

MILWAUKEE PUBLIC SCHOOLS

RESOURCE MANUAL

FOR

SUBSTITUTE

TEACHERS



**DEPARTMENT OF HUMAN
RESOURCES**

INTRODUCTION

Welcome to Milwaukee Public Schools! You have been carefully selected for this position, and we hope that your experiences with MPS will be satisfying and rewarding.

The district recognizes that substituting can often be a demanding job. We assure that your services as a substitute teacher are considered essential to the ongoing educational program of the district.

This handbook has been compiled to acquaint you with vital information and the district's expectations for substitute teachers. Information that is not related to your substitute services, but which might be of interest to you such as regular employment, certification, etc., can be obtained by calling the Department of Human Resources at 475-8224.

We value the service you provide for the district. If we can be of any help or provide additional information, please do not hesitate to call.

The Milwaukee Public Schools has contracted a dispatch service to provide the dispatch and payroll functions associated with substitute teachers. **Please read this manual carefully.** You are accountable for understanding and following district policy.



EMPLOYMENT INFORMATION

Maintenance of Substitute Teaching Position

Once employed as a substitute teacher, you will continue in that status. You must resign in written format to Certificated Staffing, P. O. Box 2181, Milwaukee, WI 53201-2181. Milwaukee Public Schools will continue you in service as long as you remain licensed and continue in good standing. If in the event Milwaukee Public Schools is unable to contact you for more than thirty (30) days, you will be released as a substitute teacher.

Application for Full-Time Teaching

If you are interested in being promoted to a teaching position and are a fully licensed teacher you must have completed an application for appointed teacher in the past year. It is the same application you completed to be hired as a substitute teacher. Applications can be completed on www.teachmps.org. If you completed an application within on year, you should contact your staffing specialist in Human Resources to discuss the possibility of interviewing for a full-time teaching position.

Experience Credit for Substitute Teachers

Teaching ninety (90) or more days a school year in the Milwaukee Public School system shall be given full credit consideration for each of the first seven (7) years of experience when being employed as a regular teacher.

Certification

All substitute teachers must hold a valid Wisconsin State teaching certificate before being approved for substitute teaching. Teaching certificates must be registered with the Department of Human Resources before substitute assignments can be made. Non-certified teachers must possess or apply for a three-year emergency substitute teacher permit.

It is your responsibility to make sure that your teaching certificate does not expire. Substitutes with expired or invalid certificates cannot be given or remain in assignments. The district request for the issuance of a 3-year substitute permit will be mailed prior to the start of the school year to those substitutes who possess a permit that expired June 30 of the prior school year. You must file the application for this permit prior to being dispatched in fall.

Address and Phone Number Changes

It is important to have your correct address and phone number on file with the district at all times. A change in telephone number should be reported to the substitute office immediately. Without this information, we will not be able to reach you for an assignment. You must also submit this information to payroll located off the lobby of the rear entrance to the Central Services building located at 5225 West Vliet Street, Milwaukee, WI 53208 and a copy to the substitute office in room 124.

Address or name changes must be made in writing, preferably on the appropriate change of address/name form which is available on the portal or in room 124 Human Resources. This information must be forwarded to payroll in order for the change to be made on the official district records.

CLASSIFICATION OF SUBSTITUTES

Day-to-day Substitutes

A day-to-day substitute is one who chooses to work on a day-to-day basis or only chooses to work a few days per week. Every substitute starts as a day-to-day substitute and may or may not attain regular status. If a day-to-day substitute will not be available for an extended period of time, it is his/her responsibility to inform the substitute office by calling their dispatcher and leaving a message.

Regular Substitutes

A regular substitute teacher is one who agrees to serve in any school on any day in the school year.

- a. To become a regular substitute, a teacher must work nineteen (19) consecutive days in varied assignments with no absences or fifteen (15) consecutive days with no absences in any one assignment.
- b. Upon obtaining status as a regular substitute, the rate of pay increases and is retroactive to the first of the nineteen or fifteen consecutive days worked respectively. Thereafter, whenever called upon, the regular substitute teacher will receive the higher substitute rate. Substitute teachers have the right to request a change of assignment after teaching in a building for three (3) days without losing regular status.
- c. A regular substitute is allowed three refusals throughout a single school year without consequence. A warning letter will be sent to regular substitute upon his or her second refusal. Upon the fourth refusal the regular substitute will be dropped to day to day status. A drop in pay and loss of access to sick pay benefits will be the result of a drop in status. **Once a substitute is dropped in status they are not eligible to return to regular status until the following school year.**

Substitutes in Vacancies

A substitute serving in a classroom for which there is no teacher available is eligible for vacancy pay. Teachers on medical leave or underfilling in other assignments do not constitute vacancies. Positions are not considered vacant until after October 1. The only exception to the October 1 date, is a position that was vacant the prior year and is filled with the same substitute at the start of the next school year. Substitutes in vacancies become eligible for benefits on the sixteenth (16) day in a vacancy. Vacancy pay is determined at the end of each semester. The Compensation division will determine the rate of pay you would receive as a full time teacher. Vacancy pay is the difference between that rate and what you have already been paid. Refer to your substitute contract for more details. If you believe you are eligible for vacancy pay and have not been compensated one month after the end of the semester, please contact the MTEA at 259-1990 with your concern.

BARGAINING UNIT

The Milwaukee Teachers' Education Association (MTEA) is the exclusive collective bargaining representative for all substitute teachers employed in the Milwaukee Public School system. The MTEA will represent all substitute teachers for the purposes of conferences and negotiations on questions of wages, hours, and conditions of employment. If you have any questions regarding the membership dues, please call the MTEA office at 259-1990.



Since teacher absences are unpredictable and fluctuate greatly, it is impossible to predict how many days a substitute will work in any given school year. Likewise, no promises can be given on the length of an assignment. You are expected to continue until released by the school/program or the substitute office.

Day-to-day substitutes should **not** call dispatch for assignments or to report your availability between 6:00 a.m. and 9:00 a.m. It is important to keep the phone lines available for teachers reporting absences. **Assignments to schools are made ONLY by the substitute dispatchers, if you report to a school without being contacted by the dispatcher you may not be paid for your work and you may jeopardize your status as a substitute teacher.**

As a regular substitute, if you have not been called by 7:30 a.m., please call your dispatcher to be sure they are aware of your availability. Leave only one (1) message.

Please do not engage in a discussion regarding your assignment when you are called in the morning. The substitute dispatchers are extremely busy during this time. Your cooperation in this matter is appreciated.

Dispatchers begin telephoning assignments at 5:00 a.m. each school day and continue until 9:00 a.m. or later, depending on the number of absences to be filled. Substitutes should be available at their telephone to receive assignment instructions until 9:00 a.m. Calls are also made in the morning for any p.m. assignments received. Additionally, dispatching may occur from 1:00 – 9:00 p.m. Monday – Thursday and from 4:00 – 9:00 p.m. on Sunday with assignments for the following day. If you are not available to receive the call, you will not be charged with a refusal. You will be contacted in the morning for an assignment for that day.

Appointed teachers on day-to-day service are the first to be assigned, followed by regular substitutes and day-to-day substitutes. You are expected to report to your school assignment at the regular teacher starting time.

Please keep **paper and pencil** near your telephone to write down information regarding the assignment. Dispatchers have a limited amount of time to fill daily absences and would appreciate your full cooperation. School start times and addresses are available on the and at the end of this substitute teacher manual. Please do not take dispatcher time to ask for start times or directions.

If someone else in your home answers the phone, do not keep the substitute dispatcher waiting. Come to the phone as soon as possible.

All contacts for assignments must be made between the substitute teacher and the substitute dispatcher. Messages will not be left with a third party or on a recorder unless previous arrangements have been made and approved by Human Resources.

Do not activate your answering machine until you are ready to leave your house. The dispatcher needs to be able to reach you in the event of a cancellation and/or change of assignment.

All substitutes are responsible for informing dispatchers of their availability when released from an assignment of two or more days. This is especially necessary for regular substitutes.

The morning dispatchers do not have time to respond fully to any questions during the peak calling hours as assignments must be made as expeditiously as possible. Please call back after 9:30 a.m. if you have questions or information to give.

Specific Calling Procedures

Substitute teachers are assigned according to academic certification and/or identified areas of strength. Within areas of academic certification, regular substitute teachers are assigned before day-to-day substitute teachers.

If no substitute teacher possesses the required academic certification for an assignment, substitute teachers will then be assigned as follows:

The employer will determine the most appropriate certification for the assignment.

Regular substitute teachers possessing the most appropriate certification will be assigned, followed by day-to-day substitute teachers possessing the most appropriate certification.

If no substitute teacher possesses the required certification or an appropriate certification, any regular substitute teacher followed by any day-to-day substitute teacher may be assigned.

Every effort is made by the dispatchers to accommodate substitute teachers with special problems subject to dispatching priority.

Substitute assignments are only made by the substitute teacher dispatchers.

Exceptions to the above procedures are as follows:

Day-to-day Contracted (Itinerant) teachers may be assigned before substitute teachers.

Principals may request in writing individual substitute teachers regardless of priority.

Training or experience in special education may be considered when assigning substitutes after those with proper academic certification have been assigned.

The above procedures need not apply in any situation where the teacher absence to be filled is reported to the dispatcher's office less than a half hour before the start of the teacher day.

If the substitute is recalled or retained from a previous day's assignment, priorities may not apply.

During periods of inclement weather (snow emergencies), priorities may not apply.

Releases/Retentions

Substitute teachers assigned for one day are assumed released at the end of the teaching day. Schools are responsible for informing the dispatch office of any substitutes they retain.

When an assignment of more than one day has been completed, the substitute is required to call the substitute dispatcher, to indicate his/her release from the teaching assignment. When calling, please speak clearly and report the following information:

(1) LAST NAME (2) FIRST NAME (3) Employee ID # (4) School Site and (5) Date of Release

If this procedure is not followed, the substitute dispatchers will not be aware of your availability for future assignments.

When a day-to-day substitute completes an assignment and will not be available for the following teaching day or days, please call using the same procedure, but state "NOT AVAILABLE FOR _____."

The continuity of classroom instruction is foremost; therefore, if you are retained in a school/program, a request for your assignment to another school/program will not be authorized unless the request is for a long-term assignment. **Refusal of a request for retention is a refusal of an assignment.**

Assignment Refusals

Regular substitutes will be allowed three (3) assignment refusals in one school year. Two of these refusals may be paid, deductible from sick leave for reasons stated in your MTEA contract. The fourth refusal results in loss of regular status as explained in your MTEA contract. Regular substitutes will have the right to REQUEST a change of assignment after teaching in a building for three days. THE REQUEST MAY BE DENIED.

An absence form must be submitted for every absence due to illness so those hours can be deducted from sick leave balance. **If an absence form is not received within the required five (5) days following the absence, such absence will be counted as refusal.**

Availability

When you are contacted for an assignment for the day and you are unavailable but did not inform the substitute office of this, be sure to give the reason for your unavailability. **Unless the reason is given, the unavailability will be counted as a refusal of an assignment.** If you are provided an assignment prior to stating you are unavailable, it will be counted as a refusal.

If you have accepted an assignment and then find that you cannot report to it, you should call the dispatcher immediately and give the reason for the cancellation.

When day-to-day substitutes are unavailable for several weeks, please forward this information in writing to the Department of Human Resources giving the period of your unavailability and the reason. The information will be forwarded to the substitute dispatcher.

Example: I will be out of town for three weeks beginning October 1 and ending October 22. I will be available for assignments after October 22.

If this notification is not received and several unsuccessful attempts have been made by the dispatcher to contact you, it will be concluded that you are no longer available for substitute teaching and will receive a termination notice.

If you know in advance that you will not be available on a specific day for an assignment due to an interview, jury duty, a medical appointment, or an assignment in another district, please call the substitute dispatcher with this information between the hours of 9:00 a.m. and 9:00 p.m. stating the reason for your unavailability. Please do not call during the peak morning hours (5:00 - 9:00 a.m.) as dispatchers will be busy receiving and making assignments.

Resignation from Substitute Roster

If you are no longer available for substitute services Human Resources must be notified. You may complete a formal resignation notice or provide a written resignation with an original signature. If you are unable to be contacted for more than 30 days, you will be resigned automatically.



SALARIES/PAYROLL/ INSURANCE INFORMATION

Rate of Pay

Salaries for substitute teachers are determined through negotiations. Substitute teachers are paid for the actual number of days worked. There is a two week hold back on any substitute check.

Your employee identification number is your identifying number for payroll purposes. It is absolutely essential that you use the correct number each time you sign the payroll sheet at your assigned school. **Payroll discrepancies should be resolved between you and the school where you provided substitute services.**

It is advisable to keep a record of days served with the names of schools and dates taught. There is a form available in each building.

Additional Paid Assignments

When you are assigned to extra duty, for which teachers are normally compensated, you will receive the same additional compensation that a teacher would be paid.

Closing Procedures

When you are employed at the end of the school year and are expected to close out records, you will be employed on non-pupil days and half days.

Sick Leave

Sick leave for regular substitutes is earned at the rate of .067 hour for each hour paid. Check stubs will reflect earned sick time hours. **SICK LEAVE MAY BE USED ONLY WHEN A SUBSTITUTE IS CALLED FOR AN ASSIGNMENT** and any subsequent days for the same illness. **ADVANCE NOTICE OF SICK LEAVE CANNOT BE HONORED.** Any illness of four or more consecutive days shall require a doctor's excuse. However, a doctor's **statement may be requested for any day** of absence due to illness. Doctor statements must accompany the employee absence record form shown below. See last page.

Forms must be submitted within five (5) working days after the absence occurs.

Absence forms may be obtained from the secretary at the assigned school following the absence, on the portal or from the back of this manual. Employee identification number, job classification (ALL SUBSTITUTES ARE 5300), employee's name (print), and employee's signature should be completed. The card should be mailed through the inter-office mail system to the Department of Human Resources, Room 124 for processing. Violations of sick leave provisions may be grounds for elimination from the eligible substitute list. Failure to submit an absence card within (5) days will be counted as a refusal.

Any other reason for an absence must be requested in writing at least one month prior to the absence. Requests should be sent to the Department of Human Resources, P.O. Box 2181, Milwaukee, WI 53201-2181. The substitute will be informed of the disposition of the request only if the request will be considered as a refusal. If you have any questions, please call your dispatcher any time after 9:30 a.m. on regular school days.

Leaves of Absence

The contract provides for leaves of absence for regular substitute teachers for illness, pregnancy, adoption, study and other emergency situations of a reasonable nature. Requests must be submitted in writing to the Office of Certificated Staffing. Family Medical Leave Act applications are available on the portal or in the office of Human Resources room 124.

Health Insurance

In any school year, where a substitute teacher works ninety (90) days or more, he/she will be provided either the single or family health insurance plan for the following school year, if continuing as a substitute teacher.

Dental Insurance

Effective January 1, 1988, those employees eligible for health insurance, may enroll in any of the dental insurance plans offered to teachers. Dental benefits will be the same as those provided for teachers.

Life Insurance

The Board will provide group life insurance for regular substitutes in an amount of coverage equal to the previous year earnings to the next even thousand dollars, subject to the amounts provided for in the teacher contract.

Retirement

A substitute teacher who has taught for a period of three (3) consecutive school years or more of not less than one hundred (100) days each, will be enrolled in the Wisconsin Retirement System with the Board making the required deposits.

If you are a retired teacher receiving social security benefits and have social security deductions on your check, you will be responsible for determining the number of days you may teach without jeopardizing your social security benefits.

Holidays, Convention, and Professional Development Days

Where regular substitute teachers are serving in a teaching assignment the last school day prior to a holiday and in an assignment the first school day following the holiday, they will be paid for the holiday. The holidays will be the same holidays for which teachers are paid.

Where regular substitute teachers are serving in a teaching assignment the last school day prior to the MTEA Convention and returning to the **SAME** assignment the first school day following the convention, the substitute teacher will be paid for attending the convention.

Where regular substitute teachers are serving in a teaching assignment the last school day prior to a professional development day and returning to the **SAME** assignment the first school day following the professional development day, the substitute teacher will, upon recommendation of the school principal, be paid for attending the professional development day.

Refer to the collective bargaining contract for additional information regarding pay and benefits for substitute teachers.

Assistance in Assault Cases

Substitute teachers should report all cases of assault suffered by them in connection with their employment to the principal of the school. Forms should be completed and can be obtained from the school office where the assault occurred. For assistance or additional information, contact the Department of Human Resources.

Evaluation of Services

After three or more days in one position, you should be evaluated by a school administrator. All evaluation cards are sent to the Department of Human Resources and are on file in the substitute office. You may ask to see these cards at any time.

In the event you are considered for an unsatisfactory evaluation in connection with your employment, you will be notified in writing by the principal within seven (7) working days of your last day of service in the school with a copy to the MTEA and to the substitute office, Department of Human Resources. This letter will inform you of your right to arrange a conference to discuss the intended evaluation within five (5) working days of such notification and the right of representation by the MTEA or person of your choice. Please consult the MTEA contract for more details on substitute evaluations.

Removal From the Substitute Roster

Any substitute teacher, either regular or day-to-day, may be removed from the substitute teacher list by action of the Department of Human Resources and become ineligible for assignment as a result of unsatisfactory evaluations, failure to maintain licensure, misconduct charges, or when there are repeated absences or refusals to accept assignment or for other just cause.

You may remove yourself from the roster through written resignation.

GENERAL INFORMATION AND SUGGESTIONS

Teaching Schedule

You are expected to serve the **normal teacher time schedule** on any day on which you are assigned.

In the event you report to a building in accordance with an assignment by the substitute dispatcher and your services are unnecessary, and in the event you are willing to move to an assignment in another building but no such assignment is available, you will be paid the sum equal to half of your daily rate.

When you are assigned to a half-day position, you will be paid fifty percent (50%) of your daily rate.

When you are assigned a split assignment, you will receive a mileage allowance on the lower mileage rate for each day travel is required.

Days when substitutes are not needed because children are not in session will not constitute a break in service for calculating the days necessary for regular substitute status.

When children are in session for only a half day and you have been called for that half day, the day will be counted for the purpose of obtaining regular substitute status.

Where two substitutes are called for the same assignment, the substitute who appears first will be retained for the assignment. Or if one of the substitutes is a teacher on day to day status the teacher must stay in the assignment.

Reporting to Assignment

You should make every effort to be on time to your assignment. You must report within one hour of being dispatched to be compensated fully for the day. A late start often results in an unsuccessful experience. Repeated late arrivals may result in negative evaluation.

Substitute teachers should report to the school/program office. Give the secretary your name and the name of the absent teacher. Ask for instructions and room assignment. Inquire whether any building duties have been assigned to the regular teacher for the day. You are expected to carry a reasonable share of the building responsibilities. Read the building bulletin board carefully and check the teacher's mailbox for notices, plans, notes, etc. Pick up the room key, if necessary.

Classroom Procedure

You must use the plans already made by the regular teacher and interpret the course of study in accordance with them. Even in long assignments, you should follow the plans of the regular teacher until thoroughly acquainted with the needs of the students. Be prepared to use some of your own material only if necessary. **Failure to follow lesson plans left for your use may result in a negative evaluation.**

Locate the folder prepared for the use of the substitute teacher. It should include the daily program, seating charts, fire drill instructions and special duties for specific days. Please make sure you review all safety procedures.

Review the day's schedule and become familiar with related activities. Prepare for an orderly beginning--books, supplies, etc., before attempting to start the day's work.

Introduce yourself, write your name on the chalkboard and pronounce your name for the students.

Remember that you set the tone for the day. The initial impact of the substitute teacher is the key factor in successful classroom management.

Self-confidence, initiative, resilience, and resourcefulness as well as patience, honesty, enthusiasm and acceptance are some necessary prerequisites.

You should actively supervise students and circulate throughout the room. **Physical force is never to be used to discipline a student.**

If discipline problems arise which you are not able to manage, an administrator should be contacted immediately for assistance.

Accidents, illnesses, the administering of medications, or other emergencies should be referred to the principal or his/her designee.

Keep the students under proper supervision at all times.

Showing of commercial videos is expressly prohibited via copyright laws. Replacing lesson plans with commercial videos may be considered misconduct or result in a negative evaluation.

End of Day Responsibilities

You should plan lessons for the next day, if the teacher is not returning.

If appropriate, you should correct student assignments that you have collected.

Leave a brief summary of the day's activities since good communication between you and the regular teacher is essential to continuity of learning for students. Include any information the regular teacher should know. Indicate any materials or activities not included in the regular teacher's plan or indicate any lesson materials you were unable to cover.

Confer with administrator and/or secretary concerning the completion of any reports that may be necessary.

Leave an orderly room. Windows should be closed and the room locked.

Return keys to the school office. Check with the principal or administrative secretary as to whether your services will be required in the same assignment for the next day. If you are not retained in the same assignment, an automatic release has occurred.

Sign the payroll sheet when completing your assignment. You must stay for the entire teacher work day. Leaving prior to the end of the teacher day will result in a loss of pay.

General Suggestions

You should not just "keep school" but should make every effort to continue the instructional program according to the directions left by the absent teacher.

Discussions of controversial issues in the classroom should be on an informative, non-partisan level. Emotional criticism and championship of a cause within the classroom are inappropriate and unscholarly. Students must have knowledge of modern problems and learn where to find facts and how to use them in reaching their own tentative conclusions. They should be encouraged to consider carefully all facts and viewpoints and to continue to search for more complete understanding.

Hold as confidential any privileged information which you obtain concerning the school, the pupils, or the staff, while in a particular building.

Remain on duty until regular dismissal time.

Become familiar with emergency drills and the assigned exits.

Report to your assignment appropriately groomed. Show concern and interest in each student.

Display judgment that supports professional standards of conduct.

Supervisory Help

You should confer with an administrator or department head for any special help you may need when undertaking an assignment of long duration.

School	Address	Telephone	Start/Dismissal
---------------	----------------	------------------	------------------------

Elementary Schools

Academia de Lenguaje y Bellas Artes* 1712 South 32nd Street

(414) 902-8323

7:45 a.m – 2:25 p.m.

Academy of Accelerated Learning	3727 S. 78th St., 53220	(414) 604-7300	7:45 a.m.-2:25 p.m.
Alcott	3563 S. 97th St., 53228	(414) 604-7400	7:45 a.m.-2:30 p.m.
Allen-Field	730 W. Lapham Blvd., 53204	(414) 902-9200	7:45 a.m.-2:25 p.m.
Auer Ave.	2319 W. Auer Ave., 53206	(414) 875-4500	7:45 a.m.-2:30 p.m.
Barton	5700 W. Green Tree Rd., 53223	(414) 393-3900	7:45 a.m.-2:25 p.m.
Bethune Academy	1535 N. 35th St., 53208	(414) 934-4600	7:45 a.m.-2:30 p.m.
Brown St.	2029 N. 20th St., 53205	(414) 935-3100	7:45 a.m.-2:25 p.m.
Browning	5575 N. 76th St., 53218	(414) 393-5200	7:45 a.m.-2:25 p.m.
Bruce, William G.	6453 N. 89th St., 53224	(414) 393-2100	7:45 a.m.-2:25 p.m.
Bruce Guadalupe **	1028 S. 9th St., 53204	(414) 643-6441	8:00 a.m.-3:00 p.m.
Bryant	8718 W. Thurston Ave., 53225	(414) 393-6500	7:45 a.m.-2:25 p.m.
Burbank	6035 W. Adler St., 53214	(414) 256-8400	7:45 a.m.-2:30 p.m.
Burdick	4348 S. Griffin Ave., 53207	(414) 294-1200	7:45 a.m.-2:30 p.m.
Carleton	4116 W. Silver Spring Dr., 53209	(414) 393-5300	7:45 a.m.-2:25 p.m.
Carson Academy	4920 W. Capitol Dr., 53216	(414) 393-4800	7:45 a.m.-2:30 p.m.
Carter School of Excellence**	2001 W. Vliet St., 53205	(414) 933-4044	9:00 a.m.-4:30 p.m.
Carver Academy	1900 N. 1st St., 53212	(414) 267-0500	7:45 a.m.-2:30 p.m.
Cass St.	1647 N. Cass St., 53202	(414) 212-2700	7:45 a.m.-2:30 p.m.
Clarke St.	2816 W. Clarke St., 53210	(414) 267-1000	7:45 a.m.-2:30 p.m.
Clemens	3600 W. Hope Ave., 53216	(414) 875-6300	7:45 a.m.-2:25 p.m.
Clement Ave.	3666 S. Clement Ave., 53207	(414) 294-1500	7:45 a.m.-2:25 p.m.
Congress	5225 W. Lincoln Creek Dr., 53218	(414) 616-5300	7:45 a.m.-2:30 p.m.
Cooper	5143 S. 21st St., 53221	(414) 304-6300	7:45 a.m.-2:30 p.m.
Craig	7667 W. Congress St., 53218	(414) 393-4200	9:00 a.m.-3:45 p.m.
Curtin	3450 S. 32nd St., 53215	(414) 902-7700	7:45 a.m.-2:25 p.m.
Doerfler	3014 W. Scott St., 53215	(414) 902-9500	7:45 a.m.-2:30 p.m.
Dover St.	619 E. Dover St., 53207	(414) 294-1600	7:45 a.m.-2:25 p.m.
Eighty-first St.	2964 N. 81st St., 53222	(414) 874-5400	7:45 a.m.-2:30 p.m.
Elm Creative Arts	900 W. Walnut St., 53205	(414) 267-1800	7:45 a.m.-2:25 p.m.
Emerson	9025 W. Lawrence Ave., 53225	(414) 393-4300	7:45 a.m.-2:25 p.m.
Engleburg	5100 N. 91st St., 53225	(414) 616-5600	7:45 a.m.-2:25 p.m.
Fairview*	6500 W. KK River Pkwy., 53219	(414) 546-7700	7:45 a.m.-2:30 p.m.
Fernwood	3239 S. Pennsylvania Ave., 53207	(414) 294-1300	7:45 a.m.-2:30 p.m.
Fifty-third St.	3618 N. 53rd St., 53216	(414) 874-5300	7:45 a.m.-2:30 p.m.
Forest Home Ave.	1516 W. Forest Home Ave., 53204	(414) 902-6200	7:45 a.m.-2:25 p.m.
Franklin	2308 W. Nash St., 53206	(414) 875-4400	7:45 a.m.-2:30 p.m.
Fratney	3255 N. Fratney St., 53212	(414) 267-1100	9:00 a.m.-3:40 p.m.
Gaenslen	1250 E. Burleigh St., 53212	(414) 267-5700	7:45 a.m.-2:30 p.m.
Garden Homes	4456 N. Teutonia Ave., 53209	(414) 874-5600	7:45 a.m.-2:25 p.m.
Garland	1420 W. Goldcrest Ave., 53221	(414) 304-6500	7:45 a.m.-2:25 p.m.
Goodrich	8251 N. Celina St., 53224	(262) 236-1500	7:45 a.m.-2:25 p.m.
Grant	2920 W. Grant St., 53215	(414) 902-8000	7:45 a.m.-2:30 p.m.
Grantosa Dr.	4850 N. 82nd St., 53218	(414) 393-4400	7:45 a.m.-2:30 p.m.
Granville	9520 W. Allyn St., 53224	(262) 236-1600	7:45 a.m.-2:25 p.m.
Green Bay Ave.	3872 N. 8th St., 53206	(414) 267-4600	7:45 a.m.-2:25 p.m.
Greenfield	1711 S. 35th St., 53215	(414) 902-8200	7:45 a.m.-2:30 p.m.
Hampton	5000 N. 53rd St., 53218	(414) 393-5400	7:45 a.m.-2:25 p.m.
Hartford Ave.	2227 E. Hartford Ave., 53211	(414) 906-4700	7:45 a.m.-2:30 p.m.
Hawley	5610 W. Wisconsin Ave., 53213	(414) 256-8500	7:45 a.m.-2:25 p.m.
Hawthorne	6945 N. 41st St., 53209	(414) 247-7200	7:45 a.m.-2:25 p.m.
Hayes	2431 S. 10th St., 53215	(414) 902-9600	9:00 a.m.-3:40 p.m.
Hi-Mount Blvd.	4921 W. Garfield Ave., 53208	(414) 875-2700	7:45 a.m.-2:30 p.m.
Highland Community School**	3030 W. Highland Blvd., 53208	(414) 342-1412	8:30 a.m.-3:00 p.m.
Hmong American Peace Acad.**	1418 S. Layton Blvd., 53215	(414) 383-4944	7:45 a.m.-2:30 p.m.
Holmes	2463 N. Buffum St., 53212	(414) 267-1300	7:45 a.m.-2:30 p.m.
Honey Creek*	6701 W. Eden Pl., 53220	(414) 604-7900	7:45 a.m.-2:25 p.m.
Hopkins St.	1503 W. Hopkins St., 53206	(414) 267-0600	7:45 a.m.-2:30 p.m.
Humboldt Park*	3230 S. Adams Ave., 53207	(414) 294-1700	7:45 a.m.-2:30 p.m.
IDEAL*	4965 S. 20th St., 53221	(414) 304-6200	9:00 a.m.-3:45 p.m.
Kagel	1210 W. Mineral St., 53204	(414) 902-7400	7:45 a.m.-2:25 p.m.
Keefe Ave.	1618 W. Keefe Ave., 53206	(414) 267-4800	7:45 a.m.-2:30 p.m.
Kilbourn	5354 N. 68th St., 53218	(414) 393-4500	7:45 a.m.-2:25 p.m.
King Jr., M.L.	3275 N. 3rd St., 53212	(414) 267-1500	7:45 a.m.-2:30 p.m.
Kluge	5760 N. 67th St., 53218	(414) 578-5000	7:45 a.m.-2:25 p.m.
LaCausa Charter School**	1643 S. 2nd St., 53204	(414) 902-1660	8:30 a.m.-3:00 p.m.
LaFollette	3239 N. 9th St., 53206	(414) 267-5200	7:45 a.m.-2:30 p.m.
Lancaster	4931 N. 68th St., 53218	(414) 393-5500	7:45 a.m.-2:30 p.m.
Lee	921 W. Meinecke Ave., 53206	(414) 267-1700	7:45 a.m.-2:30 p.m.
Lincoln Ave.	1817 W. Lincoln Ave., 53215	(414) 902-9700	7:45 a.m.-2:25 p.m.

Lloyd St.	1228 W. Lloyd St., 53205	(414) 267-1600	7:45 a.m.-2:25 p.m.
Longfellow	1021 S. 21st St., 53204	(414) 902-9800	7:45 a.m.-2:30 p.m.
Lowell	4360 S. 20th St., 53221	(414) 304-6600	7:45 a.m.-2:25 p.m.
MacDowell	1706 W. Highland Ave., 53233	(414) 935-1400	7:45 a.m.-2:30 p.m.
Manitoba	4040 W. Forest Home Ave., 53215	(414) 902-8600	7:45 a.m.-2:30 p.m.
Maple Tree	6644 N. 107th St., 53224	(414) 578-5100	7:45 a.m.-2:25 p.m.
Maryland Ave.	2418 N. Maryland Ave., 53211	(414) 906-4800	7:45 a.m.-2:30 p.m.
McNair	4950 N. 24th St., 53209	(414) 616-5200	7:45 a.m.-2:30 p.m.
Meir	1555 N. ML King Dr., 53212	(414) 212-3200	7:45 a.m.-2:30 p.m.
Metcalfe	3400 W. North Ave., 53208	(414) 874-3600	7:45 a.m.-2:30 p.m.
Milwaukee Academy of Chinese Lang.	2430 W. Wisconsin Ave., 53233	414-934-45100	7:45 a.m.-2:30 p.m.
Milwaukee French Immersion	2360 N. 52nd St., 53210	(414) 874-8400	9:00 a.m.-3:40 p.m.
Milwaukee German Immersion	3778 N. 82nd St., 53222	(414) 393-5600	9:00 a.m.-3:40 p.m.
Milwaukee Sign Language	7900 W. Acacia Rd., 53223	(414) 393-3800	7:45 a.m.-2:30 p.m.
Milwaukee Spanish Immersion	2765 S. 55th St., 53219	(414) 604-7600	7:45 a.m.-2:25 p.m.
Mitchell	1728 S. 23rd St., 53204	(414) 902-8100	7:45 a.m.-2:30 p.m.
Morgandale	3635 S. 17th St., 53221	(414) 902-9900	9:00 a.m.-3:40 p.m.
Neeskara	1601 N. Hawley Rd., 53208	(414) 256-8600	7:45 a.m.-2:25 p.m.
Next Door Charter School**	2545 S. 29th St., 53210	(414) 562-2929	8:30 a.m.-4:30 p.m.
Ninety-fifth St.	3707 N. 94th St., 53222	(414) 393-4100	7:45 a.m.-2:25 p.m.
Parkview	10825 W. Villard Ave., 53225	(414) 393-2700	7:45 a.m.-2:25 p.m.
Pierce	2765 N. Fratney St., 53212	(414) 267-4400	7:45 a.m.-2:25 p.m.
Riley	2424 S. 4th St., 53207	(414) 902-7100	7:45 a.m.-2:25 p.m.
River Trail	12021 W. Florist Ave., 53225	(414) 393-2200	7:45 a.m.-2:30 p.m.
Seher K8 School	3404 W. Rogers St., 53204	(414) 383-2650	7:45 a.m.-2:25 p.m.
Sherman	5110 W. Locust St., 53210	(414) 874-5800	7:45 a.m.-2:30 p.m.
Siefert	1547 N. 14th St., 53205	(414) 935-1500	7:45 a.m.-2:25 p.m.
Silver Spring	5131 N. Green Bay Ave., 53209	(414) 247-7300	7:45 a.m.-2:25 p.m.
Sixty-eighth St. ECC	6720 W. Moltke Ave., 53210	(414) 445-8800	9:00 a.m.-3:40 p.m.
Sixty-fifth St.	6600 W. Melvina St., 53216	(414) 393-6400	7:45 a.m.-2:30 p.m.
Starms Ctr. for Discovery Learning	2035 N. 25th St., 53205	(414) 934-4900	9:00 a.m.-3:45 p.m.
Starms Early Childhood Center	2616 W. Garfield Ave., 53205	(414) 934-4700	9:00 a.m.-3:40 p.m.
Starms Monumental	2407 W. North Ave., 53205	(414) 933-2274	7:45 a.m.-2:25 p.m.
Story	3815 W. Kilbourn Ave., 53208	(414) 934-4800	7:45 a.m.-2:30 p.m.
Stuart	7001 N. 86th St., 53224	(414) 393-3700	7:45 a.m.-2:25 p.m.
Thirty-fifth St.	3517 W. Courtland Ave., 53209	(414) 874-5200	7:45 a.m.-2:30 p.m.
Thoreau	7878 N. 60th St., 53223	(262) 236-1800	7:45 a.m.-2:30 p.m.
Thurston Woods	5966 N. 35th St., 53209	(414) 393-2800	7:45 a.m.-2:30 p.m.
Tippecanoe	357 E. Howard Ave., 53207	(414) 294-1800	7:45 a.m.-2:30 p.m.
Townsend St.	3360 N. Sherman Blvd., 53216	(414) 874-5900	7:45 a.m.-2:30 p.m.
Trowbridge St.	1943 E. Trowbridge St., 53207	(414) 294-1900	7:45 a.m.-2:30 p.m.
Twenty-first St.	2121 W. Hadley St., 53206	(414) 267-5500	7:45 a.m.-2:25 p.m.
Urban Waldorf	1312 N. 27th St., 53208	(414) 934-8200	9:00 a.m.-3:45 p.m.
Victory	2222 W. Henry Ave., 53221	(414) 304-6700	7:45 a.m.-2:30 p.m.
Vieau	823 S. 4th St., 53204	(414) 902-6100	7:45 a.m.-2:30 p.m.
Westside Academy I*	1945 N. 31st St., 53208	(414) 934-5000	7:45 a.m.-2:30 p.m.
Westside Academy II*	1940 N. 36th St., 53208	(414) 934-4400	7:45 a.m.-2:30 p.m.
Wheatley	2442 N. 20th St., 53206	(414) 267-9000	7:45 a.m.-2:25 p.m.
Whitman	4200 S. 54th St., 53220	(414) 604-7700	7:45 a.m.-2:25 p.m.
Whittier*	4382 S. 3rd St., 53207	(414) 294-1400	7:45 a.m.-2:25 p.m.
Wisconsin Conservatory of LL	3120 W. Green Ave., 53221	(414) 304-6800	9:00 a.m.-3:45 p.m.
Zablocki	1016 W. Oklahoma Ave., 53215	(414) 294-2200	7:45 a.m.-2:25 p.m.

Middle Schools

Audubon*	3300 S. 39th St., 53215	(414) 902-7800	8:45 a.m.-3:38 p.m.
Burroughs	6700 N. 80th St., 53223	(414) 393-3500	8:45 a.m.-3:38 p.m.
Fritsche*	2969 S. Howell Ave., 53207	(414) 294-1000	8:45 a.m.-3:38 p.m.
Grand Avenue	2430 W. Wisconsin Ave., 53233	(414) 934-4200	8:45 a.m.-3:38 p.m.
Kosciuszko Middle/Montessori*	971 W. Windlake Ave., 53204	(414) 902-7200	8:45 a.m.-3:38 p.m.
Lincoln Center of Arts	820 E. Knapp St., 53202	(414) 212-3300	8:45 a.m.-3:38 p.m.
Milwaukee Education Center	227 W. Pleasant St., 53212	(414) 212-2900	8:45 a.m.-3:38 p.m.
Milwaukee Leadership Training Center**	2360 N. 52nd St., 53210	(414) 874-8558	7:45 a.m.-3:00 p.m.
Milwaukee School of Languages	8400 W. Burleigh St., 53222	(414) 393-5700	8:45 a.m.-3:38 p.m.
Milwaukee Village School	1011 W. Center St., 53206	(414) 267-5181	8:45 a.m.-3:38 p.m.
Morse	4601 N. 84th St., 53225	(414) 616-5800	8:45 a.m.-3:38 p.m.
Northwest Secondary School	5496 N. 72nd St., 53218	(414) 393-3100	8:45 a.m.-3:38 p.m.
Preparatory Sch. for Global Leadership**	1916 N. 4th St., 53212	(414) 264-3380	9:00 a.m.-3:00 p.m.
Roosevelt	800 W. Walnut St., 53205	(414) 267-8800	8:45 a.m.-3:38 p.m.
Scott	1017 N. 12th St., 53233	(414) 934-4000	8:45 a.m.-3:38 p.m.
Sholes	4965 S. 20th St., 53221	(414) 304-6100	8:45 a.m.-3:38 p.m.
Wedgewood Park International School	6506 W. Warnimont Ave., 53220	(414) 604-7800	8:45 a.m.-3:38 p.m.

Wings Academy** (1-12)	1501 S. Layton Blvd., 53215	(414) 431-1356	8:00 a.m.-2:30 p.m.
Wisconsin Career Academy**	4801 S. 2nd St., 53207	(414) 483-2117	8:30 a.m.-2:36 p.m.

High Schools

Advanced Language & Academic Studies*	971 W. Windlake Ave., 53204	(414) 902-7300	8:35 a.m.-3:45 p.m.
African American Immersion School	1011 W. Center St., 53206	(414) 267-5000	Alliance High School*
Aurora Weier Bilingual Early College**	2669 N. Richards, 53212	(414) 562-8398	8:25 a.m. – 3:00 p.m.
Bay View	2751 S. Lenox St., 53207	(414) 294-2400	8:35 a.m.-3:45 p.m.
Bradley Technology and Trade	700 S. 4th St., 53204	(414) 212-2400	8:35 a.m.-3:45 p.m.
CITIES**	700 W. Michigan Ave., 53233	(414) 344-8480	8:30 a.m.-3:00 p.m.
Community High School*	1017 N. 12th St., 53233	(414) 934-4057	8:00 a.m.-3:00 p.m.
Custer	5075 N. Sherman Blvd., 53209	(414) 393-4900	8:35 a.m.-3:45 p.m.
Downtown Institute of Arts & Letters*	227 W. Pleasant St., 53212	(414) 475-8000	TBD
Foster & Williams Visual Comm. Campus	4141 N. 64th St., 53216	(414) 393-3800	8:35 a.m. – 3:45 p.m.
Genesis High School*	1011 W. Center St., 53206	(414) 267-4905	8:35 a.m.-3:45 p.m.
Hamilton	6215 W. Warnimont Ave., 53220	(414) 327-9300	8:35 a.m.-3:45 p.m.
King, Rufus	1801 W. Olive St., 53209	(414) 267-0700	8:35 a.m.-3:45 p.m.
Madison Academic Campus	8135 W. Florist Ave., 53218	(414) 393-6100	8:35 a.m.-3:45 p.m.
Marshall	4141 N. 64th St., 53218	(414) 393-2300	8:35 a.m.-3:45 p.m.
Metropolitan	850 W. Walnut St., 53205	(414) 267-5400	8:35 a.m.-3:45 p.m.
Milw. Acad. of Aviation, Science & Tech. *	4141 N. 64th St., 53216	(414) 875-6400	8:35 a.m. – 3:45 p.m.
Milwaukee African American Immersion	1011 West Center Street	94140267-5000	8:35 a.m.-3:45 p.m.
Milwaukee High School of the Arts	2300 W. Highland Blvd., 53233	(414) 934-7000	8:35 a.m.-3:45 p.m.
Milwaukee Learning Lab. & Institute*	6506 W. Warnimont Avenue, 53220	(414) 604-7940	8:35 a.m. – 3:45 p.m.
Milwaukee School of Entrepreneurship*	6914 W. Appleton Ave., 53216	(414) 438-5200	7:30 a.m.-2:40 p.m.
Milwaukee School of Languages	8400 W. Burleigh St., 53222	(414) 393-5700	8:35 a.m.-3:45 p.m.
New School for Community Service	609 N. 8th St., 53233	(414) 273-6690	7:30 a.m.-2:40 p.m.
Northern Star*	5075 N. Sherman Blvd., 53209	(414) 393-5000	8:00 a.m.-3:05 p.m.
Professional Learning Institute*	4965 S. 20th St., 53221	(414) 304-6188	8:00 a.m.-3:10 p.m.
Pulaski	2500 W. Oklahoma Ave., 53215	(414) 902-8900	8:35 a.m.-3:45 p.m.
Reagan College Preparatory High School	4965 South 20th Street, 53221	(414) 304-6100	7:30 a.m. – 2:40 p.m.
Riverside	1615 E. Locust St., 53211	(414) 906-4900	8:35 a.m.-3:45 p.m.
South Division	1515 W. Lapham Blvd., 53204	(414) 902-8300	8:35 a.m.-3:45 p.m.
School for Urban Planning and Architecture	1712 S. 32nd St., 53215	(414) 229-1135	8:35 a.m.-3:45 p.m.
Truth Institute*	1011 W. Center St., 53206	(414) 267-4978	8:35 a.m.-3:45 p.m.
Veritas**	3025 W. Oklahoma Ave., 53215	(414) 389-5575	8:30 a.m-3:00 p.m.
Vincent	7501 N. Granville Rd., 53224	(262) 236-1200	8:35 a.m.-3:45 p.m.
W.E.B. DuBois High School	4141 N. 64th St., 53216	(414) 393-2580	8:35 a.m. – 3:45 p.m.
Washington HS of Expeditionary Learning	2525 N. Sherman Bd., 53210	(414) 875-2892	8:35 a.m. – 3:45 p.m.
Washington HS of Information Tech.	2525 N. Sherman Bd., 53210	(414) 875-5900	8:35 a.m. – 3:45 p.m.
Washington HS of Law, Ed. & Pub. Service	2525 N. Sherman Bd., 53210	(414) 875-6056	8:35 a.m. – 3:45 p.m.
Wisconsin Conservatory	3120 W. Green Ave., 53221	(414) 304-6800	9:00 a.m.-3:45 p.m.
WORK Institute	1017 N. 12th St., 53233	(414) 791-7636	8:35 a.m. – 3:45 p.m.

Alternative Schools

Kilmer	4807 S. 2nd St., 53207	(414) 769-7140	7:30 a.m.-2:40 p.m.
Lady Pitts	5075 N. Sherman Blvd., 53209	(414) 393-2900	7:50 a.m.-3:00 p.m.
Project STAY	609 N. 8th St., 53233	(414) 298-9300	7:30 a.m. - 3:00 p.m.
Project STAY Senior Institute	609 N. 8th St., 53233	(414) 298-9350	7:30 a.m. - 3:00 p.m.
Project STAY School-to-Work	609 N 8th St., 53233	(414) 298-9315	7:30 a.m. - 3:00 p.m.

Partnership Schools

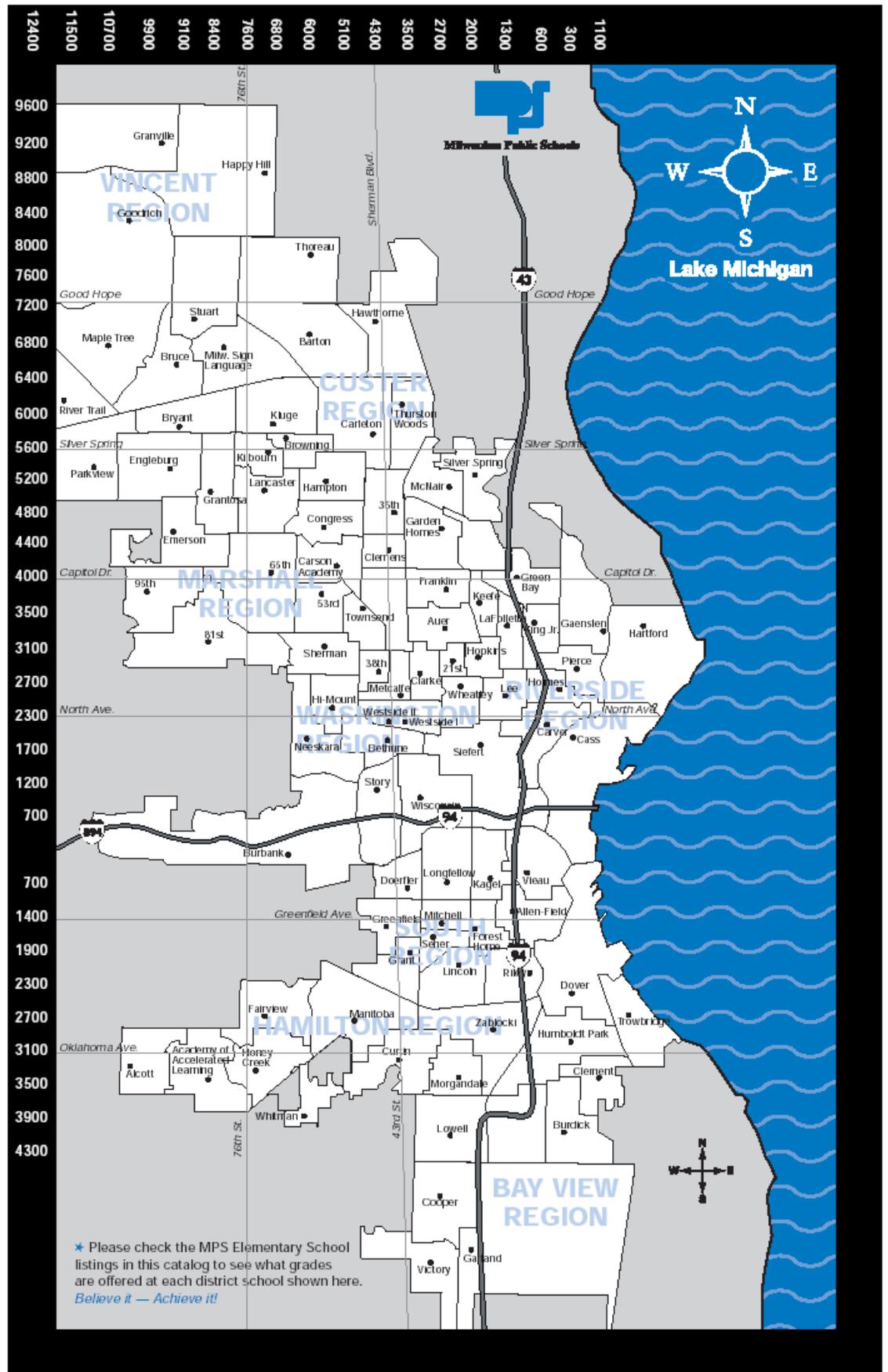
Assata	4920 N. Sherman Blvd., 53209	(414) 536-6732	8:00 a.m.-3:15 p.m.
Cornerstone Achievement Academy	3040 W. Capitol Dr., 53216	(414) 442-4422	8:00 a.m.-2:28 p.m.
CYD	3026 W. Concordia Ave., 53212	(414) 449-5960	7:30 a.m.-3:30 p.m.
El Puente	611 W. National Ave., 53204	(414) 672-1237	9:00 a.m.-3:15 p.m.

Fritsche LEAP	2969 S.Howell Ave., 53207	(414) 294-1000	8:35 a.m.-3:36 p.m.
Grandview	1445 S. 32nd St., 53215	(414) 672-1168	8:00 a.m.-3:10 p.m.
HR Academy	3500 W. Mother Daniels Way, 53209	(414) 466-1800	7:30 a.m.-2:30 p.m.
HR Educational Possentem	3500 W. Mother Daniels Way, 53209	(414) 466-1800	7:30 a.m.-2:30 p.m.
Lad Lake ULTRA	2004 N. 33rd St., 53208	(414) 871-5600	7:45 a.m.-2:30 p.m.
Loyola Academy	1645 S. 36th St., 53215	(414) 672-6868	8:15 a.m.-3:20 p.m.
Spotted Eagle	3134 W. State St., 53208	(414) 342-0706	8:15 a.m.-3:35 p.m.
MATC	700 W. State St., 53233	(414) 297-7531	8:00 a.m.-3:30 p.m.
Milwaukee Spectrum	3434 N. 38th St., 53216	(414) 442-8011	8:00 a.m.-3:06 p.m.
MYEC	949 N. 9th St., 53233	(414) 226-7330	8:00 a.m.-3:30 p.m.
NOVA	3718 W. Lancaster Ave., 53209	(414) 438-8320	8:00 a.m.-3:15 p.m.
Project Excel	621 S. 4th St., 53204	(414) 224-1066	8:00 a.m.-2:54 p.m.
Shalom	1749 N. 16th St., 53205	(414) 933-5019	8:00 a.m.-4:00 p.m.
Silver Spring Neighborhood Center	5460 N. 64th St., 53218	(414) 463-7950	8:30 a.m.-2:50 p.m.
Sixth St. Academy	615 W. Washington St., 53204	(414) 649-4923	8:00 a.m.-3:05 p.m.
Southeastern	4050 N. 34th St., 53216	(414) 875-9452	7:45 a.m.-2:34 p.m.
St. Charles	151 S. 84th St., 53214	(414) 476-3710	8:25 a.m.-3:40 p.m.
Synergy South	2820 W. Grant St., 53215	(414) 647-1771	7:45 a.m.-2:30 p.m.
Transition Success Center	4200 N. Holton St., 53212	(414) 229-0708	7:45 a.m.-2:30 p.m.
Satori	9155 North 76 th Street		

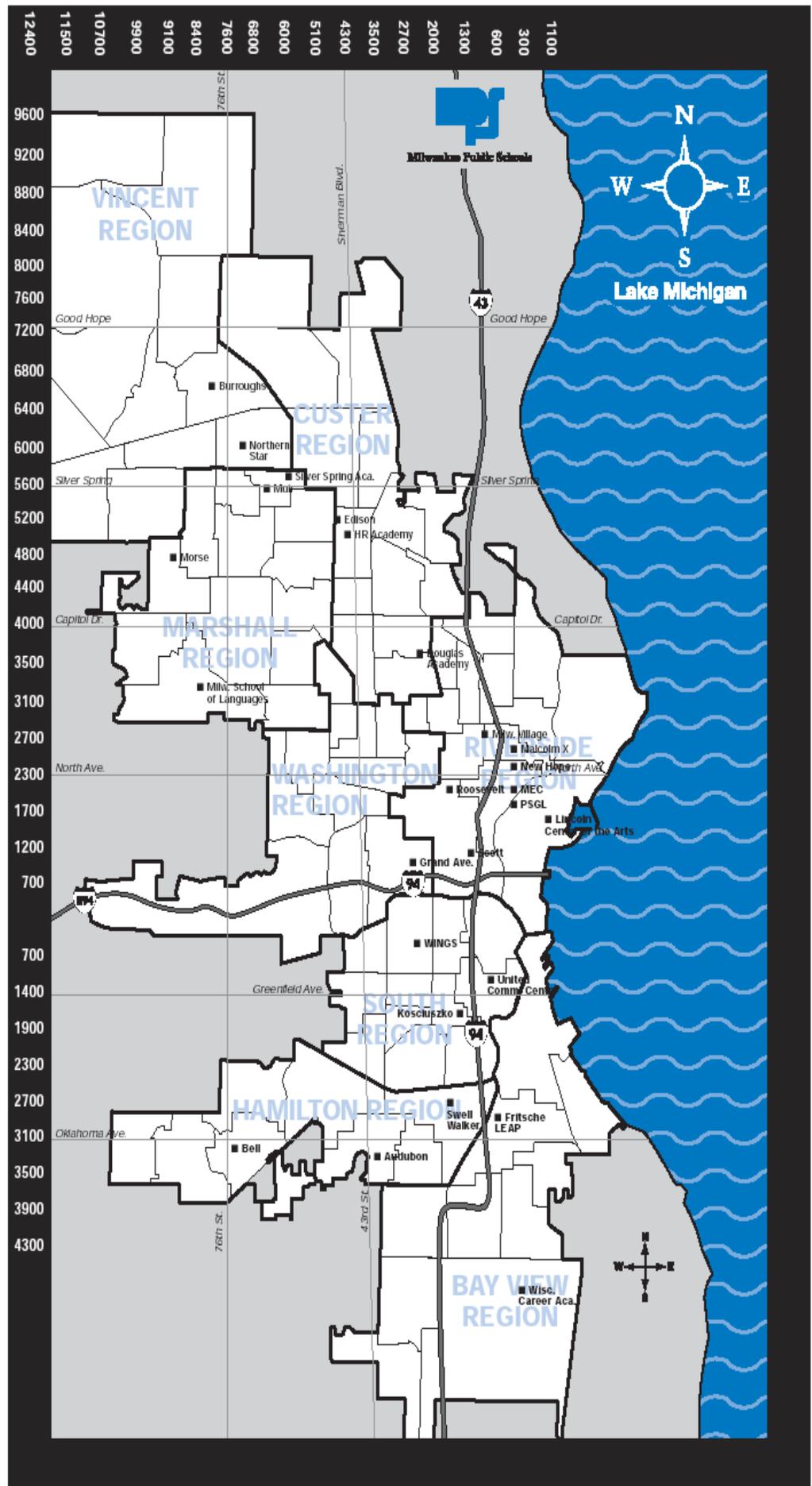
* Indicates MPS instrumentality charter school. ** Indicates non-instrumentality charter school. Call (414) 475-8140 for information.
Choice Schools: For a list of Parental Choice Program schools, call the Wisconsin Department of Public Instruction toll free, 888-245-2732, ext 3.

School Locations

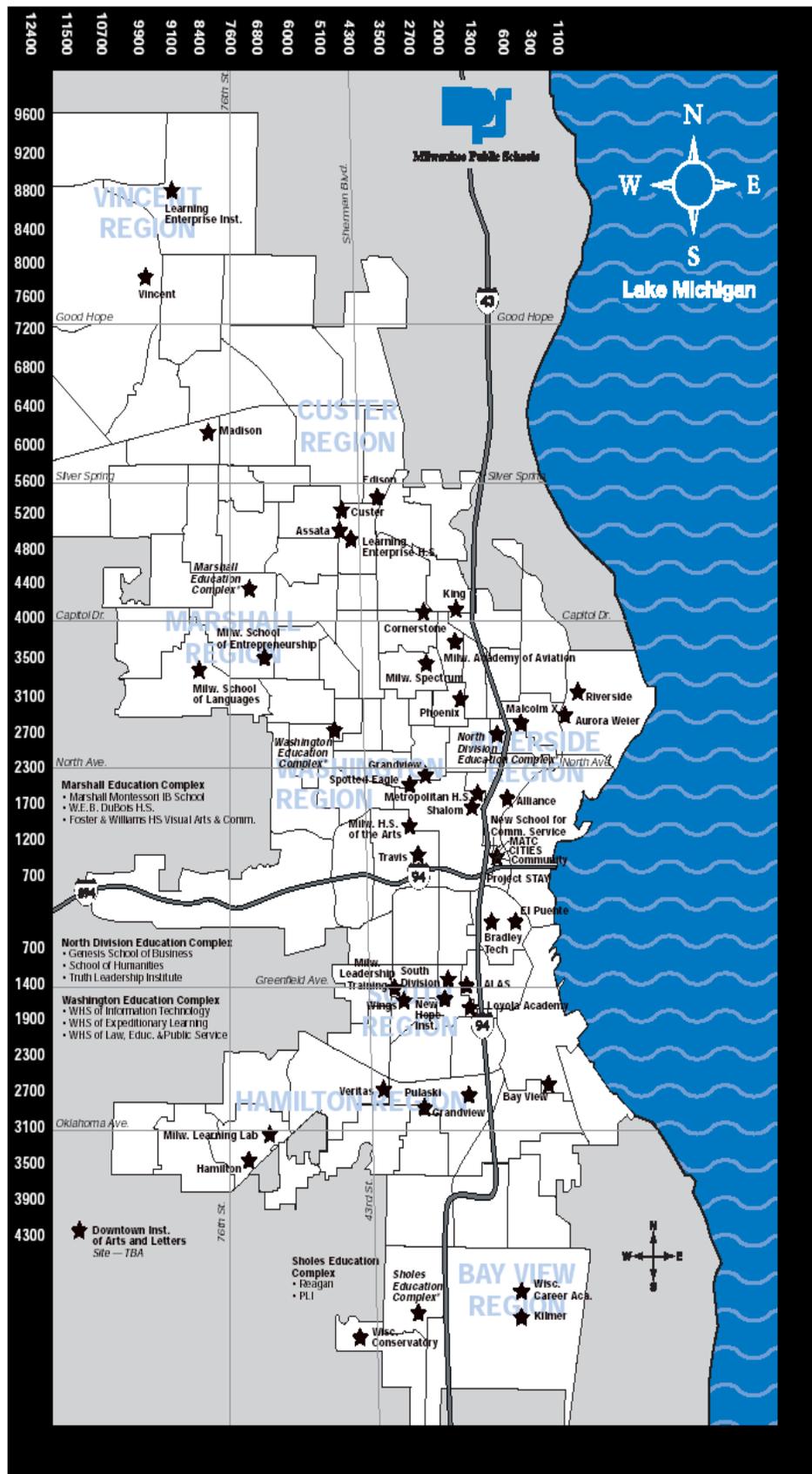
MPS Elementary Schools — Neighborhood and Neighborhood Specialty Transportation questions? Call (414) 475-8922.



MPS Middle Schools
Transportation questions? Call (414) 475-8922.



**MPS High Schools — Including NEW! Small High Schools
Transportation questions? Call (414) 475-8922.**



**ADMINISTRATIVE POLICIES OF THE
MILWAUKEE PUBLIC SCHOOLS**

**Administrative Policy 6.04
EMPLOYEE CODE OF ETHICS**

*History Adopted 12-18-91; updated 1994; reaffirmed 4-20-95; revised 1-29-97, 5-26-99
Previous Coding Admin. Policy BBF, prior to May 1995; Admin. Policy 2.04, May 1995-August 1996*

Legal Ref.

Contract Ref.

Cross Ref. Board Rule 1.19 Conflicts of Interest Admin. Policy 6.05 Code of Ethics: Employee Notification Admin. Proc. 6.05 Code of Ethics: Employee Notification

Employees of the Milwaukee Public Schools (MPS), including the Board, recognize that they are accountable to the citizens of the City of Milwaukee. As such, they shall seek to maintain standards of high ethical conduct, avoiding both the actuality and appearance of conflict of interest. This code of ethics is intended to support the employees in the achievement of such standards.

(1) DEFINITIONS

(a) *Consulting.* "Consulting" is defined as the process or procedure in which an employee of MPS confers with and works for an educational or commercial agency other than the MPS for a fee or payment.

(b) *Employee.* "Employee" is defined as any individual employed by the MPS, including certified, classified, and non-classified staff, but excluding independent contractors and volunteers.

(c) *Immediate Family.* "Immediate family" represents employees who are related by blood or by marriage. "Related by blood" is defined as including father, mother, brother, sister, son, daughter, uncle, aunt, nephew, niece, grandchild, grandparent, or first cousin, and shall include legal guardianships as well as legal adoptions. "Related by marriage" is defined as including husband, wife, son-in-law, daughter-in-law, brother-in-law, wives of brothers-in-law, sister-in-law, husbands of sisters-in-law, father-in-law, mother-in-law, stepchild, and stepparent.

(d) *Gifts and Gratuities.* Gifts and gratuities are defined as any goods or services, excluding meals, for which a monetary value may be assessed.

(2) GIFTS AND GRATUITIES

(a) Acceptance of gratuities and gifts is discouraged. An employee of MPS may not accept any gift or gratuity in excess of \$25.00 annually from any person, persons, group, or firm that does business with, or is attempting to do business, with MPS.

(b) Existing Administrative Policies 6.06 and 8.40, pertaining to employee gift limitations of a specific character, remain in effect and are not abrogated by this code.

(3) CONSULTING

(a) Employees of MPS may provide compensated services to other institutions, provided that such activities do not involve MPS resources such as equipment, travel, or time, but not limited thereto. Employees may receive fees and expenses for their services, provided those services are rendered during the employee's own time.

(b) If an employee is authorized by a supervisor to render a service to another public or educational institution and remains on the school district payroll and receives an honorarium payment or gratuity, that sum should be turned over to the school district; otherwise, honoraria for speeches and public appearances may be accepted by the MPS employees, provided that the speech or appearance is performed during the employee's own time.

(c) If consulting work is entered into by an MPS employee for any person, group, or firm that does business with MPS, and if that MPS employee has a decision-making role or makes recommendations for purchase, the employee must remove himself/herself from any purchasing or decision-making process involving that firm.

(4) EMPLOYEE DISCLOSURE

(a) If consulting work is entered into by an MPS employee, or a member of the employee's immediate family, for any person, group, or firm that does business with the MPS, it is the responsibility of that employee to file a disclosure form with the district within 30 days.

(b) If a firm that does business with or is attempting to do business with the MPS refers an MPS employee or a member of the employee's immediate family to another firm or business as a consultant, the MPS employee must complete the disclosure form available from the Office of Board Governance within 30 days of accepting that employment. The employee must remove himself/herself from any purchasing or decision-making process involving either firm.

(5) IMMEDIATE FAMILY DISCLOSURE

(a) If any member of the immediate family of an employee of MPS is employed by or an agent of a vendor supplying or seeking to supply goods and services to MPS, and if the employee has authority to recommend or order the purchase of such goods or services, then the employee shall disclose this relationship on a form supplied by the Office of Board Governance. Failure to make such disclosure within a reasonable time after such relationship is created or becomes known may subject the employee to sanctions.

(b) It is the employee's obligation to obtain and file a disclosure form whenever any of the aforementioned consulting activities occur. To facilitate the reporting requirement and clarify the reporting procedure, the employee should read carefully and complete the disclosure form. The form should be procured from, and upon completion be submitted to, the Office of Board Governance.

(6) DECISION MAKING

(a) No employee may profit directly from the decision to purchase goods or services by MPS. Decisions to purchase such goods and services must be free of even the appearance of bias toward a company or vendor based on remuneration. For that reason, if any employee has authority to recommend or order the purchase of goods or services, then that employee shall disclose any involvement with any vendor seeking to supply such goods and services. This includes any consulting work performed or any honoraria received either personally or by any member of the employee's immediate family.

(b) An employee who has, either personally or through an immediate family member, received compensation from a vendor seeking to supply goods or services to the MPS shall not make purchasing decisions to obtain goods or services from that vendor for a period of 18 months from the date of the last compensation or honorarium received.

(c) An employee recommending purchase or serving on a committee to review goods or services being offered to MPS must ensure that all necessary disclosures have been made and are known to the entire committee relative to that employee's or any immediate family member's involvement (consulting or employment with vendors under consideration by the committee. Such employee must refrain from any vote involving the company or companies from which compensation has been received within the previous 18 months.

(7) POLITICAL PARTICIPATION

Employees of the MPS are encouraged to participate in the political process. Employees can be members of, or officers in, a political party. They may contribute to political candidates, either with financial resources or in donation of services, provided donations do not utilize MPS equipment, time, or work product. MPS employees may allow their names to be used on lists of supporters for candidates for public office, but such use of employees' names must not imply MPS endorsement.

(8) VENDOR

(a) Vendors are to be treated by employees in a businesslike manner without favoritism. Employees are not to accept gifts, favors, or other items of value from a vendor, subject to the exception noted under the paragraph 2, "Gifts and Gratuities," of this policy. Employees are not to request of vendors special discounts, favors, or donations for private use.

(b) Vendor presentations of products or services to employees should be done at MPS sites. All vendors should be accorded an equal opportunity to make such presentations. If it is necessary to visit the vendor's site to view products, the employee engaged in such travel shall obtain authorization and funding from the Board or the Board's designee. Without such authorization, the employee shall assume any travel or related expenses. Vendors are not allowed to pay travel or related expenses.

(c) Employees may not sell or promote the sale of goods and/or services in which the employee or his/her immediate family would benefit monetarily to MPS. Educational products with a value of less than \$25.00, produced or developed by an employee, may be made available to other employees or schools in the district if sold for not more than the cost of production.

(9) NEPOTISM

(a) GENERAL

No administrator of MPS shall employ under his or her direct supervision or contract with any person who is related by blood (whether of whole or half-blood) or who is related by marriage to that administrator of MPS, or use his/her status as an administrator of MPS to influence the employment, appointment, evaluation, transfer, or promotion of any such person to a position of employment within MPS which is subordinate to that administrator.

(b) DEFINITIONS

1. *Administrator.* For the purposes of this nepotism section, "administrator" of MPS is defined as any person who is a principal, an assistant principal, a program administrator, a supervisor, a coordinator, a staffing specialist, a director, an assistant director, a manager, a division/department head, a Deputy Superintendent, the superintendent, the chief auditor, or Director of the Office of Board Governance.

2. *Related by Blood.* For the purposes of this nepotism section, "related by blood" is defined as including father, mother, brother, sister, son, daughter, uncle, aunt, nephew, niece, grandchild, grandparent, or first cousin and shall include legal guardianships as well as legal adoptions.

3. *Related by Marriage.* For the purposes of this nepotism section, "related by marriage" is defined as including husband, wife, son-in-law, daughter-in-law, brother-in-law, wives of brothers-in-law, sister-in-law, husbands of sisters-in-law, father-in-law, mother-in-law, step-child and step-parent.

(c) FALSIFICATION OF EMPLOYMENT APPLICATION

1. It shall be deemed a falsification of an employment application for an applicant for employment with MPS to fail to disclose that the applicant is related by blood or related by marriage to any Board member or administrator of MPS as defined in this section. In the event of such falsification, the Department of Human Resources reserves the right to reject the application for employment.

2. Upon approval by the Board, any administrator of MPS who is found to have violated this nepotism section shall be subject to appropriate disciplinary action consistent with Board policies, state statutes, and applicable contracts.

3. This nepotism section shall be applied consistent with all applicable state laws, federal laws, city ordinances, city service provisions, and other Board policies regarding non-discrimination in employment and employee rules of conduct.

(10) SANCTIONS

(a) Persons in violation of the provisions of this code of ethics are subject to disciplinary procedures, up to and including discharge under either this policy or employee contract provisions.

(b) Employees of the MPS are to be alert to the provisions in the Wisconsin Statutes governing conduct as a public employee, especially in sections 946.12, 946.13, 118.12 and 119.66.

(c) These policies do not supersede agreements which are outlined in collective bargaining agreements. Contracts for the superintendent and the director of the Office of Board Governance shall comply with the employee code of ethics.

ADMINISTRATIVE POLICIES OF THE MILWAUKEE PUBLIC SCHOOLS

Administrative Policy 6.07

EMPLOYEE RULES OF CONDUCT

History Adopted 10-30-96; revised 09-29-99

Previous Coding

Legal Ref.

Contract Ref.

Cross Ref.

(1) GENERAL

(a) In order to attain its educational and organizational goals in an efficient and effective manner, the Board believes it is a sound human resources management practice to fully apprise employees of the conduct that is expected of them. It is the intent of this policy to set district rules governing all employees and to publish such rules; therefore the Board finds it necessary to promulgate rules of conduct for its employees, outlining prohibited conduct.

(b) Any employee who violates any district policy, procedure, rule, or regulation, whether written or unwritten, shall be subject to disciplinary action, which may, but need not, include oral warnings, written warnings, suspensions without pay, demotion, or any other discipline, up to and including termination. The nature of the discipline shall depend on the nature of the violation, the surrounding circumstances, and any other relevant factors.

(c) The following list of prohibited conduct does not, and is not intended to, constitute the entire list of conduct for which discipline may be imposed.

(2) PROHIBITED CONDUCT

(a) Insubordination, including disobedience, failure, or refusal to carry out directions, assignments, or instructions

(b) Falsification, unauthorized modification, or alteration of any district documents or records, including applications for employment, whether by omission or commission

(c) Damage, unauthorized use, possession, or removal of Board property or another person's private property

(d) Possession, use, or sale of any illegal drugs, drug paraphernalia, intoxicants, narcotics, or any other controlled substance on or off Board premises

(e) Possession, sale, or use of alcoholic beverages during assigned work hours or while on Board premises

(f) Reporting to work impaired by illegal drugs, alcoholic beverages, or intoxicants, and/or impaired by the unauthorized consumption of prescription drugs or other legal substance

(g) Illegal or prohibited possession of firearms or other weapons during assigned work hours or while on Board premises

(h) Failure, refusal, or negligence in the performance of assigned duties

(i) Violation of federal, state, and/or local laws/ordinances which are substantially job-related or render the employee unavailable for work due to incarceration

(j) Unauthorized non-charitable or business-related solicitation(s) for any purpose during assigned work hours or while on Board premises

(k) Unexcused or excessive absenteeism or tardiness, including failure to follow appropriate reporting procedures

(l) Loafing, loitering, sleeping, or engaging in unauthorized personal business

(m) Failure to comply with health, safety, and sanitation requirements, rules, and regulations

(n) Threatening, harassing, intimidating, interfering with, coercing, injuring, or using abusive language toward students, Board employees, or the public

(o) Unauthorized accessing, disclosure, or copying of confidential information or records

8.23.2004 Page 1 of 2

Administrative Policy 6.07 Page 2 of 2

(p) Engaging in activity that significantly detracts from the school district's image or reputation

(q) Failure or refusal to comply with school/departmental work rules, policies, or procedures.

**ADMINISTRATIVE POLICIES OF THE
MILWAUKEE PUBLIC SCHOOLS**

Administrative Policy 6.11

TOBACCO PRODUCTS USE ON BOARD PROPERTY

History Adopted 8-20-90; revised 3-29-95

Previous Coding Admin. Policy GBK, prior to May 1995; Admin. Policy 7.11, May 1995-August 1996

Legal Ref. Wisconsin Act 209, 1989

Contract Ref.

Cross Ref.

The use of tobacco products shall be prohibited at all times on school premises. (The term *school premises* includes all property owned by, rented by, or under the control of the Board.) The following process for enforcement of this policy shall be employed.

(1) Students. Any violation of Board policy by students shall be subject to current disciplinary procedures as listed in "Guideposts" and the manual for parents and students.

(2) Citizens. Citizens who are observed smoking or using tobacco products on school district property shall be asked to refrain from doing so. If the individuals fail to comply with the request, they shall be asked to leave the building and school district property.

(3) Employees. Employees who improperly use tobacco products shall be subject to disciplinary action in accordance with the appropriate collective bargaining agreement.

—◇—

7.16.2004 Page 1 of 1

**ADMINISTRATIVE POLICIES OF THE
MILWAUKEE PUBLIC SCHOOLS**

Administrative Policy 6.12

DRUG-FREE WORKPLACE

History Adopted 1-15-89; revised 3-29-95

Previous Coding Admin. Policy GBKA, prior to May 1995; Admin. Policy 7.12, May 1995-August 1996

Legal Ref. Drug-Free Workplace Act of 1988

Contract Ref.

Cross Ref. Admin. Policy 6.10 Employee Assistance Program 6.13 Drug and Alcohol Testing

All Milwaukee Public Schools workplaces and facilities shall be drug-free, safe working environments for all employees in accordance with the following.

(1) The manufacture, distribution, dispensing, possession, or use of controlled substances by employees is prohibited in school district buildings, on school premises, and in school-owned vehicles or any other school-approved vehicle used to transport students to and from school or school activities or off school property during any school-sponsored or school-approved activity, event, or function.

(2) All employees in the district shall abide by provisions of this policy. Employees engaged in the performance of a federal grant shall be required to notify the superintendent of any criminal drug statute conviction occurring in the workplace within five days of the conviction. The district administrator shall notify the appropriate federal agency.

(3) Any employee who violates this policy shall be disciplined, up to and including dismissal in accordance with the provisions of the current collective bargaining agreement or other procedures established by the Board for non-represented employees.

(4) Any employee convicted of a criminal drug statute violation occurring in the workplace and not dismissed by the district shall be required to satisfactorily participate in the district's employee assistance program. Failure to satisfactorily participate in such program shall result in disciplinary action, up to and including dismissal in accordance with provisions of the current collective bargaining agreement or other procedures established by the Board for non-represented employees.

(5) All district employees shall be informed of this policy, the dangers of drug abuse, the district's employee assistance program, and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

—◇—

7.16.2004 Page 1 of 1

**ADMINISTRATIVE POLICIES OF THE
MILWAUKEE PUBLIC SCHOOLS**

2.19.2007 Page 1 of 5

Administrative Policy 6.34

STAFF ACCEPTABLE USE POLICY (AUP)

History Adopted 1-25-2007

Previous Coding

Legal Ref.

Contract Ref.

Cross Ref. Admin. Policy 8.47 Children's Internet Protection Act

Admin. Policy 8.48 Student Acceptable Use Policy (AUP)

(1) MILWAUKEE PUBLIC SCHOOLS ENTERPRISE SYSTEM (ES)

The MPS Enterprise System is defined as any electronic device that is stand-alone or connected via LAN and/or WAN, and sends or receives voice, video, or data information through an MPS resource. The Internet is a global network made up of many smaller contributing networks to support the open exchange of information. Together the MPS ES and Internet represent powerful educational resources.

(2) PROHIBITED ACTIVITIES

MPS staff members, or staff members of MPS contracted schools that serve MPS students, requesting an ES account understand and agree that use of the ES or Internet through the ES for the following is prohibited.

(a) ILLEGAL ACTIVITIES

Illegal activities shall be defined as actions in violation of local, state and/or federal laws including fraud or violation of copyright or other contracts governing institutional or third party copyright, license agreements or other contracts.

(b) Inappropriate Activities

Inappropriate use of the ES shall be defined as any use which does not support the educational goals and mission of MPS:

1. political, commercial or financial gain;
2. intentional disruption of ES services, including degrading of equipment or system performance or wasteful use of the finite system;
3. sharing of network accounts or access codes with others is strictly forbidden.

(c) Consequences of Violation

1. Consequences of violation may include but are not limited to:
 - a. suspension or revocation of Internet or ES access;
 - b. legal action and prosecution when appropriate;
 - c. disciplinary action up to and including discharge.
2. Under State Statutes, section 947.0125, staff may be subject to criminal sanctions, if by means of signs, signals, writing, images, sounds or data, they threaten, intimidate, abuse, or harass another person through electronic mail or other computerized communication systems.
3. E-mail accounts and file materials are not private in nature and remain subject to monitoring by the school district. The school and district network administrators, with due regard for the right of privacy of users and the confidentiality of their data, have the right to suspend or modify Internet access privileges and examine files, passwords, account information, printouts, tapes, and any other material that may aid in maintaining the integrity and efficient operation of the system. Designated staff may search the file system for potential violations and when there is evidence of a possible violation may view users' files, read mail, monitor keystrokes, and otherwise observe users' activities.
4. The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.

Administrative Policy 6.34 Page 2 of 5

ADMINISTRATIVE POLICIES OF THE MILWAUKEE PUBLIC SCHOOLS

2.19.2007

(3) NETIQUETTE

- (a) Be polite. Do not be abusive in any message to others.
- (b) Use appropriate language. Do not use profanity, obscene comments, sexually explicit material, or expressions of bigotry, racism, or hate. Illegal activities are strictly forbidden.
- (c) Do not reveal personal addresses or telephone numbers of others.
- (d) Do not use the network in such a way that you would disrupt the use of the network by other users.

(4) SECURITY

- (a) Under no circumstances should you give anyone your password.
- (b) Do not reveal your personal address or telephone number.

(5) VANDALISM

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

(6) RULES AND CODE OF ETHICS

- (a) Staff members should act honorably and in a manner consistent with ordinary ethical obligations.
- (b) Staff members will not use the computer resources for non-educational activities.
- (c) Staff members will not make unauthorized copies of software in violation of copyright laws.

(d) Staff members represent their schools and should do so in ways that are positive.

(7) SIGNATURE BLOCK

I have read both sides of this document and understand my privileges and responsibilities.

(Original Ink only)

Signature Date

Full Name PRINTED (include your middle initial)

Home Address

City State ____ Zip

Last four digits of Social Security number _____

Home Telephone _____ - _____ - _____

School Site or Department Site Number (three digits)

Position or Title

Please sign and return to the Milwaukee Public Schools, Department of Technology, Room 154, 5225 West Vliet Street, Milwaukee, WI 53208 Phone 414-475-8315

Administrative Policy 6.34 Page 3 of 5

ADMINISTRATIVE POLICIES OF THE MILWAUKEE PUBLIC SCHOOLS

2.19.2007

(8) LISTSERV ETIQUETTE AND GUIDELINES FOR MPS COMMUNICATIONS

Listserve is the primary means of communication within the district. The email accounts created for each school/department are intended as an expedient delivery form of time sensitive or important information regarding business operations in Milwaukee Public Schools. The following guidelines and standards of use should be used when using the "all" email and listserve accounts (i.e. allsites, high, middle, elem., k8, engineers, foodmgrs) or when sending information to multiple sites in communicating with this electronic tool.

(a) LISTSERV GUIDELINES

Using the "allsites" (or multiple sites, i.e. high, middle, elem, k8) option:

1. Use a meaningful subject line. When people receive email, the first information they look at is the subject line. The subject line is kept in future responses aiding readers in following a discussion. The subject announces the topic and helps the reader determine its priority. With the quantity of messages that are sent, making it easier for those responsible for redistributing information will be helped by this simple consideration.
2. Keep the message brief. Messages should be short and to the point. If some receiving the message may need further details, include contact information for individual email responses or voice contacts that are not sent through the listserve.
3. Limit Attachments. While it is possible to send up to a 1MB file through the listserve, many factors come into play. Sending attachments, if not done efficiently, can cause many problems for members of the listserve, the servers, and the owner of the listserve. Platforms and applications must be considered as well as size of documents and the size of email mailboxes. If not carefully considered, mailboxes will be filled, allowing no new messages to be received, numerous bounced messages will show up in the listserve owner's mail, and server space will become limited. A strategy highly recommended would be to include information in your message that would direct those in need of the file either to a web address for downloading or to instructions on sending an individual request for sending information to one person rather than an entire list.
4. Keep messages about business operations only. The "all" or multiple sites lists should be used only for critical information pertaining to MPS Operations. These lists should not be used for retirement announcements, invitations, jokes, or informal inquiries and conversation.
 - a. Death notices may be sent only with the consent of the appropriate family member.
 - b. Information that is sent is to be of importance and must require response or action on the part of the school or department, e.g., "Due to weather conditions, all early school bus routes will load 30 minutes early today. Please see early release policy guidelines," "Change in Location — All teachers assigned to Scheduling Inservice please report to the Professional Development Center on Friday June 30. NOT Central Services Auditorium as announced prior to this communication."
 - c. Keeping the purpose of the "all" listserve to important business information allows those responsible to respond and to act upon information. If the lists are cluttered with information not important to the audience, it will go unread and result in no communication or action.

d. Messages requiring action by school administrators require the prior approval of Leadership Services.

5. No confidential or personal information should be transmitted via a listserv. Do not send student or staff personal information through the listserv. Student and staff information should never be sent to users outside the MPS network. Keeping staff and student information confidential and secure is a high priority for the district.

Administrative Policy 6.34 Page 4 of 5

ADMINISTRATIVE POLICIES OF THE MILWAUKEE PUBLIC SCHOOLS

2.19.2007

6. Reply Requested: Some communications will require a school or department to submit information back to the author of the message. Information requested should be sent to an email address of an individual or school account and not to a listserv.

7. Listservs are titled as *site number* followed by staff (012staff), or allsites, high, middle, elem, k8, foodmgrs, engineers, etc. Individual accounts are site number only or an individual's email ID:

(123@mail.milwaukee.k12.wi.us

smthkj@mail.milwaukee.k12.wi.us

8. Use of the MPS listserv or email accounts for distribution of bargaining unit information or solicitations by vendors or institutions other than MPS without prior approval of Labor Relations and Administrative Accountability is not permitted.

Communications are for MPS business only through these accounts.

(b) Using Listserv to Communicate with Building Staff

1. Listservs, which have been created for each site number, can streamline communications within schools or departments, allowing for action and response, and become a vital tool in school operations if used efficiently and within agreed-upon guidelines.

2. The listserv can serve as the primary communication tool within a workgroup. When information is received from the "allsites" or other lists, a local staff is responsible for monitoring this email and forwarding the email to the appropriate personnel by sending the message to the workgroup list or "xxxstaff" list with any building-specific instructions or information.

3. The staff listserv can also be used for the following:

a. daily announcements

b. any school-based communications previously copied and placed as hard copy in mailboxes

c. discussion of school-related business.

4. Each individual listserv may take on a personality and culture of its own that will drive the acceptable procedures. Each listserv should have a person who moderates it for appropriate MPS content. Each listserv needs to have a site or departmental "owner" to be responsible for maintaining listserv enrollment.

(c) General Listserv Etiquette

When sending messages to a list, please keep the following suggestions in mind. They will help keep the list user-friendly for everyone.

1. Please include a subject line in each posting (it's a good idea for ALL email).

2. When responding to a listserv, keep your messages brief.

3. Include a portion or a summary of the message you are responding to, but don't forward the entire message.

4. At the end of your message, include your name and your electronic mail address (this is your electronic "signature"). Long signatures are discouraged. They may be humorous the first time, but get old quickly. Some tire of the time spent having to skim over them. 2-4 lines should be sufficient to include any necessary information.

5. Be extremely careful when replying to the author of a list message. Your mail program settings may be set so the default will send your reply to the entire list if you simply use a reply command. See your building's Technology Coordinator for assistance or call the Technology Support Center if you need assistance. Check your outgoing message before sending to verify whether the message is going to an individual or to an entire list.

6. Think before you post. "Do I really want to say this to the world (list)?" R-read what you wrote. "Did I really say what I intended to?" Once a message is sent, it can't be retrieved.

Administrative Policy 6.34 Page 5 of 5

ADMINISTRATIVE POLICIES OF THE MILWAUKEE PUBLIC SCHOOLS

2.19.2007

7. Replies to requests for information: Some large lists have a policy of sending information privately to the requester. The requester then summarizes to the list. This can cut down on traffic, but it tends to reduce the "give and take" that some lists value.

8. Please be considerate of others. Through inexperience, list members may inadvertently violate the above suggestions. A private message to the offender from an experienced friend or from the list owners is more appropriate than a public flame.

9. Please participate! Your ideas are important. Just because you think everyone knows something doesn't mean they do. If you're not sure, send the posting to an experienced friend on the list (or the list owner) to see if the information may be valuable. Your posted response to the list should be more than "I agree" or "thank you for responding." Either add to the discussion or send these types of messages directly to an individual.
10. Each list has its own character, just like any "real" grouping of people (such as a party or a meeting). The list functions best when people respect the character of the list. It's also good to respect the differences among list members and have a certain tolerance for our individual eccentricities.
11. Avoid posting messages without any useful contents. This includes messages containing only snide remarks to a previous poster, etc. This includes "I agree" or "Great Post" or "Me Too" messages to the entire list. This is a waste of resources. If you wish to send this kind of message, please send it to the individual you are complementing.
12. Political or Commercial messages should not be posted to the list.
13. Do not post copyrighted materials.
14. Do not post any defamatory, abusive, profane, threatening, offensive, anticompetitive, or illegal materials. MPS does not condone any such materials or accept any resulting liability, including antitrust liability.

— ◇ —