



PEOPLE
Precollege Enrichment Opportunity
Program for Learning Excellence
UNIVERSITY OF WISCONSIN-MADISON

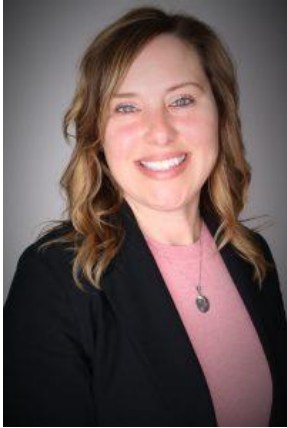


Participant Handbook

Academic Year 2025 – 2026

PEOPLE prepares Wisconsin students to succeed in the Universities of Wisconsin 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 Director of the PEOPLE Program



I want to welcome all new and returning scholars to the 2025- 2026 academic year. As the Director of the PEOPLE Program, it is both an honor and a privilege to serve in a leadership role dedicated to advancing college access and success for Wisconsin students. For more than twenty-five years, this program has opened doors of opportunity and built a legacy of supporting students in their pursuit of higher education. You carry that legacy forward.

May this academic year be filled with new learning, self-discovery, and meaningful opportunities. Set goals for yourself, explore your interests, learn from challenges, welcome feedback, and try new experiences. Remember, it's your hard work, persistence, dedication, and determination that will shape your future. Also know that you are not walking this journey alone. You have a network of support, and our team is dedicated to your success. We are committed to providing guidance and support throughout your academic journey.

I invite you to take time to carefully review this handbook and become familiar with its contents. Inside, you'll find important details about programming, policies and procedures, academic and attendance expectations, resources, and other key information to support you while participating in PEOPLE throughout the academic year. Please note that the handbook may be updated as new information becomes available. We will make every effort to communicate any policy or date changes promptly. If you have questions or need clarification about anything in this handbook, please reach out directly to your assigned Precollege Advisor.

Each year presents new opportunities for growth, accomplishment, and collaboration, and together we will continue to build on this strong foundation. So, as we step into this new academic year, I encourage you to embrace it fully. I look forward to the year ahead with you all!

With gratitude,

Maggie Cinto

Maggie Cinto, Ph.D.
Director

PEOPLE 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.

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Madison - Associate Director: Vacant

Milwaukee - Associate Director: Simone Sease

Madison - Program Manager: Daniel Alurralde

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Madison – Precollege Advisor – Memorial: Jacquari Scott-Dotson

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Scan QR code to
see more about
PEOPLE Staff



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Table of CONTENTS

Page 2	Director's Message	Page 13	Academic Policy Overview
Page 3	PEOPLE Staff	Page 14	Grade Review Policy
Page 5	Program Overview	Page 15	Quarter Three Grade Review Policy
Page 5	The PEOPLE Scholarship	Page 15	Attendance Policy
Page 6	Precollege Program Good Standing	Page 16	Summer School Policy
Page 6	Public School Partnerships	Page 16	Paperwork Policy
Page 6	PEOPLE Madison	Page 16	Updated Paperwork Policy
Page 6	PEOPLE Milwaukee	Page 16	Program Expectations
Page 7	PEOPLE Extension	Page 16	Communication Expectations
Page 8	Program Structure	Page 16	ACE Site Expectations
Page 8	Core Programming	Page 17	Virtual ACE/Programming Expectations
Page 8	Precollege Advising Model	Page 17	Student Behavior Expectation
Page 8	The Senior Commitment	Page 18	Parent/Guardian Expectations
Page 9	PEOPLE Goals for College Readiness	Page 18	Disciplinary Process
Page 9	3.0+ Scholars Program	Page 19	Program Dismissal Appeal Process
Page 10	Academic Center for Enrichment (ACE)	Page 19	Student Safety and Emergency Procedures
Page 10	ACE Staff in Their Roles	Page 20	Virtual Environment Safety Policies
Page 11	Structure of ACE	Page 20	Medical Emergencies
Page 11	ACT Preparation Services at ACE	Page 20	Inclement Weather Emergencies
Page 11	ACT Testing	Page 20	Visitors
Page 12	The ACE Difference	Page 20	Mandatory Reporting
Page 12	ACE in PEOPLE Madison	Page 21	Looking Ahead to Summer 2026
Page 12	ACE in PEOPLE Milwaukee	Page 21	Social Media
Page 12	Student ACE Attendance Requirements	Page 22	Join Remind.com
Page 13	Learning Accommodations	Page 22	A Big Thanks
Page 13	Program Policies		

Program OVERVIEW

The University of Wisconsin – Madison’s Precollege Enrichment Opportunity Program for Learning Excellence (PEOPLE) is housed within the university’s Division for Teaching and Learning (DTL). PEOPLE is a college prep scholarship program designed for low-income and potential first-generation 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 the 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 of 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 students 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.

PEOPLE Scholarship Terms

Students admitted to UW-Madison under a Scholarship Program (PEOPLE) may be eligible for a four-year tuition scholarship. If the student is found eligible for the scholarship:

They must matriculate at the university within five years of their high school graduation date.

Students who do not enroll within five years of high school graduation will no longer be eligible for a PEOPLE scholarship and should contact the Office of Student Financial Aid to discuss additional options for financial support.

The four-year (8 semesters) of funding must be used within 10 years of their first matriculation year at the university and may not support UW-Madison online degree programs of study. Students may petition for a fifth year of funding, but this does not extend the 10-year period of funding availability. The expiration date is May 31st of the 10th year after the college matriculation date. During the 10-year period, a student who stops enrollment and/or re-enters UW-Madison must complete their program's stop and re-entry plan to remain eligible for the scholarship and must fulfill program requirements annually to maintain eligibility during the remaining funding period. PEOPLE scholars who are no longer eligible for the scholarship should contact the Division of Continuing Studies for returning adult student services and support.

Please see the **PEOPLE Staff** section on page 3 for the PEOPLE College Associate Director.

Precollege Program Good Standing

It is our goal to assist all our scholars in successfully completing high school and the precollege program's senior commitment. Students who are dismissed from the precollege program due to non-compliance, academic, attendance, 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 guarantee you the PEOPLE scholarship. Scholarship eligibility is determined by the Bursar's 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 Program Manager and supervised by the PEOPLE Madison Associate 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 four Madison high schools.

Madison Metropolitan School District

- East High School
- La Follette 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 Milwaukee is coordinated by the PEOPLE Milwaukee Program Manager and supervised by the PEOPLE Milwaukee Associate 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 to a specific learning community that supports one or more schools. The Learning Community (LC) configurations are listed below:

Learning Community (LC) 1: Rufus King
Learning Community (LC) 2: Golda Meir

Learning Community (LC) 3: Languages

Learning Community (LC) 4: Reagan

Learning Community (LC) 5: Arts | Bay View | Hamilton | MacDowell | Riverside |South |

Milwaukee Public School District

- Alexander Hamilton High School (Hamilton)
- Bay View High School (Bay View)
- Golda Meir Upper Campus (Golda)
- 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)

PEOPLE Extension – any enrolled precollege students who remain in the State of Wisconsin, have completed tenth grade, and are in good standing in the program but no longer attend a partnership school. Students will continue working with their assigned PCA with modified requirements. PCAs will inform students of their personalized PEOPLE plan via written communication to ensure students remain engaged.

Extension students will still receive the following services:

- 2-Advising Sessions
- 2 grade reviews per year
- 1 College Visit offered
- Summer University Programming (mandatory)
- Virtual Writing Center services
- Virtual tutorial services available *by request to PCA

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 two weeks of receiving grades
- Attend PEOPLE Summer University
- Keep contact information updated
- Stay in communication with your PCA
- Complete all PEOPLE Extension requirements

Program **STRUCTURE**

CORE PROGRAMMING

PEOPLE offers a suite of services to our students based on their grade level. Programming may change each year in response to innovation and the evolving needs of our students to prepare them for college.

PRECOLLEGE ADVISING MODEL

PEOPLE students will receive formal advising four times during the academic year; however, students will also receive informal advising at every PEOPLE event/activity. The goal of Advising Sessions is to provide precollege advising and academic advocacy to students. The 1st (September) and 3rd (February) quarter Advising Sessions are individual meetings to review academic success (see grade review policy on page 14). The 2nd (November) and 4th (April) quarter Advising Sessions are small groups by school to develop goals and college readiness. Our advising model is based in planning and reflection to help students build their own critical thinking skills; and apply what they have 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.

THE SENIOR COMMITMENT

Remaining academically strong and committed during senior year is important to ensure you get to college. Many seniors experience a decline in motivation and performance as they finish high school. Commit to completing the following as a senior to truly be college bound! Students who are considering graduating early should consult with their PCA immediately. Failure to communicate graduating early could result in a scholarship eligibility review.

- Submit a copy of your admissions essays with your PCA
- Turn in senior commitment to your PCA by the assigned date of October 31st.
- Must apply to UW Madison by Early Action deadline of Nov 1st of senior year through the Universities of Wisconsin Application

- Complete 2 additional Universities of Wisconsin schools' undergraduate admissions application by January 15th of senior year.
- Maintain an attendance rate of 80% or better for ACE
- Attend all PEOPLE events/activities on this list:
 - 3 Advising Sessions, Fall Orientation, 2 Writing Center sessions before November 1st at 11:59pm, Senior Cohort, 3 College Power Hours, Senior Sendoff, all other mandatory events/activities (Once a student signs up for an optional event; the event becomes mandatory).
- Complete FAFSA & CCS profile
- Supply PCA with copies of Decision Letters (or emails) from all colleges and universities you applied to.
- Complete UW Placement tests by April 15th (if admitted to UW Madison)
- Complete a Precollege Exit Survey

Stipend Eligibility

- Students must complete a W9 form to receive the educational stipend.
- Upon receipt of stipend, all checks must be cashed or deposited within the timeframe specified on the check. Failure to do so will result in forfeiture of the stipend, and no reimbursement or reissuance will be provided for uncashed checks.
- To be eligible for the Senior Cohort Completion stipend, a student must maintain an academic status of Good Standing, Academic Watch, or Academic Probation at the time of stipend disbursement. Students not meeting these criteria will be deemed ineligible for stipend consideration.

PEOPLE's 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 (See below for more information).
- 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

3.0+ Scholars Program

Semester GPA

- Lapel Pins are earned each year that a student earns a 3.0 or higher for at least one of the semesters; students can earn 1 lapel pin each academic year.

Cumulative GPA

- *Certificate* earned if the student has a 3.3 or higher cumulative GPA through the end of their freshman, sophomore, and junior years.
- *PEOPLE Honor Cords* are earned if the student has a 3.3 or higher cumulative GPA through the end of their senior year.

College Credit/Early Graduation

Students who have decided to advance their educational opportunities by taking college courses and/or students who are planning to graduate early should inform their PCA immediately. PCAs will meet with students to discuss grading timelines, transfer credits, and/or program requirements that may have an impact on students' success. Please review the following best practices:

- If you are graduating the December of your senior year:
 - Must complete Senior Commitment by May of senior year.
 - Meet with PCA once monthly until May (MPS)/June (MMSD)
- If you are graduating before your fourth year in high school:
 - Must complete Senior Commitment before the start of your final year in high school.
 - Please note that you will be treated as a "Senior" and must do Senior programming and activities.

Academic Center for Enrichment (ACE)

PEOPLE's Academic Center for Enrichment (ACE) provides mentorship, college readiness engagement, and academic enrichment services to students in a safe, productive, and positive learning environment. Our objectives are to promote a college-going culture, help students build self-management skills and cognitive development, and provide tutorial services in the core subject areas, which are: Math, Science, Social Studies, English [reading & writing], and World Language. Tutorial services in every subject are not a guarantee and are based on the program's ability to recruit and hire College Readiness Mentors (CRM) in each subject. Participation in ACE is mandatory for all PEOPLE Madison and PEOPLE Milwaukee students.

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 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 Specialists

The Educational Content Specialists are full-time PEOPLE staff who develop curriculum for the ACE sites, support the building of cognitive skills and strategies, and supervise the Academic Leads.

Assessment Specialist

Is a full-time PEOPLE staff member who supports the administration and processing of data for student assessments, including practice tests. Ensuring accurate data to guide instructional strategies and support student achievement.

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.

College Readiness Mentor (CRM)

CRMs are typically undergraduate students at a college or university or teachers; they are responsible for providing mentorship and college readiness advice to PEOPLE students. Including 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.

STRUCTURE OF ACE

A typical day at ACE may consist of the following:

- Community Circle Activity/Snack
- Enrichment Activity
- Writing Center, ACT Prep, and UW Placement Test Prep (Juniors and/or Seniors)
- Other College Readiness Activities
- Homework Support
- Connecting with PCA

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 the 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 to be included within the ACE curriculum.

Please note that ALL high schools require 11th-grade students to take the ACT in the spring semester.

ACT TESTING

The ACT test is a standardized college admissions test for high school students, accepted by all four-year U.S. colleges and universities to assess Year One college readiness in English, Math, Reading, and Science. The test is available in both paper and online formats, with an optional writing section, and scores are reported on a scale of 1-36 for each section.

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 or SAT test score as a part of their application to the university through the spring 2025 term. In a predominantly test-optional application environment, students must make a judgment call – will my scores help or hurt my application?

High schools in Wisconsin are still required to administer an official ACT exam to students during the spring of Grade 11. The results are a reliable predictor of how students may score on their college placement exams as a Year One undergraduate, which is why PEOPLE continues to administer Practice ACT exams and use the results to inform student programming.

PEOPLE recommends that students take the ACT twice between their junior and senior year of high school. Students should discuss their choice regarding test scores and/or retaking the exam with their PCA or 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 education stipend (earned during PSU IV) to pay for testing.

Please be sure to send PEOPLE your ACT score.

Register for the ACT here: <https://www.act.org/content/act/en/products-and-services/the-act/registration.html>

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 an ACE site in their high school (East, West, Memorial, and La follette).
ACE hours:

- Monday through Thursday 3:30 PM-6:00 PM
- Friday by appointment

ACE in PEOPLE Milwaukee

PEOPLE Milwaukee will have five ACE sites this academic year. There will be four 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. 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 (Bay View, South Division, MacDowell, MHSA, Hamilton, Riverside) will be required to attend ACE virtually. Students may not attend ACE at a school in which they are not currently enrolled.

Virtual ACE for Milwaukee students will take place via Microsoft Teams/Zoom, Monday – Thursday from 4:30 – 7 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.*

PEOPLE Student ACE Attendance Requirements

ACE is a mandatory component for all PEOPLE students, and attendance is tracked daily and calculated weekly. All students must attend ACE on a Monday *or* Tuesday each week. Students who have a 2.99 or lower must attend ACE on a Monday *or* Tuesday *AND* a Wednesday *or* Thursday for additional homework mentorship. Students must stay the entire ACE time of the day they choose to attend. Site is approximately 2 hours per day. Some exceptions can be made by site supervisors; however, Academic Olympics will take priority over enrichment activity. It is at the PCAs' discretion to modify a student's schedule based on their academic/individual needs. Virtual homework mentorship will be available by request to your PCAs. Please note that we cannot guarantee a tutor in all subject areas. See the chart below for more information:

Weekday	Activity
Monday	Enrichment Lesson, Juniors and/or Seniors may be required to attend to complete college readiness activities. <i>Homework Support</i>
Tuesday	Enrichment Lesson, Juniors and/or Seniors may be required to attend to complete college readiness activities. <i>Homework Support</i>
Wednesday	Optional <i>Homework Mentorship</i> , connecting with PCA, and make-up days
Thursday	Optional <i>Homework Mentorship</i> , connecting with PCA, and make-up days
Friday	No Scheduled ACE Activities

Learning Accommodations

It is the policy of the University of Wisconsin-Madison to provide reasonable accommodation for students with special needs. Please consult with your Precollege Advisor or Program Manager 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 the chart under Grade Review Policy for guidelines on how we help students with a 2.75 semester GPA get back on track.

We work in partnerships 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 can then 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, 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 toward high school graduation in preparation for college. Parents play a key role in ensuring their child is meeting this expectation by maintaining ongoing 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 *semester* GPA for all grade reviews. We pull the semester GPA from the student's 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:

Semester GPA	PEOPLE Status	Details
Above 3.00	Good Standing	Students in Good Standing are eligible for all PEOPLE programming and services, and are on track for being college-ready.
2.99 – 2.75	Academic Watchlist	Student is in danger of falling below a 2.75 and will be closely watched.
2.74 – 2.50	Academic Probation	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. At a student's second consecutive semester on Academic Probation, they will be moved to Strict Academic Probation.
2.49 or below	Strict Academic Probation	Students placed on Strict Academic Probation must earn at least a 3.0 semester GPA by the end of the semester to be moved to Good Standing. Students who do not get at least 3.0 by the end of that semester will be reviewed for dismissal.

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 manner. **There is no appeal process for academic dismissals.**

Quarter Three Grade Review Policy

Students on **Strict Academic Probation** after the February grade review will be closely monitored during **quarter three**.

- If your student **achieves a 3.00 GPA or higher** by the end of quarter three, they will be eligible to **register for PEOPLE Summer University**. However, they must still attain a **3.0 semester GPA** in the **June grade review** to remain enrolled.
- If your student **does not achieve at least a 3.00 GPA** by the end of quarter three, they will **not be eligible for PEOPLE Summer University** and will be recommended for **summer school**.
- Any student who **does not achieve a 3.0 semester GPA** by the **Semester 2 Grade Review** will be reviewed for **program dismissal**.

ATTENDANCE POLICY

Attendance is reviewed twice annually, in January/February and June/July. 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 most, but not ALL, events that will take place during a programming year, which can affect students' attendance status:

- Academic Year Orientation *
- First-Year Cohort*
- Senior Cohort*
- Academic Centers for Enrichment (ACE)*
- 4-Advising Sessions*
- Universities of Wisconsin Campus Visits (2 mandatory visits during high school)**
- You in Education Series/Speaker Series
- PEOPLE College Power Hours*
- PEOPLE Summer University Orientation*
- PEOPLE Summer University*
- Senior Cohort Completion*
- 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 within one academic year.

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 completed the summer excusal request form and received proof of enrollment in the class. However, for the excusal to be finalized, students must submit their

summer grades by August 31st. All summer grades will receive a separate grade review in September. Students' status in PEOPLE will be reassessed after the grade review.

PAPERWORK POLICY

All required paperwork must be completed and submitted by the deadline communicated. Submissions must be accurate, complete, and in the required format. Incomplete or incorrect paperwork may be returned and considered late if not corrected by the deadline. Failure to submit paperwork on time may result in disciplinary action for non-compliance, which can lead to dismissal from the program.

UPDATED CONTACT INFORMATION

Please be sure PEOPLE always has the most updated contact information for you. Please note that 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 before the event.
- PEOPLE will provide event reminders 1 week and 1 day before 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

Students should be ready to engage in building cognitive skills and strategies and to practice safe and healthy habits.

- 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 their 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 virtual backgrounds whenever possible.
- Students should keep all communication/interactions with classmates centered around their educational experience.
- Students should only work with classmates 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
- Use or possession of e-cigarettes, vape pens, or substances intended for 18 and older
- 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 include, but are not limited to: kissing, touching, groping, sexual harassment, sexual assault, and intercourse with any person or student.
- Theft
- Bullying/ Cyberbullying

- Using cell phones, wireless (AirPods)/wired headphones, 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
- Inappropriate 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 their 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.
- Complete program paperwork promptly.

DISCIPLINARY PROCESS

The PEOPLE program is proud to offer college prep services to enrolled Wisconsin students free of charge. In return, we ask that students fully commit to the program in principle 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 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 members to request additional follow-up. PEOPLE staff members will use their best judgment to determine the follow-up action, which includes:

- Staff/Student Conference

- Parent/Guardian Contact
- Program Disciplinary Decision
 - No Discipline Warranted
 - Letter of Expectation issued to student/family
 - Behavior Probation
 - Program Dismissal

NOTE: Disciplinary action may be taken based on the severity of the policy being violated. Incidents that are physical in nature, such as fighting or harassment, require a parent/guardian 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 students and/or parent/guardians to advocate in the event of program dismissal. All appeals must be submitted in writing within 2 weeks of notification.

- **Academic Dismissal:** Any student, including seniors, who does not meet the required GPA will be reviewed for program dismissal. There is no formal appeal process for academic dismissals; however, seniors may be eligible to appeal with approval.
- **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 2 weeks of receiving the termination notice. Letters can be emailed directly to the Director. See **PEOPLE Precollege Staff** section for contact information.
- **Behavior Dismissal:** 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.
 - **Mandatory Event Attendance:** Students who miss a mandatory event, outside of PSU, will be placed on Attendance probation for one year and forfeit the opportunity to attend an overnight, study away, or cultural trip while on attendance probation.
 - If it becomes a repeat occurrence, the student may be up for dismissal from the program.

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 areas 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 put 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.

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 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 canceled 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 PEOPLE students ONLY. For the safety of our students, only authorized individuals will be allowed in the designated PEOPLE space. 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 have 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: [The Laws In Your State: Wisconsin | RAINN](#)

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 in our care.

If you have any questions or concerns regarding this matter, please do not hesitate to contact a Service Area Program Manager or Associate Director.

Looking Ahead to SUMMER 2026

Participation in PEOPLE Summer University is an integral and mandatory component of a student's enrollment in the program. Summer 2026 program date information is provided in advance, so families can plan accordingly. Please note that, occasionally, due to circumstances beyond our control, the dates listed below may change. We recommend checking in with your Precollege Advisor before booking plans in June and July. The PEOPLE Summer University (PSU) dates for

summer 2026 will be announced later this year, as we are awaiting important information from conference services that impacts our programming.

Tentative PSU Dates:

- PEOPLE Summer University II: Rising 10th Graders
 - TBA
- PEOPLE Summer University III: Rising 11th Graders
 - TBA
- PEOPLE Summer University IV: Rising 12th Graders
 - TBA

A more thorough schedule will be provided with the summer registration. 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 that submission of this request does not guarantee approval.

Social Media

There are plenty of good things about social media, but also many risks and things students should avoid. Please be mindful:

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



**Follow us
@UWPEOPLE**



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:

School/Quad	Remind.com “School Code”
East	@peopleeast
West	@peoplewest
La Follette	@peoplelhs

Memorial	@peoplemhs
Learning Community 1	@mkequad1
Learning Community 2	@mkequad2
Learning Community 3	@mkequad3
Learning Community 4	@mkequad4
Learning Community 5	@virtualppl

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

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.