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.

It is PEOPLE’s top priority to maintain the safety of our students and families. Considering the rapidly evolving COVID-19 pandemic, PEOPLE will continue providing precollege enrichment to our participants in a hybrid format.
Greetings PEOPLE Precollege Families,

Last academic year 72% of our high school class were offered admission to UW-Madison and 99% of our seniors were offered admission to college. 72% is the highest percentage of seniors offered admission in the program’s history. That outcome did not occur because of actions taken during senior year. It began with their freshman year in high school and was cemented by every action and step they took during high school. Although we’ve made significant changes to HOW we deliver our services this year, due to COVID-19, we are still your Partner in College Access and Success. Our staff continues its commitment to provide consistent support for enrolled students.

The road to your college enrollment may not be easy or 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.

As the new Director of the PEOPLE program, 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. 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.

This handbook was crafted to provide you with programming information, policies and procedures, and other critical information to help you navigate PEOPLE during the 2020-21 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. Please stay safe and healthy during these unprecedented times. We look forward to a year of learning and growth.

On Wisconsin!

Gail Ford – PEOPLE Director
PEOPLE Precollege Staff

List below is PEOPLE Precollege staff. For contact information for our staff, please scan the QR code below or visit our website at www.peopleprogram.wisc.edu.

Program Director: Gail Ford
Madison - Assistant Director: Kia Hunter
Milwaukee - Assistant Director: Shanee McCoy
Madison - Program Coordinator: Jaclyn McHugh
Milwaukee - Program Coordinator: Monica White
Madison – Precollege Advisor – East: Paul Ly
Madison – Precollege Advisor – LaFollette: Simon Ly
Madison – Precollege Advisor – Memorial: Daniel Alurralde
Madison – Precollege Advisor – West: Denasha Osborn
Milwaukee – Precollege Advisor – Quad 1: Simone Momon
Milwaukee – Precollege Advisor – Quad 2: VACANT
Milwaukee – Precollege Advisor – Quad 4: Guadalupe Granados
Educational Content Specialist – English: Matt Zeller
Educational Content Specialist – Math: Bukky Leonard
Educational Content Specialist – Science: Sandra Vega Semorile
Assessment Specialist and Data Stewart: JJ Andrews
College - Assistant Director: Goodson Vue

PEOPLE Madison Office
William S. Middleton Building
ATTENTION: PEOPLE Program
1305 Linden Drive, STE 240
Madison, WI 53706
Phone: 608.262.7415

Office Manager: Kat Muschlewksi

PEOPLE Milwaukee Office
Rufus King Middle School
ATTENTION: PEOPLE Program
121 E Hadley Street, RM 234
Milwaukee, WI 53212
Phone: 414.800.1141 (Press 1)

Office Manager: Rickesha Jewell
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Revised August 2021
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;

1. Build and Master Academic Knowledge
2. Build Cognitive Skills and Strategies
3. Build Self-Management Skills
4. Build Knowledge about College through Experiential Learning

Students may be eligible to earn educational stipends with the successful completion a precollege activities and events. 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.

NOTE: Students must have a social security number to receive educational stipends from PEOPLE.

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.

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 as determined by the UW Madison Registrar’s Office. Scholarship eligibility requirements may change when federal and state laws change.

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. The PEOPLE College Assistant Director will verify you completed the precollege program in good standing and inform you how much of the PEOPLE scholarship you have remaining. Please see the PEOPLE Staff section on page 3 for the PEOPLE College Assistance Director.
Precollege Program Good Standing
It is our goal to assist all our scholars with successfully completing high school and the precollege program. Students who are dismissed from the precollege program due to non-compliance, academic, or behavior infractions will not be in good standing; and therefore, will not be eligible for the PEOPLE scholarship. Please Note: Being a PEOPLE precollege scholar does not guarantee admission into UW-Madison; and admission into UW-Madison doesn’t not guarantee you the PEOPLE scholarship. Scholarship eligibility is determined by the Bursars 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.

PEOPLE Madison - any PEOPLE student who attends a high school we partner with in the Madison Metropolitan School District. The programming for PEOPLE Madison is coordinated by the PEOPLE Madison Coordinator and supervised by the PEOPLE Madison Assistant Director. Each PEOPLE student in MMSD 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. Madison PCAs are assigned to one of the 4 (four) Madison high schools.

Madison Metropolitan School District
- East High School
- LaFollette High School
- Memorial High School
- West High School

PEOPLE Milwaukee - any PEOPLE student who attends a high school we partner with in the Milwaukee Public School District. The programming for PEOPLE Madison is coordinated by the PEOPLE Milwaukee Coordinator and supervised by the PEOPLE Milwaukee Assistant Director. Each PEOPLE student in MPS 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. Milwaukee PCAs are assigned multiple schools in an assigned “Quad.” Quad configurations are listed below:

Quad 1: Vincent | JMAC | Marshall | Rufus King
Quad 2: Golda Meir | Tech | South | Bay View | MacDowell
Quad 3: Arts | Languages | Washington | Riverside
Quad 4: Pulaski | Audubon | Reagan | Hamilton

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)
- Casimir Pulaski High School (Pulaski)
- 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)
• 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)

**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 **remains in the State of Wisconsin and made it to their junior year** in PEOPLE, but no longer attend a partnership school. Students work directly with the Extension Precollege Advisor (PCA).

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

- 4-Advising Sessions
- 2 grade reviews per year
- 1 College Visit offered
- Summer University Programming (mandatory)
- Virtual Academic Center for Enrichment (ACE) tutorial services (drop-in services at an in-person ACE sites can be arranged)
- Virtual Writing Center services
- ACT Plus reports

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

- Attend mandatory Academic Year and Summer Orientation
- Submit transcripts in January and June within three weeks of receiving grades
- Attend PEOPLE Summer University/College and Career Readiness Kickstart
- Keep contact information updated
- Stay in communication with your PCA
- Complete all PEOPLE Extension requirements

**NOTE:** For more information regarding staff assignment to specific schools/quads/PEOPLE Extension please see the **PEOPLE Precollege Staff** section on page 3.
Program **STRUCTURE**

**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**
- Freshman Cohort
- 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
- Practice ACT Test Administration & ACT Improvement Report - PSU II

**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

**Year Four: 11th Grade Advising Activities**
- 1st Quarter Group Planning & Reflection
- 2nd Quarter Individual Advising Session
  - Reflect on 1st semester outcomes
  - Review 2nd semester plan.
  - Complete 12th Grade College Readiness Planner & Goals
  - Complete Career Assessment for College & Career Kickstart Program
- 3rd Quarter Group Planning & Reflection
- 4th Quarter Individual Advising Session
  - Reflect on 11th grade year outcomes
  - Review 12th 1st semester plan
  - College & Career Kickstart Program
    - Summer Internship or Seminar Reflection
    - Kick-start Student Development Program
    - AP/IB & UW-System Placement Test Prep
    - Last Chance ACT Prep
    - College Essay Writing Support

**PRECOLLEGE ADVISING MODEL**
PEOPLE students will receive formal advising 4 times during the academic year; however, students will receive advising informally at every PEOPLE event/activity. The goal of Advising Sessions are to provide precollege advising and academic advocacy to students. The 1st (November) and 3rd (April) quarter Advising Session are small groups by school to develop goals and college readiness. The 2nd (February) and 4th (July) quarter Advising Sessions are individual meetings to review academic success. Our advising model is based in planning and reflection to help students build their own critical thinking skills; and apply what they’ve learned to fit the context of their experiences and prior knowledge. The PEOPLE advising model follows the following sequence:

**PLAN:** Student think through and express a plan. This can happen with individual or in a group setting

**DO:** Student carry out the plan. Through this process they make choices, test different approaches, and modify as needed.
**REFLECT:** Through group and debrief conversations of structured or unstructured activities, student review and analyze their actions and outcomes. They consider how revisions to their actions can change outcomes.

We believe collaboration between families, secondary schools, colleges and universities, and other stakeholders creates strong circles of support for college readiness. We acknowledge that PEOPLE as whole nor our advising model cannot provide complete support, such as physical and mental health services, but we can serve as a bridge for resources.

**ACT TESTING**

The ACT (American College Test) test motivates students to perform to their best ability. Test scores reflect what students have learned throughout high school and provide colleges and universities with excellent information for recruiting, advising, placement, and retention.

Considering the limited availability of ACT testing because of COVID-19, the University of Wisconsin–Madison received authorization from the University of Wisconsin System Board of Regents to waive the requirement for applicants to submit an ACT test score as a part of their application to the university through the summer 2023 term. In a predominantly *test-optional* application environment, students must make a judgment call – will my scores help or hurt my application?

PEOPLE still recommends that students take the ACT twice between their junior and senior year of high school. Students should discuss their choice regarding including test scores and/or retaking the exam with their PCA or the Assessment Specialist. 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 (Earned during PSU IV) to pay for testing. Below are this year’s ACT testing dates:

- **Please be sure to send PEOPLE your ACT score.**
- **PEOPLE's ACT code is 4638.**

<table>
<thead>
<tr>
<th>ACT Test Date Information</th>
<th>Registration Deadline</th>
<th>Late Registration Deadline</th>
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<tbody>
<tr>
<td>Test Date</td>
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<tr>
<td>September 11, 2021</td>
<td>August 6</td>
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<td>October 23, 2021</td>
<td>September 17</td>
<td>October 1</td>
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<td>November 5</td>
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<td>February 12, 2021</td>
<td>January 7</td>
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<td>February 25</td>
<td>March 11</td>
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<tr>
<td>June 11, 2022</td>
<td>May 6</td>
<td>May 20</td>
</tr>
<tr>
<td>July 16, 2022</td>
<td>June 17</td>
<td>June 24</td>
</tr>
</tbody>
</table>


**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! PEOPLE will provide a $500 educational stipend towards the student’s post-secondary plans if all these commitments are met.
by May 1st of their senior year. Students who are considering graduating early should consult with their PCA immediately. Failure to communicate graduating early could result in a student becoming ineligible for educational stipends.

- Talk to your PCA and/or the Assessment specialist about your decision to submit your ACT score
- Complete FAFSA by December 1st of Senior Year
- Complete, at minimum, the UW Madison AND 2 additional UW System schools’ undergraduate admissions application by January 15th of senior year
- Supply PCA with copies of Decision Letters (or emails) from all applied colleges and universities
- Attend a Precollege Exit Interview with their Assistant Director
- Maintain an attendance rate of 80% or better for all PEOPLE events/activities
  - PEOPLE events/activities include:
    - ACE Site
    - 3 Academic Advising Sessions
    - Academic Orientation
    - Senior Cohort
    - Find Your U(W)
    - Senior Send Off
    - Writing Center (One submission and follow-up meeting, unless exempted)
  - All other mandatory events/activities (Once a student signs up for an optional event; the event becomes mandatory)

### PEOPLE Goals for College Readiness

PEOPLE has established goals for our students to reach to ensure college readiness. We encourage students to:
- Earn a 23 or higher on the ACT
- Earn a 3.0 or higher each semester.
  - Students who earn a 3.0 or higher will be placed in the 3.0+ Scholars Program and earn incentives.
- Apply to 3 UW System schools, including UW Madison.
- Attend ACE at an 85% attendance rate
- Attend School at 98% Attendance Rate
- Meet/Talk with your PCA often

**Year Five: 12th Grade Advising Activities**

- Senior Cohort Meeting
  - FAFSA Training
  - College Application Completion Support
- 1st Quarter Group Planning & Reflection
- Writing Center Consultation
  - College Essay Support
- 1st Semester Individual Advising Session
  - Reflect on 1st semester outcomes
  - Review 2nd semester plan.
  - Complete Post-Secondary Planner
- 3rd quarter Group Planning & Reflection
- UW System Placement Testing
- Senior Send- Off
- Find Your U(W)
- Next steps for college
**Academic Center for Enrichment (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. Mentorship in every subject is not a guarantee and is based on the programs ability to recruit and hire staff in each subject.

**ACE STAFF MEMBERS AND THEIR ROLES**

Our ACE sites are overseen by the Precollege Advisor (PCA) and supported by Educational Content Specialists, and Assessment Specialists. In addition, ACE sites are staffed with Academic Leads and Tutors/College Readiness Mentors (CRMs).

**Precollege Advisor (PCA)**

PCAs are full time PEOPLE staff who oversee the day-to-day operations of their assigned ACE site; including student engagement and community building.

**Educational Content & Assessment Specialists**

The Educational Content Specialists and Assessment Specialist are full time PEOPLE staff who develops curriculum for the ACE sites and supports the building of cognitive skills and strategies.

**Academic Leads**

Academic Leads are typically graduate students or teachers; they are responsible for the academic advancement of PEOPLE students. These individuals carry out the curriculum created by our Educational Content Specialists to better prepare our students academically.

**Tutor/College Readiness Mentor (CRM)**

Tutors/CRMs are typically undergraduate students at a college or university; they 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/CRMs operate in a “near peer” mentorship model.

**STRUCTURE OF ACE**

A typical day at ACE consists of the following:

- Community Circle Activity
- Academic Enrichment Lesson (Freshmen & Sophomores)
- ACT Prep and Virtual Writing Center (Juniors)
- Virtual Writing Center and UW Placement Testing Prep (Seniors)
- College Readiness Activities
- Homework Mentorship

**ACT PREPARATION SERVICES AT ACE**

Although submitting an ACT score with your college application is currently optional, we still find the need to support students in preparing for ACT as the student’s ACT score can be considered as secondary material in the UW Madison application process. The Grade 11 Academic Skills/ACT-Plus enrichment has been restructured as a co-curricular competition like *Academic Decathlon* or *Quiz Bowl* afterschool activities.
clubs. The goal is to develop individual strength, leadership, and confidence when expressing academic skills, promote social interactions, collaboration, and collegiality among students, and to prepare students for the ACT exam. Please note that ALL high schools require 11th grade students to take the ACT on March 8, 2022.

**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 PEOPLE Madison**

Students in Madison have ACE site in their high school (East, West, Memorial, and Lafollette). ACE is open Monday through Thursday 3:00PM-6:00PM. On early release days, ACE will open at 2:00PM. Friday by appointment.

Madison Student ACE Attendance Requirements

ACE is a mandatory component for PEOPLE Madison students and attendance is tracked daily and calculated weekly. Students must attend ACE one day each week. We ask that students attend on their designated cohort day to receive their academic enrichment. Due to COVID 19 students are not allowed to attend ACE in person consecutively. Virtual homework mentorship will be available for students Monday – Thursday (3:30 – 6:30 PM) and by appointment on Fridays via Microsoft Teams. Please see the chart below for more information:

<table>
<thead>
<tr>
<th>Weekday</th>
<th>Activity</th>
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<tbody>
<tr>
<td>Monday</td>
<td>Freshman mandatory Academic Enrichment Lesson; Optional Homework Mentorship</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Sophomore mandatory Academic Enrichment Lesson; Optional Homework Mentorship</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Junior mandatory ACT Prep and KickStart Packet Completion (Fall Semester) and mandatory ACT Prep and Virtual Writing Center (Spring Semester); Optional Homework Mentorship</td>
</tr>
<tr>
<td>Thursday</td>
<td>Seniors mandatory Virtual Writing Center and ACT Preparation (Fall) UW Placement Testing (Spring); Optional Homework Mentorship</td>
</tr>
<tr>
<td>Friday</td>
<td>Open to all cohorts by virtual appointment only</td>
</tr>
</tbody>
</table>

*3.0-4.0 GPA = 1-hour requirement | 2.99 & below = 2-hour requirement

**ACE for PEOPLE Extension Students**

Students in PEOPLE Extension are required to attend virtual homework help for one day per week, virtually via Microsoft Teams. Please contact the Extension PCA for more information.

**ACE in PEOPLE Milwaukee**

PEOPLE Milwaukee will have six ACE sites this academic year. There will be five in-person ACE sites and one virtual ACE site. The in-person ACE sites will be located at:

1. Rufus King High School | Mon. – Thurs. | 3:30 – 6 PM
2. Golda Meir Upper Campus | Mon. – Thurs. | 3:30 – 6 PM
3. Milwaukee School of Languages | Mon. – Thurs. | 3:30 – 6 PM
4. Riverside University High School | Mon. – Thurs. | 3:30 – 6 PM
5. Ronald Reagan High School | Mon. – Thurs. | 3:30 – 6 PM
Students will be required to attend ACE in-person if their school has been designated as an ACE site. Students who do not attend a school with an ACE site (JMAC, Vincent, Marshall, Bay View, South Division, Tech, MacDowell, Washington, MHSA, Pulaski, Audubon, Hamilton) will be required to attend ACE virtually. Students may not attend ACE at a school that they are not currently enrolled. Virtual ACE will take place via Microsoft Teams, Monday – Thursday from 4 – 6:30 PM. If students have elected for a virtual learning experience with MPS, you will also participate in the virtual ACE programming; please communicate with your assigned PCA if this is applicable.

Milwaukee Student ACE Attendance Requirements
ACE is a mandatory component for PEOPLE Milwaukee students and attendance is tracked daily and calculated weekly. Students must attend ACE one day each week. We ask that students attend on their designated cohort day to receive their academic enrichment. Due to COVID 19 students are not allowed to attend ACE in person consecutively. Virtual homework mentorship will be available for students Monday – Thursday (3:30 – 6:30 PM) and by appointment on Fridays via Microsoft Teams. Please see the chart below for more information:

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<tr>
<td>Tuesday</td>
<td>Sophomore mandatory Academic Enrichment Lesson; Optional Homework Mentorship</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Junior mandatory ACT Prep and KickStart Packet Completion (Fall Semester) and mandatory ACT Prep and Virtual Writing Center (Spring Semester); Optional Homework Mentorship</td>
</tr>
<tr>
<td>Thursday</td>
<td>Seniors mandatory Virtual Writing Center and ACT Preparation (Fall) UW Placement Testing (Spring); Optional Homework Mentorship</td>
</tr>
<tr>
<td>Friday</td>
<td>Open to all cohorts by virtual appointment only</td>
</tr>
</tbody>
</table>

*3.0-4.0 GPA= 1-hour requirement | 2.99 & below= 2-hour requirement

How to access Microsoft TEAMS for Virtual ACE
Students will receive an email inviting them to their PEOPLE Virtual ACE Classroom. It’ll look like the image to the left.

Students will need to download the Microsoft TEAMS app on their phone, laptop, or Chromebook. After downloading the app to their device, it will prompt them to enter an email address. Students should use the email address the invitation was sent to. If students have a Hotmail email address, they won’t have to create a password account; but if they have a Gmail or Yahoo, students will have to create an account with a password.

When students open the Microsoft TEAMS app, they will see the following tabs: Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and an ellipsis (…) to signify that there is more for you to view. Students will use the tab Teams most frequently. This tab is where students ACE site activities and tutoring will occur. There are “channels” that are labeled with different subjects to guide students to the right tutor.

Further instructions on how to access the Academic Enrichment Lesson, College Readiness Activity, Academic Care Workshop, Freshman Study Skills, and/or Homework Mentorship will be provided by your Academic Lead.
Please note, all sessions are recorded for safety, archiving, and University Youth Compliance. 
As always, if you need any assistance, contact your Academic Lead or PCA.

**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 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.

**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 following 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**

Attendance is reviewed twice annually, in January/February and May/June. Students who have not met the ACE attendance requirement of 85% or better will be placed on Attendance Probation. Students on Attendance Probation must achieve an ACE attendance rate of 85% or better, or they will be reviewed for program dismissal. Overall program attendance will be evaluated for dismissal decisions where applicable.
Listed below are events that will take place during a programming year which can affect student’s attendance status:

- Academic Year Orientation *
- Freshman Cohort*
- Senior Cohort*
- Academic Centers for Enrichment (ACE)*
- 4-Advising Sessions*
- UW-System Campus Visits (2 mandatory visits during high school)**
- Ambassador Visits
- Power Hour*
- 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 Madison & Milwaukee will participate in the DPI grant and MUST attend two visits this academic year.

Attendance is reviewed twice annually, in January/February and May/June. Students who have not met the ACE attendance requirement will be placed on Attendance Probation. Students on Attendance Probation must achieve an ACE attendance rate of 85% or better, or they will be reviewed for program dismissal. **Overall program attendance will be evaluated for dismissal decisions.**

**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 1st. All summer grades will receive a separate grade review in August. Students’ status in PEOPLE will be reassessed after the 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**

**COMMUNICATION EXPECTATIONS**
Communication refers to both the sending and receiving of information, such as email and text messages, and verbal communication such as telephone conversations and face to face interactions. To ensure a successful exchange of information, it is important to follow the best practices listed below:

- PEOPLE will provide a Calendar of Events covering September – July
  - Please note dates are subject to change
- PEOPLE will provide event flyers at least 3 weeks prior to the event
- PEOPLE will provide event reminders 1 week and 1 day prior to the event
- PEOPLE staff may need 48 business hours to respond to communication
  - Please note that October, April - July are peak times for staff
• Check your email OFTEN, it is PEOPLE’s primary method of communication
• Ensure you provide your PCA with updated contact information
• Please maintain respectful and open communication and PEOPLE will do the same

ACE SITE EXPECTATIONS
Upon arrival to in person site, students will answer a “Wellness Question” with a PEOPLE staff person before being allowed into our ACE spaces. Students should be ready to engage in the building cognitive skills and strategies process and to practice safe and healthy practices.

• PEOPLE students should come prepared with the necessary instructional materials, a strong work ethic, and respect for a productive work/study environment. 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.
• 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.
• Students are expected to complete and submit all assignments/tasks by the communicated deadline.
• If students request a small group and/or one-on-one meeting they should have questions prepared regarding specific assignments and/or topics.

Virtual ACE/Programming Expectations:
• Students must have cameras on during all PEOPLE virtual events.
• Students should be aware of background and personal appearance when interacting in virtual spaces. Please avoid any activity/images that would be distracting to the learning environment.
• Students are advised to use PEOPLE branded virtual backgrounds; will be provided by your PCA.
• Students should keep all communication/interactions with classmates centered around their educational experience.
• Students should only work with classmate during the hours of scheduled ACE activities unless otherwise agreed upon by both families.
• Students should not share their Teams screen or recordings with anyone who is not assigned to their class.
• Students are expected to complete all assignments independently unless otherwise stated by PEOPLE staff.

PLEASE NOTE: Students are expected to follow all established PEOPLE behavior expectations while participating in In-person or Virtual ACE.

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:
• Fighting or verbal abuse
• Hateful language or actions towards PEOPLE Students, Employees, University officials or others
• Possession of weapons and/or dangerous instruments
• Illegal drugs, controlled substances, and alcoholic beverages
• Misconduct- any activity that may potentially harm, damage or destroy personal, university or private property.
• 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.
• Theft
• Bullying/ Cyber bullying
• Using cell phones, iPod, or other electronic devices inappropriately during programming activities.
• 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
• Improprate or offensive language

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.
• Update to Ace Site Student Expectations due to COVID 19:
  • Parents should encourage a proper learning environment for your student.
  • Due to compliance, parents are not allowed in the virtual classrooms.
  • Parents should encourage students to attend virtual ACE on-time and to be fully engaged.
  • Parents should encourage timely submission of assignments.

DISCIPLINARY PROCESS
The PEOPLE program is proud to offer college prep services to enrolled Wisconsin students free of charge. In return we ask that student fully commit to the program in principal and practice.
If a student is involved in an incident that requires discipline, the following process ensures the student has fair proceedings and an opportunity to participate in the process. This process also allows families to understand how our disciplinary process works and what actions may be taken up to program dismissal.

Immediately following the incident, the staff member involved must complete a Precollege Incident Report (PIR). This form documents the incident and allows the staff member to request additional follow up. PEOPLE staff members will their best judgement to determine the follow-up action, which includes:

- Staff/Student Conference
- Parent/Guardian Contact
- Parent/Guardian Pre-disciplinary Meeting* with Program Administrator and/or other appropriate staff

*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. The pre-disciplinary meeting is optional for families.

Pre-disciplinary Meetings could result in:
- No Discipline Warranted
- Letter of Expectation issued to student/family
- Behavior Probation
- Program Dismissal

NOTE: Disciplinary action may be taken without the meeting if the family chooses to decline the meeting or does not show up to the scheduled meeting. If a family misses the meeting, the program will try to reschedule the meeting, but if the reschedule attempt fails, disciplinary action may be taken using the information available to the program staff.

Incidents that are physical in nature such as fighting, or harassment require a parent/guardian Pre-disciplinary Meeting.

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 emailed directly to the Director. See PEOPLE Precollege 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 Director. See PEOPLE Precollege Staff section for contact information.
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.

Virtual Environment Safety Policies
Although the PEOPLE program will provide a safe virtual learning environment with trained staff members the onus of ensuring safety and security when a student studies at home is on the parent and the student. Make sure that your student is aware of the necessary safety precautions while studying from home and puts them into practice. It is essential that you monitor their online activity. At the end of the day, chat with them about what they learned and how they used the web. And more importantly: the importance of protecting personal data.

Connecting with PEOPLE Staff during COVID 19
Our offices have implemented strict social distancing protocols for in-office work and at our ACE sites to de-densify our spaces and protect the health of our community. This is an important step to ensure social distancing protocols can be performed properly and ensure proper contact tracing, if needed. Our staff continue to be available via phone, email, and Microsoft teams to meet your needs.

COVID-19 has forced us all to be fluid with our plans, but we assure you we are still here in partnership. We ask families to be flexible with us as we plan programming in the safest way possible while we await further guidance from our school districts, UW-Madison, County Health Departments, and the CDC. We reserve the right to changes these protocols, as necessary, for health, safety, and successful programming. Advance notification will always be given for any program-wide changes.

We hope your family is well and finding ways to deal with the challenges that arise for you. If you have any additional questions, please contact your Precollege Advisor (PCA) directly.

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](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.

Looking Ahead to SUMMER 2022
Participation in PEOPLE Summer University is an integral and mandatory component of a student’s enrollment in the program. Summer 2022 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. The tentative PEOPLE Summer University (PSU) dates for summer 2022 are listed below.

PSU Dates:
- PEOPLE Summer University II: Rising 10th Graders – July 11th -23rd VIRTUAL (In-person July 16-17)
- PEOPLE Summer University III: Rising 11th Graders – June 19th – July 2nd

A more thorough schedule will be provided with the summer registration via submittable. 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 for sports, family vacations, or other summer programs of any sort. Please note, submission of this request does not guarantee an approval.

Social Media
There are plenty of good things about social media — but also many risks and things students should avoid. Please be mindful:
- 35% of admissions offices say they visit applicant’s social media page
  - Half reported a positive impact

Revised August 2021
• 42% reported negative impact on the applicant

- Positive Social Media
  o A student who describes organizing a LGBTQ panel at their school (Showcases cultural/social awareness)
  o A student pictured with an award from her principal (Showcases ability and accolade)
  o A student sharing details of a business started with mom (Showcases work ethic)

- Negative Social Media
  o Students brandishing weapons (Misalignment with Campus Policies)
  o Young man involved in a felony, did not report on application but the entire story was on Facebook (Questionable Integrity)
  o Questionable comments around race and privilege (Misalignment with Campus Policies)

Join Remind.com

Please sign up for Remind.com to receive important notifications from PEOPLE. There are 3 ways to sign up, the instructions can be found below:

<table>
<thead>
<tr>
<th>School/Quad</th>
<th>Remind.com “School Code”</th>
</tr>
</thead>
<tbody>
<tr>
<td>East</td>
<td>@peopleehs</td>
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<tr>
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<td>@mkequad4</td>
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<tr>
<td>Extension</td>
<td>@peopleext</td>
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Smartphone App for iOS and Android

- Called “Remind: School Communication”
- Create a new account or login to your account
- Tap the + to add the class using the class code for your school

Text Message

- Text the class code for your school to 81010
  - (send a text message to the phone number 81010 containing your school code (for example, "@peoplelhs") in the message

E-Mail

- Sign up for an account using a desktop computer – remind.com/join

Ensure that you:

- Toggle your personal notification preferences in your account settings to turn on push notifications/text messages/e-mails
- Reply to any messages or start your own conversation thread with your PCA

Stay connected with us and get reminder of program events by following us on Instagram.
A Big THANKS!

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 service area staff with questions in advance if you are unclear of any of our policies.