

# CARMEN SCHOOLS OF SCIENCE & TECHNOLOGY NORTHWEST HIGH SCHOOL

## A WORD FROM MS. VANDEBUNTE- HS PRINCIPAL

### INTERSESSION ATTENDANCE POLICY

During our Intersession term, attendance is critical! Students who are absent for three (3) or more days during the three-week term will not earn credit for their intersession coursework. When a student is more than 30 minutes late to his/her class, it will count as an absence. Please ensure that your child is here on time each day during Intersession to maximize time during this critical period of the year.

### INTERSESSION SCHEDULE

Our Intersession term runs from 1/3 through 1/24. Our Intersession school day runs from 8:00-3:00pm Monday through Friday. There is no Friday Early Release during Intersession.

Teachers will be in the building until 3:45pm daily and will be available to help students, but there will not be a formal after school program during intersession.

### REPORT CARDS

All grades will be finalized at the completion of Intersession. Report cards for the 1st semester will be mailed out the week of February 4th, if not earlier.

#### Main Office Hours

Mon - Fri 8am - 4:15pm

**5496 N 72nd St,  
Milwaukee, WI 53218**

(414) 387-4000

Fax (414) 837-3990

#### High School Regular Hours

Breakfast 7:45am - 7:55am

Mon - Thur 8am - 3:43pm

Office Hours Mon -Thur 3:49- 4:35 pm

Fridays 8am - 1:40pm

#### Visit our Website

[carmenschools.org](http://carmenschools.org)

#### SCHOOL DAY START TIME

Students should arrive by 7:45am to begin the day in their advisory at 8am. Please support our goals by ensuring your child arrives to school on time each day.

#### ATTENDANCE

If you need to report an absent student please email [nasholivia@carmenhighschool.org](mailto:nasholivia@carmenhighschool.org) or call the main office at 414-837-4000.

#### HEARD ABOUT OUR CNA PROGRAM?

Email Mrs. Jessika Hinds at [hindsj@carmenhighschool.org](mailto:hindsj@carmenhighschool.org) or 414-837-4000 ext 164 to get more information.

**WINTER  
INTERSESSION  
JANUARY 3-24**

**NO SCHOOL  
JAN 21 & 25**

## **COLD WEATHER DISMISSAL PROCEDURE DURING INTERSESSION**

Our school day ends at 3:45pm each day during the regular semester. Students who are not attending another after school activity (Office Hours, detention, athletics, etc.) will be asked to leave the building by 4:00pm each day. Students will not be allowed to wait indoors for a ride. As the weather gets colder, please ensure your child has the appropriate winter weather clothing, including a coat, hat, and gloves and is prepared to wait for a ride outside.

## **PHONE POLICY**

To maintain the sanctity of our learning environment, it is important that our school is a cellphone free zone between the hours of 8:00am and 3:45pm. For this reason, if any adult sees a phone visible during school hours, whether or not a student is actively using the phone, the phone will be confiscated and a parent will be required to pick up the phone from the main office. For this reason, students should keep their phones in their lockers or should leave their phone with a trusted adult (i.e. advisor, Dean of Students). As a parent, if you need to reach your child, we ask that you call our main office (414-837-4000) to communicate a message to your child instead of texting your child's phone directly as students should not have access to their phones during school hours and this puts your child at risk of having his or her phone confiscated.

## **CARMEN SPIRIT WEAR MAKES A GREAT HOLIDAY GIFT!**

Just in time for the holidays, GoldFish Uniforms is rolling out Carmen-issued hoodies and fleece jackets. These items CAN be worn on Fridays, when students have earned Spirit Wear or on any other dress-down day. They also have a full stock of winter uniform items including long-sleeve shirts, pullover sweaters, sweater vests and cardigans. Call 414-476-4343 with questions. GoldFish is located at 5300 W. Lincoln Avenue in West Allis.



## **ENROLLING NOW FOR FALL 2019**

When you see friends and family over the holidays be sure to tell them that Carmen Northwest is accepting enrollment applications NOW for the 2019-2020 school year. While school is closed they can head to our website ([carmenschools.org](http://carmenschools.org)) and click on the ENROLL button or download the SchoolMint app onto their smart phone.

