2018-19 LAUNCH Student and Parent Handbook

Mission Statement

The mission of LAUNCH is to provide students a competitive advantage in post-secondary pursuits through an engaging and rigorous, profession-based program. LAUNCH enhances student learning by connecting knowledge, skills and dispositions to high-demand careers that cultivate entrepreneurs and innovators who expand the region's workforce capacity.

LAUNCH Strands/Courses, Instructors and Email Addresses

Global Business

Mr. Patrick Perez	Writing for Research/English 11	perezp@elmbrookschools.org
Mr. Micah Nelson	Business Strategy	nelsonm@elmbrookschools.org

Business Analytics

Ms. Peggy Ordinans	AP Statistics	ordinanp@elmbrookschools.org
Ms. Megan Fisher	Business Strategy	fisherm@elmbrookschools.org

Future Teachers

Ms. Nicole Enger	AP Psychology	engern@elmbrookschools.org
	Careers in Education	

Media Solutions

Mr. Tom Juran	Digital Imaging Seminar	jurant@elmbrookschools.org
Mr. Patrick Perez	Writing for Research/English 11	perezp@elmbrookschools.org

Engineering Foundations

Ms. Suzanne Riesen	Engineering Design and Development	riesens@elmbrookschools.org

IT Foundations

Mr. Ryan Osterberg	AP Computer Science	osterber@elmbrookschools.org

Building Administration and Contact Information

Brookfield Central High School 262.785.3910

Brett Gruetzmacher
Principal
Brookfield Central High School
gruetzmb@elmbrookschools.org

Matt Schroeder
Associate Principal
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Brookfield East High School 262.781.3500

Andrew Farley
Principal
Brookfield East High School
farleya@elmbrookschools.org

Darcie Fellmeth
Associate Principal
fellmetd@elmbrookschools.org

LAUNCH Administration and Contact Information

All District Administrators can be contacted at 262.781.3030

Dr. Robert Hall
Executive Director, LAUNCH
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Ms. Brittany Loepfe
Teaching and Learning Administrative Assistant
loepfeb@elmbrookschools.org

Dr. Dana Monogue
Assistant Superintendent for Teaching and Learning
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Mr. Michael Sereno
Director of Secondary Education
serenom@elmbrookschools.org

Ms. Amie Farley
Director of College, Career and Life
farleyam@elmbrookschools.org

LAUNCH Locations

@The Innovation Collaboratory   19601 West Bluemound Rd. Brookfield WI
@Brookfield East   3505 Lilly Rd.
@Brookfield Central   16900 W. Gebhardt Rd.

LAUNCH Bell Schedule

Global Business

Monday, Tuesday, Wednesday, Friday	**Block 4 - (BE 1:44-3:09; BC 1:41-3:09)**

BE and BC students will need to have lunch before and travel by 1:25
BE and BC students will eat third lunch

Thursday	**Block 4 - (BE 12:52-2:12; BC 12:49-2:12)**

BE and BC students will need to have lunch before and travel by 12:30
BE and BC students will eat third lunch

Business Analytics

Monday, Tuesday, Wednesday, Friday	**Block 1 - (BE 7:55-9:20; BC 7:55-9:19)**

BE students will need to be back to BE for 2nd block beginning at 10:06 or HUB

Thursday	**Block 1 - (BE 7:55-9:15; BC 7:55-9:15)**

BE students will need to be back to BE for 2nd block beginning at 9:21

Monday, Tuesday, Wednesday, Friday	**Block 2 - (BE 10:06-11:31; BC 10:05-11:29)**

BE students will need to be back to BE for 3rd block beginning at 11:37 or HUB

Thursday	**Block 2 - (BE 9:21-10:44; BC 9:21-10:41)**

BE students will need to be back to BE for 3rd block beginning at 10:50

Future Teachers

Monday, Tuesday, Wednesday, Friday	**Block 4 - (BE 1:44-3:09; BC 1:41-3:09)**

BC students will need to have lunch before and travel by 1:25
BC students will eat third lunch

Thursday	**Block 4 - (BE 12:52-2:12; BC 12:49-2:12)**

BC students will need to have lunch before and travel by 12:30
BC students will eat third lunch

Engineering Foundations

Monday, Tuesday, Wednesday, Friday	**Block 1 - (BE 7:55-9:20; BC 7:55-9:19)**

BE students will need to be back to BE for 2nd block beginning at 10:06 or HUB

Thursday	**Block 1 - (BE 7:55-9:15; BC 7:55-9:15)**

BE students will need to be back to BE for 2nd block beginning at 9:21

IT Foundations

Monday, Tuesday, Wednesday, Friday	**Block 1 - (BE 7:55-9:20; BC 7:55-9:19)**

BE students will need to be back to BE for 2nd block beginning at 10:06 or HUB

Thursday	**Block 1 - (BE 7:55-9:15; BC 7:55-9:15)**

BE students will need to be back to BE for 2nd block beginning at 9:21

Media Solutions

Monday, Tuesday, Wednesday, Friday	**Block 4 - (BE 1:44-3:09; BC 1:41-3:09)**

BE students will need to have lunch before and travel by 1:25
BE students will eat third lunch

Thursday	**Block 4 - (BE 12:52-2:12; BC 12:49-2:12)**

BE students will need to have lunch before and travel by 12:30
BE students will eat third lunch

Wauwatosa students will either attend Launch 1st & 2nd period and be back for 3rd or be at school 1st - 5th period and then report to Launch for 6th and 7th.

Introduction

The LAUNCH Program is an offering within Elmbrook Schools. In addition to the guidelines provided in this handbook all Elmbrook policies and procedures apply. Please refer to additional policies available in the school handbooks. This handbook only includes the items specific to the LAUNCH program.

Professional Expectations

Students in LAUNCH have agreed to work in a project and problem-based real work environment, are willing to comply with industry ethics and have completed the course prerequisites. Students in LAUNCH are members of a unique community of individuals with the goal of life, career and college preparation. LAUNCH students are eager to problem solve in teams and develop real-world skills. Students will take an active role in their education and be willing to develop the success of the program along with with instructors and business partners.

LAUNCH has the expressed mission of providing authentic profession-based educational opportunities. LAUNCH students are integrated into the local (and sometimes global) professional and research communities, thus unique demands are presented to students. Attendance, behavior and academic standing within LAUNCH and within the home high school are of great importance. Students' behavior reflects on the LAUNCH program and collectively creates and molds the program's future reputation and standing in the community. Should a student's professional behavior at LAUNCH repeatedly not meet the expectations of LAUNCH, the student may be removed.

Defining LAUNCH Professional Skills

Professional skills provide guidelines for acceptable behavior by organizations in both their strategy formulation and day-to-day operations. A professional approach is necessary to both LAUNCH program success and a positive program image. Industry partners, parents, students, and all interested parties expect professional and responsible practices. LAUNCH chooses to make a public commitment to ethical business by expressing codes of conduct and guidelines. In doing so, these guidelines must translate into action by LAUNCH students, instructors, administration and industry partners. The guidelines enclosed in this document further outline specific responsible and ethical behavior inclusive of, but not limited to, adherence to safety standards, attendance and timeliness, teamwork and communication, respectful relationships with mentors and guest instructors, proper use of technology and hardware and respectful use of and confidentiality of physical and intellectual property. Demonstration of professional skills is part of LAUNCH students' grades.

Attendance

An absence is defined as a time or an occasion when the student is not in attendance for LAUNCH learning (class and/or off-site work in the professional community) for an entire day, class period or departs LAUNCH early. Parents and students should refer to the Elmbrook Schools Attendance and Truancy Policy to review guidelines and responsibilities. Similar to the high school policy, any students that will miss LAUNCH due to a school event or activity, are still required to make arrangements ahead of time and complete any necessary work. On occasion student in LAUNCH will have opportunities that extend throughout the day. These dates will be planned in advance and will be handled similar to a field trip.

It is the requirement of LAUNCH that students should adhere to their respective schedules, meaning that students should be at their LAUNCH site and begin to work on time, and continue to work for their entire LAUNCH schedule, except for scheduled breaks, or when required to leave on authorized LAUNCH, Brookfield East or Brookfield Central event.

Students will need to proactively communicate with their instructors. In the case of an unexpected or emergency situation the student should communicate as soon as possible.

Unaccounted tardiness is an unprofessional behavior and is unacceptable. School procedures will apply and be enforced for LAUNCH students by their home school.

If a student's excused attendance is for illness then the following actions must be taken by parent and student:
> 1. Parents will call the home high school to notify and authorize the absence.
> 2. Students will be required to personally report their absence via email, text or call to their project team members, mentors, outside appointments, etc; cc instructor. It is important for a student to take the responsibility for reporting his/her absence and third party requests for being excused will only be considered in extreme circumstances. If a student does not regularly communicate they are acting outside the expectation of following professional ethics. The instructor and team will take this into account when reporting a grade.

Withdrawal

LAUNCH students may withdraw from LAUNCH courses prior to the first day of school. Withdrawal at semester will only be permitted once the following actions have occurred:
1) Student confers with LAUNCH Program Director
2) Student meets with guidance counselor
3) Exit meeting including student, parent(s)/guardian(s), guidance counselor, and LAUNCH Student Services Director

In compliance with school policy, students who withdraw after the first school day will only be permitted to drop for a study hall. Students must have three courses in their schedule per term in order to maintain full time status.

Parking and Transportation

Students traveling to a LAUNCH strand outside of their home school will park their vehicle in visitor parking at no cost. Students are encouraged to carpool when traveling to LAUNCH both the school and off-site Innovation Collaboratory. Students who are not traveling and taking a LAUNCH strand at their home school are expected to purchase a parking spot and will not use visitor parking.

Traveling to different sites for various functions in the LAUNCH program comes with a great deal of responsibility. Students will be asked to budget their time appropriately to get where they need to responsibly, safely and on time. Students will need to plan and build their skills to plan ahead for things such as train traffic, lunch, refueling, etc.

Inclement Weather

In the case of inclement weather classes for LAUNCH will only be canceled or delayed if Elmbrook Schools are closed.

In the case that poor weather develops and traveling becomes too dangerous students will be notified directly. Students will also be told where they should report during class time at their home school. The instructor may set up an opportunity to connect via Google Hangouts.

> ### 2018-19 Tentative Plan
> > *BE students in Future Teachers report to Ms. Enger during block 4*
> > *BE students in Media Solutions/Global Business report to Mr. Nelson during block 4.*
> > *BC students in Future Teachers/Global Business/Media Solutions report to Library Media Center during Block 4 with Mr. Perez and Mr. Juran.*

Security

Students traveling will only enter the front entrance of the school building. Students should carry their school ID while outside of their homeschool. Students traveling from BC to BE will need to use the front entrance when arriving for third block. Students will be made familiar with emergency procedures in each building.

Visitors

School policies will apply when accepting visitors to each of the school buildings. The Director will manage and approve visitors at the Innovation Collaboratory. Unplanned visitors will not granted access to the student work area.

Professional Expectations and Conduct

Our LAUNCH program is part of a national network called CAPS, an acronym for Center for Advanced Professional Studies. Part of the mission of this CAPS movement is to give students an opportunity to jump start their understanding of what it means to be a professional in the modern workplace. We want you, as part of your experience in LAUNCH, to immerse yourself as far as possible into the professional mindset and environment. That is why we have created the offsite location: The Innovation Collaboratory on Bluemound Ave. That is why we will be providing you with opportunities to learn from and be coached and mentored by expert professionals working in your fields of study. This will mean that at times you will have more autonomy and more opportunity to make choices during LAUNCH time than you likely would in your more traditional classroom settings. (Professionals working in an office for instance don't raise their hands and ask for permission to use the restroom. In fact they don't even need to have a hall pass to do so!)

However, as they say, with great power comes great responsibility. While professionals are more self-directed and "free" about how they use their time, they are also held to and judged according to certain professional standards of behavior and even dress. During your time at LAUNCH, whether at the Innovation Collaboratory or in your LAUNCH spaces at the high schools, you will be expected to conduct yourselves along these lines. And as you will see, part of how you will be assessed for your work in LAUNCH will include evaluations of your professionalism from teachers, professionals we work with, and even your fellow students.

Students will be utilizing the off-site location called the Innovation Collaboratory to carry out many of their professional obligations with meetings, development/training and project creation.The community in this public space is largely composed of business professionals, working at their jobs. There is a high expectation for professional decorum in the parking lot, restrooms and common areas of this work environment.

An integral part of the rich educational experience of LAUNCH is the opportunity to learn from expert guest instructors. Interactions with these individuals should be unfailingly courteous and professional. To maximize the effectiveness of these learning experiences and to respect the time of these people who are sharing their expertise with us, students will be expected to complete preparatory work before meeting with guest instructors.Being sufficiently prepared to work with these professionals is paramount. Effective preparation for meetings and training is a critical component of professional conduct.

Use of Communication Technologies (cell phone, email, Google applications, etc.)

Students are required to follow school policies regarding the use of communication technologies. All use of communication technologies by students is directly related to approved curricula and activities.

Students will be interacting with business partners via email, text or phone, and consequently, professional communication is expected and will be reviewed by instructors. Use of cellphones should not interfere with student work commitments.

Social Media (Instagram, Snapchat, Facebook, Twitter, Google+, Linkedin, Youtube, etc.)

Students should engage in social media in a professional manner. Students should not post anything that is harmful to the image or reputation of LAUNCH and/or any industry partners. Moreover, nothing posted should interfere with or damage a relationship with LAUNCH stakeholders, instructors and peers. Additionally, social media posts should not violate the privacy or confidentiality interests of any of our industry partners.

Additional guidelines

DO	DO NOT
- Clearly identify yourself. - Use common sense and good judgment. Think before you post content to a social media site. How will your post be received? What impact might it have those associated with LAUNCH? How would you feel if your post was reported in the news? - Watch your language and your content. You do not want to appear unprofessional. - Be transparent and honest. Reveal any conflicts of interest or areas in which you have a vested interest. - Safeguard privacy, your own and that of others. Avoid disclosing personal information of others, such as names, email addresses, phone numbers or photos. - If you make a mistake, correct it quickly. And, if you correct a mistake, let the audience know you fixed it. Don't change earlier posts without telling readers you have done so. - Respect Others. Treat the views of others with respect, especially if they differ from yours. - Follow copyright and fair use laws. - Get proper permission before using photos, articles, music, logos and trademarks, or other materials that were created by Elmbrook Schools or by others affiliated with LAUNCH.	- Do not disclose proprietary or confidential information about our partners. - Do not criticize our partners, your peers, or your instructors via social media. - Do not post private or personal information or images of your peers or LAUNCH partners without prior written approval. - Do not use LAUNCH logos or customer logos without prior written approval. - Do not use obscenities, foul language, or post unprofessional pictures. - Do not respond to requests for additional information if the requestor is: A member of the news media or a blogger. Instead, contact your instructors or the Director.

Professional Attire

Students will be expected to adhere to the school dress code when in each of the schools. Teachers will communicate in advance any special event in which students will be expected to dress business casual at Brookfield Central or Brookfield East.

Professional dress is an expectation when students are scheduled to be at the Innovation Collaboratory, business partner meetings, business office visits or any other professional learning opportunity outside of the school. Students should appear clean, neatly groomed and dressed appropriately for LAUNCH.

Appropriate Business Casual Attire

Casual slacks, khakis, sport jackets, collared shirts, collared sport shirts, crew neck sweaters, turtleneck and mock turtleneck shirts and sweaters, dresses or skirts.
All clothing should be clean, neat and pressed.
School branded attire is appropriate as long as the style is business casual.

Inappropriate Attire Examples

Tank tops, t-shirts, halter/tank tops, low-cut neckline, spaghetti-strap blouses (or dresses), exposed midriff, tube tops, backless tops, mini skirts.
Denim pants, cargo pants, fatigues, pants that expose undergarments, shorts, workout or sheer leggings.
Flip flops, sneakers (workout shoes), slippers

Grading

Students earn a grade for each class in the strand in which they are enrolled. Student will receive a traditional letter grade for their demonstration of knowledge in the course. Teachers will provide a course syllabus with more detail.

Part of the LAUNCH mission is to immerse students with real-world learning experiences. Therefore, student knowledge, skills, and professional character will be graded using a variety of authentic assessments in performance review approach. Students will also be assessed on content and skills using traditional educational assessments.

Progress Report Updates

Academic progress will be communicated to students and parents, however regular feedback is paramount at LAUNCH. Because courses are taught all year, progress will be reported in Infinite Campus every six weeks.