



**MILWAUKEE  
PUBLIC SCHOOLS**

**Family–School Manual  
2025-26 School Year**

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*Principal*

This manual is periodically updated. You will find the most recent version on the *Bradley Tech and Trade* website at <http://www5.milwaukee.k12.wi.us/school/bradleytech/>

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## **SECTION 1: INTRODUCTION**

### **From the Principal**

Welcome to Bradley Tech and Trade High School!

It is with great pride and excitement that I welcome you to our school. At Bradley Tech, we are committed to graduating every student with the necessary skills to build a prosperous future in the Technology and Trade fields by providing students grade-appropriate work, strong instruction, deep engagement, and high expectations.

Our mission is to prepare students for success in both college and careers by offering rigorous academic programs, hands-on technical training, and a wealth of extracurricular opportunities. Our dedicated faculty and staff are passionate about education and work tirelessly to inspire, challenge, and support our students.

We believe in the power of community and collaboration. Our strong partnerships with local businesses, colleges, and community organizations enrich our programs and provide our students with real-world experiences that are essential for their future success. We encourage our students to take advantage of these opportunities and to actively participate in all that Bradley Tech has to offer.

As we look to the future, we are excited about the possibilities that lie ahead. We are committed to continuous improvement and to providing a safe, inclusive, and engaging environment where every student can thrive. Together, we will build on our tradition of excellence and ensure that every Bradley Tech graduate is prepared to make a positive impact in the world.

Thank you for your interest in Tech. I invite you to explore our programs, learn more about our school community, and join us in our mission to empower and inspire the next generation of leaders and innovators.

### **School's Mission, Vision, and Goals**

To graduate every student with the necessary skills to build a prosperous future in the Technology & Trade fields by providing students grade-appropriate work, strong instruction, deep engagement, and high expectations.

#### ***Bradley Technology and Trade Mission***

In conjunction with Milwaukee Public Schools, we welcome all of our students and prepare them for success in higher education, post-educational opportunities, work, and citizenship.

### **Staff Roster and Contact Information, including MPS Email Addresses**

Names and contact information for the Tech staff can be found

<http://www5.milwaukee.k12.wi.us/school/bradleytech/>

### **School Calendars/Events:**

Please view our district calendar at: [District Calendar](#)

Please view the A/B day rotation calendar at: [A/B Calendar](#)

**School Daily Schedule:**

The daily bell schedule can be seen at [Bradley Tech Bell Schedule](#)

The main office is open from 8am to 4:00pm

Our school's procedures are, first and foremost, designed to ensure the safety and well-being of your child/children. We need your cooperation, assistance, and support to ensure the safety of our students, especially during arrival and dismissal.

**Student Entry Procedures**

- Students
  - Students will enter the building through the main entry doors beginning at 7:30am
  - Students will display their ID to staff working the entry doors
  - Students will submit their phones and completed location slip to staff
  - Students will enter the Commons and eat their breakfast
  - Students not eating will remain in the Commons until the dismissal bell at 7:53 am
- Administration
  - Administration will supervise the bus drop off outdoors
  - Administration will supervise the cell phone collection process
  - Administrators will welcome students and provide positive reminders about the procedures
- Safety Assistants
  - Safety Assistants will begin the morning scan at 7:25am
  - Safety assistants will welcome students
  - Safety assistants will scan students with walk through and x-ray scanners
  - Safety assistants will supervise students within the gym and commons

**Late Arrivals** (students arriving after 8:00 am)

- Students
  - Students will enter the building through the main door
  - Students will display their ID to staff working the entrance doors
  - Students will submit their phones and completed location slip to staff
  - Students will complete the late sign in (electronic), and report to class
- Safety Assistants
  - Safety assistants will welcome students
  - Safety assistants will scan students with walk through and x-ray scanners
  - Safety assistants will monitor student check in to ensure that they have properly signed in
- Support Staff
  - Identified support staff will assist with late entry and cell phone collection

**Student Dismissal Procedures**

The school day ends for students at 3:25p.m.

- Students
  - Students will should remain in their final course until the bell sounds at 3:30pm
  - Students will walk directly to their after school activity or leave the building to head off grounds or to their bus

- Students staying for after school activities should report directly to their activity or remain in the Commons until their advisor picks them up for escort
- Students in afterschool activities will have the opportunity to eat an after school snack. During this time the same expectations for lunch apply
- Students should be in their after school activity by 3:40 pm
- Administration
  - Administrators will provide supervision during the end of day dismissal and be in assigned locations until the area is cleared. These areas include floors, Commons, and outdoors.
  - Administration will support students with cell phone or personal issues
  - Administration will direct an end of day sweep to ensure all students are in assigned locations
- Safety Staff
  - Safety staff will provide supervision during the end of day dismissal and be in assigned locations until the area is cleared. These areas include floors, Commons, and outdoors.
  - Safety staff will conduct a sweep to ensure all students are in an assigned location
- Teachers
  - Teachers will provide instruction until the final bell at 3:30pm.
  - Teachers will provide supervision in the hallways as students dismiss until the floor is clear

### **Before- and After-School Programs**

After-school programs provide students with a safe, supportive environment during out-of-school time. These programs offer engaging academic and recreational enrichment activities, homework assistance, and exposure to STEM (science, technology, engineering, math) programming, reading enrichment, art, music, and dance. Students are also given healthy snacks and meals.

Our school operates an after school program called a Community Learning Center (CLC) in partnership with the Boys and Girls' Club. The after school program provides our students with a safe place to go when the school day ends for academic enrichment and recreation. Families should be directed to contact the Site Coordinator or Camp Director for enrollment assistance.

Clubs and activities will be determined based upon student interest and available staff. A schedule of afterschool programs will be available in the weekly Updates.

### ***Extended Learning Opportunities:***

MPS offers a variety of extended learning opportunities that provide more time for academics and enrichment during and beyond the conventional school day. These programs offer learning and development experiences that enhance and complement the school curriculum. The extended learning opportunities programs include but are not limited to the following:

#### Alternative Education Programs

Alternative diploma pathways

Competency-based

General Educational Development Program (GEDO #2)

Wisconsin Challenge Academy

## Summer Academy

Free of charge for students who are city of Milwaukee residents

Bilingual and English as a second language (ESL) services

Elementary K5–grade 8

Engaging academics and hands-on enrichment opportunities, including arts-integrated activities, field trips, and in-school programs with community partners

## Extended School Year (ESY)

Provided for children with special education needs

### Grade 8 Promotional Program

Intended to strengthen the academic and social skills of current grade 8 students transitioning to high school. Principal recommendation is required to participate in this program.

### High school

Credit acceleration

Credit recovery

Community service/service-learning

Internships

Community Assessment and Training Program (CATP) and On-the-Job Training (OJT)

## Middle School and Freshman Bridge Programs

## Enrichment Camps and Adventures

Students in K5–grade 12 have the opportunity to pursue new interests and engage in hands-on experiences during the summer months and on non-school days.

To find more information about extended learning opportunities, please visit [mps.mke.com/elo](https://mps.mke.com/elo) or call (414) 475-8238.

## Parking

### Parking guidelines:

- To ensure the safety of all students, please avoid double parking, which causes heavy traffic congestion and is unsafe.
- The school is not responsible if a parking ticket is issued to a parent.
- We need to respect the rights of neighbors and not park in front of their driveways.
- The school parking lot is restricted and not open to the public.
- Parents are able to park in the front lot during school hours
  - Parents are asked not to part in front of the school on 4th street after 3:00pm so that it does not interfere with our bus pickup
  - Parents who are picking up their children from school at the end of the day should pick them up on 3rd street located on the East side of the building
- Student parking is available in the lot directly West of the football field on 4th st.

## Student Attendance/Tardiness

Reference: *Parent/Student Handbook on Rights, Responsibilities, and Discipline*

Attendance is the most important factor that impacts student academic growth. Students are expected to be in school each day and on time for opening learning activities and instruction. Students arriving late must sign in electronically in the Commons.

When a student is absent, parents must call the school attendance line at 414-212-2411 or send a written excuse within two days of the absence. Excessive absences and tardiness will result in a referral to the school social worker and may result in a referral to the district attorney, which could result in a court hearing and fines.



Students must attend the full school day. Appointments and vacations should be scheduled on non-school days as often as possible. In the event of a rare need to remove a child before the end of the school day, students must check out in the office to sign out and meet the guardian who is approved to remove the child from school.

### **Transportation Policies**

#### ***Walk-to-Stop Distance:***

- Elementary school (K3, K4, and K5) – Riders will be picked up at the closest safe corner location to their residence and dropped off at that same location at the end of the school day.
- Elementary school (grades 1–8) – Riders may be required to walk up to a quarter mile to a corner stop.
- Middle school – Riders may be required to walk up to a half mile to a corner stop.
- High school – Riders may be required to walk up to one mile to a bus stop.

#### ***Assigned Bus Stops and Routes:***

Students may board and leave only on the specified route and at the stop to which they are assigned.

#### ***Corner Stops:***

Pick-up and drop-off sites for regular riders are at corner stops. Riders should be at their assigned corner stop **10** minutes prior to the scheduled pick-up time. A student should wait at least 10 minutes past the pick-up time before returning home to inquire about a late bus.

#### ***Inclement Weather:***

Traffic delays are to be expected on days of inclement weather. Please be sure that your child is dressed appropriately.

#### ***Address Changes:***

When a child moves and there is no existing bus service from the new address, every effort will be made to adjust the route to allow the child to continue at the present school. If the child attends elementary school, the new address must be in the same transportation region as the school of attendance in order for the child to receive transportation. Parents are reminded that it can take up to two weeks to adjust bus service. Parents should notify the child's school of the change of address before the move takes place.

## SECTION 2: FAMILY ENGAGEMENT

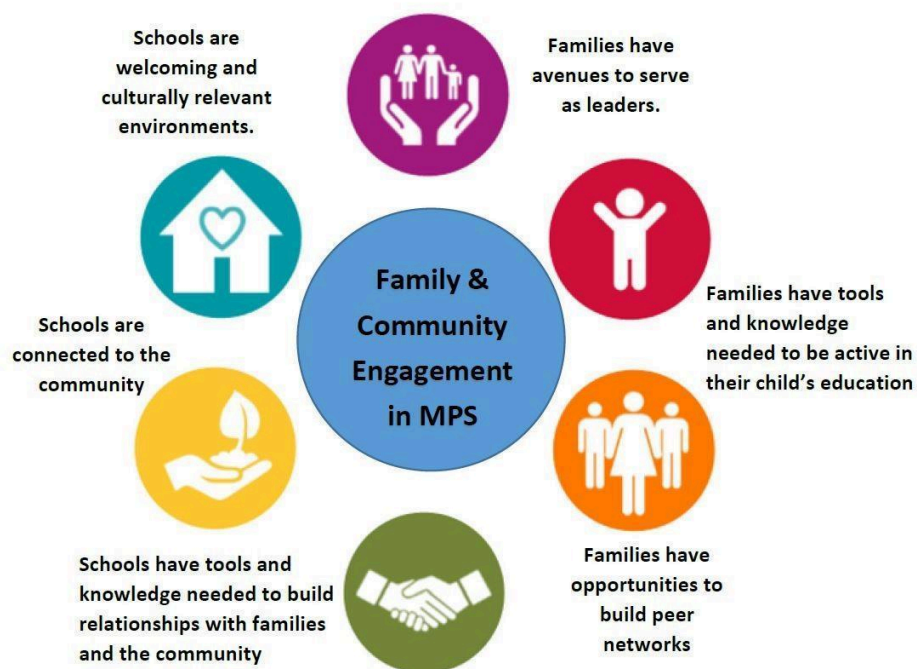
### MPS Family–School Partnership Pledge

MPS partners with families to support successful student academic and social outcomes.

The district will...	MPS families will...
<ul style="list-style-type: none"> <li>Provide a safe environment that supports learning.</li> </ul>	<ul style="list-style-type: none"> <li>Provide adequate space daily for learning.</li> <li>Encourage their child to cooperate with the learning community.</li> </ul>
<ul style="list-style-type: none"> <li>Provide high-quality learning experiences.</li> </ul>	<ul style="list-style-type: none"> <li>Encourage their child to do their best.</li> <li>Engage their child in learning opportunities daily.</li> </ul>
<ul style="list-style-type: none"> <li>Provide student progress updates.</li> </ul>	<ul style="list-style-type: none"> <li>Attend conferences as often as possible, at least once a year.</li> <li>Communicate with school as needed, regarding student progress.</li> </ul>
<ul style="list-style-type: none"> <li>Provide resources and information.</li> </ul>	<ul style="list-style-type: none"> <li>Engage district in understanding the needs of families.</li> </ul>
<ul style="list-style-type: none"> <li>Provide information to families as frequently as possible and in ways that are accessible and understandable.</li> </ul>	<ul style="list-style-type: none"> <li>Provide current contact information and alternate ways to notify families.</li> <li>Communicate their ideas to MPS.</li> </ul>

### MPS Family and Community Engagement Framework

Families play a vital role in the education of their children. Milwaukee Public Schools provides tools for engagement between families and staff to be equal partners in supporting student achievement and school improvement. When families and schools work together, students are more successful and the entire community benefits. All schools are working to meet the Six Standards of Family and Community Engagement:



**Family–School Compact (also referred to as School–Parent Compact)**

Each Title I school jointly develops with parents a Family–School Compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the way in which the school and parents will build and develop a partnership to help children achieve the state’s high standards. Parent coordinators should ensure that the school leader has this template available so that the school leader may create the Family–School Compact at the school’s annual Title I meeting or shortly after. This compact will serve as the school’s family and community engagement action plan for the year. A template, including detailed information on how to create and use this Family–School Compact, is available on mConnect at Departments > Strategic Partnerships and Customer Service > Family and Community Engagement.

We, as parents, will support our children's learning in the following ways: Encourage and support my child's learning both at school and at home.

- Maintain high expectations of my child in terms of his/her behavior.
- Be responsible for the prompt attendance of my child.
- Work as a partner with teachers and staff to support a healthy learning environment.
- Respond in a timely manner to oral and written communications.
- Attend parent-teacher conferences, school activities and serve as a volunteer when possible.
- Promote positive health and hygiene.
- Maintain up to date information (address, phone, medical, etc.)
- Comply with the service learning expectations of the school understanding that this is a critical component of the school mission as outlined in the handbook.

**Open House**

Open house is held twice a year.

The fall open house is scheduled for October 2nd from 4-6pm

The spring open house is scheduled for April 16th from 4-6pm.

**Parent–Teacher Conferences**

It is important that all parents/guardians attend parent–teacher conferences. Research indicates that parental involvement impacts and increases student achievement. Our school welcomes all parents to participate in parent–teacher conferences. These will be held in the fall and in the spring. Dates, times, and information will be announced.

**Rights of Noncustodial Parents**

If you are a noncustodial parent, you have the same rights to student records, progress reports, school mailings, school visits, and parent–teacher conferences as a custodial parent unless a court order restricts such rights. If a court order is in place, the custodial parent must provide a copy to the school principal. It is the responsibility of noncustodial parent, if desired, to give the school their address and contact information, to request to be consulted in matters regarding their child, and to be placed on school mailing

lists. Only the custodial parent/legal guardian can remove a child from school or give permission for the child to be removed from school by another adult.

### **Rights of Foster Parents**

As a foster parent, you have many of the same rights as biological parents or legal guardians for the duration of the child's placement in your home. In some cases, however, these rights are restricted by law. One such case is the authorization of an individualized education program (IEP) evaluation for the child. A foster parent cannot authorize an IEP evaluation unless all attempts to contact the biological parent or legal guardian have failed or the biological parents' rights have been terminated. In addition, foster parents generally cannot change a student's school placement. Contact the Department of Student Services for details.

### **Family Volunteers**

Persons interested in volunteering are encouraged to follow the appropriate volunteer application process defined by the district. MPS defines a volunteer as a person who provides services on an ongoing or one-time basis. Persons looking to serve on an ongoing basis or for more than five hours a week or for an overnight field trip must complete an online volunteer application, pass a criminal background check (for those 18 years of age or older), submit proof of COVID-19 vaccination, and receive a volunteer assignment by the school administrator or parent coordinator. Persons looking to participate in a daytime field trip or other one-time activity must complete a volunteer waiver form. The online volunteer application and the volunteer waiver form are available on the MPS website under the **Families** tab > Volunteer.

### **Community School Leadership Team**

The purpose of the Community School Leadership Team is to provide a forum for parents, teachers, community members, students, and principals to work together in providing continued analysis and improvement of public school policies, curriculum, and school improvement plan. The team's decision-making authority is advisory with respect to all duties, powers, and responsibilities, with the sole exception of the council's authority and responsibility to submit a signature page with its school's annual budget and the school's annual school improvement plan. Team participation is on a voluntary basis via a school-based election process. The council is not intended to replace a parent organization. If you are interested in joining the Community School Leadership team, please contact Jennifer Smith at Jennifer Smith

### **Title I: District Advisory Council**

In accordance with the Elementary and Secondary Education Act (Section 1118) and the Wisconsin Department of Public Instruction Title I Parent and Family Engagement guidelines, Milwaukee Public Schools established the District Advisory Council as a means to ensure the opportunity for parents of all students to share their ideas on the needs of children, assist in the planning and operation of Title I programs for children, and participate in evaluating the success of Title I efforts. Our school is required to have two parent delegates. If you are interested in representing our school in this area, please contact the school administrator or visit the MPS website under the **Families** tab > District Advisory Council for more information. The Department of Strategic Partnerships and Customer Service is responsible for the oversight of all District Advisory Council functions. Strategic Partnerships and Customer Service is in room 131 of the Central Services building.

### **Department of Student Services**

Central Services, 5225 W. Vliet St., room 133, (414) 475-8448

### ***Parent/Student Handbook on Rights, Responsibilities, and Discipline***

The *Parent/Student Handbook on Rights, Responsibilities, and Discipline* will be sent home with students

at the beginning of each school year. Handbooks are also available at each school, at Central Services, and on the MPS website under the ***Families*** tab > Parent/Student Handbooks. ([mpsmke.com/rights](http://mpsmke.com/rights))

### **Tips for Parents**

- Make sure that your child is in school every day and on time. School starts at 8:00a.m.
- Call the school at 414-212-2411 when your child is absent.
- Make sure that your child gets the proper amount of sleep every night.
- If your child brings a cold lunch, make sure that it is nutritional.
- Check your child's book bag every day.
- Read with your child or have your child read every day.
- Assist your child with homework/practice.
- Encourage your child to keep a writing journal.
- Attend fall and spring parent-teacher conferences.
- Make sure that your child stays to the end of every school day at 3:25p.m. Every minute of instruction, from the start to the end of each school day, is important.
- Contact the teacher with academic concerns or recognized growth that you see.
- Provide your child with comments of encouragement regularly.
- Ensure that your child is dressed appropriately.
- Help in your child's classroom when you are able.
- Attend field trips when your schedule allows it.
- Be a part of the Community School Leadership Team and/or parent organization.
- 

### **Handling of Discipline**

In accordance with Administrative Policy 8.28: Student Discipline, administration must provide documentation of suspension prior to suspension beginning, and all efforts to contact the family must take place. If your child has been suspended and you have not received documentation, please contact the school's administration.

If you have any concerns with how discipline is handled with your child after a behavior incident occurs, please contact school administration. If you are not satisfied with the school-based resolution, please contact [mpsmke.com/parentconcerns](http://mpsmke.com/parentconcerns).

### **Complaints/Disagreements with Schools**

How to resolve regular education complaints/disagreements with schools: MPS wants to help parents and families find solutions when there is a problem or disagreement about their child's education. The process is called "dispute resolution." By working in partnership with your child's school, parents and school staff can quickly find solutions. All MPS staff members working on complaints are required to keep information confidential.

<b>STEP 1</b>	
<b><i>Where should I start my complaint?</i></b>	Contact the school principal or leader. You may make a verbal or written complaint. An attempt will be made to address the complaint within five business days. If the school leader cannot address the complaint within five days, the school leader should inform the parent and resolve the issue expeditiously.
<b>STEP 2</b>	
<b><i>What if I am not satisfied with the school-based resolution?</i></b>	You can file a complaint online at <a href="http://mpsmke.com/parentconcerns">mpsmke.com/parentconcerns</a> . Once filed, the complaint will be directed to a designated MPS employee who will investigate and follow up with the problem.

STEP 3	
<i><b>What if I am not satisfied with the resolution of my complaint by the school or other personnel?</b></i>	You can contact the Office of Board Governance with a written complaint at <a href="mailto:governance@milwaukee.k12.wi.us">governance@milwaukee.k12.wi.us</a> or call (414) 475-8284.

If a complaint has already had an attempted resolution at Steps 1 and 2 of this process, and now the complaint is with district policies, or a family member believes that policy has not been followed in the resolution, then the Office of Board Governance will route to applicable chief administrators in order to coordinate a response.

## **SECTION 3: CURRICULUM AND INSTRUCTION**

### **Wisconsin Department of Public Instruction (DPI) Report Card for the School**

On the most recent State Report Card, Bradley Tech scored a 64 and met expectations put forth by the State. A detailed view of Tech's report can be found [here](#).

### **School Improvement Plan (SIP)**

A copy of the school's improvement plan can be requested from the school principal at any time.

### **High School Graduation Requirements**

Students need "whole child" support to become aware of the pathways to their careers of interest, they must be academically ready to follow those pathways, and they must be prepared with the life skills needed to navigate their chosen pathway. MPS coordinates available resources, including community organizations and postsecondary institutions, to support MPS faculty, families, and students in fostering a college-going culture. This department includes college and career planning, career and technical education, extended learning opportunities, and school counseling and academic planning. A listing of the current graduation requirements can be accessed on the MPS website at this link:

<https://mps.milwaukee.k12.wi.us/en/Students/Resources/Graduation-Requirements.htm>

### **Standards-Based Report Cards/Progress Reports**

High school report cards will be distributed to parents/guardians at the snapshot date and end of each semester, based on each school's course schedule. High school report cards will include traditional letter grades and GPA.

Infinite Campus Parent/Infinite Campus Student apps are available for any smart device or personal computer, allowing full access to attendance, grades, schedules, report cards, transcripts, etc. Please contact the school's parent coordinator for assistance.

MPS continues to implement new, more rigorous standards for what every child should know and be able to do in each subject area and grade level.

The Standards-Based Report Card does the following:

- Provides accurate and meaningful information about a student's strengths, challenges, and performance
- Clarifies and reinforces consistent high expectations for students and schools
- Helps teachers, students, and families focus on standards throughout the year
- Provides specific feedback toward the standards
- Allows students, families, and teachers to work together to set meaningful goals for improvement
- Provides information about a student's work habits, behaviors, and efforts

Achieving these college- and career-ready standards requires continuous monitoring of progress and additional support targeted to those who need it.

### **School Homework Policy**

Homework is an important part of the learning process that should be viewed as an opportunity for students to practice new skills and reinforce classroom lessons. Most homework is considered practice, which will not be graded. Instead, students will receive feedback that allows them to improve their skills before being graded. Some extended homework or projects may receive a grade or proficiency-level feedback.

**Textbooks/Instructional Materials and Equipment**

All students will be provided with the necessary textbooks/instructional materials by the school textbook coordinator. All issued textbooks and instructional materials must be returned undamaged at the end of the school year or at the time of withdrawal. Chromebooks may be provided to students to use during the school day and/or to take home to support instruction. Chromebooks will be assigned to an individual student in the same way as a textbook, and it is the responsibility of each individual student to care for and appropriately use the Chromebook during the school year. As with textbooks, Chromebooks should be returned undamaged to the school at the end of the school year.

**Assessment**

The MPS Strategic Assessment Systems measure progress toward college and career readiness through formative, interim, and summative measures. We believe in ethical use of assessments and data, decisions based on facts, collaboration, and connectivity between curriculum, assessment, instruction, and continuous improvement. We are committed to providing accurate, timely, and meaningful data that is easily accessible and user-friendly for educators, parents, and the community. More information is available for families about the assessments given at each grade level at this link:

<https://mps.milwaukee.k12.wi.us/en/Families/Education-Resources/Family-Academic-Resources.htm>



## SECTION 4: MAINTAINING A SAFE SCHOOL ENVIRONMENT

Our school is committed to providing a safe and effective learning environment. The safety of all students, teachers, and staff at our school is of utmost importance. It is the expectation that all district and school rules and policies be followed.

The *MPS Parent/Student Handbook on Rights, Responsibilities, and Discipline* is sent home with each MPS student at the start of each school year and is also available online at [mpsmke.com/rights](https://mpsmke.com/rights). This handbook provides families with detailed information regarding the MPS discipline policy.

### **School Discipline Rules/Positive Behavioral Interventions and Supports (PBIS)**

All students have the right to feel safe and the obligation to respect each other and all adults in and outside the school building. All students are expected to be at their best behavior in order to create a safe learning environment conducive to learning. Please contact your classroom teacher to learn about classroom-specific expectations, rules, and procedures.

Our school wide behavioral expectations are based upon what we believe ensure the success of your child. You can view all of our expectations in the links below

[Techspection Poster Breakdown by Student/Staff/Administration](#)

[Techspection Posters](#)

### **Lunch Behavior Expectations**

- Students
  - Students will transition to lunch using exit 5 daily and enter through the South doors
  - Students will present their school ID to verify their lunch hour
  - Students will remain seated throughout the lunch hour, unless conducting appropriate business
  - Students will need a pass from a teacher in order to leave the Commons and go to a classroom
  - Students will clean up their seat upon the end of lunch including placing all garbage/recyclables in appropriate containers
- Administration
  - Administration will provide supervision during the lunch hours
  - Administration will coordinate safety staff by identifying zones of supervision within the Commons
  - Administrators will utilize positive verbal reminders about lunch expectations with students
- Safety Staff
  - Safety staff will verify student IDs as students enter the cafeteria
  - Safety staff will actively supervise students and use positive verbal reminders about lunch expectations with students
- Teacher
  - Teacher will write passes for students they wish to see during the lunch period
    - Passes should be dated and signed.

### **School Bus Behavior Expectations and Procedures**

This information will give you a better understanding of what you as parents/guardians can do to help your child enjoy a safe bus ride to and from school.

Since the time before and after school is as crucial to your child's health and safety as the time during school, a safe bus ride is a key element of your child's education. A safe bus ride for your child is our main priority. However, we need your help. Parents, please review the following bus rules and safety guidelines with your child:

- Remain seated at all times.
- Follow any directions given by the school bus driver.
- Respect your neighbor (no fighting, pushing, or shoving).
- Never throw objects in the bus or out of the bus windows.
- Keep head, hands, and arms inside the bus at all times.
- Profanity is not allowed.
- No yelling or shouting (loud noises distract the driver).
- Respect your neighbor's property when waiting for the bus.

### ***Bus Disciplinary Procedures:***

Students who disobey bus rules will be subject to the same disciplinary actions as at school. If the student violates the bus rules, the driver will file a written report with your child's school. Parents will be notified when riders break the rules. A rider may have bus riding privileges suspended by school officials when the unacceptable behavior jeopardizes other passengers and the safe operation of the school bus.

### ***School Bus Stops:***

Parents/guardians should instruct their child not to cross the street diagonally or behind the bus. Parents picking up and/or dropping off students at the bus stop should park safely away from the stop but on the same side of the street as the bus stop to avoid the possibility of a student being hit by a vehicle while crossing the street. Parents should remind the child to stay out of the DANGER ZONE (*the area in front of the bus, area in back of the bus, and the area around the side of the bus where the driver is unable to see the child*).

As the child nears their corner or drop-off site, the child should begin to gather belongings and wait for the bus to come to a complete stop.

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

### ***Bus Accidents:***

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

### ***Absence of a Responsible Person:***

K3, K4, K5, and certain students with special needs must be received by a responsible person when they leave the school bus at the end of the day. If there is not a responsible person to receive the child, the bus company will attempt to contact the parent or guardian. If unsuccessful, the company will transport the child to the MPS Child Care Center at the MPS administration building, 5225 West Vliet Street. The Child Care phone number is (414) 475-8462. The parent will be required to pick up the child from that location. If a parent receives three *Absence of Responsible Person* notices in a year, bus service for that child may be cancelled.

### ***Emergency Contact Information:***

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

***Behavior Problems on Bus:***

If you feel that your child's safety is being jeopardized by the behavior of other riders, you should contact your child's school.

***Inappropriate Driver Behavior:***

If you suspect that your child's bus driver is engaging in inappropriate behavior, you should first contact your child's bus company. If the problem continues, contact your child's school. If you notice a bus speeding or traveling in an unsafe manner, or the driver is talking on a cell phone, call Pupil Transportation Services at (414) 475-8922. Please note the name of the bus company, the bus number, and the time and location of the bus.

***Driver/Parent/Student Conflict Prevention Tips:***

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

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

**Milwaukee County Transit System Bus Pass Distribution Procedures**

Schools are responsible for the distribution of bus tickets and or assistance in troubleshooting issues related to MCTS card usage. Most schools utilize yellow school buses as the student's primary means to and from school. Schools do, however, utilize MCTS bus cards for as-needed situations that require emergency rides home or for transportation after school events. Only students eligible for transportation services according to school board policy are to be issued transportation bus cards.

## **SECTION 5: EXPECTATIONS**

Our school is committed to providing a safe and effective learning environment. All students in the school must follow the Code of Conduct/Classroom Conduct and meet the following expectations:

### **Student Dress Code**

District or school uniform should be worn with the exception of where a guardian or school has opted out of the district uniform policy. Each individual school will address inappropriate attire if it disrupts the teaching and learning of others.

Tech is committed to providing a safe and effective learning environment and has a dress code focused on modesty. All students are expected to follow the dress code guidelines below

- Clothing graphics will contain NO profane/foul language and/or symbols. Additionally, racist, sexually explicit, gang affiliated, illegal drugs or weapons should not be depicted or referenced.
- Hems and bottom edges of shorts/skirts must not rise above fingertips when arms are straight at sides.
- Shirts/tops must have straps, and be at least one inch wide. Shirts/tops must cover backs, cleavage, stomachs, and navels.
- Pants/shorts must cover buttocks and underwear/shorts should not be exposed.
- Head covers – such as caps, do-rags, scarves, bandanas, nets, hoods – are never to be worn in the building.
- Shoes must be worn at all times. Closed toed shoes should be worn in all shops.
- Shops may also set specific guidelines for dress that must be followed.
- Ski masks are not permitted within the building.

Students found to be in violation of the identified codes will be offered alternate attire to wear.

### **Inappropriate Personal Property**

Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others such as food, beverages, laser pointers, electronic and communication devices, all toys, games, cards, large amounts of money, and expensive jewelry and jackets should not be brought to school. The school is not responsible for any lost or stolen items.

### **Equipment from Home**

All equipment needed for recess and physical education is furnished by the school district. Items such as balls, jump ropes, or other play equipment should not be brought to school and are not the responsibility of the school.

### **Cell Phones/Communication Devices**

While on premises controlled by Milwaukee Public Schools, students are not allowed to activate, use, or display electronic communication devices, such as cell phones and pagers, for a purpose other than an approved educational purpose. Violation of this rule will result in discipline according to district policy.

Individual schools may implement a cell phone collection process at the beginning of each school day to ensure that devices are not used by students. This process is implemented to protect the learning environment. Schools that collect devices will secure the device during the school day and return devices in an orderly fashion at the end of each school day. If devices are activated, used, or displayed in violation of this policy, they will be confiscated. If a student activates, uses, or displays a communication device to

endanger the physical safety or mental well-being of others, the student will be recommended for expulsion. This includes capturing, distributing, displaying, sharing, and posting inappropriate images that disrupt the learning environment.

In the event that communication devices are brought to school, the school and school district will not be financially responsible for lost or stolen items.

### **Telephone Calls for Students**

It is the goal of our school to offer all students an environment of uninterrupted learning so that they can achieve academically. In order to protect learning, the school requests that if a parent/guardian needs to communicate with their child during the school day, they leave a message at the school office, which will convey the message to the student. If there is a home emergency, please ask to speak to an administrator.

### **Student IDs**

Each student will be provided a student ID. Students will need to present their ID in order to gain access to the lunch hours and after school events. Replacement IDs are available for purchase in the main office for \$5.00.

### **School Communication with Families/Family Newsletter**

Our school believes that it is important to keep parents informed of school news, services, activities, and events. The school will send regular correspondence to families. Families should also subscribe to the quarterly district eNewsletter for families on the bottom of the MPS home page.

When parents/guardians wish to contact their child's teacher, please call the main office at 414-212-2400. The teacher will return the call.

### **Parent/Guardian Concerns and Visiting Your Child's Classroom**

**When family members are visiting a school, please remember that:**

- Families are always welcome to observe their child's classroom.
    - A staff member must accompany any tour or visit to a classroom during instructional time.
    - Staff must stay with the visitor to escort them back to the office once the observation concludes.
  - Family members looking to meet with staff must schedule meetings in advance.
    - Meetings should occur during non-instructional time to avoid disruptions to the school day.
  - During meetings, conferences, and classroom visits, each student may have TWO visitors present, unless additional visitors are approved in advance. The school leader, or a designee, must approve any additional visitors.
  - Meetings with families should be scheduled to take place in the office or another designated space that will not interfere with school activities.
  - Visitors must always be accompanied by the school leader, or a designee, while touring a school.
  - When dropping off items at school, students will be called to the office to meet visitors.
- Read the full Visitor Policy in the Parent/Student Handbook on Rights, Responsibilities, and Discipline at [mpsmke.com/rights](https://mpsmke.com/rights).

Lack of cooperation may constitute trespassing. Parents are able to schedule a time to visit their child's classroom. We are not able to accommodate unscheduled visits to the classroom spaces.

Our school believes in assisting parents/guardians in resolving any concern they may have. A parent may come to the school office to express either verbal or written concerns.

## **SECTION 6: SCHOOL POLICIES AND PROCEDURES**

### **Census Verification Report**

The Census Verification Report has replaced the Emergency Contact Card. The Census Verification Report is used to verify that the current guardian, household, and non-household contact information is correct. It is also used to identify any person listed in the household or non-household who **should not** be able to pick up a student. The Census Verification Report also lists current health conditions that have been entered into the student record. The parent/guardian either verifies that the household, demographic, and health information is accurate or makes the appropriate changes and returns the Census Verification Form to the school. It is important to complete and return the Census Verification Form at the beginning of the school year. When there is a change of address, phone number, or guardian at any time during the school year, these changes should also be communicated to the school in a timely manner as well.

### **Breakfast and Lunch Procedures**

All students are able to receive breakfast and lunch at no charge each day of the school year. However, if your child chooses not to participate in the meal program, they may bring a breakfast or lunch from home. Students are encouraged to bring nutritious foods such as fruits, vegetables, whole grains, etc.

Parents/guardians who want their child to be able to purchase additional milk or à la carte menu items to supplement the school meal or the meal from home may choose to set up an account at [www.MyPaymentsPlus.com](http://www.MyPaymentsPlus.com).

All schools have a closed campus for meal times. Students are not allowed to leave the building during their breakfast or lunch hour. Meal delivery services (DoorDash, Uber Eats, etc.) **are not allowed** for students during the school day. This includes meals ordered by parents/families for delivery to the school.

### **Field Trips**

Field trips are an extension of units of study being taught by the teacher and become an essential part of the total learning experience for students. Field trips assist in the teaching and learning process and have learning objectives for these experiences. They are an important part of the student's education.

Our school encourages all students to participate. Parents/guardians must sign a permission form for each field trip and return it to the classroom teacher. The signed form will be filed at the school.

### **Fundraisers**

Fundraisers are conducted by our school and parent organization to raise money for the benefit of our students and school. Student participation is voluntary with parental permission. Students participating in sponsored fundraising activities are not allowed to be involved in door-to-door sales. Fundraising activities will not impose on instructional time during the regular school day.

### **School Bookstore**

Our school bookstore is located on the 2nd floor and is a location in which students retrieve classroom materials, contact parents, and purchase school spirit wear. The bookstore is available throughout the school day.

### **Emergency Drills**

Our school will hold emergency drills on a regular basis. Fire drills and emergency lockdown drills are held once a month. Tornado drills are held once a year in April. Bus evacuation drills are held twice a year.

## **SECTION 7: EXTRACURRICULAR ACTIVITIES**

Bradley Tech offers a variety of extracurricular and after school activities including athletics, tutoring, and clubs. Students and staff should monitor the weekly update for more information. Students are able to register for athletics [here](#).

For more information about athletics, please contact our Athletic Director, Craig Bevilacqua, at [bevilaca@milwaukee.k12.wi.us](mailto:bevilaca@milwaukee.k12.wi.us)

## **SECTION 8: NONDISCRIMINATION NOTICE**

It is the policy of the Milwaukee Public Schools, as required by section 118.13, Wisconsin Statutes, that no person will be denied admission to any public school or be denied the benefits of, or be discriminated against in any curricular extracurricular, pupil services, recreational, or other program or activity because of the person's sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.

This policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race, color, and national origin), Title IX of the Education Amendments of 1972 (sex), and Section 504 of the Rehabilitation Act of 1973 (disability), and the Americans with Disabilities Act of 1990 (disability).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

For section 118.13, Wisconsin Statutes, federal Title IX: Matthew Boswell, Senior Director, Department of Student Services, Room 133, Milwaukee Public Schools, 5225 W. Vliet St., P.O. Box 2181, Milwaukee, Wisconsin, 53201-2181.

For Section 504 of the Rehabilitation Act of 1973 (Section 504), federal Title II: Jessica Coyle, Section 504/ADA Coordinator, Department of Specialized Services, 6620 W. Capitol Dr., Milwaukee, Wisconsin, 53216, (414) 438-3677.

ASL: (414) 438-3458



## SECTION 9: ATTACHMENT

Acknowledgment for the Family–School Compact and acknowledgement for the *Family–School Manual*

### ACKNOWLEDGMENT FORM

#### **The Family–School Compact (also referred to as School–Parent Compact)**

In the school compact, families and school staff agree how to work together. Every Title I school must develop a Family–School Compact. The purpose of this agreement is to help parents and teachers come to a consensus on the responsibilities that impact student achievement. The underlying assumption is that a student’s academic success will improve when the home and school work together.

It is important that parents/guardians review and discuss the Family–School Compact with their child/children. We request that the parents/guardians and students sign and return the bottom portion of this form to the classroom teacher.

.....

We have reviewed and discussed the Family–School Compact with our child.

Student Name \_\_\_\_\_ Room # \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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#### ***Family–School Manual***

It is important that parents/guardians review and discuss the *Family–School Manual* with their child/children. We request that the parents/guardians and students sign and return the bottom portion of this form to the classroom teacher.

.....

We have reviewed and discussed the *Family–School Manual* and agree to follow all rules and expectations set by the school.

Student Name \_\_\_\_\_ Room # \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_