

UNIVERSITY SCHOOL OF MILWAUKEE

2100 West Fairy Chasm Road Milwaukee WI 53217

Upper School Student Handbook

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GUIDING PRINCIPLES

Educational decisions and goals at USM are based on these guiding principles:

Students

- Students need to acquire knowledge, develop skills, apply learning strategies, and find meaning and inspiration in learning in order to become more effective learners.
- Students learn best when the academic and non-academic curricula and learning experiences are developmentally appropriate.
- Students learn when they are actively engaged.
- Students become competent learners through their own personal efforts, teacher guidance, and parental support.
- Effective schools provide opportunities that encourage students' personal and social development.

Teachers

Teachers, well-trained in their disciplines, who are committed to on-going professional and personal development and care about their students, are the foundation of a community of learners.

Curriculum and Instruction

- A coordinated curriculum enables students to build on prior learning through extending, spiraling, and sequencing skills and knowledge.
- Lessons that go beyond literal learning to incorporate application, analysis, synthesis, and evaluation foster higher level thinking and creative expression.
- The use of a variety of instructional techniques, resources, and technology helps meet the educational needs of students.
- To help students develop as learners, teachers make meaningful instructional decisions through on-going formal and informal assessments aligned with desired learning outcomes.

Community

- Faculty, parents, and administrators establish high standards for learning and behavior through modeling them.
- A community that is diverse in its student body, faculty, and staff provides opportunities for its members to develop respect for others and understanding of their perspectives.
- A physically and emotionally safe environment allows students and faculty to express their ideas and grow intellectually.
- Parents provide valuable contributions to the educational process through their support and involvement.

*MISSION
STATEMENT*

In an engaged and inclusive learning community, the University School of Milwaukee:

- sets and values high standards for academic performance, personal effort, and ethical behavior as expressed in the ideals of the School's Common Trust;
- provides students with meaningful opportunities to pursue excellence in academics, athletics, the arts, service, and other extracurricular interests;
- respects diversity and the individual; and
- supports students in their quest to become progressively independent as they grow intellectually, ethically, socially, artistically, and physically.

The School is committed to developing responsible citizens and leaders for the School and the broader community.

*THE COMMON
TRUST*

The Common Trust is the basic philosophy of community behavior at USM. School rules, regulations, and procedures are meant to help USM students develop responsible, mature, and self-disciplined behavior in accordance with the community standards implied in the Common Trust. The Common Trust is expressed in this pledge:

We, the members of the University School Community, accept the Common Trust: We agree to relate to one another and the school with respect, trust, honesty, fairness, and kindness.

General Expectations for Students

Members of the Upper School community represent University School in the larger world. As such they are ambassadors for the School, and we expect that general conduct in and out of School shall bring no discredit to the student, the School, the parents, or the community. Students are under the School's jurisdiction at all times when they are on campus or supposed to be on campus, and before, during, and after any school-sponsored activities. The School reserves the right to inform parents and to take appropriate action if rule violations occur off campus. Students involved in unlawful activities or activities that are viewed as contrary to the generally accepted moral and ethical standards of the USM community may be subject to disciplinary proceedings. Each student has a personal and individual as well as a shared responsibility to parents, teachers, and peers to support and abide by the School rules. We reserve the right to discipline students for infractions not limited to those herein articulated. The Head of School has the final authority in all disciplinary matters and may intervene at any stage in the disciplinary process.

The Academic Program

Requirements

Eighteen credits are required to graduate from University School with the following distribution:

4 credits	English
3 credits	Mathematics in the Upper School
3 credits	History (World Civilizations, Western Civilization and US History)
3 credits	Science (including at least 1 semester each of Biology, Chemistry and Physics)
2 credits	The same Foreign Language in the Upper School
1 credit	Fine Arts (1 semester during Freshman year and SAGE/Bach to Rock during Sophomore year are required)
1/2 credit	Freshman Physical Education and Sophomore Health

All students must be enrolled in four (4) full-credit academic courses and a minimum of twenty-eight (28) contact hours each semester. If a student drops a fourth academic course that he/she has failed at the end of the first semester, he/she must take five (5) full-credit academic courses during the second semester. A full-credit course is a course that earns one-half (.500) credit per semester.

Students who take courses at other schools will generally not receive credit for those courses unless a prior arrangement is made in writing with the Head of the Upper School. These courses, however, will be recorded on the student's transcript as long as the Head of the Upper School is officially notified.

Co-Curricular Courses

Several courses have been termed co-curricular and are offered during the academic day. By providing time for these courses, we hope that students will be able to participate in offerings that otherwise were unavailable due to athletic and other extra curricular commitments. The current list of co-curricular courses includes: Blazers, Women's Chorus, Jazz Band, The Charter, Phoenix, and Trident.

The Cycle and the Schedule

The Upper School operates on a six-day cycle (A-F Days) rather than the traditional five-day week. There are nine schedulable periods, but only eight periods will meet on any given day in the cycle.

Thus, not every class will meet every day. Lab courses and some Advanced Placement courses will meet every day. This schedule and cycle will provide built-in time for a sixth course, which may be either co-curricular or academic, independent study time, and more opportunities for students and faculty to meet.

Independent Study Projects

Juniors and seniors may pursue independent study projects of their own design for credit by making application to the Assistant Head of Upper School. To be considered, a proposed course of study must

be written up in detail and have a faculty sponsor.

Community Service Program

Our Community Service program is a valued tradition in the Upper School. By taking part in community service, students gain self-esteem and self-worth while helping others. The school provides

students with many opportunities to perform community service both within the school community and in the greater Milwaukee area. A Service Committee assists in making decisions on school-sponsored service programs in the community. **Each student is required to have performed 8 hours of community service by the end of the Freshman year, 20 hours by the end of the Sophomore year, 32 hours by the end of the Junior year and 40 hours by the end of the Senior year.** Our Community Service Handbook provides details and service opportunities.

Year Abroad

While University School recognizes the value inherent in a school year abroad, it cannot make any commitment to accept credits from foreign schools in lieu of those from University School. Possible

credit will not be ruled out, but each case will be decided on its individual merits. Students planning to study abroad should contact the Head of the Upper School and the Assistant Head of Upper School. Grades earned abroad do not count toward the compilation of a University School GPA.

Enrollment, Adding or Dropping Courses

In spring, continuing students select courses for the next academic year in consultation with their advisor and parents. In some cases, the advice of a Director of College Guidance or the Assistant Head of Upper School is solicited. In some cases, particularly those

involving single-section, upper-level courses, it is impossible to meet all needs.

The Assistant Head of the Upper School is charged with oversight for adding or dropping a course. The process requires both a parent's and a teacher's signature and, in some cases, the signatures of the appropriate department chairperson, the student's advisor, a Director of

College Guidance, and the Assistant Head of Upper School. A student who wishes to drop a course without its being recorded on the transcript must do so within the first three weeks of the semester. A student must continue to attend a course until the add/drop procedure is complete and the change of status is confirmed in writing by the Assistant Head of Upper School.

If a student drops a full-year course during the second semester, the grade received at semester will remain on the transcript. Withdrew (Pass or Fail) and the date of the withdrawal will appear in the second semester column.

Homework

Students should expect thirty to forty-five minutes of homework per course per day. Some of this homework may be done in study halls during the school day; the remainder should be done at home.

Students who do not complete homework by the assigned deadline may be asked to stay after school until it is done.

Special Help

A teacher may ask a student to report before or after school for special help if s/he sees that the student is having difficulty in a course. Students are encouraged to initiate the special help sessions themselves.

Study Halls

All freshmen and sophomores are required to report to study hall during their free periods. Juniors and seniors may be granted independent study privileges if their behavior and academic performance demonstrate responsibility. An unexcused absence from study hall will be treated as a class cut and reported to the Dean of Students.

Any student judged to be academically delinquent may be assigned to a supervised after-school study hall by his teacher(s) or advisor.

Grades

The academic year is divided into two semesters with examinations at the end of each semester. Quarter grades are recorded twice during each semester. The semester grade will be comprised of quarter grades at 40% each and the semester exam grade at 20%. Reports are mailed to parents at the conclusion of each grading period.

Students are scheduled to see their advisors upon receipt of grades.

All courses excepting Study Support and Co-curricular courses receive grades on an A, B, C, D, F scale. The letter corresponds to the following percentage grades and point values:

Number Grade	Letter Grade	Point Value
100- 97	A+	4.3
96-93	A	4.0
92-90	A-	3.7
89-87	B+	3.3
86-83	B	3.0
82-80	B-	2.7
79-77	C+	2.3
76-73	C	2.0
72-70	C-	1.7
69-67	D+	1.3
66-63	D	1.0
62-60	D-	.7
59	F	0.0

All grades, excepting grades in Co-curricular and Study Support are computed in the GPA, which is calculated at the end of each semester.

Fine Art and Physical Education courses are computed at 0.25 credits per semester.

Grades in Advanced Placement courses are weighted in their point value by the multiplier 1.15.

Cum Laude Society

The Cum Laude Society is an international honor society modeled on Phi Beta Kappa. USM faculty members select students for membership based on the National Society's standards of *arête*, *dike*, and *time*.

According to the Cum Laude handbook, the officers and regents remind each chapter that the major objective of the Society is to recognize academic excellence.

Make-up Work

At the beginning of each year, all faculty members are expected to explain their policy on make-up work. At a minimum, students will be allowed as many days as they are absent to complete make-up work without

grade penalty. Students who do not make up homework or tests by the deadline set by the teacher will be assigned to After School Study Hall to complete the work.

Late Work

At the beginning of the year all faculty are expected to explain their policy on late work. As a general rule, work turned in after the announced deadline will be

assessed a grade penalty unless the teacher grants an extension on the work.

Incompletes

Incompletes at the marking period must be satisfied within five school days unless express permission for an extension beyond this limit has been granted by the Assistant Head of Upper School. Incompletes

for the final marking period must be made up by graduation unless express permission for an extension beyond this limit has been granted by the Assistant Head of Upper School. Students

who do not make up incompletes by the above deadlines may receive an F for the examination or marking period in question.

Return of Graded Work by Faculty

Under normal circumstances, faculty will return collected and graded homework, quizzes, tests, and papers within a week of the due date. Term papers, lengthy essays, lab reports, or other large projects usually will be returned within two weeks of the due date.

Field Trips

All field trips must be approved by the Assistant Head of Upper School and Head of the Upper School. There are to be no field trips after December 1 of the first semester or April 15 of the second semester.

Testing/Examinations

1. Students are not required to take more than two major tests or to prepare more than two major papers or a combination of a major test and a major paper on any given day. *It is the student's responsibility to work out an arrangement with his/her teacher.*

2. Examination Preparation Period: The two school days prior to the beginning of semester examinations are designated as an Examination Preparation Period. During this time, faculty may not assign graded assignments, tests, or quizzes requiring outside preparation.

3. Advanced Placement Testing: Two days before the A.P. exams begin, each department is assigned a testing time for students to participate in a review session or take a semester examination. Use of this time is at the teacher's discretion. Students are expected to attend school and all extra curricular programs faithfully during the A.P. period and not to absent themselves for additional (home) study.

4. Examination Policy:

- a. The examination period each semester is four days long.
- b. Examinations are designed to last one and one-half hours. An additional, optional half hour is available.
- c. Examinations count 20% of the semester grade.
- d. Examinations are given in all full-credit academic courses at each examination period, with the following exceptions:
 - i. Oral examinations in foreign language classes may be administered during the final days of the semester but before the Examination Preparation Period.
 - ii. Students who sit for the Advanced Placement examinations in May, at the discretion of their teachers, may be exempted from taking final examinations in their Advanced Placement Courses during the spring examination period.

- e. No examination grades are to be released once an examination period has begun. They may be released, or posted, only at the conclusion of the division-wide examination period.

Late Test Policy

Because students who play in away athletic contests or who participate in other school sponsored events may get home from their event late at night, they are at a disadvantage in taking tests the next day, even when those tests have been announced well in advance. In such a case, the student is to inform his/her teacher ahead of time and report to the class during which the test is being given. S/He is to be sent to a quiet place to study for the class period. The student is then to report to the teacher after school to be given the test. If the test cannot be taken after school, the student must arrange to take the test by the end of the next school day.

Promotion/Academic Probation

Academic probation indicates that a student's academic performance is less than satisfactory. A student placed on Academic Probation may be denied an invitation to return to University School at the discretion of the Head of the Upper School and the Assistant Head of the Upper School.

A student must earn a grade of C- or better for the year to qualify for enrollment in a sequential course for the following year (e.g. promotion from "English I" to "English II" or "Algebra I" to "Algebra II"). Students with a grade below C- or below, may be recommended to do summer work to help them continue successfully in that subject area.

At the discretion of the faculty, a student who does not pass four academic courses during a year may not be promoted to the next grade level and may be placed on academic probation. Terms of probation will be set by the Head of the Upper School and the Assistant Head of Upper School.

Academic Support

The Academic Support Center is a program that provides educational assistance to students who need academic support beyond the regular program and special help offered by their classroom teachers. Students meet individually or in small groups with the learning resource teacher one-to-three times a cycle during their scheduled study halls. The program emphasizes the development of independent learning strategies while making connections with the student's regular curricula.

Placement in the Academic Support Center program is based on the student's learning needs and the availability of times within the student's schedule which correspond to open times in the program. Assignment to the program is determined with the approval of the Upper School Head in consultation with the student, student's advisor, Assistant Head of Upper School, parent, and learning resource teacher.

Early Graduation Policy

Early graduation from the University School of Milwaukee cannot be granted to a student unless that student has earned 18 academic credits in residence in the Upper School, has satisfied the distribution

requirements, and has received the permission of the Upper School Administration and the Head of School.

Under special circumstances, if a student leaves University School to go on to college at the end of the junior year, a University School diploma will only be granted to that student at the end of the first year of college if he/she has earned 18 academic credits in residence in the Upper School, has satisfied the distribution requirements, has received the permission of the Upper School Administration and the Head, has successfully completed a full year of academic courses at the college level, and has completed the college freshman year in good standing from a disciplinary perspective.

Residency Requirements

As a day school that asks a lot of its students both inside and outside the classroom, University School depends on cooperation and communication with the parents and/or guardians of its students. For this reason, students enrolled in University School must live with a parent or legal guardian in the parent's or guardian's primary residence, and the parent or guardian must live at that residence for a substantial portion of the school year. Students will be subject to expulsion from University School if found to be living in situations where they are not closely supervised by a parent or guardian.

The School Day

The Dress Code

Students are expected to be neat, clean, and appropriately dressed for the entire academic day. The Upper School Administration will have the final authority on any dress code violation, and students may be asked to leave campus until they can conform to the dress code.

All outdoor wear (i.e. outdoor coats, jackets, hats, boots, and gloves) must be stored in lockers during school hours. Hats or athletic headbands are not to be worn in the building.

Required for All Students:

- A navy blazer in good repair. A blazer is defined as a hip length tailored jacket with lapels and buttons down the front. Denim and leather jackets are not permitted.
- Socks, nylons, or tights.
- Leather shoes (no sandals, no open-toe, no athletic, no high heels).
- From November 1 until the day before Spring Break, students may wear navy, grey or white sweaters under their blazers.

Required for Girls:

- A white cotton button-down shirt, which is buttoned, with a collar.
- Khaki tailored slacks in good repair (no denim, no jean style, no rivets, no capris, no skorts) or a khaki skirt which reaches at least to the knees.

Required for Boys:

- A white button down shirt, which is buttoned, with a collar.
- Khaki tailored slacks in good repair (no denim, no jean style, no rivets).
- A tie.

On Wildcat Wednesdays, students are expected to dress in good taste. Students may not wear clothing with alcohol, drug, or sexual references at any time. Shorts are not allowed.

The Dining Room

dining room.

All students are required to attend lunch daily and to sit at the table to which they have been assigned. Food and beverages may not be taken from the dining room. Students may not bring soda into the

Assembly

programs of note, to offer a variety of in-house programs and celebrations of student accomplishments, and to elevate community consciousness about matters of mutual concern. Student attendance is the responsibility of the Class Chair and is monitored by the Dean of Students.

The assembly program is an integral part of the school day and attendance is required of both students and faculty. The assembly program seeks to bring to University School outside speakers and

Lockers

are responsible for their lockers, and any damage to them will be billed to the student to whom the locker was issued. The School Administration has the right to inspect the lockers at anytime for any reason without consent of students or parents.

A personal locker and lock is assigned to each student at the beginning of the school year. Lockers are school property and are never transferred to the ownership of the student assigned to them. Students

Gym lockers will be assigned by the Athletic Director and fall under the same guidelines as school lockers.

Lost & Found

semester exams, unclaimed articles are donated to charitable organizations.

The Lost and Found for all books and other articles is next to the office of the Dean of Students. Students should see the Athletic Director for lost or found athletic equipment. After first and second

Parking

during the first week of school each year. Students who obtain drivers licenses during the school year must register on the first day they drive to school.

Any licensed student with signed parental permission may drive to and from school and park in designated areas. Students who choose to drive to USM must register their vehicles with the Dean of Students

Students who drive to school must park in the Upper School parking lot. Students are not permitted in the parking lot and may not leave school during the day, except with the permission of the Dean of Students, Assistant Head of Upper School, or the Head of the Upper School. Students may not park in the Middle School parking lot and must observe all posted parking signs. Students who must leave a car in the parking lot overnight must get permission from the Dean of Students. Vehicles parked in handicapped spaces, fire lanes, or hatched off areas will be ticketed by the River Hills police. Students who park in visitor spaces or in the gym circle will be subject to disciplinary action.

The Dean of Students will take disciplinary action against those students who violate the above rules or who drive or park irresponsibly on or around campus. This action may include revocation of driving privileges.

Weather Announcements

Announcements concerning the closing of school because of bad weather will be broadcast on WTMJ, WEMP, WOKY, and WISN.

Guests

All students with guests on campus are required to register with the Dean of Students and notify the Dean at least one day before the guest's visit to the School.

Attendance

Regular school attendance is essential to success in school. In addition, school attendance is recorded on a student's transcript and becomes part of the permanent record which is sent to colleges and may be sent to employers. It is important for students to be in school and to attend class in order to interact with the teacher and with other students since classroom discussion and work is an integral aspect of a student's education.

University School wants every student to be in class every day. We understand that students may miss school because they are ill, because they have a personal emergency, or because they have a death in the family. Families should schedule medical appointments after school hours.

Students who miss more than ten school days or ten meetings of a single class in a semester or fifteen school days or fifteen meetings of a single class in a school year for any reason (illness, college trips, vacations, personal or family matters, or school-sponsored events) may face the following consequences: Their grades may be affected; academic honors may be withheld; participation in extra-curricular activities may be restricted; eligibility for and continuation in positions of student leadership may be denied; and they may not be permitted to continue or to return to University School.

In the case of lengthy medical illness, the School will follow the Guidelines for Extended Absence in the next section of this Handbook. Students who are frequently absent on announced test or major assignment days will be reported to the student's adviser and then to the Common Trust Committee for possible disciplinary consequences. Extraordinary cases will be reviewed by the Head of the Upper School.

We have a closed campus. Attendance is taken three times during the school day: during the first academic period, at lunch, and during assembly. In addition, by 3:30 each day, faculty will report all absent students to the College Guidance Office. Juniors who have first period free must report to the College Guidance Office prior to 8:15 a.m. or they will be marked absent. Seniors who have the first period free must report to the College Guidance Office prior to 9:00 a.m. or they will be marked absent. Unless granted permission by the Dean of Students, the Assistant Head of the Upper School, or the Head of the Upper School, no student may leave campus before 3:15. Students who leave school during the school day for approved reasons must sign out in the College Guidance Office and sign in upon returning to School.

The Academic Day

The academic day runs from 8:15 a.m. to 3:15 p.m. Sports, drama, and other extra-curricular activities generally run from 3:30 to 5:30 p.m. The School has a flexible schedule so that students can meet with teachers, take additional courses, or study. The flexible schedule is not intended for students to leave campus to run errands or take lessons.

Absences

On days when a student is absent from School, it is the responsibility of a parent or legal guardian to report that absence to the College Guidance Office at 414-540-3401 between 7:30 and 8:00 a.m. Please be specific when explaining the reason for the absence. The School will call parents and guardians at home or at work when students are absent and unaccounted for. Upon return to School, a student whose parents have not called must present a note to the College Guidance Office explaining the absence. Until we receive written or verbal confirmation from a parent regarding the reason for an absence, the student will not be permitted to attend classes.

All absences, valid and unexcused, are counted into the 10 per semester/15 per year limits. Students and parents should carefully consider reasons for missing school and should budget for anticipated absences to ensure students do not exceed these limits. Students who exceed these limits will be called to a conference with their parents and the Dean to review the case.

When parents leave their children home in the care of another adult, they must contact the College Guidance Office and inform the office who will be in charge of the student and the number where they can be reached during the day.

Valid Absences

The School, not parents or students, will determine if an absence is valid. At University School we will excuse absence for the following reasons: personal illness, illness in the family which requires the student to be home; funerals and weddings; religious holidays; legal obligations; dental and medical appointments; college or school visits; and emergency situations which may be reviewed by the Dean of Students. Upon returning to school from a medical appointment, students must bring a note from the doctor's office to confirm the appointment time. Students may make up work missed due to valid absences.

Unexcused Absences

The School will not excuse the following absences: single period absence when a student has not reported to the nurse; hairdresser appointments; shopping; lessons; extended vacations; non-school activities such as sports events or concerts; leaving the building without permission; oversleeping. Students may not make up work missed due to unexcused absences.

Anticipated Absences

Students who know when they will be absent must obtain an anticipated absence form from the College Guidance Office, have it signed by their teachers and parents, and return it to the College Guidance Office prior to leaving School. This procedure does not in itself indicate official approval of an absence.

Partial Day Absences

A student who arrives after 9:00 will be marked as absent for one half day. A student who leaves before 2:30 will be marked absent for one half day. Full and half day absences are recorded on a student's

transcript.

Medical appointments should be made outside of school hours. When this is impossible, the student must bring a note from home specifying the nature of the appointment. The note must be turned in to the College Guidance Office by 8:15 a.m. on the day of the appointment. Students must sign out when they leave campus for the appointment and sign in when they return to campus.

Lateness

Students who are late for their first period class must sign in at the College Guidance Office before reporting to class. The student will be recorded as tardy if he/she arrives before 9:00. If the

student arrives after 9:00, he/she will be recorded as missing a one half day.

If a student is late 3 times to the first period class, he/she will be assigned to an after-school detention. Further violations may result in appearing before the Common Trust Committee and a parent conference.

Students who arrive to School late, missing a test, quiz, or assignment, may be required to take the test or quiz or assignment before the end of the school day. A student who has arrived to School late and has missed a class must see the teacher of the class or classes missed, to arrange make up work.

Missed Assignments

When a student is absent from School, it is his or her responsibility to get assignments. If the assignment request is called in to the College Guidance Office when the parent or guardian calls in the morning to

report the student's absence, the homework request will be posted on the daily attendance list for all teachers to see. Students may also use email to contact their teachers directly. Students will have as many days to make up work after a valid absence as they were absent.

College Trips

Students are limited to 5 days away from School for college visits. Students and parents are reminded that these 5 days are included within the 10 per semester and 15 per year limits.

Absences and Extra-Curricular Activities

Students who are absent from School for any part of the school day for any reason except for a scheduled medical appointment, a family emergency or an absence approved by the Dean of Students, Assistant Head of the Upper School, or Head of Upper School,

are not eligible to participate in after school extra-curricular activities that day. **Students absent from School due to illness may not participate in after-school extra-curricular activities.**

Extended Vacations

University School does not condone early departure or late return from school vacations or family trips taken during the school year. Faculty may impose a penalty for late or missing work.

Guidelines for Extended Absence

Occasionally, students do not attend class or school regularly due to medical, emotional, or other difficulties. Extended absence can create a confusing situation, complicating the completion of assigned work and the fair evaluation of student

progress. In these circumstances, the following considerations may apply:

1. Students with excessive absence from a course or course may be placed on review at the discretion of the Head of Upper School. Normally, eight absences in a marking period (the equivalent of two weeks of class or 20% of that period) will trigger this decision.
2. The Assistant Head of School and advisor are responsible, in consultation with the Dean of Students and possibly others, for ensuring that procedures are followed. The advisor informs parents and teachers that the student is on review, and provides regular updates to all.
3. Until a student can complete academic work, the first priority is the physical and mental health of the student. Students who cannot complete school work should take the necessary steps to recover without direct pressure to keep up with their studies. When the student is able to begin work in a partial way outside class, or to attend classes and activities on a partial basis, the advisor will coordinate student involvement in school by collecting key assignments and working with teachers. During this time the student's participation in extra-curricular activities should be carefully considered.
4. When a student has returned to regular attendance, his or her advisor will develop a schedule with a specified time frame. Make-up may include missed assignments, and may be adjusted to include major evaluation pieces only. Exams, major test and quizzes, labs, papers, and projects are normally expected to be complete during make-up.
5. The following options may be considered:
 - discontinuing a sport or activity
 - parents hiring a tutor for supplementary instruction
 - transfer to pass/fail status (applicable only to non-graduation requirements that exceed the 28 contact hour minimum)
 - taking a "medical incomplete" (course withdrawal with partial credit, requiring summer make-up or a repeat of the course the following year)
 - dropping a class with permission of the Head of Upper School
 - medical withdrawal from the school
6. The Review Team will summarize the outcomes of the student's work when the incompletes have been resolved, and the student is removed from Review. A grade will be recorded for each class, and a notation will be made and recorded regarding the outcomes. The notation will not normally be included on the student's transcript, but it is preserved in the file that is retained after graduation.

7. The Review Team will file a summary of the student's review status.

Student Services

The Advising Program

Each student, at the start of his or her freshman year, is assigned an advisor who will serve in this role for all four years of high school. Advisors will work as a team, a Class Council, overseeing the academic life and the character development of each class. Students are encouraged to see their advisors as an advocate, an adult to turn to in the first instance should a problem arise. Students meet with their advisors for one-on-one conferences, to discuss academic progress, to schedule classes for the upcoming years, and in group meetings. The advisor should be the primary contact between the school and the home. Parents are encouraged to maintain close contact with their student's advisor.

College Guidance

The Directors of College Guidance are responsible for helping students with their college planning. Each grade level is divided into halves by advising groups for the purpose of college counseling. The program begins in the freshman year with discussions designed to structure a successful high school career. During the sophomore year topics include standardized testing. The junior program focuses on how to build a college list. The program culminates in the senior year when specific schools are targeted, applications are completed, and final decisions are made.

Both seniors and juniors are **limited to five days away from school** each year for college visits. Parents are asked to send written notification in advance directly to the College Guidance Office.

Library

Check-out System:

All materials must be checked out at the circulation desk; due dates are placed on all materials. Cooperation in returning materials on time is essential so that other students can use them.

1. Books and magazines may be taken out for a two-week period and may be renewed in person at the circulation desk. Overdue fines for books and magazines are five cents each day.

2. Reserve books may be taken out for one night. They must be checked out during the last period of the day and returned before school begins the following day. Overdue fines for reserve materials are five cents per class period.
3. Students are financially responsible for damaged or lost materials taken from the library. There is a \$3.00 charge for damaging or destroying title barcodes.

Counseling Program

The counseling program is designed to help students reach their full potential. The school counselors are available to help students work through the challenges that they face as they move through the

Upper School. Academic issues that the counseling program deals with include stress, academic pressure, test anxiety, motivation, academic goal setting, organizational skills, and study strategies. Other issues that the counselors help students work through include peer relationships, depression, family conflicts, drug and alcohol abuse, eating disorders, illness, grief and loss, and coping with change.

Students can seek the help of the counselors voluntarily or may be referred by a faculty member or parent.

Confidentiality will be maintained except in cases involving life-threatening situations (i.e. verbalized suicidal thoughts, physical abuse, serious potential of injury to another person, etc.).

Disciplinary Procedures

The Common Trust

We, the members of the University School community, accept the Common Trust: We agree to relate to one another and the school with respect, trust, honesty, fairness, and kindness.

Breaches of the Common Trust

The following behaviors will be considered major violations of the Common Trust and may result in a hearing before the **Common Trust Committee** or may be handled by the Head of Upper School or the

Head of School. The consequences may include suspension, dismissal, or expulsion from School. In addition, in some cases the police may be asked to intervene. The Head of School has the final authority in all disciplinary matters.

1. Academic Misconduct: Plagiarism and Cheating

Definition: Our general definition comes from the UWM Handbook,

“Academic Misconduct is an act in which a student seeks to claim credit for the work or efforts of another without authorization or citation, uses unauthorized materials or fabricated data in any academic exercise, forges or falsifies academic documents or records, intentionally impedes or damages the academic work of others, engages in conduct aimed at making false representation of a student’s academic performance, or assists other students in any of these acts.”¹

¹ *University of Wisconsin–Milwaukee Faculty Document 1686*

USM holds academic integrity as one of the most fundamental elements of our community; therefore, academic misconduct is a serious offense against the community. Faculty members are given specific instructions for dealing with academic misconduct, although each case will be treated on a case-by-case basis. Cases of academic misconduct will generally be referred to the Common Trust Committee and consequences may include lowering of grades, failure of the course, suspension, or expulsion.

Academic misconduct can occur on any assignment from homework to final exams. Students are responsible to understand and be sure about the terms of the assignment before

they begin (Is research intended? Is collaboration acceptable? Is the use of calculators or translations aids acceptable for the assignment?).

Students who are unclear about the policies for academic misconduct or are having difficulty keeping up with their workload are encouraged to seek the help of their teachers, advisors, the School Counselors or the Dean of Students.

Cheating is the act of using information from unauthorized sources to improve ones chances on an assignment or assessment, to help someone else improve his/her chances, or to undermine the academic environment. Any student involved in such practices (whether he or she gives or receives information) is subject to disciplinary action.

2. Theft/Vandalism

The Common Trust protects the School property and the personal property of the students, faculty, and staff from defacement, tampering, and theft. All thefts will be investigated by the School and may be referred to the police. Possession of a stolen object is considered a violation of the Common Trust.

Tampering with fire extinguishers, fire alarms, or other emergency equipment is strictly prohibited.

3. Attendance abuses

University School requires attendance at school and in classes. Students may not cut class. Students who miss more than ten school days or ten meetings of a single class per semester or fifteen school days or fifteen meetings of a single class per year for any reason may face disciplinary consequences. Students who are frequently absent on announced test or major assignment days may be disciplined by the Common Trust Committee. Each case will be reviewed individually by the Dean of Students, the Assistant Head of the Upper School, and the Head of the Upper School.

4. Possession of Weapons

The transportation or possession of weapons (including chemicals such as pepper spray), fireworks, or explosives is strictly prohibited. Because of the clear danger to each individual in the community, any student who possesses a weapon at School or a School-sponsored event is subject to expulsion and possible legal prosecution.

Toy weapons of any kind, including water pistols, are forbidden at School and will be confiscated. Disciplinary action may ensue. Lighters and matches are not permitted on campus.

5. Physical or Verbal Harassment

The use of physical force in dealing with one's fellow students is inappropriate in every circumstance. Derogatory, abusive, or offensive comments delivered orally, in writing, or electronically, have no place at University School, whether they are leveled directly or indirectly, at the School or at an individual. (Please see the Table of Contents for our Harassment Policy.)

6. Lying

Students who misrepresent themselves or their actions break the Common Trust. Lying in the course of a disciplinary action, either to the Dean of Students or to the Common Trust Committee, may result in suspension, dismissal or expulsion.

7. Drug, Tobacco, and Alcohol Use

Any student who possesses, uses, sells, or distributes illegal drugs, drug paraphernalia, or alcohol at any time while under the authority of the School is subject to the most serious disciplinary action, including suspension, dismissal, and expulsion.

An student who possesses, uses, sells, or distributes tobacco products at any time while under the authority of the School is subject to suspension and participation in a smoking cessation program. Multiple offenses could lead to dismissal.

Please see our full Drug, Alcohol and Tobacco Policy, beginning on page 29 of this handbook.

8. Leaving Campus Without Permission

USM is a closed campus and students are not permitted to leave the campus without permission.

9. Insubordination

Insubordination, rudeness, and direct disobedience to an adult in the School community will result in disciplinary action.

10. Driving Recklessly on Campus

Students who speed or drive recklessly on campus face disciplinary action.

The Regulations of the Code of Conduct

Students who commit any of the infractions listed below will face disciplinary action. Consequences may include parent notification, detentions, work duty, disciplinary warning, and appearance before the Common Trust Committee.

1. Cutting classes but staying on campus. Attendance in all classes and study halls is required.
2. Violating the dress code
3. Being Out of Bounds
 - Out of Bounds:*
 - a. the parking lot between 8:15-3:15
 - b. the Lower and Middle Schools at unauthorized times
 - c. any area out of sight of the Upper School building
 - d. the school buses

4. Parking in unauthorized areas
5. Being tardy to class or assembly
6. Using cell telephones, portable CD players (except in designated areas), laser pointers, or other electronic devices during the school day
7. Eating or drinking in unauthorized areas
8. Engaging in horseplay in the common areas or disruptive behavior in classrooms or assembly.

The Common Trust Committee

The Common Trust Committee serves an important role in the Upper School, both as a learning opportunity for all involved and for helping to maintain a fair and consistent disciplinary policy. The

Dean of Students may call a student who violates a rule of the Common Trust or Code of Conduct Regulation before the Common Trust Committee. It is fundamental to this process that the Committee is not a court and is not bound to the same rules of evidence or standards. We expect students to be honest in disciplinary matters, and we may use their own statements against them. The Committee is composed of faculty and students as described below.

The Common Trust Committee makes recommendations to the Head of Upper School and/or the Head of School. The Head of School may intervene at any stage of the process and is the final authority on all disciplinary matters.

Major discipline cases are difficult for everyone involved, yet the guiding principle of discipline at USM is to balance the learning of the individual student with the values of the community. We seek a process that works with families and students to reach the best outcome for all involved, yet maintains our commitment to high academic, ethical and community standards.

Common Trust Committee Procedures:

1. Student Members
 - a. Common Trust Committee Members shall be made up of 5 Student Council Members rotating on a monthly basis: 2 prefects, 1 junior, 1 sophomore, and 1 freshman.
 - b. Members will be notified by writing of hearing at least 1 day in advance.
 - c. Members will not discuss content of case or evidence with any members of the USM community, especially the accused, BEFORE or AFTER the case.
 - d. Members shall discuss the case only within the confines of the Common Trust Committee hearing.
 - e. If a Common Trust Committee Member breaks the confidentiality of the Common Trust Committee that member will be removed from cases for the rest of the school year.
 - f. Any Common Trust Committee Member may recuse him/herself from a case by a request to the Dean of students at least 1 day before the hearing.
 - g. Parents are not invited to the Common Trust Committee proceedings but may set up a conference with the Upper School Administration to discuss the case.

2. Faculty Members
 - a. Faculty Common Trust Committee members consist of 4 members: 1 chair, 2 members appointed by the administration for three year terms, 2 members voted on by the faculty for 2 year terms. The faculty members will consult the precedent book and bring up past cases to the committee proceedings.
 - b. Faculty will be notified in the same way as students and held to the same confidentiality standards as the student members of the committee.
3. Students appearing before the committee
 - a. Students appearing before the committee will be notified by the Dean of Students.
 - b. Students must inform their parents of the hearing in the time frame agreed upon with Dean of Students.
 - c. Students are expected to answer all questions during a case truthfully and completely.
 - d. Students will be required to write a factual statement that is submitted to the Dean of Students and presented the Common Trust Committee.
 - e. Students may write (or give orally) a personal statement to be presented to the Common Trust Committee during the hearing.
4. Advisor's role
 - a. Advisors will be notified of a hearing involving one of their advisees.
 - b. Advisors may be in contact with the parents and students before the hearing to answer questions.
 - c. Advisors cannot comment on the case itself or predict the recommendation of the Common Trust Committee.
 - d. Advisors will attend the hearing with their advisee as an advocate.
 - e. Advisors may communicate with the family after the hearing to offer support and clarification.
5. Parents' role
 - a. Parents should support the student in the student's relationship with the school.
 - b. Parents will be notified of a pending hearing by their student, by phone from Dean of Students, and in writing.
 - c. Parents should understand that the school does not proceed in the same way as the legal system in terms of standards, sequence or philosophy.
 - d. Parents are not invited to the Common Trust Committee Hearing, but may set up a meeting with the Administration after the hearing.
 - e. Parents should not contact any members of the Common Trust Committee, faculty or students before, during, or after a case.
 - f. Parents may want to read the handbook and documentation they receive before a hearing to understand the Common Trust Committee procedures and the rule(s) violated.
6. Documentation presented to the Common Trust Committee
 - a. Parent notification form—outlining the charge against the student
 - b. Dean's factual statement
 - c. Student's factual statement
 - d. Advisor's statement (may be written or oral)
 - e. Student's personal statement (may be written or oral)
7. Common Trust Committee Case Outline

Before the Hearing

- a. Dean informs student of the charge against him/her (in conjunction with teacher, if applicable). Dean gives the student a specific time frame in which to notify parents.
- b. Dean notifies advisor.
- c. Student/Parents presented with notification of Common Trust Committee hearing and specific charge.
- d. Dean and advisor communicate with parents by phone (if possible) to ensure they understand the purpose of the Common Trust Committee hearing.
- e. Dean and advisor prepare presentations for Common Trust Committee hearing.

During the Hearing

- a. Dean presents charge against student.
- b. Common Trust Committee members question Dean and student about the nature of the charge and the circumstances.
- c. Advisor speaks on behalf of student (written statement if applicable).
- d. Student speaks or reads personal statement.
- e. Student leaves room
- f. Dean and advisor further questioned by the committee about the nature of the student and the case.
- g. Dean and advisor leave room.
- h. Common Trust Committee discusses case and prepares recommendation.

After the Hearing

- a. Common Trust Committee chair delivers recommendation to Head of Upper School and Assistant Head of Upper School.
- b. Student and parents informed of recommendation in writing.
- c. Dean and advisor may communicate with family if necessary.

8. Reporting

- a. Parent Notification Form goes to the following: student and faculty committee members, advisor, parents, student appearing before the committee.
- b. Recommendation Report: Head of US, Assistant Head of Upper School, faculty committee members, advisor, parents, student's file, Common Trust Committee precedent book.
- c. Announcements:
 - i. Common Trust Committee Report (roughly one per quarter) - general case log with no names.
 - ii. Attendance list (for suspensions only)
 1. Student's name and type of suspension (in or out of school)
 2. No specifics of the case
 - iii. Faculty meetings/faculty email - for purposes of controlling rumors and protecting the student's rights to make up assignments.
- d. To Colleges: Please see the next page for our policies on reporting disciplinary actions to colleges or other educational programs.

Disciplinary Consequences: The Student's Status in the School

1. ***Disciplinary Warning:*** A student who cuts class, assembly, or lunch, leaves campus without permission, is tardy, is disruptive in class or in the common areas, has driving or parking violations, violates the dress code, or in other ways violates the Code of Conduct may be placed on Disciplinary Warning by the Dean of Students. In addition to carrying disciplinary consequences, Disciplinary Warning is a notification to the student and his/her parents that the student's actions and behavior have been inappropriate. It carries a warning that subsequent inappropriate actions and behavior will be judged severely.
2. ***Disciplinary Probation:*** A student who violates school rules and regulations or violates community standards may be placed on Disciplinary Probation. In addition to carrying disciplinary consequences, which may affect the student's privileges, participation in school activities, and re-enrollment, Disciplinary Probation is a notification to the student and his/her parents that the student's actions and behavior have been seriously inappropriate. Disciplinary Probation carries a warning that subsequent inappropriate actions and behavior or violations of school rules and regulations may result in suspension or expulsion. In some cases a student may be suspended at the same time that he/she receives Disciplinary Probation. A student who is on probation will not be allowed to run for a leadership position and may be removed from his or her leadership position if he/she already holds one.
3. ***Full Day Detention:*** A student who violates a Rule of the Common Trust may be in Full Day Detention. A student in full day detention will be on campus throughout the term of the detention and will be working on his/her academic work. Students may not bring computers, CD players or other electronics to the Full Day detention. Students will be allowed to make up work missed due to Full Day Detention. **Students will not be allowed to participate in extra-curricular activities on days of Full Day Detention.** In addition to carrying disciplinary consequences, which may include work duty, restrictions of privileges and participation, and re-enrollment, Full Day Detention is a notification to the student and his/her parents that the student's actions and behavior have been seriously inappropriate. Full Day Detention carries a warning that subsequent inappropriate actions and behavior or violations of school rules and regulations may result in suspension, dismissal or expulsion.
4. ***Suspension:*** A student who violates a Rule of the Common Trust may be suspended from school. A student placed on Suspension may not be on campus throughout the term of the Suspension without the expressed permission of the Head of the Upper School. In addition to carrying disciplinary consequences, which may include work duty, restrictions of privileges and participation, and re-enrollment, Suspension is a penultimate notification to the student and his/her parents that the student's actions and behavior have been seriously inappropriate. Suspension carries a warning that subsequent inappropriate actions and behavior or violations of school rules and regulations may result in dismissal or expulsion.
5. ***Dismissal:*** A student whose violation of the Common Trust is severe may be dismissed from the school for the remainder of the school year. A student who has been dismissed may not be on campus for the remainder of the school year. The Head of School and the Upper School Administration will decide the status of the student's academic work and

the notification to colleges. A student who has been dismissed may apply for readmission to the Head of School.

6. **Expulsion:** A student whose violation of the Common Trust is severe may be expelled from the school. A student who has been expelled may not be on campus. The Head of School and the Upper School Administration will decide the status of the student's academic work and the notification to colleges. A student who has been expelled may not be readmitted to the school.

Policy for Reporting Disciplinary Actions

Colleges and other educational programs often ask students and college counselors questions about disciplinary infractions. These questions must be answered truthfully. We expect students will answer all questions regarding their disciplinary record at USM in an honest and forthright

manner. It is USM policy to report serious or repeated violations of our Common Trust, the School's code of conduct, to colleges and other educational programs in the positive context of the college counselor's letter of recommendation. Reported violations ordinarily involve a serious breach of community standards or a pattern of behavior to which we feel a college's attention should be drawn. For students who are disciplined for serious or repeated violations *after* their applications to colleges or educational programs have been submitted, it is USM policy to require the student to communicate these situations to colleges directly. The School also reserves the right to initiate contact with colleges about such violations.

Drug, Alcohol and Tobacco Policy

Goals

The goals of the School's Drug, Alcohol and Tobacco Policy are:

- to promote student health and safety through consistent, School-wide policies
- communicate that tobacco, alcohol, and illegal drugs are harmful to the physical, emotional, and intellectual development of students, against the law, and best avoided
- alert student and parent to the School's position on tobacco, alcohol, and illegal drugs.

Support Services

Every effort will be made to provide appropriate support services to any student who initiates a request for guidance or confidential counseling through the auspices of a school counselor, faculty

member, or administrator at the School.

Upper School students will also be subject to WIAA rules and regulations and the Activities Code regarding substance abuse.

Drug and Alcohol Policy

Any student who possesses, uses, sells, or distributes illegal drugs, drug paraphernalia, or alcohol at any time while under the authority of the School is subject to the most serious disciplinary action,

including full day detention, suspension, dismissal, and expulsion.

Tobacco Policy

Any student who possesses, used, sells, or distributes tobacco products at any time while under the authority of the School is subject to suspension and participation in a smoking cessation program.

Multiple offenses could lead to dismissal.

Definitions

Students are “under the authority of the School” while on campus at any time and while participating in or being transported to or from a School-sponsored event.

“Possession” is defined as the storage of alcohol or other drugs in backpacks, lockers, automobiles, or any place else on School grounds.

“Use” is defined as participation in the use of, being present at the use of, or being present under the influence of alcohol or illegal drugs.

Athletics

Introduction and Philosophy

While participating in School-sponsored activities, USM students must observe the Rules of the Common Trust. A student who is on probation will not be allowed to run for a leadership position and may be removed from his or her leadership position if he/she already holds one.

University School believes that athletic and extracurricular activity participation is an essential portion of the education of the “whole student.” We believe that the athletic and extracurricular activities should provide a variety of experiences that will prepare our students for adult life, presenting lessons in sportsmanship, competition, responsibility, teamwork, cooperation, leadership, and winning and losing with grace. Athletic and extracurricular activity participation are privileges that require responsibility to the School, to the community, to the student body, to the activity, and to the student him/herself.

Athletic Policy

1. The athletic program of USM reflects the mission of the School and is an integral part of the curriculum.
2. The School’s athletic program affords every Upper School student the opportunity to participate on a team. Membership on a team requires attendance at practice (unless excused by the coach), active participation, reasonable effort at skill development, and a cooperative, supportive attitude.
3. The Upper School athletic programs help students gain self-confidence, develop discipline and responsibility in team play, improve their skills and experience the enjoyment of athletic competition. Playing time per game may vary at the coach’s discretion, depending upon the player’s attendance at practice, attitude, effort, skills, and the skill level of the competition.
 - The Upper School Varsity program is the highest level of interscholastic competition at University School. Varsity athletes and coaches strive for excellence and a winning spirit in this competitive environment. Game participation by all team members is not guaranteed.

- The Upper School Junior Varsity program strives for a balance among competitive play, individual participation, and skill development, while fostering a winning spirit.
4. The School is committed to the safety and physical and emotional health of its athletes.
 5. The School expects athletes, coaches, parents and fans representing USM to practice good sportsmanship and behave ethically and honorably before, during, and after athletic competitions and practices.
 6. The School supports coaches in their understanding of and commitment to its student-athletes. The School will ensure that coaches have appropriate training in coaching and first aid procedures.
 7. The School will strive to educate parents about its policies and expectations and encourage effective, constructive communication among parents and coaches.
 8. The School will support gender equity in all aspects of its athletic program.
 9. University School of Milwaukee complies with the rules and policies of the governing bodies of the sports in which it participates.
 10. Game day dress policy. On game days students may wear their team jersey or team T-shirt in place of the blazer.

Academic Requirements

First and foremost University School is committed to our academic program. Athletics are an extension of the School program and therefore academic responsibilities must be met before a student may participate in athletics. The WIAA stipulates that member schools have academic eligibility standards. University School athletes must maintain a minimum GPA of 2.0 in the most recently completed marking period (quarter). Additionally, a student must have received no more than one failing grade (including incompletes) in the most recently completed marking period (quarter). The School reserves the right to restrict a student's participation in athletics based on unacceptable academic performance.

A student who becomes academically ineligible may regain eligibility by meeting the academic standard following a period of 15 scheduled school days and nights of ineligibility.

A student regains eligibility immediately if incompletes are made up within two weeks after a marking period.

Unsportsmanlike Conduct

A student, disqualified from a contest for flagrant or unsportsmanlike conduct, is suspended from interscholastic competition for no less than the next competitive event (but not less than one complete game or meet).

Rules for Participation

Athletes are expected to make a commitment to the School, to their coaches, and to their teammates. In order to be a member of a team and play in the first contest at USM, the athlete and his/her parents must sign an agreement that he/she will abide by all of the policies and the code of conduct.

1. Each athlete must have proper equipment. Game uniforms should be kept clean, in good repair, and worn within the guidelines of the sport. An athlete will be charged a fee for damage or failure to return the uniform on time. Athletic uniforms are provided by the School, except swimming suits and caps, tennis uniforms and golf apparel. Game jerseys can be worn to school on game days over dress code shirts.
2. Practices are mandatory: Varsity/JV practices are typically conducted after school, Monday – Friday. Since practice is mandatory, it is to the athlete’s advantage to schedule appointments on Saturdays or scheduled days off.
3. Students who are absent from School for any part of the school day for any reason except for a scheduled medical appointment, a family emergency or an absence approved by the Dean of Students, Assistant Head of the Upper School, or Head of Upper School, are not eligible to participate in after school extra-curricular activities that day. **Students absent from School due to illness may not participate in after-school extra-curricular activities.** If the valid absence occurs on a Friday, the student may be eligible to participate in the extracurricular activity during the weekend. It is the student’s responsibility to report his/her absence to the coach, adviser, or director of the activity. If an athlete misses any part of the school day, he/she may not participate in a practice or game that day. If the absence occurs on a Friday, the athlete must get clearance from the Dean of Students, the Assistant Head of the Upper School, or the Head of the Upper School to participate in weekend competition.
4. An athlete may drive him/herself to and from a game if a note has been submitted by that athlete’s parents and approved by the Athletic Director, Dean of Students, Assistant Head of the Upper School, or the Head of the Upper School. However, that athlete may not drive with any other team member or student. An athlete may return home from a game with another athlete’s parents if a written request has been submitted by the athlete’s parents and approved by the appropriate coach prior to the sporting event.

Athletic Code of Conduct

As we state in our Drug, Alcohol, and Tobacco Policy, University School is committed to the health and safety of every athlete. Tobacco, alcohol, and illegal drugs are harmful to the physical, emotional,

and intellectual development of our students, against the law, and best avoided. Further, we want to alert students and parents to the School’s position on drugs, alcohol and illegal drugs.

Drug and Alcohol Policy

Any student who possesses, uses, sells, or distributes illegal drugs, drug paraphernalia, or alcohol at any time while under the authority of the School is subject to the most serious disciplinary action, including suspension, dismissal, and expulsion.

Tobacco Policy

Any student who possesses, uses, sells, or distributes tobacco products at any time while under the authority of the School is subject to suspension and participation in a smoking cessation program. Multiple offenses could lead to dismissal.

Athletes are in a special relationship with the School and serve as representatives of the School when they participate in sports events. They are held to both the School’s standards and those of the WIAA. The following guidelines apply to all student athletes:

- Athletes are required to follow the Code of Conduct and the rules of the WIAA on a year round (12 month) basis.

- The Drug, Alcohol and Tobacco Policy applies without geographic limitation and therefore includes students who travel abroad on vacation or with a School exchange.
- Seniors who participate in sports after graduation must comply with these codes until the sports season is completed.
- University School athletes are not to attend parties, events, or gatherings where alcohol or drugs are consumed illegally. If an athlete does not leave the party or event immediately upon discovery of the use of alcohol or drugs, such attendance will be considered a violation of the School's policy.
- Coaches at every level of competition will make all players fully aware of these expectations, explain the reasoning behind them, and clarify the consequences of non-adherence.

In-Season Violations

- First Offense If an athlete comes forward to admit an offense, the athlete will be suspended from fifteen percent (15%) of the contests in which he/she is currently participating. If there are not sufficient contests remaining, he/she can be suspended in the next season in which he/she participates. If an athlete does not come forward to admit an offense, the athlete will be suspended from twenty-five percent (25%) of the contests in which he/she is participating. If there are not sufficient contests remaining, he/she can be suspended in the next season in which he/she participates. Should the individual hold a position of captain, this title may be removed.
- Second Offense If an athlete comes forward to admit an offense, the athlete will be suspended from thirty percent (30%) of the contests in which he/she is currently participating. If there are not sufficient contests remaining, he/she can be suspended in the next season in which he/she participates. If an athlete does not come forward to admit an offense, the athlete will be suspended from fifty percent (50%) of the contests in which he/she is participating. If there are not sufficient contest remaining, he/she can be suspended in the next season in which he/she participates.
- Third Offense If an athlete commits a third violation of the Code, he/she will be suspended from athletic participation for a period of twelve months.

Out-of-Season Violations

Consequences for out-of-season violations will be referred to the Common Trust Committee. If a student denies violating The Code of Conduct, the School must provide an opportunity for the student to be heard prior to the next interscholastic competition.

Requirements for a Letter

In order to receive a letter, a student must:

- play in the required number of contests.
- attend practice sessions regularly.
- be faithful in training.
- exhibit good sportsmanship.
- adhere to the Rules of the Common Trust.

Any player who ceases to be a member of the team by reason of dismissal by the coach or school, or who voluntarily quits the squad of his/her own accord, forfeits his/her rights to receive any athletic awards. Any player who has been ill or injured and has failed to meet all of the requirements, may, upon recommendation of the coach, receive a minor or major award. etc.).

Student Activities

Academic Requirements

First and foremost University School is committed to our academic program. Extra curricular activities are an extension of the School program and therefore academic responsibilities must be met before a student may participate in activities. University School students must maintain a minimum GPA of 2.0 in the most recently completed marking period (quarter). Additionally, a student must have received no more than one failing grade (including incompletes) in the most recently completed marking period (quarter). The School reserves the right to restrict a student's participation in activities based on poor academic performance or behavior.

A student who becomes academically ineligible may regain eligibility by meeting the academic standard following a period of 15 scheduled school days and nights of ineligibility.

A student regains eligibility immediately if incompletes are made up within two weeks after a marking period.

Activities Code of Conduct

As we state in our Drug, Alcohol, and Tobacco Policy, University School is committed to the health and safety of every student. We want to communicate that tobacco, alcohol, and illegal drugs are harmful to the physical, emotional, and intellectual development of our students, against the law, and best avoided. Further, we want to alert students and parents to the School's position on drugs, alcohol and illegal drugs.

Drug and Alcohol Policy

Any student who possesses, uses, sells, or distributes illegal drugs, drug paraphernalia, or alcohol at any time while under the authority of the school is subject to the most serious disciplinary action, including full day detention, suspension, dismissal, and expulsion.

Tobacco Policy

Any student who possesses, uses, sells, or distributes tobacco products at any time while under the authority of the school is subject to suspension and participation in a smoking cessation program. Multiple offenses could lead to dismissal.

Definitions

Students are "under the authority of the school" while on campus at any time and while participating in or being transported to or from a school-sponsored event.

“Possession” is defined as the storage of alcohol or other drugs in backpacks, lockers, automobiles, or any place else on school grounds.

“Use” is defined as participation in the use of, being present in the use of, or being present under the influence of alcohol or illegal drugs.

Students who participate in extracurricular activities are in a special relationship with the School and serve of representatives of the School and bound by the Rules of the Common Trust.

Students are required to follow the Code of Conduct on a year round (12-month) basis. Consistent with our Athletic Code, we will treat a violation that occurs when a student is participating in an activity differently from how we treat a violation when the student is not participating in an activity. Successive offenses will result in more severe consequences. If a student comes forward to admit an offense, the student will be treated more leniently than if the student does not come forward to admit the offense. Should the student hold a leadership position within an activity, the position may be suspended or revoked. If a student denies violating The Code of Conduct, the School must provide an opportunity for the student to be heard promptly.

Use of Student Autos for School Trips or Field Trips

- Students will travel in school-provided transportation to and from all trips unless they have special permission from the Dean of Students.
- Students may not drive another student passenger unless prior written request has been submitted by parents and approved by the Head of the Upper School, the Assistant Head of the Upper School, the Dean of Students or the Athletic Director.

Student Organizations

Activities are available to USM students to augment and supplement offerings in the regular curriculum as well as co-curriculars. Offerings are generally dictated by student interest so the list of available

options is always tentative. In order to form a new club, students need to submit a 1-page proposal outlining their mission and activities to the Dean of Students. This proposal should be signed by at least 10 committed students. All clubs must have a faculty advisor and at least one event per semester to be considered a viable student organization.

Accounting Club

Amnesty International

Beyond

Book Club

Charter

Chess Team

Cricket Club

Current Events Club

Debate Team

Dramatic Productions

Film Club

Harvard Model Congress

International Club

Math Team

Phoenix

RAW (Run All Winter)

Spanish Honor Society

Student Government

Trident

Yale Model United Nations

Postings, Polls and Publication Distribution

Students who wish to post notices or distribute publications must first get the approval of the Dean of Students. It is the responsibility of the students who post the notices to remove them within a week of the event advertised. Students

who wish to conduct polls must first get the approval of the Dean of Students. Any literature or publication not approved by the Upper School Administration may not be distributed on campus. In accordance with the ISACS (Independent School Association of the Central States) guidelines for student publications, the following stipulations must be met.

- Speakers and writers may criticize policies but not defame people.
- Speakers and writers may not use crude language, epithets, profanity, or obscenities.
- Speakers and writers must identify themselves by name and not hide behind anonymity.
- Following USM policy, all publications must have a faculty advisor.

Student Government

Student Council

The Student Council represents the student body in all phases of school life. Through regular meetings, its primary concerns are to encourage student thinking on issues of importance to the school, to represent student opinion in its many diverse forms, to foster thoughtful communication and constructive action within the school, and to serve as an advisory body to the faculty.

The council is composed of six senior Prefects, who serve as executive board members, and three representatives elected from each of the underclasses. During spring term, the rising senior student council representatives (Prefects) are elected by the student body in the Upper School. Student Council members from the other three grades are elected by their classes. A candidate must be in good standing in the Upper School. No student on probation is eligible to run for Student Council.

Class Board

The Class Board is responsible for planning class activities and raising funds for those activities. Each class has Board members elected from advising groups each spring. A candidate must be in good standing in the Upper School. No student on probation is eligible to run for the Class Board.

Trip Guidelines

1. USM chaperones are responsible for the safety and well-being of the group at all times. (Please refer to student trip

guidelines packet.)

2. During the trip, there may be time when one of the chaperones has time off. At least one adult must always be available to the group.
3. The chaperones are expected to enforce the USM disciplinary guidelines as outlined in the Common Trust.

Members of the Upper School community represent University School in the larger world. As such they are ambassadors for the School, and we expect that general conduct in and out of School shall bring no discredit to the student, the School, the parents, or the community. Students are under the School's jurisdiction at all times when they are on campus or supposed to be on campus, and before, during, and after any school-sponsored activities. The School reserves the right to inform parents and to take appropriate action if rule violations occur off campus. Students involved in unlawful activities or activities that are viewed as contrary to the generally accepted moral and ethical standards of the USM community may be subject to disciplinary proceedings. Each student has a personal and individual as well as a shared responsibility to parents, teachers, and peers to support and abide by the School rules. We reserve the right to discipline students for infractions not limited to those herein articulated. The Head of School has the final authority in all disciplinary matters and may intervene at any stage in the disciplinary process.
4. The chaperones will hold medical information and oversee medications, as well as hold emergency numbers and other necessary documents.
5. For trips aboard, the chaperones will hold copies of passports and visas for the students.
6. The chaperones will be responsible for:
 - a. Publicity
 - b. Orientation
 - c. Information (dates, hotels, phone numbers, telephone chain, parental permission, and evaluation)
 - d. Collecting money and maintaining a budget
 - e. Discipline. A chaperone may use his/her discretion to discipline a student. Discipline may, in serious case, result in sending a student home.
7. The chaperones will oversee the medical requirements for the trip (special medications, shots, etc)
8. Chaperones are not only representatives of the School. They are also assuming responsibility for a group of students away from home. We expect them to serve as role models, to oversee and guide student behavior, to resolve problems, and to be educational leaders. They may not use illegal drugs or alcohol.
9. If the trip includes both male and female students, there must be both a male and a female chaperone(s).

10. Discuss room arrangements for chaperones so that students and chaperones are located on the same floor. Chaperones are responsible for set and maintain a curfew and to supervise students in their rooms.
11. No student may be left behind in a hotel room. If a student becomes ill, a chaperone must remain with him/her. The chaperone's first priority is the care of the students.

Computer Policies

This policy is meant to give clear guidelines regarding the use and security of computers at USM. Underlying the policy is the understanding that the computers are provided as academic tools, and that all of us will use the computers responsibly.

USM reserves the right to deny access to all computer facilities and computer accounts to students who violate these expectations. Students are subject to all USM rules and policies, including those found in the Handbook, for the safety and security of our school network.

Computer Environment

The Upper School has two computer labs available for students to use before and after school and in study periods during the school day. Teachers may reserve the lab for classes, which will be given priority over individual student use of labs during the school day. In addition, there are computers for student use in the library, film editing lab, publications lab, College Guidance office, science labs, and some classrooms.

Lab computers contain PCs and are connected to a school-wide network. All of the machines have CD drives and Iomega Zip drives (250 MB). The lab also has four scanners, four laser printers, a color printer, a slide scanner, a CD burner, and a projector.

All students have individual logins to the USM academic network. There will be no anonymous access in the labs or libraries. This same login will also provide Internet access. Each student will be allotted 60 MB private network space for storing work. Students may not download programs to this space.

The standard software in the labs will include:

- Microsoft Office XP Professional (Word, Excel, PowerPoint, Access, Photo Editor, Front Page)
- Internet Explorer 6 (web browser)
- Adobe PhotoShop v.6
- Web creation software – DreamWeaver, Fireworks and Flash on some computers
- Norton Anti-virus software
- Library resources, such as on-line card catalog, encyclopedias, and journal access

- Special software for classes and departments, such as Geometer's Sketchpad, Visual C++ 6.0, Java 1.2, etc.

Use of Upper School Computers

1. Before and after school, during recess, and throughout the school day, students may use the lab computers for *academic purposes* only.
2. Students need to act responsibly when using the lab. This means working quietly and focusing on computer-related assignments, not bringing food or drink into the lab areas, not disturbing others, not being destructive to the machines or network equipment, not downloading any software or modifying the computer's configuration, and never using someone else's account.
3. Hacking, or any kind of destructive, irresponsible, dishonorable or illegal use of the computers or network, is not permitted.
4. Game playing is prohibited at all times, unless authorized by a teacher for a class or a club activity. Fantasy football and similar web activities are considered games.
5. Students may not participate in chat rooms unless it is part of a teacher-approved class project.
6. No use of instant messaging or MMC is allowed on school computers.
7. The security of the system at USM depends on the confidentiality of individual logins and passwords. Students must never let someone else use their accounts or passwords, and must never use someone else's. Students will be responsible to log off of the Internet and the network when finished using a computer.
8. If a student believes that someone else has accessed his or her account, he or she must notify the lab supervisor immediately.
9. Students are expected to be kind and respectful to one another, and to respect one another's privacy.
10. USM will continue to use Web Sense Internet filtering software. It is not perfect, however, and USM can add and remove sites from the blocking list. In addition, students are expected to use their good judgment to avoid inappropriate sites.
11. USM keeps weekly logs of all Internet access, which may be compiled on occasion for general statistical purposes. USM reserves the right to analyze Internet logs further in the event of illegal or inappropriate use.
12. When accessing research information on the Internet, it is important that students not misrepresent themselves or give out their own addresses, phone numbers, personal information or that same information on another student.
13. When building a web page at home or at school, it is expected that there will be no offensive comments made about the school, other students, or members of the USM community.
14. Material obtained through research on the Internet and then used for academic work must be properly documented. Since some material is unique to the Internet and can disappear quickly, documentation may necessitate printing a hard copy to preserve citation information.

Medical Policies

Medications

The following policy incorporates provisions for the safety and protection of students on medication, their peers, and school personnel. It is the responsibility of the parent/guardian to inform the school nurse by completing a medication request form of the need for a student to have medication at school. The form should identify the medication, dosage, time to be given, and purpose of the medication. Parents/guardians are required to provide a properly labeled bottle or container for the prescribed medication. (Parents/guardians should ask the pharmacist for a separate bottle of the prescribed medication for school.) The label on the bottle or container must contain the name and telephone number of the pharmacy, the student's name, the name of the physician, the name of the medication, and the dosage to be taken.

Should a student and his/her parents decide that the student wishes to self-administer a daily prescription medication the following steps should be taken:

1. The parents and student should contact the Nurse's office to obtain a permission form for self-administered medication.
2. The above mentioned form must be completed and signed by the physician who prescribed the medication, ensuring that the student is prepared to accept the responsibilities related to self-administering medication.
3. The division head will be informed of the decision.

Accidents

Should a student be seriously injured while at school, it is our practice to call emergency personnel immediately and notify the parents as to the nature and seriousness of the situation.

Under normal circumstances, the North Shore Fire Department transports injured patients to the closest hospital.

AIDS

The following policy relating to administration of cases involving infection with the human immunodeficiency virus HIV, the virus that causes acquired immunodeficiency syndrome commonly

referred to as AIDS, at University School is based upon current available information of known risk factors and modes of transmission of the HIV infection and reflects concern for the welfare of the individual as well as the school community.

Parents of students infected with or who have tested positive for exposure to HIV are required to advise the Head of School as soon as the parents become aware of their child's condition.

Final decisions regarding the admission or continued attendance of a student who is infected with or has tested positive for exposure to HIV will be made on an individual basis. If there is a risk that children with AIDS or evidence of HIV infection will transmit the infection to others (i.e., the child lacks toilet training, has open sores that cannot be covered, or demonstrates behavior [for example, biting] that could result in direct inoculation of potentially infected body fluids into the blood stream), that risk will be assessed by a school committee. This committee will consist of the Head of School, two Trustees and the School's physician, and will determine whether the risk of transmission is such that the student will not be permitted to attend University School.

Confidentiality will be maintained by the School and knowledge of the infection will be confined to the Head of School and others, such as members of the committee described above, who require this knowledge to carry out the School's policy on AIDS.

On the approval of the committee, children infected or having tested positive for exposure to HIV should be permitted to attend school in the absence of circumstances that would indicate that there is greater than normal risk from such attendance (such as evidence that the student and/or parents of the student refuse to cooperate with school officials in monitoring or taking precautions against transmission of the disease, etc.).

Age-appropriate education will be incorporated into the health curriculum of University School and updated as new information becomes available. Likewise, this policy will be reviewed and may be amended as new medical information on HIV is published. This is an important component of this policy.

Sexual Harassment

General Statement of Policy

University School of Milwaukee is committed to maintaining at all times a learning and working environment free of sexual harassment and intimidation. Sexual harassment of or by any Board member, parent, volunteer, administrator, faculty member, employee, student or guest is strictly prohibited.

Sexual Harassment Defined

Sexual harassment can include, but is not limited to, the following:

- an unwanted physical advance or verbal approach of a sexual nature;
- subtle or overt pressure for sexual involvement;
- unwanted reference to one's physical appearance, sexuality or to sexual activities;
- unwanted physical contact;
- the demand for sexual favors accompanied by implicit or explicit threats against one's job security or success;
- any comments or actions which denigrate a person based upon gender; or
- unsolicited sexual gestures or comments or the display of offensive, sexually graphic materials.

Reporting Procedure

Any person who believes he or she has been the victim of sexual harassment by a Board member, a parent, a volunteer, an administrator, faculty member, student or employee of University School is encouraged to discuss the alleged acts immediately and confidentially with one or more of the following three individuals: two representatives from the faculty or administration appointed and published annually by the Head of School, or the University School attorney, who shall at all times be appointed by the University School Board of Trustees (the "Designated Persons"). Any complaints of alleged sexual harassment made to the Designated Persons will be discussed fully and confidentially with the person raising the

complaint or concern, and will require approval of the reporter prior to disclosure or direct investigation of the matter.

If, after discussion by the reporting person with one or more of the Designated Persons, it is agreed between the reporting party and the Designated Person that a more detailed investigation is appropriate, the following investigative procedure will be utilized.

Investigative Procedure

Following discussion with one or more of the Designated Parties, and the agreement of the reporting party that an investigation should be undertaken, the complaint will be made fully known to the Head of School and to the School's attorney (if s/he has not been previously involved). Once so advised, immediate follow-up in the form of a full investigation by the Head of School and School attorney will be performed.

In determining whether alleged conduct constitutes sexual harassment, the totality of circumstances, such as the nature of the sexual advances and the context in which the alleged incidents occurred, will be considered. To assist in the investigation, incidents will be documented, including specifics such as dates, times, witnesses, if any, and a full and clear statement of what transpired. A determination of the appropriateness (or lack thereof) of the particular action will then be made from the facts by the Head of School (with the assistance and advice of the School's attorney), and appropriate action will be pursued expeditiously in each case.

Responsive Action

Any administrator, faculty member, employee, or student of University School who engages in sexual harassment is subject to immediate and appropriate discipline, up to and including discharge or expulsion. The results of the investigation of each complaint filed under this Policy will be reported to the complaining party by the Head of School. The report will document any disciplinary action taken by University School as a result of the complaint, and will become part of the personnel file or record of the disciplined individual.

Reprisal

Retaliation against any individual who complains of sexual harassment is strictly forbidden by University School, and anyone who practices such retaliation will be subject to immediate discipline, up to and including discharge or expulsion.

Non-Harassment

University School recognizes that not every advance or comment of a sexual nature constitutes harassment. Whether a particular action or incident constitutes sexual harassment or not requires an objective determination based upon all of the facts and surrounding circumstances. False

accusations of sexual harassment can have a serious detrimental effect on innocent parties, are prohibited by University School, and can be cause for disciplinary action up to and including discharge or expulsion.