred to MPS.

SCHOLAR TRANSCRIPTS

EVAE will provide, at the scholar/parent/guardian/caregiver/or outside agency request, transcripts of the scholar's grades for a fee of $7.00. Agencies/Schools requesting scholar

transcripts through a formal request will be issued transcripts free of charge. Requests should be submitted to Scholar Services at least 48 hours before transcripts are required.

SCHOLAR RIGHTS
SEE MAIN OFFICE FOR COPY OF SCHOLAR RIGHTS

SPECIAL EDUCATION

Early View Academy of Excellence does not have a Special Education Program. Parents/guardians/caregivers have the right to request a Special Needs Assessment through Milwaukee Public Schools IEP Evaluation Team 414-438-3603 for your child if you suspect he/she has special needs.

The Academy is committed to assisting identified special education scholars in overcoming their educational barriers by providing a supportive environment for them to learn. Therefore, we strive to make accommodations for learning disabilities in a regular education setting.

In the event a child unable to work within the regular classroom setting, the parent/guardian/caregivers will be contacted by Academy staff to discuss other educational options. Examples of such behaviors that may prohibit inclusion would be, but not limited to:

- Poor peer relationships or social skills
- Violent behaviors towards peers or teachers
- Severe academic deficiencies

TRANSFER SCHOLAR/TRANSFER HIGH SCHOOL CREDIT

Early View Academy of Excellence will consider accepting school credit from other institutions to the extent that coursework at the previous institution is documented and in accordance with Early View Academy of Excellence's academic standards as adopted under Early View Academy of Excellence's Pupil Academic Standards. All final determinations for the acceptance or rejection of transfer credits shall be made at the discretion of administration.

A scholar transferring into the Academy shall be placed at the appropriate grade and course level. Early View Academy determines placement of a scholar**. An unofficial or official transcript must accompany registration.** Transfer credit is only awarded for high-school level courses. No more than 1.0 credit will be recorded on the scholar transcript for each course, even if the course is taken in different schools.

Policy states that grades earned and offered for acceptance shall be based on unofficial or official transcripts and shall be accepted at face value subject to validation if required by the EVAE administration and/or Academy's accreditation.

PRIVATE SCHOOLS AND HOME SCHOOLS

Please note: All Home School scholars seeking enrollment must be an approved Home-school through the resident's State Department of Public Instruction, must present documented proof of such approval, and must follow all residential State DPI guidelines before admittance is granted. Early View reserves the sole right to place scholars in its academic program.

WITHDRAWAL POLICY

Parent/guardian/caregivers must notify the Academy and submit a withdrawal form. Scholars must return any Academy property that may be in his/her possession and parent/guardian/caregivers remain responsible for any fees or charges that have been issued to their account. The scholar's records will not be released until this procedure has been conducted.

PARENT/GUARDIAN/CAREGIVERS

PARENT/GUARDIAN/CAREGIVER INVOLVEMENT

The Early View Academy of Excellence encourages parent/guardian/caregivers to involve themselves in all aspects of the Academy. Parent/guardians/caregivers are encouraged to attend Academy functions, programs, services, and ceremonies.

Parent/guardians/caregivers are expected to complete a MINIMUM of 20 hours of volunteer service and/or participation. Please schedule your hours with the Academy office.

Parent/guardian/caregivers may complete this obligation in a variety of ways. Some examples include tutoring, mentoring, sharing your skills or expertise; bringing class snacks; chaperoning a class field trip or fundraising. Background checks may be required for participation.

Parent/guardians/caregivers are also given an opportunity to have a voice in Academy policies and procedures by participating on the Parent/guardian/caregiver Advisory Board. Meeting times are agreed upon by participating advisory members.

PARENT/GUARDIAN/CAREGIVER/ACADEMY COMMUNICATION –

Parent/Guardian/Caregiver Communication is Very Important!!

The Academy welcomes communication from parent/guardian/caregivers. Depending upon your need, you may choose to communicate via e-mail, phone, written communication, or conference. Staff members will make every effort to respond to you within two (2) week days. Please follow the guidelines set out below.

Communication Process:

Level 1 – Speak to the Teacher

Step 1: E-mail: When need assistance or when a conflict arises

Step 2: Phone call: If further discussion is required
Step 3: Face-to-face conference with your child's teacher preferably before and/or after school

Level 2 – Speak with Administration

Email

E-mail works well when asking questions or making simple requests for information. All faculty, administration and staff members can be reached via e-mail.

Suggestions when e-mailing your scholar's teacher, principal, or any Academy staff:
- Please remember that e-mail is not confidential.
- Be concise.
- Make a simple request for information.
- If the concern is lengthy or involved, please request a conference instead of using e-mail.

The need to repeat e-mails over an extended period is a signal that the parent/guardian/caregiver should request a conference.

PowerSchool – PARENT/GUARDIAN/CAREGIVER PORTAL

Parent/guardian/caregiver Portal allows parent/guardian/caregivers the mobility and flexibility to stay current on academic and behavioral progress on a daily and weekly basis through their computer or mobile devices. Scholar Services is available to assist parent/guardian/caregivers in setting up and navigating through the program.

Phones

Teacher Phones - Each teacher may be contacted by telephone. Parent/guardian/caregivers and others should not expect classroom telephones to be answered during the instructional day when staff is teaching. Parent/guardian/caregivers can call the main office and be connected to the teacher's voicemail.

Emergencies - If an emergency arises, call the main office for assistance.

Parent/Guardian/Caregiver-Teacher Conferences (See Academy calendar)

Parent/guardian/caregiver-Teacher conferences are held two times a year. When a conference is scheduled, attendance by the parent/guardian/caregiver is mandatory. Teachers will not be interrupted by extended phone calls or conferences during class time.

Appendix
Parent/Guardian/Caregiver and Scholar Forms of Understanding

PLEASE DO NOT SIGN FORMS BELOW.
These are your copies for future reference.

PARENT/GUARDIAN/CAREGIVER CONTRACT Rev. *7/2019*

As a parent/guardian/caregiver of an EVAE scholar, I understand the importance of the parent/guardian/caregiver contract as my expressed commitment to assist the Academy in creating a safe, nurturing, Christ-centered, academically enriching Academy community built upon mutual respect and responsibility. I understand and agree to comply with the following policies and procedures which have been explained to me by a Academy representative:

1. **DRESS CODE (Refer to Handbook for full Dress Code Policy)**
   i. **Scholars are required to wear the proper uniform every day.**
   ii. Scholars who arrive to Academy out of uniform will be required to have proper attire presented by parent/guardian/caregiver, or they will be sent home.

2. **ATTENDANCE/TARDIES:**
   i. Scholars attend Academy regularly and arrives on time. Academy begins at 8:15 for all scholars. At 8:30am, scholar is considered tardy.
   ii. **Scholars will not be admitted after 9:00am without medical documentation.** If no medical documentation, parent/guardian/caregiver must accompany the scholar into the office and speak to office staff.

3. **PARENT/GUARDIAN/CAREGIVER INVOLVEMENT:**
   i. **Required to attend parent/guardian/caregiver conferences or send an adult representative.**
   ii. **Expected to complete minimum of 20 hours of volunteerism. (See Handbook for details.)**
   iii. Maintain communication with your scholar's teacher(s).
   iv. Utilize PowerSchool to stay current with child's progress.
   v. Inform the Academy of changes to address, telephone numbers, or emergency contact information.
   vi. Ensure that your child has all health immunizations as required by law. Ensure that all relevant forms will be completed on time and turned into the Academy.

4. **TRANSPORTATION:**
   i. **Transportation is a privilege and EVAE reserves the right to suspend/revoke privileges.**
   ii. Parent/guardian/caregivers are responsible for providing transportation for scholars not using EVAE transportation for any reason including transportation suspension, , missed transportation, or if transportation is not in service, etc.

5. **<u>TECHNOLOGY USE/CELL PHONE:</u> (Refer to Electronics Policy for Full Policy) Rev 7/2019**
    i. Use of EVAE instructional technology is a privilege. EVAE reserves the right to suspend or revoke the use of technology if policies are violated.
    ii. **No scholar will be allowed to use cell phones while on Academy premises or transportation (without permission of administrator).**
    iii. **Cell phones must be off and secured in the scholars assigned locker/backpacks OR given to teacher until end of day. Failure to comply with either option will result in immediate suspension and mandatory parent/guardian/caregiver conference.**
    iv. Violating the established electronics policy will result in the following:
        - 1st Offense – Device confiscated only returned to parent/guardian/caregiver the following day, after Academy hours.
        - 2nd Offense – suspension and required parent/guardian/caregiver conference with administration.
        - 3rd Offense – Additional offenses will be considered an act of insubordination and may warrant additional suspension and/or recommendation for expulsion for continual non-compliance of Academy policies.
    v. Confiscated technology is only returned to parent/guardian/caregivers. A scholar who has a phone confiscated may not use another scholar's cell phone.
    vi. Early View will not be held financially or personally liable for technology items not under supervision.

6. **<u>BEHAVIOR (Refer to the Handbook for the Discipline Policy)</u>**
    i. Know the discipline guidelines of EVAE as stated in the handbook and by administration.
    ii. **Discuss guidelines with your child and encourage compliance.**
    iii. Administration reserves the right to issue consequences for infractions, as well as involve the proper authorities, and pursue legal action.

7. **<u>MATERIALS</u>**
    i. Scholar and parent/guardian/caregiver are responsible not only for providing requested materials for classroom use such as notebooks, pencils, art supplies, etc. but also for maintaining Academy provided materials. **The Academy reserves the right to charge parent/guardian/caregivers for damaged Academy property, which includes physical property and all educational materials.**

As a parent/guardian/caregiver, both my child and I agree to adhere to the contract and agree to read the handbook. We agree to abide by all the policies and regulations stated there-in.

Parent/Guardian/Caregiver Signature: _____ Date: _____

Academy Representative: _____ Date: _____

BULLYING/NON-HARASSMENT POLICY Rev. *7/2019*

Bullying is defined as unfair and one-sided behavior that involves people of unequal power. Such actions are purposeful and repeated and may include acts of physical and/or verbal, written, and electronic abuse/aggression as well as social exclusion. Bullying behavior can occur in writing, verbally, or electronically. This behavior can be perpetrated by an individual or by someone engaging in bullying behavior through another or on behalf of another.

Bullying obstructs the academy's ability to maintain the safety or welfare of scholars and staff. An act of bullying by an individual scholar, a group of scholars, or an adult is prohibited on the Academy transportation, Academy grounds or at Academy-related functions. Bullying and harassment of scholars or Academy employees is also prohibited when perpetrated using data or computer software that is accessed through a computer, or other electronic communication devices. When scholars' off-Academy premises bullying speech or behavior results in a "substantial disruption of the learning environment," the scholar can be disciplined.

Early View Academy of Excellence is committed to making our Academy a safe and caring place for everyone in our Academy community. It is the policy of EVAE that all employees, volunteers, parent/guardian/caregivers, and scholars will deal with all persons in ways that convey respect and consideration for individuals regardless of race, color, national origin, gender, disability, sexual orientation, family situation, religion, or political affiliation. Any acts of harassment, bullying, hostility, or defamation, whether verbal, written, virtual or physical, that hinders the learning/teaching environment or that can be interpreted as threatening to others will not be tolerated and constitute grounds for disciplinary action including suspension and/or expulsion from Academy.

BULLYING/SEXUAL NON-HARASSMENT POLICY

Early View Academy of Excellence is committed to maintaining a learning environment that is free from bullying, sexual harassment, and sexual violence, where all employees and scholars can work and study comfortably and productively. Early View Academy of Excellence prohibits any form of sexual harassment or sexual violence. Examples of prohibited behavior that is unsolicited and unwelcome and/or sexual in nature include:

- **Contact**—suggestive looks, leering, or staring at another's body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters, magazines, Face Book, Twitter, or other social network postings.

- **Written Contact**—sexually suggestive or obscene letters, notes, invitations, or drawings. This also includes computer or mobile phone-generated messages, e-mails, or internet postings, text

messaging and instant messaging; includes "cyberbullying" if Academy receives notification that it occurred on Academy property and/or created a Academy disruption - because of "off campus" activity – postings, recordings, pictures, etc.

- **Verbal Threat**—sexually suggestive or obscene comments, threats, jokes including those about racial and gender specific traits, any sexual propositions, as well as comments about another scholar's body that are negative or embarrassing.

- **Physical Contact**—any intentional pats, squeezes, touching, punching, pinching, repeatedly brushing up against another's body, assault, or blocking free movement of any person.

- **Sexual solicitation or sexuality identification requests** – Asking about other's sexual orientation or sexual status, and/or requesting sexual favors.

Verbal Harassment—ribbing or joking, including sexually suggestive language; defamation of character against scholar, staff, and/or Academy. Harassment is just cause for disciplinary and/or police intervention and could lead to a scholar being expelled from Early View Academy of Excellence.

Any scholar who believes that s/he has been harassed should notify their teacher or adult in charge for appropriate follow-up. The Academy can initiate an investigation with or without a complaint or complaining party in any case in which a staff member observes or becomes aware of any potentially harassing behavior. The following steps will be taken as appropriate when dealing with incidents that involve harassment to any degree:

- A clear account of the incident will be recorded and given to the principal.
- The Principal will interview all concerned and record incident.
- Parents/guardians/caregivers will be informed through a phone call and letter.
- Punitive measures will be used as appropriate and in consultation with teachers and parents/guardians/caregivers but not limited to:
    - *Official warning*
    - *Detention out of classroom*
    - *Exclusion from certain activities, e.g., recess*
    - *Short term in-Academy suspension*
    - *Out of Academy suspension*
    - *Expulsion*

The undersigned agree that they have read and understand this policy and agree to be bound by the consequences above if any infraction shall occur:

_____ _____

Parent/Guardian/Caregiver Signature **Date**

_____

Scholar Signature **Grade** **Date**

_____

Scholar Signature **Grade** **Date**

LOCKER USE POLICY

High School Scholars are required to use lockers to store coats, book bags and large purses – all of which should not be worn throughout the Academy school day.
The lockers are assigned by the office to scholars with the understanding that locks and lockers are the property of Early View Academy of Excellence. Lockers are subject to search and seizure at the discretion of administration. Administration reserves the right to hold scholars responsible for all materials found in their assigned locker. Parent/guardian/caregivers/Scholars will be held responsible for any damage to the lockers. Locks/and or replacement locks are also the responsibility of the parent/guardian/caregiver/scholar to supply and replace if damaged. All copies of keys/code combinations must be registered with the front office before they are used to secure the lockers.

Scholars who are assigned lockers are required to use the locker.

Scholars can access lockers during the following times:

- Before Academy school day
- In between passing periods
- After Academy school day

The following items **are NOT** allowed in lockers:

- Electronics (Laptops, game consoles, mp3 players, iPods, video games, etc.)
- Food/drinks including any glass or refillable containers

Please note that sharing lockers is NOT allowed. Violations of policies will result in loss of locker privileges and/or disciplinary action.

PLEASE SIGN AND RETURN COMPLETE FORM TO ACADEMY OFFICE.

I verify that I have received, read, and agree to abide by the Early View Academy of Excellence locker policy and the consequences listed above. I understand that violation of policies will result in the loss of locker privileges and/or disciplinary action.

_____
Parent/Guardian/Caregiver Signature

_____
Scholar Signature **Grade** **Date**

_____
Scholar Signature **Grade** **Date**

_____
Scholar Signature **Grade** **Date**

Early View Academy of Excellence
Academy Policy Handout

TECHNOLOGY / ELECTRONICS POLICY Rev. *7/2019*

Scholars are not allowed to bring in outside technology, including but not limited to: Cameras, iPods, iPads, handheld games, laptop computers, tablets, MP3 players, or personal video players. Early View will not be held financially or personally liable for technology items not under supervision. **During the Academy school day, scholars may not use cell phones. They must be turned off and secured in the scholar's assigned locker OR given to teacher until end of day** *(School day defined as being from the time a scholar arrives on campus each morning or once they have boarded EVAE transportation until Academy is dismissed for the day or they have departed EVAE transportation/grounds)*

Violating the established electronics policy will result in the following:

- **1st Offense** – Device confiscated only returned to parent/guardian/caregiver the following day, after Academy school day hours. EVAE administration or designee will safely secure any devices that are confiscated but will not be responsible for any alleged loss or damage by any device.
- **2nd Offense** – suspension and required parent/guardian/caregiver conference with administration.
- **3rd Offense** – Additional offenses will be considered an act of insubordination and may warrant additional suspension and/or recommendation for expulsion for continual non-compliance of Academy policies.

Also, a scholar that refuses to comply with a request to surrender their cell phone by any adult in the Academy, will be considered insubordinate, issued an immediate suspension, and require a parent/guardian/caregiver conference. Rules governing insubordination will apply as outlined in the parent/guardian/caregiver/scholar handbook. Dummy phones given for confiscation will warrant immediate suspension. Confiscated technology is only returned to parent/guardian/caregivers. A scholar who has a phone confiscated may not use another scholar's cell phone. The undersigned agree that they have read and understand this policy, including the addendum on page 58-59, approved by the Board of Trustees 05/2023, and agree to be bound by the consequences if any infraction shall occur:

_____

Parent/Guardian/Caregiver Signature

_____

Scholar Signature **Grade** **Date**

_____

Scholar Signature **Grade** **Date**

_____

Scholar Signature **Grade** **Date**

Board of Trustees Policies of Mt. Zion Assembly of the Apostolic Faith, Inc. d/b/a Early View Academy of Excellence

Technology
9.01 Electronics Usage

Early View Academy of Excellence offers electronic network access for scholars, teachers, and other staff members. The purpose of having the electronic network is to support the instructional program, including learning opportunities, business applications, information retrieval, searching strategies, research skills, and critical thinking.

This document identifies the acceptable use of the Early View Academy of Excellence network system (i.e., Internet, and email) and computer resources by the staff and scholars, as well as the obligation of school staff to educate, supervise, and monitor appropriate usage by students. Identified violation of appropriate usage may result in termination and/or expulsion.

Staff Acceptable Use of the Early Academy of Excellence network is to be used in a responsible, efficient, ethical, and legal manner and must be in support of the educational objectives and employee guidelines of the Academy.

Staff Unacceptable Use
Unacceptable use includes, but is not limited to, the following:

1. violation of copyright/trademark laws;
2. use of threatening or obscene material;
3. political or campaign materials;
4. sending or soliciting sexually oriented messages or images;
5. changing settings on computers;
6. disrupting the Academy work-day by the use of the Internet/social media during hours designated for job responsibilities and deadlines;
7. using social media for personal use and/or posting activities relating to Academy incidents involving staff or scholars (i.e., fights, social relationships, or scholar interactions in the classroom or open area by LIVE or recorded means.
8. accessing programs not appropriate for educational use;
9. unauthorized use of password-protected network access or web sites;
10. accessing pornography, including child pornography.

11. Using offensive or harassing statements or language, including profanity vulgarity, and/or disparagement of others.
12. Engaging in the unauthorized disclosure, use, or dissemination of personal contact information regarding scholars. "Personal contact information" includes the scholars full name, together with other information that would allow an individual to locate the scholar, including their family names, home address or location, the scholar's work address or location, or the scholar's phone number.

Scholar Acceptable Use of the Early Academy of Excellence network is to be used in a responsible, efficient, ethical, and legal manner and must be in support of the educational objectives and employee guidelines of the Academy.

The material which scholars access through the Early View Academy's network system should be for class assignments or for personal research on subjects similar to those that a scholar might study in a class. Use for entertainment purposes is not allowed.

Scholar Unacceptable Use
Unacceptable use includes, but is not limited to, the following:

1. Use of personal cell phone or internet access device during school hours.
2. Accessing the following:
    a. material that is obscene;
    b. pornography, including child pornography;
    c. material that depicts, or describes in an offensive way, violence, nudity, sex, death, or bodily functions;
    d. material that has been designated as for adults only;
    e. material that promotes or advocates illegal activities;
    f. material that promotes the use of alcohol or tobacco or school cheating, or material that advocates participation in hate groups or other potentially dangerous groups;
    g. material that is deemed harmful to minors.
    h. Using social media for personal use and/or posting activities relating to Academy incidents involving staff or scholars (i.e., fights, social relationships, or scholar interactions in the classroom or open area by LIVE or recorded means.

Early View Academy of Excellence
Academy Policy Handout

SCHOLAR ACCEPTABLE USE POLICY

In several classes, we are introducing scholars to electronic mail and other global information resources, including the Internet. Early View Academy has developed a policy to enhance your child's education using the Internet.

Early View Academy will have special computer hardware in place that will restrict access to adult material and undesirable topics. However, it is not possible to completely block out all objectionable topics. As parent/guardian/caregivers and teachers, we must teach scholars to be responsible consumers of information.

With this educational opportunity comes personal responsibility. Approved electronic activities must not contain profanity, obscene comments, sexually explicit material, expressions of bigotry, racism, or hate. Messages should not contain personal information that you would not want a stranger to have. This would include your name, address, telephone numbers, charge cards numbers, social security numbers or other personal information.

Parent/guardian/caregivers and scholars please read the policy listed below. The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges and possible Academy discipline.

Netiquette

- Be polite. Do not be abusive in any message to others.
- Use appropriate language. Do not use profanity, obscene comments, sexually explicit material, expression of bigotry, racism, or hate. Illegal activities are forbidden.
- Do not reveal the personal address or telephone numbers of others.
- Do not use the network in such a way that you will disrupt the use of the network or others.

Security

- Under no circumstances should you give anyone your password.
- Do not reveal your personal address or telephone number.
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.
- Scholars have the right to appeal any restrictions or access privileges.

Vandalism

- Vandalism is defined as any malicious attempt to harm or destroy electronic information including data or equipment.
- Uploading or creation of computer viruses is considered vandalism.

Rules and Code of Ethics

- The scholar should act honorably and, in a manner, consistent with ordinary ethical obligations.
- The scholar will not use computer resources for non-academic activities.
- The scholar will not make unauthorized copies of software in accordance with copyright laws.
- The scholar should respect the rights and privacy of other authorized users.
- The scholar represents his/her Academy and should do so in ways that are positive.

Parent/guardian/caregivers, remember that you are legally responsible for your child's actions. Please stress to your child the importance of following the policies expressed in this document.

These signatures indicate that you have read the document and that your child agrees to adhere to the policies regarding Internet usage.

Early View Academy of Excellence is not responsible for the accuracy, or the quality of the information obtained through the Internet.

Under the state statute section 947.0125 scholars may be subject to criminal sanctions, if by means of signs, signal, writing, images, sounds or data, they threaten, intimidate abuse, or harass another person through electronic mail or other computerized communication systems. E-mail accounts and file materials are not private in nature and remain subject to monitoring by the Academy. The Academy and network administrators, with due regard for the right of privacy of users and the confidentiality of their data, have the right to suspend or modify Internet access privileges and examine files, passwords, account information, printouts, tapes, and any other material that may aid in maintaining the integrity and efficient operation of the system. Designated staff may search the file for potential violations and when there is evidence of a possible violation may view user's files, read mail, monitor keystrokes, and otherwise observe user's activities.

Any questions, concerns or if further clarification is needed, please call the administrative office at (414) 431-0001.

Agreement

As a user of the Early View Academy of Excellence Internet resource, I understand the policy listed above on this contract. I realized that non-adherence to this policy can result in loss of this privilege.

Scholar Signature_____ Grade_____ Date_____

Scholar Signature_____ Grade_____ Date_____

Scholar Signature_____ Grade_____ Date_____

I agree to let my child use the EVAE Internet resource. _____YES _____NO

Parent/Guardian/Caregiver Signature _____ Date_____

Telephone # (_____) _____-_____ Cell # (_____) _____-_____

WEAPON, DRUG, DRUG PARAPHERNALIA POLICY

The Early View Academy of Excellence is committed to providing scholars, parent/guardian/caregivers, and staff a safe and orderly learning environment. Actions by a scholar that interfere with the learning environment or endanger the health and safety of others will not be tolerated.

EVAE has **NO TOLERANCE** for any weapons, drugs, tobacco, alcohol, or paraphernalia of any kind. Nor will we tolerate weapons or violence on the premises. Penalties of any violation can include but are not limited to out of Academy suspension and/or expulsion.

Administration reserves the right to suspend and/or expel scholars for the following activities:

- Possession of any type of weapon or any object that is used or intended to be used to inflict bodily harm,
- Possession, ownership, or use of any illegal drugs, paraphernalia, or alcohol,
- Assault or battery against scholars or staff,
- Sexual Assault/ Harassment
- Additional Behaviors listed in the Handbook under “List of Unacceptable Behaviors”

I have read and explained to my child the above policy. Both my child (ren) and I will adhere to any consequences for violations of the policy listed, and agree to be bound by them should any infraction occur:

_____

Parent/Guardian/Caregiver Signature

_____

Scholar Signature **Grade** **Date**

_____

Scholar Signature **Grade** **Date**

_____

Scholar Signature **Grade** **Dat**

RECEIPT OF HANDBOOK (Family Copy)

As a parent/guardian/caregiver/scholar of Early View Academy of Excellence, I understand the importance of the parent/guardian/caregiver/scholar handbook as my expressed commitment to assist the Academy in creating a safe, nurturing, Christ-centered, academically enriching Academy community built upon mutual respect and responsibility.

1. I verify that I have received a copy of the Early View Academy of Excellence Parent/guardian/caregiver/Scholar Handbook, and it is my responsibility to read the policies and procedures in its entirety.

2. I understand that as a parent/guardian/caregiver, I am responsible for the actions of my child until they are 18 years of age and graduated.

3. I understand that failure to abide by policies and procedures may result in my child being released as a scholar of Early View Academy of Excellence.

_____	_____	_____
Parent/Guardian/Caregiver Print Name	**Parent/Guardian/Caregiver Signature**	**Date**

PARENT/GUARDIAN/CAREGIVER/SCHOLAR HANDBOOK OVERVIEW SIGN OFF (Family Copy)

As a parent/guardian/caregiver/scholar of Early View Academy of Excellence, I understand the importance of the parent/guardian/caregiver/scholar handbook as my expressed commitment to assist the Academy in creating a safe, nurturing, Christ-centered, academically enriching Academy community built upon mutual respect and responsibility.

1. I, _____, verify that I was present for an overview of Parent/guardian/caregiver/Scholar Handbook, which included the "Appendix: Parent/guardian/caregiver/Scholar Forms of Understanding":
   - Parent/guardian/caregiver Contract
   - Bullying/Non-Harassment Policy
   - Locker Use Policy
   - Technology/Electronics Policy
   - Acceptable Use Policy
   - Weapon, Drug, Drug Paraphernalia Policy
   - Uniform Policy
   - Discipline Policy
   - Medication Policy

2. I, _____, verify that I was given opportunity to seek clarification during the overview.

3. My child (ren) and I, _____, understand and agree to comply with the following policies and procedures which have been explained to by an Academy representative.

_____	_____	_____
Parent/Guardian/Caregiver Print Name	**Parent/Guardian/Caregiver Signature**	**Date**