PEOPLE prepares Wisconsin students to succeed in the UW-System with an emphasis on UW-Madison. Our students master academic knowledge, build cognitive strategies, learn to self-manage, and discover college life through experiential learning.
Message from the Assistant Director of Precollege Programs

Greetings precollege students and families. As the Assistant Director for PEOPLE’s Precollege programs, it is my distinct pleasure to serve in an administrative role supporting college access for Wisconsin students. As a first-generation college student, foster care kid, and recipient of many government assistance programs during my youth, I personally understand the power of education as a tool to positively change the trajectory of your life and future generations of your family. I believe that every child deserves access to resources, tools, and opportunities to learn and practice the skills that ensure readiness for college, life, and work. With the assistance of donors, grants, and institutional funding, the University of Wisconsin-Madison is proud of its ability to offer college prep services to enrolled PEOPLE students at no-cost. In return we ask for your full commitment to this process and your partnership in principal and practice during this journey.

We’ve made significant changes to our program model this year. I am confident these changes will improve the student experience in PEOPLE and improve our ability to provide consistent support for enrolled students. This new model is most effective when program staff, parents and caregivers, and most importantly our students, do their parts well - to support our highest intention; help students discover college through experiential learning.

The road to your college enrollment will not be easy nor perfect. It will be an adventure that will come with many lessons inside and outside of the classroom. Your experience with PEOPLE will leave you inspired about your future, help you build self-management skills, challenge you to be a creative problem solver, and to practice civility as you learn to work with others towards shared goals. We will learn from your experience and you will learn from what we have to offer.

This handbook was crafted to provide you with programming information, policies and procedures, and other critical information to help you navigate PEOPLE during the 2018-19 academic year. A new handbook will be distributed for our summer universities. Information is subject to change and we will do our best to communicate any changes promptly. If you have any questions regarding the contents of this handbook, please contact your Precollege Advisor directly. We look forward to a year of productivity and growth.

On Wisconsin!

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Assistant Director
Precollege STAFF

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Email: shing.vang@wisc.edu

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UW- Madison PEOPLE
William S. Middleton Building
1305 Linden Dr. Suite 240
Madison, WI 53706
608-262-7415

Milwaukee Office Address
Rufus King Middle School
Attention PEOPLE Office
121 E. Hadley St.
Milwaukee, WI 53212
414-800-1141 (Press 1)

Para información en Español acerca del programa en Madison, por favor llame 608-890-2926
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PROGRAM OVERVIEW

The University of Wisconsin – Madison’s Precollege Enrichment Opportunity Program for Learning Excellence (PEOPLE) is housed within the university’s Division of Diversity, Equity and Educational Achievement (DDEEA). PEOPLE is a college prep scholarship program designed for students of color and low-income students, most of whom are the first in their families to potentially attend college. Their journey prepares them to be a viable college candidate, apply for admission to, and enroll at the University of Wisconsin System institutions, with an emphasis on University of Wisconsin-Madison. PEOPLE provides college prep services by providing programming and opportunities for growth in four areas;

- Build and Master Academic Knowledge
- Build Cognitive Skills and Strategies
- Build Self-Management Skills
- Build Knowledge about College through Experiential Learning

Upon enrollment in the precollege program, each student is assigned a Precollege Advisor (PCA). PCAs provide advising services, help the student build self-management skills, and support all areas of the college application process. Students who are accepted into the University of Wisconsin-Madison may be eligible for a four-year tuition scholarship and support services from our College Scholars Program.

Since the inception of the PEOPLE in 1999, participation has grown from 66 high school students to over 1100 students in the pipeline. Our precollege program serves enrolled students from 8th grade until the completion of senior year in high school. Our College Scholars Program services PEOPLE Scholars, enrolled at UW-Madison, through undergraduate degree completion. As of 2016, over 1000 PEOPLE Scholars were admitted into the University of Wisconsin - Madison under a full tuition scholarship.

NOTE: Completing the PEOPLE precollege program does not guarantee admission to the University of Wisconsin – Madison. Students must also meet academic and participation requirements as required by the UW – Madison Admissions Office.

PUBLIC SCHOOL PARTNERSHIPS

PEOPLE has formal partnerships with Milwaukee Public Schools (MPS) and Madison Metropolitan School Districts (MMSD). Listed below are our official partnership schools.
**Milwaukee Public School District**

Alexander Hamilton High School (Hamilton)
Audubon Technical and Communication High School (Audubon)
Bay View High School (Bay View)
Bradley Tech High School (Bradley Tech)
Golda Meir Upper Campus (Golda)
Harold S. Vincent High School (Vincent)
John Madison Academic Campus (JMAC)
Milwaukee Marshall High School (Marshall)
MacDowell Montessori High School (MacDowell)
Milwaukee High School of the Arts (MHSA)
Milwaukee School of Languages (MSL)
Casimir Pulaski High School (Pulaski)
Riverside University High School (Riverside)
Ronald Reagan College Preparatory High School (Reagan)
Rufus King International High School (King)
South Division High School (South)
Washington High School of Information Technology (Washington)

**Madison Metropolitan School District**

East High School- PCA: Paul Ly Tong Pao
LaFollette High School- PCA: Simon Ly
Memorial High School- PCA:
West High School- PCA:

**PEOPLE Milwaukee**- any student who attends a high school we partner with in the Milwaukee Public School District. Precollege Advisors are assigned multiple schools in an assigned “Quad”.

Quad configurations and PCA assignments are listed below:

- Quad 1: Vincent, JMAC, Marshall, Rufus King- PCA: Ravanna Bonds El
- Quad 2: Washington, Languages, Riverside, Golda Meir- PCA: Chris Alexander
- Quad 3: Arts, MacDowell, Bradley Tech, South Division, Hamilton- PCA: LaTrice Tiller
- Quad 4: Pulaski, Audubon, Reagan, Bay View- PCA: Shing Vang

**PEOPLE Extension**- any enrolled precollege student who attends school in the Madison area (Sun Prairie, Middleton, Verona); Northern area (Menominee, Ashland, Bayfield, Hayward) or students who remain in the State of Wisconsin and made it to their junior year in PEOPLE, but no longer attend a partnership school. Kimberly Vue will be your PCA.
PROGRAM STRUCTURE

2019-20 CORE PROGRAMMING
PEOPLE offers a suite of services to our students based upon their grade level. Programming may change each year based on innovation and the emerging needs of our students to be ready for college.

**Year One: 8th Grade Advising Activities**
- Precollege Advisor Assignment
- PEOPLE Summer University I
- Review 9th Grade College Readiness Planner
- MAP & Learning Style Activity
- College Bound Intent Letter
- Parent Education Session
- Student focused PEOPLE Presentation
- Time Management Activity

**Year Two: 9th Grade Advising Activities**
- 1st Quarter Group Planning & Reflection
- 2nd Quarter Individual Advising Session
  - Reflect on 1st semester outcomes
  - Complete 10th Grade College Readiness Planner & Goals
- 3rd Quarter Group Planning & Reflection
- 4th Quarter Individual Advising Session
  - Reflect on 9th grade year outcomes
  - Review 10th 1st semester plan
  
**Year Three – 10th Grade Advising Activities**
- 1st Quarter Group Planning & Reflection
- 2nd Quarter Individual Advising Session
  - Reflect on 1st semester outcomes
  - Review 2nd semester plan.
  - Complete 11th Grade College Readiness Planner & Goals
- 3rd Quarter Group Planning & Reflection
- 4th Quarter Individual Advising Session
  - Reflect on 10th grade year outcomes
  - Review 11th 1st semester plan
  - Practice ACT test administration
Junior Year ACT Testing

The ACT (American College Test) is a college entrance test; required by UW-Madison for admission. To ensure that PEOPLE students are competitive candidates for admission to UW, we are finding it necessary to ramp up our ACT test preparation. The ACT exam is just as important as your GPA during the admissions process. To give your student the strongest chance of being accepted into college, PEOPLE will be making ACT prep a cornerstone of our efforts through the high school program. Below are this year’s ACT testing dates.

Please be sure to send PEOPLE your ACT score.
PEOPLE’s ACT code is 4638.

---

**ACT Test Date Information**

<table>
<thead>
<tr>
<th>Test Date</th>
<th>Registration Deadline</th>
<th>Late Registration Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 14, 2019</td>
<td>August 16, 2019</td>
<td>September 1, 2019</td>
</tr>
<tr>
<td>October 26, 2019</td>
<td>September 27, 2019</td>
<td>October 13, 2019</td>
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<tr>
<td>December 14, 2019</td>
<td>November 8, 2019</td>
<td>November 25, 2019</td>
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<tr>
<td>February 8, 2020</td>
<td>January 10, 2020</td>
<td>January 17, 2020</td>
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<tr>
<td>April 4, 2020</td>
<td>February 29, 2020</td>
<td>March 16, 2020</td>
</tr>
<tr>
<td>July 18, 2020</td>
<td>June 19, 2020</td>
<td>June 29, 2020</td>
</tr>
</tbody>
</table>

We ask all PEOPLE students to take the ACT twice. One exam is given free of charge by your school. Most students can get waivers from School Counselors for additional testing. If this is not available, we encourage students to use their $500 College and Career Kickstart Internship Stipend to pay for testing.
The Senior Commitment

Remaining academically strong and committed senior year is important to ensure you get to college. Many seniors experience a decline in motivation and performance as they finish high school.

Make a commitment to complete the following as a senior to truly be college bound!

✓ Take the official ACT test twice. (Students who receive a score of 24 or higher on their first attempt may only take the ACT once)
✓ Complete, at minimum, the UW Madison AND 2 additional UW System schools’ undergraduate admissions application by January 15th of senior year
✓ Maintain an attendance rate of 80% or better for all PEOPLE events/activities
  o PEOPLE events/activities include:
    ▪ ACE Site
    ▪ 4 Advising Sessions
    ▪ Fall Orientations
    ▪ Senior Cohort
    ▪ Know Your U(w)
    ▪ Senior Send Off
    ▪ All other mandatory events/activities (Once a student signs up for an optional event; the event becomes mandatory)
✓ Complete FAFSA by December 1st of Senior Year
✓ Supply PCA with copies of Decision Letters (or emails) from all applied colleges and universities.

PEOPLE will provide a $500 educational stipend towards your post-secondary plans if all these commitments are met by May 1st.

THE PEOPLE COLLEGE SCHOLARSHIP

It’s important to note that completion of the precollege program DOES NOT guarantee admission to UW-Madison, nor does it guarantee the PEOPLE Scholarship. If accepted to UW-Madison, students who choose to enroll may be eligible for a tuition scholarship for up to four years. The scholarship is only applicable to UW-Madison and student must meet the PEOPLE scholarship requirements in place at the time of admission. Scholarship eligibility requirements may change when federal and state laws change.
PRECOLLEGE GOOD STANDING

It is our goal to assist all our scholars with successfully completing high school and the precollege program. Successful completion of precollege in good standing entails completing all items listed in your senior commitment. Students who do not complete precollege in good standing are not eligible for the PEOPLE scholarship.

While we understand UW-Madison may not be your first option, we want to make sure you understand your scholarship opportunity will remain active if your transfer to UW-Madison from another institution. If eligible for the scholarship, your tuition dollars will be prorated according to the number of credits accepted by UW-Madison. Once you have gained admission and determined eligibility for in-state tuition, please contact the PEOPLE College Assistant Director, Goodson Vue. He will verify you completed the precollege program in good standing and inform you how much of the PEOPLE scholarship you have remaining. Goodson can be reached at goodson.vue@wisc.edu.

Academic Center for Enrichment (ACE)

WHAT IS ACE?
PEOPLE’s Academic Center for Enrichment (ACE) provides academic support and enrichment services to students in a safe, productive and positive learning environment. The goals of ACE are to promote cognitive development and skills; as well as provide tutorial services in the core subject areas which are: Math, Science, Social Studies, English [reading & writing] and World Language. ACE is also a space where we promote a college going culture and help students build self-management skills. ACE is mandatory for all PEOPLE Madison and PEOPLE Milwaukee students. Tutors in every subject are not a guarantee and is based on the programs ability to recruit and hire tutors in each subject.

STRUCTURE OF ACE

Our ACE sites are ran by the Precollege Advisor and staffed with Academic Leads and Tutors. A typical day at ACE consists of the following:
- Snack & Sign-In
- Community Circle Activity
- Enrichment Lesson for the week
- Homework Mentorship (tutorial services)
- ACT prep (Juniors only)
- Sign-Out

ACE STAFF MEMBERS AND THEIR ROLES

Academic Leads
Academic Leads are typically graduate students, retired teachers, or teachers, at each site who are responsible for the academic advancement of PEOPLE students. These individuals carry out the curriculum created by our Teaching Specialists to better prepare our students academically.
**Tutors**
Tutors are typically undergraduate students at a college or university who are responsible for providing academic support with school assignments, including: teaching concepts, learning strategies, research assistance, presentation rehearsal, engaging in dialogue exchanges (world language), test preparation, reviewing content, special projects, and other academic activities. Tutors operate in a “near peer” mentorship model.

**ACT PREPARATION SERVICES**
The American College Test (ACT) is a college entrance exam that is intended to measure knowledge and skills at the end of a student’s junior year to assess their readiness for college level work. Many colleges and universities use this test as part of an admissions application. During PEOPLE Summer University, PEOPLE students take a practice ACT Exam before their sophomore and junior year. We do not expect perfection on the practice exams. These exams tell us the areas your student may need additional support in to demonstrate they are ready for college level work. Each student will receive a custom ACT Plus report that will recommend what skills and activities the student should focus on to improve ACT performance. These same areas are often the areas a student needs assistance with in school, but not always.

During students’ junior year, they will participate in intensive ACT prep during the months of November and February, to prepare students for the official exam. PEOPLE has secured study materials from Kaplan, the nation's leader in test prep. This represents a huge cost savings to our students -- a 24-session ACT prep class taken at a Kaplan Center would cost over $3000! Instead, PEOPLE students will have free access to the Kaplan materials and methods, delivered at each ACE site weekly.

**THE ACE DIFFERENCE**
Depending on your service area, ACE will be executed differently. All the previously mentioned areas are universal to any site; however, locations, time, student requirements, and other logistics are service area specific.

**ACE in Madison**

**Location and Hours of Operation**
Students in Madison have site in their high school. ACE is open Monday through Thursday 3:00PM-6:00PM. On early release days, ACE will open at 2:00PM.

**Student Attendance Requirement**
ACE is a mandatory component for PEOPLE Madison students and attendance is tracked daily and calculated weekly. Cohorts are assigned days to come to ACE to receive their Enrichment lesson. Please see the charts below for day and hour requirements.
Monday | Tuesday | Wednesday | Thursday
--- | --- | --- | ---
Freshmen and Sophomores must complete mandatory ACE Project Activity. | Juniors must complete mandatory ACT Prep Activity, especially in Feb and Nov. | Seniors must complete mandatory Writing Workshop Activity. | No assigned project or activity on Thursdays.
Juniors and Seniors receive homework mentoring. | Freshmen, Sophomores, and Seniors receive homework mentoring. | Freshmen, Sophomores, and Juniors receive homework mentoring. | All students receive homework mentoring.
**Freshmen and Sophomores** must attend one hour of site on Mondays. | **Juniors** must attend one hour of site on Tuesdays. | **Seniors** must attend one hour of site on Wednesdays. | Last day to make up any mandatory hours for the week.

ACE attendance hours are determined by student’s cumulative GPA as indicated below:

- 3.5-4.0 = 1-hour check-in/week
- 3.0-3.49 = 4 hours/week
- 2.5-below = 6 hours/week
- 1st semester freshmen= 6 hours/week

Students must attend ACE for a minimum of one-hour for their time to count. Hours missed in one week cannot be made up in the next week. If a student has other after-school obligations, they should speak with their PreCollege Advisor immediately about possible solutions.

**Extension Students**

Students in PEOPLE Extension who reside in the Madison area may drop-in to these sites for academic assistance; however, their attendance is not mandatory. Please see below for drop-in times and dates. If you need to attend site on a day other than what’s listed below, please contact your Extension PCA.

<table>
<thead>
<tr>
<th>School District</th>
<th>Drop-in Days</th>
<th>Drop-in Location</th>
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</thead>
<tbody>
<tr>
<td>Middleton</td>
<td>Wednesday and Thursday</td>
<td>Memorial High School</td>
</tr>
<tr>
<td>Sun Prairie</td>
<td>Tuesday and Wednesday</td>
<td>East High School</td>
</tr>
<tr>
<td>Verona</td>
<td>Tuesday and Wednesday</td>
<td>Memorial High School</td>
</tr>
</tbody>
</table>

**ACE in Milwaukee**

**Location and Hours of Operation**

Students in Milwaukee have eight ACE site to choose from: King, MSL, JMAC, Golda, MHSA, MacDowell, Reagan, and Bay View. The time ACE is open depends on if the school is an early or late
release school. For early release schools (King, Golda, MacDowell, and Reagan), site will be open Monday - Thursday 3:30-6:00PM. For late release schools (MSL, JMAC, MHSA, and Bay View), site will be open Monday – Thursday 4:00-6:30PM.

**Student Attendance Requirement**

ACE is a mandatory component for PEOPLE Milwaukee students and attendance is tracked daily and calculated weekly. Cohorts are assigned days to come to ACE to receive their Enrichment lesson. Please see the charts below for day and hour requirements.

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Seniors must complete mandatory <strong>Writing Workshop Activity</strong>.</td>
<td>No assigned project or activity on Thursdays.</td>
</tr>
<tr>
<td>Juniors and Seniors receive homework mentoring.</td>
<td>Freshmen, Sophomores, and Seniors receive homework mentoring.</td>
<td>Freshmen, Sophomores, and Juniors receive homework mentoring.</td>
<td>All students receive homework mentoring.</td>
</tr>
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</table>

**Freshmen and Sophomores** must attend one hour of site on Mondays.

**Juniors** must attend one hour of site on Tuesdays.

**Seniors** must attend one hour of site on Wednesdays.

Last day to make up any mandatory hours for the week.

ACE attendance hours are determined by student’s cumulative GPA as indicated below:

- 3.0-4.0 = 1-hour check-in/week
- 2.9-2.75 = 2 hours/week
- 2.74-2.5 = 4 hours/week
- 2.49 and below = 6 hours/week

Students must attend ACE for a minimum of one-hour for their time to count. Hours missed in one week cannot be made up in the next week. If a student has other after-school obligations, they should speak with their Precollege Advisor immediately about possible solutions.

**Learning Accommodations**

It is the policy of the University of Wisconsin-Madison to provide reasonable accommodations for students with special needs. Please consult with your Precollege Advisor or Service Area Coordinator if your child needs special accommodations to participate fully in the program.
PROGRAM POLICIES

ACADEMIC POLICY OVERVIEW
The minimum GPA requirement for admission into PEOPLE is a 2.75 GPA. We offer tutoring and PEOPLE Summer Universities to increase a student’s ability to master academic knowledge. **To maintain enrollment in PEOPLE, a student must maintain at least a 2.75 semester GPA as shown on their transcript (not report card).** This academic benchmark is a minimal goal for students who aspire to attend college and be eligible for scholarships and grants. Please note, PEOPLE does not count pass/fail grades, even if those grades appear on a transcript. *See chart under Grade Review Policy for guidelines on how we help student below a 2.75 semester GPA get back on track.*

We work in partnership with school districts, teachers, guidance counselors, principals, and most importantly parents, to ensure that we are getting accurate and up-to-date information on the progress of our students. With this information, we then can supplement their education with quality enrichment and tutoring services.

Students play the most pivotal and central role in their own success. The PEOPLE program’s presence in a student’s academic life is to support, encourage, and facilitate access to support services needed to be ready for college. When students communicate with their parents, teachers, guidance counselors, PEOPLE Liaison’s, Precollege Advisors, and other PEOPLE staff, we can better serve the students’ needs. **This is a partnership.**

Conversely, PEOPLE students are expected to commit themselves to a high level of academic and personal excellence during the school year and summer programs. Satisfactory academic progress must be made towards high school graduation in preparation for college. Parents play a key role in ensuring their child is meeting this expectation by maintaining on-going communication with their child’s school and the PCA. However, if students are not meeting the participation expectations set forth, then students may be placed on probation, or dismissed from the program.

GRADE REVIEW POLICY
PEOPLE uses the semester GPA for all grade reviews. Precollege Advisors formally review students grades at 2nd and 4th quarter (January/February and May/June). We pull the semester GPA from the student transcript. Based upon that review, students are placed on one of the statuses listed below:

- Good Standing
- Academic Watch
- Academic Probation
- Strict Academic Probation
- Program Dismissal
The follow chart explains each status and what a student must do to improve their status.

<table>
<thead>
<tr>
<th>Semester GPA</th>
<th>PEOPLE Status</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Above 3.00</td>
<td>Good Standing</td>
<td>Students in Good Standing are eligible for all PEOPLE programming and services; and on track for being college ready.</td>
</tr>
<tr>
<td>2.99 – 2.75</td>
<td>Academic Watchlist</td>
<td>Student is in danger of falling below a 2.75 and will be closely watched.</td>
</tr>
<tr>
<td>2.74 – 2.50</td>
<td>Academic Probation</td>
<td>After being placed on Academic Probation, students must earn at least a 2.75 semester GPA the following semester to be moved to Academic Watchlist.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>At a student’s second consecutive semesters on Academic Probation, they will be moved to Strict Academic Probation.</td>
</tr>
<tr>
<td>2.49 or below</td>
<td>Strict Academic Probation</td>
<td>Students placed on Strict Academic Probation must earn at least a 3.0 semester GPA the following semester to be moved to Good Standing.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>At a student’s second consecutive semesters on Strict Academic Probation will be reviewed for dismissal.</td>
</tr>
</tbody>
</table>

The purpose of this is **NOT** to discourage your child’s progress. However, it is important that students are present and accountable for their academic success, in a proactive matter. **There is no appeal process for academic dismissals.**

**Quarter Three Grade Review Policy**

Students who are on Strict Academic Probation after the February grade review will be closely monitored during quarter three. If at the end of quarter three the student has achieved a 2.75 GPA they will be allowed to register for PEOPLE Summer University AND must still achieve a 3.0 GPA semester GPA for the June grade review in order to enroll in the Summer University experience. Conversely, if the student has not achieved at least a 2.75 GPA, the student will not be allowed to register in PEOPLE Summer University and will be recommended for summer school. If at the end of quarter four (June grade review) any student who did not receive a 3.0 semester GPA will be reviewed for program dismissal.

**ATTENDANCE POLICY**
PEOPLE services are only effective when students actively participate in our model. Students are required to attend mandatory programming at a rate of 85% or better to remain in good standing. Listed below are events that will take place during a programming year which can affect student’s attendance status:

- Academic Year Orientation *
- Senior Cohort*
- Academic Centers for Enrichment (ACE) site attendance *
- 4-Advising Sessions *
- UW-System Campus Visits (2 mandatory visits during high school) **
- Ambassador Visits
- Where’s Your U(w)? – Formerly UW Days*
- PEOPLE Summer University Orientation *
- PEOPLE Summer University*
- Senior Send-Off*
- Other special events students sign up to participate in

*These events are mandatory and count towards the 85% attendance rate.

**Select students in PEOPLE Madison participate in the DPI grant and MUST attend two visits this year.

Students are required to attend the assigned number of hours as designated by their PCA. Attendance is calculated weekly and you cannot make up hours during the following weeks.

If a student has too many conflicting priorities and cannot make the commitment to fully participate in PEOPLE at an 85% or better, they are reviewed for dismissal. A written appeal may be submitted for attendance dismissals within three weeks of receiving the dismissal letter.

EXTENSION POLICY

Extension status is designed for students who are currently in PEOPLE and attend a school in the Madison area (Sun Prairie, Middleton, Verona) and Northern area (Menominee, Ashland, Bayfield, Hayward) OR has made it to their junior year in the program and remains in the state of Wisconsin, but no longer attends a partnership high school.

Extension students are outside the PEOPLE proper service area; however, will still receive the following services:

- 4-Advising Sessions (2 in-person and 2 virtual/phone)
- 2 grade reviews per year
- 1 College Visit offered
- Summer University Programming (mandatory)
- Drop-in tutorial services at operational Academic Center for Enrichment (ACE) (where applicable)
• ACT Plus reports

It is the responsibility of an Extension student to stay in compliance with the program in the following ways:

• Attend mandatory Academic Year and Summer Parent/Student Orientation
• Submit transcripts in January and June within three weeks of receiving grades
• Attend PEOPLE Summer University
• Keep contact information up-to-date
• Stay in communication with your PCA

SUMMER SCHOOL POLICY
Students who need to improve their grade(s) in a class can be conditionally excused from PEOPLE Summer University once we have a completed summer excusal request form and received proof of enrollment into the class. However, for the excusal to be finalized, students must submit their summer grades by August 1\textsuperscript{st}. All summer grades for classes retaken within a year will be reflected in your PEOPLE file. Grades for any new class(es) taken will be added to the previous semester’s grade review.

Updated Contact Information
Please be sure PEOPLE always has the most updated contact information for you. Please note updating your contact information with your school DOES NOT ensure we will receive it.

PROGRAM EXPECTATIONS

ACE SITE EXPECTATIONS
▪ Upon arrival to site, students will sign-in and retrieve a snack provided by PEOPLE. \textit{In Madison, snacks are provided by the child’s school and PEOPLE has no control over the selection.}
▪ PEOPLE students should come prepared with the necessary instructional materials, a strong work ethic, and respect for a productive work/study environment. \textbf{Please make sure your student brings their homework, special projects, books, syllabi, test review materials, and any other necessary instructional materials to site.}
▪ ACE services are only open to PEOPLE students who are actively working on homework, special projects, tutoring activities, reading, undergoing advising sessions or preparing for tests. \textit{Visitors or inactive PEOPLE students will be asked to leave ACE.}
▪ Students must stay in the 18:1 classroom ratio while at ACE. Students must inform their PCA or Academic Lead whenever they leave the designated space for any reason.

STUDENT BEHAVIOR EXPECTATIONS
We strive to provide a safe, productive learning environment -- to support this goal, we’ve established some behavior guidelines. Please refer to your Parent Partnership Agreement, the Disclosure of Dismissal
Policies and Procedures, and the guidelines listed in this handbook to understand our behavior expectations. Not meeting these expectations disrupts the learning environment and put the safety and protection of all students in danger. The following will not be tolerated:

1. Fighting or verbal abuse
2. Hateful language or actions towards PEOPLE Students, Employees, University officials or others
3. Possession of weapons and/or dangerous instruments
4. Illegal drugs, controlled substances, and alcoholic beverages
5. Misconduct- any activity that may potentially harm, damage or destroy personal, university or private property.
6. Inappropriate in Nature- PEOPLE students are to refrain from engaging in any type of activity that is considered inappropriate. Examples of what is not permitted includes, but not limited to: kissing, touching, groping, sexual harassment, sexual assault, and intercourse with any person or student.
7. Theft
8. Bullying/ Cyber bullying
9. Using cell phones, Ipods, or other electronic devices inappropriately during programming activities.
10. Not adhering to the rules and processes put in place for minor protection and safety including, but not limited to, leaving the program care without properly checking out
11. Impropriate or offensive language

**DISCIPLINARY PROCESS**

When a PEOPLE student violates a behavior expectation, discipline may be warranted. Immediately following the incident, the staff member involved will complete a Precollege Incident Form to document the incident and allow the appropriate staff members to follow-up with the student and/or family.

Any students found in violation of behavior expectations or engaging in any form of academic dishonesty will be subjected to the follow disciplinary action:

- Verbal warning to student
- Written warning to student via Precollege Incident Report
- Parent contact via phone or email
- Pre-disciplinary Meeting, which could result in:
  - No Discipline Warranted
  - Letter of Expectation issued to student/family
  - Behavior Probation
  - Program Dismissal

Parents/Guardian will be invited to attend any pre-disciplinary meeting scheduled. The purpose of the pre-disciplinary meeting is to review the incident with the student and their family, allow the student to provide
any missing or additional information, and allow the staff to ask questions to get a better understanding of what occurred.

**PARENT / GUARDIAN EXPECTATIONS**
PEOPLE is a partnership in which we need parents/guardians to take an active role in supporting PEOPLE’s efforts to ensure that students are ready and eligible for post-secondary education. We encourage full involvement with parents/guardians, for without their partnership, PEOPLE would not be successful. Please consider the following:

- Be familiar with and review the current year’s handbook and pay special attention to policies and student behavior expectations.
- Reinforce positive behavior and acknowledge your student for demonstrating appropriate conduct.
- If misconduct escalates, cooperate with the school/PEOPLE as a collaborative partner to address student’s needs and student accountability.
- Ensure the student attends school and ACE regularly and is on-time. Aim for school attendance at 97% or better.
- Provide a home environment that encourages respect for PEOPLE and the learning process.
- Take corrective action when requested by PEOPLE staff and administrators.
- Attend all parent related meetings including orientations.
- Update all personal information including contact information.

**OTHER IMPORTANT INFORMATION**

**PROGRAM DISMISSAL APPEAL PROCESS**
PEOPLE believes in our students having a voice regarding their future. Listed below are the processes put in place for student and/or parent/guardians to advocate in the event of program dismissal.

- **Academic Dismissal**: There is no appeal for academic dismissals.
- **Attendance Dismissal**: If your child has been dismissed from PEOPLE for attendance but has extenuating circumstances, the student and/or parent/guardian must submit a written appeal letter within 3 weeks of receiving the termination notice. Letters can be mailed to the Madison Main Office or emailed directly to the Director. See “Meet the Staff” section for contact information.
- **Behavior Dismissal**: Before a student is dismissed for behavior issues, they will be invited to a pre-disciplinary meeting. If the family doesn’t show up to this meeting, the program reserves the right to decide based upon the information we have. If a parent would like to appeal that decision, a letter can be emailed to the PEOPLE Director.
LOOKING AHEAD TO SUMMER 2019

Participation in PEOPLE Summer University is an integral and mandatory component of a student’s enrollment in the program. Summer 2020 program date information is provided in advance, so families can plan accordingly. Please note, sometimes, due to situations outside of our control, the dates listed below may change. We recommend checking in with your Precollege Advisor before booking plans in June and July.

Summer Program Dates 2020

Parent & Student Summer Orientation
- PEOPLE North- May 15th
- PEOPLE Madison and Extension- May 17th at Gordon Commons
- PEOPLE Milwaukee- May 17th at UW-Milwaukee

Summer University Dates
- PEOPLE Summer University III (Rising Juniors)- June 14 – 27, 2020
- PEOPLE Summer University II (Rising Sophomores)-July 5 – 18, 2020
- College and Career Kickstart (Rising Seniors)- June 14 –July 17, 2020 (*College and Career Kickstart is in recess from June 28th - July 4th. Students will have to vacate the dorms June 27th and return on July5th*)

Please note - Students will NOT be able to leave any summer university or kickstart programming early!

A more thorough schedule will be provided with the summer registration packet. If you have conflicts with the above dates, you may fill out a Summer Excusal Request Form and submit it to your PCA. As a program rule, we do not excuse students from PEOPLE Summer University or College & Career Kickstart for sports or other summer programs of any sort. Please note, submission of this request does not guarantee an approval.

STUDENT SAFETY & EMERGENCY PROCEDURES

Student safety is a top priority and our collective responsibility of staff and students. Students will be supervised and required to stay in the designated PEOPLE area always. PEOPLE students are supervised at a 1:18 ratio or 1:10 ratio on field trips. Any special events a student participates in will require a signed permission slip from their parent/guardian. Once an event has ended, PEOPLE staff will only be at the pick-up site for an additional 30 minutes before departing. It is important to arrange transportation for your student to align with this procedure. Parents concerned about their children’s safety should contact a member of the PEOPLE Staff.
Medical Emergencies
If there is an emergency, parents or guardians will be contacted immediately. If a parent/guardian cannot be reached, we will call the emergency contact number listed on your student’s records. Medications cannot be administered by our staff. However, please let us know if your student does take medication at home and must self-administer medication while on campus or at site.
If a student needs emergency medical treatment, it is the policy of the UW-Madison to first contact police, and they will dispatch an ambulance as they deem necessary. This call is not made by PEOPLE Program staff, and we do not incur any expenses associated with any medical treatment.

Inclement Weather Emergencies
Wisconsin weather can be unpredictable. In the event school is cancelled for inclement weather, your Pre-College Advisor will contact families to inform them of ACE site closings as soon as possible. In addition, school announcements will be arranged to inform students that ACE site has been closed.

*If school is closed for inclement weather, ACE site will be too.*

Visitors
PEOPLE’s educational facilities and surrounding areas are restricted to enrolled students ONLY. Although parents and other caregivers (grandparents, aunts and uncles, foster parents, mentors, teachers, guidance counselors, etc.) are welcome to visit, the friends and young relatives of our students will not be allowed to participate in ACE or other PEOPLE sponsored events. If a non-PEOPLE student is brought to a PEOPLE event, the enrolled PEOPLE student will be asked to call a parent or guardian and the student and guest must be picked up immediately.

Mandatory Reporting
PEOPLE, as well as all UW-Madison personnel, are mandated reporters. This means all University employees are required by law to report if they had a reasonable cause to suspect that a child has been abused or neglected or has been threatened with abuse or neglect that is likely to occur. For the legal document please see: http://www.rainn.org/files/reportingdatabase/Wisconsin/WisconsinChildrenMandatoryReporting.pdf.
We do not take the matter of child abuse lightly and assure you that we will do everything within our legal right to keep your child safe while they are under our care.

If you have any questions or concerns regarding this matter, please do not hesitate to contact a Service Area Coordinator or Assistant Director.
THANKS FOR READING YOUR HANDBOOK!!!

Reading this handbook ensures you’re a well-informed PEOPLE family and have taken the first steps for a successful year. It is the responsibility of parents and students to read and understand the material listed in this handbook. Major points of the handbook are highlighted during the academic year orientation presentation. If parents are unable to attend orientation, it is the responsibility of the parent to get the necessary information from the adult that attended orientation with the student.

*Please contact your PCA with questions in advance if you are unclear of any of our policies.*