



**MILWAUKEE
PUBLIC SCHOOLS**

**Family School Manual
2020-21 School Year**

Clement Avenue School
3666 South Clement Avenue
Milwaukee, WI 53207

Mrs. Shannon Kilsdonk
Principal

This manual is periodically updated. You will find the most recent version on the Clement Avenue School website at <http://www5.milwaukee.k12.wi.us/school/clement/>

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SECTION 1: INTRODUCTION

From the Principal

Dear Clement Avenue School families,

We are so excited to welcome you back for the 2020-21 school year. We understand that this school year will be very different than any other, but we want to let you know that we are here to support you and your student throughout the school year. Our school community, along with all Milwaukee Public Schools, will **begin the school year with virtual learning**. It is important to note that although the start of the school year will begin with virtual learning for all students, it will look very different from the online learning that took place at the end of last school year.

We are ready for virtual learning! Our skilled and devoted staff are already planning and preparing for your child's return. We are adapting and strengthening our practices, investing in the technology required to provide a quality online academic experience, and working with teachers and school staff to be more effective and active online instructors.

As we return to school, the support and involvement of parents and families will be critical to our students' success. And we want you to be prepared and ready also. We have created a series of how-to tutorials that will get you set up and ready for virtual learning. You can access all the videos by visiting our [Family Tutorials](#) page.

We know you will have questions, and our school community will be prepared to receive your input and provide detailed answers to any concerns you may have this school year. We welcome your feedback and suggestions.

Sincerely,

Shannon Kilsdonk
Principal
Clement Avenue School

School Mission, Vision and Goals

MPS School Staff Manual

1.01 Milwaukee Public Schools Mission and Goals

Mission

Milwaukee Public Schools is a diverse district that welcomes all students, preparing them for success in higher education, post-educational opportunities, work and citizenship.

Vision

Milwaukee Public Schools will be among the highest student growth school systems in the country. All district staff will be committed to providing an educational environment that is child-centered, supports achievement and respects diversity. Schools will be safe, welcoming, well-maintained and accessible community centers, meeting the needs of all. Relevant, rigorous and successful instructional programs will be recognized and replicated. The district and its schools will collaborate with students, families and community for the benefit of all.

Core Beliefs

- Students come first.
- Wherever students are learning is the most important place in the district.
- Educators and school staffs have high expectations for all students and provide the foundation for their academic success.
- Leadership, educator development and child-driven data-informed decision making are keys to student achievement.
- Involved families are integral to increasing student achievement.
- Student voice is encouraged and respected.
- Quality community partnerships add value.
- Increased operational and financial efficiencies are consistently pursued to support learning opportunities for our students.

Central Services supports student achievement, efficient and effective operations, and student, family and community engagement.



1.02 School Mission/Vision

We envision a supportive learning environment that promotes our students’ ability to embrace learning to excel, fulfill their social and emotional well-being, and own their future.

Problem of Practice

We will focus on our student’s ability to increase reading comprehension and vocabulary acquisition by providing more wide-reading opportunities to increase their reading stamina.

Theory of Action

If we increase staff knowledge and ability to reflect on and plan instruction using research based best practices to align to the CCSS in literacy AND utilize formative assessment data (running records) AND we build ALL teachers’ professional knowledge around the 5 components of reading AND we collaborate with staff to ensure the implementation of wide reading strategies, THEN our spring 2020 STAR Reading scores should show an increase in the number of students performing on target and above in STAR Reading assessments.

Mission:

Clement Avenue School is committed to providing quality differentiated learning opportunities for all pupils. The focus of our mission is to improve academic achievement. The Clement Avenue staff is committed to providing exceptional academic experiences in all subject areas with a particularly strong emphasis on growth and deep understanding for students in the areas of reading/language arts and mathematics. The staff is willing to do anything within their power to improve our student population's reading and math skills. To achieve our goals, individual differences are accommodated within grade leveled, self-contained classrooms.

Vision:

Five years from now, the Clement community will graduate an 8th grade class of students who value and exemplify good citizenship and community service. Our students will be creative thinkers, problem solvers, and lifelong independent learners who are technologically savvy and prepared to succeed in college.

Staff Roster and Contact Information, including MPS email

Include a short introduction from the parent coordinator that includes role and contact information.

Staff Roster and Contact Information, including MPS email
Last Name First Name Role Extension Room number Email

Acamovic	Dana	SST	41504	2B	krecakdx@milwaukee.k12.wi.us
Barnes	Theresa	ECS	41559	31	barnesta@milwaukee.k12.wi.us
Beck	Aubrey	SSW	41538	10	beckan@milwaukee.k12.wi.us
Brown	Jody	Speech Path	41539	50	Fitzpaj@milwaukee.k12.wi.us
Busch	Julie	K4 Teacher	41552	37	Riemerjm@milwaukee.k12.wi.us
Kilsdonk	Shannon	Principal	41505	P Office	kilsdose@milwaukee.k12.wi.us
Cruz	Brenda	Nurse	41520	51	cruzbd@milwaukee.k12.wi.us
Danek	Joe	M.S Teacher	41562	3	danekja@milwaukee.k12.wi.us
Trzebiatowski	Kelly	Librarian	41535	Library	redek@milwaukee.k12.wi.us
Buske -Ditter	Courtney	MCC	41579	33B	ditterdl@milwaukee.k12.wi.us
Ruge	Madison	5th Grade Teacher	41569	27	rugemm@milwaukee.k12.wi.us
French	Stacy	Camp Director	41564	2C	skonecsm@milwaukee.k12.wi.us
Graff	Barb	K5 Teacher	41554	16	silverbg@milwaukee.k12.wi.us
Jones	Elliot	1st Grade Teacher	41568	26	jonese@milwaukee.k12.wi.us
Jors	Ashley	Guidance	41530	2C	jorsas@milwaukee.k12.wi.us
Kindness	Jean	CCR	41571	33A	kindnejm@milwaukee.k12.wi.us
Kulinski	Jason	5th Grade	41570	28	kulinsjb@milwaukee.k12.wi.us
Jetzer	Michelle	Psychologist	41588	10	jetzerme@milwaukee.k12.wi.us
Lopez	Monica	K5 Teacher	41550	39	lopezmm1@milwaukee.k12.wi.us
Marcum	Bri	Phy. Ed	41551	Gym	Stankubu@milwaukee.k12.wi.us
Paek	Kelly	Parent Coordinator	41525	1D	paekka@milwaukee.k12.wi.us
Messinck	Ruth	Ex. Ed. Sup	41536	Conf.	messinrc@milwaukee.k12.wi.us
Mierzwinski	Andrea	K4 Teacher	41555	18	haugaa@milwaukee.k12.wi.us
Miles	Ben	3rd Grade Teacher	41566	25	milesbd@milwaukee.k12.wi.us

Navarre	Kathy	M.S Teacher	41573	7	navarrkm@milwaukee.k12.wi.us
Perencevic	Norma	Secretary	41511	Office	perencnc@milwaukee.k12.wi.us
Roberts-Haines	Cassandra	5th Grade Teacher	41565	23	hainescs@milwaukee.k12.wi.us
Roeder	Linda	Cook	41519	Café	roederlg@milwaukee.k12.wi.us
Santos	Christine	1st Grade Teacher	41567	29	santoscx@milwaukee.k12.wi.us
Scaffidi	Christopher	M.S Teacher	41576	4	scafficj@milwaukee.k12.wi.us
Schmeling	Jill	4th Grade Teacher	41557	24	schmeljm@milwaukee.k12.wu.us
Stillman	Naomi	M.S Teacher (7)	41577	6	naomipj@milwaukee.k12.wi.us
Siepert	Andrew	2nd Gr. Teacher	41558	30	sieperac@milwaukee.k12.wi.us
Sizemore	Robert	CBU	41553	35	sizemora@milwaukee.k12.wi.us
Thao	Allen	Engineer	41545	43	thoaa@milwaukee.k12.wi.us
		Art Teacher	41578	34	@milwaukee.k12.wi.us
Sorenson	Angela		PARA		sorensaj@milwaukee.k12.wi.us
Olubadun	Sonya		HCA		goodwis@milwaukee.k12.wi.us

School Calendars/Events



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**MPS
Switchboard
(414) 475-8393**

2020-21 Traditional Calendar

Aug 25	Organizational Day	Dec 24-25	Winter break
Aug 26-28, 31	Professional Development Days	Dec 28-31	Winter break
Sept 1	First Day of School – Students	Jan 1	Winter break
Sept 4	Labor Day break	Jan 18	MLK Jr. Day
Sept 7	Labor Day	Feb 15	Mid-Semester break
Oct 23	Parent-Teacher Conference Day	Feb 16	Record Day
Oct 26	October break	March 19	Parent-Teacher Conference Day
Nov 3	November break	April 2, 5-9	Spring break
Nov 16	Record Day	May 31	Memorial Day
Nov 25, 27	Thanksgiving break	June 4	Records Day
Nov 26	Thanksgiving Day	June 11	Last Day of School – Students
Dec 23	Professional Development Day	June 14-15	Professional Development Days

■ Pink – Professional Development and Record Days – Most staff report and students do not report
■ Yellow – Staff and students do not report
■ Blue – Parent Teacher Conference Days – Staff and students do not report
■ Red – First and last day of classes for students – Staff and students report
■ Green – Teacher Organizational Day – Staff report and students do not report



**Attend today.
Achieve
tomorrow.**



July 2020

S	M	T	W	Th	F	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

August 2020

S	M	T	W	Th	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

September 2020

S	M	T	W	Th	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

October 2020

S	M	T	W	Th	F	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

December 2020

S	M	T	W	Th	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

January 2021

S	M	T	W	Th	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

February 2021

S	M	T	W	Th	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1	2	3	4	5	6

March 2021

S	M	T	W	Th	F	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

April 2021

S	M	T	W	Th	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

May 2021

S	M	T	W	Th	F	S
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

June 2021

S	M	T	W	Th	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

Calendar dates may change due to inclement weather, etc. Please stay in touch with your school for updates. Some teacher workdays are shaded. Individual schools may have additional non-attendance days which do not appear on this calendar. Also, methods and dates for distributing report cards may vary from school to school.

School Daily Schedule

Clement Avenue Hours

Office: 7:00 AM – 3:00 PM

Breakfast: 7:20 AM – 7:35 AM.

Warning bell: 7:15 AM

School starts: **7:20 AM**

Dismissal: **2:20 PM**

School childcare: 6:30 AM - 7:20 AM

Before-/after-school services/ program: 2:20 PM. – 5:30 PM

Our school's procedures are, first and foremost, designed to ensure the safety and well-being of your child(ren). We need your cooperation, assistance and support to ensure the safety of our students, especially during arrival and dismissal.

Student Entry Procedures

The school day begins at 7:20 AM, all students are to line up on the school's playground prior to the 7:20 AM **Supervision on the playground will not begin until 7:15 AM.** Teachers will be at these areas to greet the students and will escort classes into the building at 7:20 AM.

Please do not leave your child (ren) unattended prior to that time.

Exit 1 – Early Childhood K3

Exit 2 – Middle School Students

Exits 3 – K5 (Rms. 16/39)

Exit 4 – K4/2nd (Rms. 18/30/37)

Exit 5 – 1st/2nd/3rd/4th/5th (Rms. 22/23/24/25/26/27/28/29)

If parents wish to visit the classroom in the morning, they will need to go to the main office, sign in and receive a visitor's pass.

Student Dismissal Procedures

- Elementary Bus Students Dismissal 2:10 PM
- Middle School Bus Student Dismissal 2:15 PM
- Walkers & Car Riders Dismissal 2:20 PM
- The school day ends for students at 2:20 PM

Parking guidelines

- The school parking lot is restricted and not open to the public.
- If you park across the street, the driver must escort child across the street
- The school is not responsible if a parking ticket is issued to a parent or visitor.
- We need to respect the rights of neighbors, and not park in front of their driveways.

To ensure the safety of all students, please **avoid double parking** which is unsafe and may cause heavy traffic congestion.

Before and After School Services/Programs

All activities are listed in our Electronic Weekly Newsletter

Camp Clement:

Our school offers before and after school childcare camp through the Department of Recreation and Community Services. Our program offers

- ✓ Homework help
- ✓ Arts and crafts
- ✓ Sports
- ✓ Games

The afterschool activities provide students with a safe place to play and the opportunity to develop creatively, expand knowledge and build strong bodies. A fee is charged for the childcare services. Students must be registered by a parent/guardian in order to participate. Please contact Stacy French at 414 294-1564 for more information.

Child Care/Camp:

In partnership with the MPS Department of Recreation and Community Services, our school offers a before- and *(school will include or exclude "before and" if not offering before school childcare)* after-school childcare camp. The program includes homework help, academic enrichment activities, arts and crafts, sports, games and more. After-school activities provide students with a safe place to learn, play, develop creatively, and build strong bodies. A fee is charged for camp participation. Parents who are authorized for W-2 (Wisconsin Shares) can designate the school's childcare camp as a childcare provider. To become authorized for W-2, parents must go to their W-2 region office. Students must be registered by a parent/guardian to participate in the Childcare Camp Program. Please contact _____ *(school will add name of Camp Director)* at _____ *(school will add camp phone number)* for more information.

Extended Learning Opportunities:

MPS offers a variety of extended learning opportunities (ELO) that provide more time for academics and enrichment during and beyond the conventional school day. These programs offer learning and development experiences that enhance and complement the school curriculum. The ELO programs include but are not limited to:

Alternative Education Programs

Alternative diploma pathways

Competency-based

General Educational Development Program (GEDO #2)

Wisconsin Challenge Academy

Summer Academy

Free of charge for students who are City of Milwaukee residents

Bilingual and English as a second language (ESL) services provided

Elementary K5-8

Engaging academics and hands-on enrichment opportunities, including arts-integrated activities, field trips, and in-school programs with community partners

Extended School Year (ESY)

Provided for children with special education needs

Grade 8 Promotional Program

Intended to strengthen the academic and social skills of current 8th grade students transitioning to high school. Principal recommendation is required to participate in this program.

High School

Credit acceleration

Credit recovery

Community service/service-learning

Internships

Community Assessment and Training Program (CATP) and On-the-Job Training (OJT)

Middle School and Freshman Bridge Programs

Enrichment Camps and Adventures

Students in K5-grade 12 have the opportunity to pursue new interests and engage in hands-on experiences during the summer months and non-school days

To find more information about Extended Learning Opportunities, please visit mpsmke.com/elo or call 414-475-8238.

Student Attendance/Tardiness

Attendance is the most important factor that impacts student academic growth.

- Students are expected to be in school each day and **on time** for opening learning activities and instruction.
- Students arriving late must report to the Main Office for a tardy slip.
- When a student is absent, **parents must call the school attendance line at 414-294-1514 and send a written excuse within two days of the absence.**
- Excessive absences and tardiness will result in an immediate referral to the school social worker and eventually a referral to the District Attorney, which could result in a court hearing and fines.
- No absences are excused after 10 absence (during a school year).
- Students must attend the full school day.
- Appointments and vacations should be scheduled on non-school days as often as possible.

*In the event of a rare need to remove a child before the end of the school day, students must check out in the office, by reporting to Ms. Norma, to sign out and meet the guardian who is approved to remove the child from school.

The following are considered excusable absences. All other absences are marked as unexcused absences.

- ▶ Personal illness
- ▶ Medical/dental appointments
- ▶ Funerals
- ▶ Required legal appearances
- ▶ Driver examinations
- ▶ Designated religious holidays
- ▶ Family emergencies in which the student is needed to ensure family well-being
- ▶ Educational or district-sponsored activities approved by the school principal
- ▶ All school suspensions, including any during the expulsion process, for up to 15 days

Transportation Policies

Walk-to-Stop Distance:

Elementary School (K3, K4 and K5) - Riders will be picked up at the closest safe corner location to their residence and dropped off at that same location at the end of the school day.

Elementary School (1st – 8th Grade) - Riders may be required to walk up to a quarter mile to a corner stop.

Middle School – Riders may be required to walk up to half mile to a corner stop.

High School – Riders may be required to walk up to one mile to a bus stop

Assigned Bus Stops and Routes:

Students may board and leave only on the specified route and at the stop to which they are assigned.

Corner Stops

Pick-up and drop-off sites for regular riders are at corner stops. Riders should be at their assigned corner stop **10** minutes prior to the scheduled pick-up time. A student should wait at least 10 minutes past the pickup time before returning home to inquire about a late bus.

Inclement Weather

Traffic delays are to be expected on days with inclement weather. Please be sure your child is dressed appropriately.

Address Changes

When a child moves and there is no existing bus service from the new address, every effort will be made to adjust the route to allow the child to continue at the present school. If the child attends elementary school, the new address must be in the same transportation region as the school of attendance, in order for the child to receive transportation. Parents are reminded that it can take up to two (2) weeks to adjust bus service. **Parents should notify the child's school of the change of address before the move takes place.**

SECTION 2: FAMILY ENGAGEMENT

MPS Family–School Partnership Pledge

MPS partners with families to support successful student academic and social outcomes.

The district will...	MPS families will...
<ul style="list-style-type: none"> Provide a safe environment that supports learning. 	<ul style="list-style-type: none"> Provide adequate space daily for learning. Encourage their child to cooperate with the learning community.
<ul style="list-style-type: none"> Provide high-quality learning experiences. 	<ul style="list-style-type: none"> Encourage their child to do their best. Engage their child in learning opportunities daily.
<ul style="list-style-type: none"> Provide student progress updates. 	<ul style="list-style-type: none"> Attend conferences as often as possible, at least once a year. Communicate with school as needed, regarding student progress.
<ul style="list-style-type: none"> Provide resources and information. 	<ul style="list-style-type: none"> Engage district in understanding the needs of families.
<ul style="list-style-type: none"> Provide information to families as frequently as possible and in ways that are accessible and understandable. 	<ul style="list-style-type: none"> Provide current contact information and alternate ways to notify families. Communicate their ideas to MPS.

MPS Family and Community Engagement Framework

Families play a vital role in the education of their children. Milwaukee Public Schools provides tools for engagement between families and staff to be equal partners in supporting student achievement and school improvement. When families and schools work together, students are more successful and the entire community benefits. All schools are working to meet the Six Standards of Family & Community Engagement:



The School–Family Compact

Each Title I school jointly develops with parents a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the way in which the school and parents will build and develop a partnership to help children achieve the State’s high standards. Parent Coordinators should ensure the School Leader has this template available so that he/she may create the school-parent compact at the school’s Annual Title I meeting or shortly after. This compact will serve as the school’s family and community engagement action plan for the year. A template, including detailed information on how to create and use this School-Parent Compact is available on mConnect Family & Community Engagement.

Clement Avenue School Expectations and Student/Family/Staff Compact

Be Safe

Be Respectful

Be Responsible

Be Ready

Student Responsibilities

Students have the responsibility to follow discipline guidelines adopted by the Board of School Directors as stated in the *Parent/Student Handbook on Rights, Responsibilities, and Discipline* - <https://mps.milwaukee.k12.wi.us/en/Families/Education-Resources/Handbooks-Discipline.htm>

Student's Responsibilities

As a student, I will:

- Attend school regularly and on time.
- Be prepared with needed materials daily.
- Discuss with my parents what I am learning in school.
- Respect adults, other students, and property.
- Have a positive attitude about school and learning.
- Know and follow all classroom and school rules.
- Ask for help when I need it.
- Complete all school and homework assignments neatly and on time.
- Make time for reading.

Additionally, Clement students have the responsibility to:

Work toward academic achievement by attending school regularly, arriving on time, bringing appropriate materials (books, pencils, paper, etc.) and completing all assigned work.

Care for and return or pay for lost school-issued books and technology

Respect the rights of others at school, to and from school, at any school-related activity, at bus stops, and on school buses.

Act responsibly both as an individual and as part of a group.

Advocate for what is needed to be a successful student.

Parent Compact

The staff of Clement Avenue School believes parents are the primary educators of their children. We as a staff are striving to form a stronger union with parents, students, and community. Our desire is to build a challenging educational program that provides the best foundation for success in our diverse society. This set of responsibilities is a unified effort to work together for your child's successful achievement in our school. Together we can provide the best educational opportunities for your children.

Parent/guardian's responsibilities

As a parent/guardian, I will:

- Send my child to school regularly and on time.
- Support the school discipline policy.
- Provide daily opportunities for my child to review, study, and/or complete homework.
- Monitor my child's progress by reviewing daily schoolwork and attending conferences.
- Have open and ongoing communication with my child's teachers and the principal.
- Teach my child to respect adults, other students, property, and rules.
- Be willing to share my time and/or skills whenever possible.
- Read to my child at home regularly or allow him/her to read to me.

Teacher's Responsibilities

As a teacher, I will:

- ❖ Create a positive and safe learning environment.
- ❖ Make academic and classroom expectations clear.
- ❖ Respect and listen to children, parents, and other staff members.
- ❖ Use a variety of teaching techniques and materials to meet the individual needs of all students.
- ❖ Communicate regularly with parents about students' achievement and behavior.
- ❖ Provide parents with opportunities to become involved.

Principal's Responsibilities

As a principal, I will:

- ✓ Make parents, students, and teachers feel welcome and safe.
- ✓ Respect and listen to parents, students, community, and staff members.
- ✓ Create a positive, nurturing school climate.
- ✓ Communicate the school's mission, goals, and expectations to students, parents, and teachers.
- ✓ Maintain open lines of communication between administration, staff, parents, community and students
- ✓ Provide regular Professional Development to enhance learning of all staff and parents

We promise to help each other fulfill these responsibilities.

Open House

Open House is held twice a year; dates and times will be announced.

Parent–Teacher Conferences

It is important that all parents/guardians attend parent-teacher conferences. Research indicates parental involvement impacts and increases student achievement. Our school welcomes all parents to participate in parent-teacher conferences. These will be held in the fall and in the spring. Dates, times, and information will be announced.

Rights of Non-Custodial Parents

If you are a noncustodial parent, you have the same rights to student records, progress reports, school mailings, school visits, and parent-teacher conferences as a custodial parent unless a court order restricts such rights. If a court order is in place, the custodial parent must provide a copy to the school principal. It is the responsibility of a noncustodial parent, if desired, to give the school his/her address and contact information, request to be consulted regarding their child, and be placed on school mailing lists. Only the custodial parent/legal guardian can remove a child from school or give permission for the child to be removed from school by another adult.

Rights of Foster Parents

As a foster parent, you have many of the same rights as biological parents or legal guardians for the duration of the child's placement in your home. In some cases, however, these rights are restricted by law. One such case is the authorization of an Individualized Education Program (IEP) evaluation for the child. A foster parent cannot authorize an IEP evaluation unless all attempts to contact the biological parent or legal guardian have failed or the biological parents' rights have been terminated. In addition, foster parents generally cannot change a student's school placement. Contact the Department of Student Services for details.

Family Volunteers

Persons interested in volunteering are encouraged to follow the appropriate volunteer application process defined by the district. MPS defines a volunteer as a person who provides services on an ongoing or one-time basis. Persons looking to serve on an ongoing basis or for more than 5 hours a week or for an overnight field-trip, must complete an online volunteer application, pass a criminal background check (for those 18 years of age or older) and be provided with a volunteer assignment by the school administrator or parent coordinator. Persons looking to participate in a day field-trip or other one-time activity, must complete a volunteer waiver form. A link to the online volunteer application can be found on the district's volunteer webpage under the **Community** tab. The volunteer waiver can be found under resources on **mConnect** under the volunteer page for the Department of Strategic Partnerships and Customer Service.

School Engagement Council

The purpose of the School Engagement Council is to provide a forum for parents, teachers, community members, students and principals to work together in providing continued analysis and improvement of public-school policies, curriculum and School Improvement Plan. The council's decision-making authority is advisory with respect to all duties, powers and responsibilities, with the sole exception of the council's authority and responsibility to submit a signature page with its school's annual budget and the school's annual School Improvement Plan. Council participation is on a voluntary basis via a school-based election process. The council is not intended to replace a parent organization.

Insert the names of current School Engagement Council members here.

Title I: District Advisory Council

In accordance with the Elementary and Secondary Education Act (Section 1118) and the *Wisconsin Department of Public Instruction Title I Parental Involvement Guidelines*, Milwaukee Public Schools established the District Advisory Council (DAC) as a means to ensure the opportunity for parents of all students to share their ideas on the needs of children, assist in the planning and operation of Title I programs for children, and participate in evaluating the success of Title I efforts. Our school is required to have two parent delegates. If you are interested in representing our school in this area please contact the school administrator or visit the Parent link on the MPS home page for more information. The Department of Strategic Partnerships & Customer Service (formerly Business, Community & Family Partnerships) is responsible for the oversight of all DAC functions. The SPC department is in Room 131 of the Central Services Building.

Clement Avenue Family Space

Insert information about your parent center/family resource center, etc. including the hours, location and contact information of the parent coordinator.

Department of Student Services

Central Services, 5225 W. Vliet St., Room 133; (414) 475-8448

Parent/Student Handbook on Rights, Responsibilities and Discipline

The Parent/Student Handbook on Rights, Responsibilities and Discipline will be sent home with students at the beginning of each school year. Handbooks are also available at each school, at Central Services and on the district website under the *Families* tab. (www.mpsmke.com/rights)

Tips for Parents

- Make sure that your child is in school every day and on time; school starts at **7:20 AM**
- Call the school when your child is absent at **414-294-1514**
- Make sure that your child gets the proper amount of sleep every night.
- If your child brings a cold lunch, make sure that it is nutritional.
- Check your child's book bag every day.
- Read with or have your child read every day.
- Assist your child with homework/practice.
- Encourage your child to keep a writing journal.
- Attend fall and spring Parent/Teacher Conferences.
- Make sure that your child stays to the end of every school day at **2:20 PM**. Every minute of instruction, from the start to the end of each school day, is important!
- Contact the teacher with academic concerns or recognized growth you see.
- Provide your child with comments of encouragement, regularly.
- Ensure your child is dressed appropriately.
- Help in your child's classroom when you are able.
- Attend field trips when your schedule allows it.
- Be a part of the School Engagement Council and/or parent organization.

Handling of Discipline

<https://mps.milwaukee.k12.wi.us/en/Families/Education-Resources/Handbooks-Discipline.htm>

In accordance with Administrative Policy 8.28: Student Discipline, administration must provide documentation of suspension prior to suspension beginning and all efforts to contact the family must take

place. If your child has been suspended and you have not received documentation, please contact the school’s administration.

If you have any concerns with how discipline is handled with your student after a behavior incident occurs, please contact school administration. If you are not satisfied with the school-based resolution, please contact www.mpsmke.com/parentconcerns.

Complaints/Disagreements with Schools

How to Resolve Regular Education Complaints/Disagreements with Schools: MPS wants to help parents and families find solutions when there is a problem or disagreement about their child’s education. The process is called “dispute resolution.” By working in partnership with your child’s school, parents and school staff can quickly find solutions. All MPS staff members working on complaints are required to keep information confidential.

STEP 1	
<i>Where should I start my complaint?</i>	Contact the school principal or leader. You may make a verbal or written complaint. An attempt will be made to address the complaint within five business days. If the school leader cannot address the complaint within five days, he or she should inform the parent and resolve the issue expeditiously.
STEP 2	
<i>What if I am not satisfied with the school-based resolution?</i>	You can file a complaint online at mpsmke.com/parentconcerns . Once filed, the complaint will be directed to a designated MPS employee who will investigate and follow up with the problem.
STEP 3	
<i>What if I am not satisfied with the resolution of my complaint by the school or other personnel?</i>	You can contact the Office of Board Governance with a written complaint at governance@milwaukee.k12.wi.us or at (414) 475-8284.

If a complaint has already had an attempted resolution at Steps 1 and 2 of this process, and now the complaint is with district policies or a family member believes policy has not been followed in the resolution, then the Office of Board Governance will route to applicable chief administrators in order to coordinate a response.

SECTION 3: CURRICULUM AND INSTRUCTION

Wisconsin Department of Public Instruction (DPI) Report Card for the School

FINAL - PUBLIC REPORT - FOR PUBLIC RELEASE November 17th, 2019

Milwaukee
District Report Card | 2018-19 | Summary

Overall Score

58.4

☆☆☆☆☆
Meets Few Expectations

Overall Accountability Ratings	Score
Significantly Exceeds Expectations	83-100 ☆☆☆☆☆
Exceeds Expectations	73-82.9 ☆☆☆☆
Meets Expectations	63-72.9 ☆☆☆☆
Meets Few Expectations	53-62.9 ☆☆☆☆
Fails to Meet Expectations	0-52.9 ☆☆☆☆

Priority Areas	District Score	Max Score	State Score	Max Score
Student Achievement	32.4/100		62.3/100	
English Language Arts (ELA) Achievement	17.8/50		31.6/50	
Mathematics Achievement	14.6/50		30.7/50	
District Growth	64.1/100		66.0/100	
English Language Arts (ELA) Growth	34.9/50		33.0/50	
Mathematics Growth	29.2/50		33.0/50	
Closing Gaps	63.9/100		68.8/100	
English Language Arts (ELA) Achievement Gaps	17.9/25		18.1/25	
Mathematics Achievement Gaps	17.9/25		18.0/25	
Graduation Rate Gaps	28.1/50		32.7/50	
On-Track and Postsecondary Readiness	67.7/100		84.8/100	
Graduation Rate	27.4/40		36.3/40	
Attendance Rate	34.3/40		36.6/40	
3rd Grade English Language Arts (ELA) Achievement	3.3/10		6.2/10	
8th Grade Mathematics Achievement	2.7/10		5.7/10	

Priority Area Weights	Percentage Weight
Student Achievement	5.0%
District Growth	43.0%
Closing Gaps	25.0%
On-Track and Postsecondary Readiness	25.0%

Note: For details about how weights are determined, see weighting calculator: https://oea-dpi.shinyapps.io/overall_weighting_calculator/

Student Engagement Indicators	Total Deductions: -5
Absenteeism Rate (goal <13%)	Goal not met: -5
Dropout Rate (goal <6%)	Goal met: no deduction

Test Participation Information				
Includes Forward Exam (grades 3-6), ACT Aspire (9 and 10), ACT (11), and Dynamic Learning Maps (3-11)				
Group	ELA 1-Year	ELA 3-Year	Math 1-Year	Math 3-Year
All-Students Rate	92.4%	91.4%	92.7%	91.8%
Lowest Subgroup Rate: SwD	87.6%	86.7%	88.1%	87.2%

* denotes at least a 10-point Overall Score change in a single year when present. Wisconsin DPI considers this amount of change an outlier which may not reflect the actual magnitude of change in performance.

Wisconsin Department of Public Instruction | dpi.wi.gov Page 1

Report cards for different types of schools or districts should not be directly compared.

School Improvement Plan (SIP)

A copy of the school's improvement plan can be requested from the school principal at any time.

Top Grade Completion

- Dates and times for Completion exercises will be scheduled and posted. Administrators, teachers, parents, and students will be involved in planning and supervising the activity.
- Students who are promoted from eighth grade to ninth grade will be required to meet standards

Standards-Based Report Cards/Progress Reports

To ensure that parents/guardians are kept informed of their children's progress in school, Elementary and K8 parents at Clement Avenue will receive three standards-based report cards and three interim progress reports. Students do not receive a letter grade for each subject but will be provided with marks that indicate levels of proficiency. Traditional middle and high school report cards will be

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distributed to parents/guardians at the snapshot date and end of each semester, based on each school's course schedule.

Campus Parent / Campus Student APPS are available for any smart device or personal computer, allowing full access to attendance, grades, schedules, report cards, transcripts, etc. **Please contact the school's Parent Coordinator for assistance.**

MPS continues to implement new, more rigorous standards for what every child should know and be able to do in each subject area and grade level.

The Standards-Based Report Card:

- Provides accurate and meaningful information about a student's strengths, challenges and performance.
- Clarifies and reinforces consistent high expectations for students and schools.
- Helps teachers, students and families focus on standards throughout the year.
- Provides specific feedback toward the standards.
- Allows students, families and teachers to work together to set meaningful goals for improvement.
- Provides information about a student's work habits, behaviors and efforts.

Achieving these college- and career-ready standards requires continuous monitoring of progress and additional support targeted to those who need it.

School Homework Policy

Homework is an important part of the learning process that should be viewed as an opportunity for students to practice new skills and reinforce classroom lessons. Most homework is considered practice, which will not be graded. Instead, students will receive feedback that allows them to improve their skills before being graded. Some extended homework or projects may receive a grade or proficiency level feedback.

Teachers will develop their own homework policy and procedures and share it with parents. **Homework is to provide practice, reinforcement and extension of the school instructional program and is to be designed so that students will experience success in completing it.** All students will receive homework assignments nightly.

Textbooks/Instructional Materials and Equipment

All students will be provided with the necessary textbooks/instructional materials by the school textbook coordinator. All issued textbooks and instructional materials must be returned undamaged at the end of the school year or at the time of withdrawal.

Assessment

The MPS Strategic Assessment Systems measure progress towards college and career readiness through formative, interim, and summative measures. We believe in ethical use of assessments and data, decisions based on facts, collaboration, and connectivity between curriculum, assessment, instruction, and continuous improvement. We are committed to providing accurate, timely, and meaningful data that is easily accessible and user-friendly for educators, parents, and the community. More information is available for families about the assessments given at each grade level.

<https://mps.milwaukee.k12.wi.us/en/Families/Education-Resources/Parent-Guides.htm>

SECTION 4: MAINTAINING A SAFE SCHOOL ENVIRONMENT

Our school is committed to providing a safe and effective learning environment. The safety of all students, teachers and staff at our school is of utmost importance. It is the expectation that all district and school rules and policies be followed.

The MPS *Parent/Student Handbook on Rights, Responsibilities and Discipline* is sent home with each MPS student at the start of each school year and is also available online at <http://mpsmke.com/rights>. This handbook provides families with detailed information regarding the MPS discipline policy.

School Discipline Rules/Positive Behavior Intervention and Support (PBIS)

All students have the right to feel safe and the obligation to respect each other and all adults in and outside the school building. All students are expected to be at their best behavior in order to create a safe learning environment conducive to learning. Please contact your classroom teacher to learn about classroom specific expectations, rules and procedures.

Our school rules and expectations are aligned to our PBIS goals, which support students' success in Being Safe, Being Respectful, and Being Responsible and Being Ready to Learn. Minor infractions regarding student behavior will be handled through the teacher. **See the attached Minor Discipline Form.**

Students that violate the same rule that resulted in a Minor Discipline Form, **three times**, will be issued SBI (Student Behavior Infraction) Major Form. All SBI forms become entered into our MPS Infinite Campus data base. Any fighting, harassment, extreme bullying, inappropriate language, and electronic device violations can result in an SBI Major Form as well, even without a prior Minor Form infraction, depending on the severity of the infraction.

For Middle School students that receive three lunchroom detentions, they may serve and after school detention, which are held on Wednesdays and Thursdays from 2:10-3:30 PM. Also, a severe violation of a school rule could lead, automatically, to an afterschool detention. Students that miss the bus as a result of after school detention must be picked up by a parent or guardian.

For suspension and expulsion procedures and policies, please review MPS Parent/Student Handbook on Rights, Responsibility, and Discipline.

Clement Avenue School- Minor Discipline Form

Behavior Warning Official Demerit Detention Behavior Intervention

Student Name _____ Grade _____ Room # _____
Issued By _____ Date Issued _____ Time _____

Check the appropriate box and write a brief description of what happened:

- | | |
|---|--|
| <input type="checkbox"/> Incomplete assignment | <input type="checkbox"/> Disruption of school environment |
| <input type="checkbox"/> Inappropriate language | <input type="checkbox"/> Chronically not prepared for class |
| <input type="checkbox"/> Inappropriate physical contact | <input type="checkbox"/> Refusal to follow instructions or work |
| <input type="checkbox"/> Minor vandalism | <input type="checkbox"/> Disrespect for staff or students |
| <input type="checkbox"/> Leaving class without permission | <input type="checkbox"/> Inappropriate use/possession of electronics |
| <input type="checkbox"/> Other _____ | |

Narrative Description

Student Signature _____ Parent Signature _____

**Please sign and return this slip to your child's homeroom teacher the following day.

White Copy – Parent Yellow Copy – Office Pink Copy – Homeroom Teacher

Clement Avenue School – SBI (Student Behavior Infraction - Major)

Documented Behavior Incident Referral in Infinite Campus

Student Name _____ Grade _____ Room # _____
 Issued By _____ Date Issued _____ Time _____

Check the appropriate box and write a brief description of what happened:

- | | |
|---|---|
| <input type="checkbox"/> Inappropriate Language - Major | <input type="checkbox"/> Fighting |
| <input type="checkbox"/> Disruption – Major | <input type="checkbox"/> Inappropriate Sexual Contact |
| <input type="checkbox"/> Gross disrespect | <input type="checkbox"/> Theft - Major |
| <input type="checkbox"/> Inappropriate physical contact – Major | <input type="checkbox"/> Extreme Bullying |
| <input type="checkbox"/> Chronic Bullying | <input type="checkbox"/> Battery |
| <input type="checkbox"/> Electronics – Repeat or Major | <input type="checkbox"/> Assault |
| <input type="checkbox"/> Other | <input type="checkbox"/> Extreme Offenses |

Narrative Description

Consequences

- | | |
|--|---|
| <input type="checkbox"/> Conference with Principal | <input type="checkbox"/> In School Suspension |
| <input type="checkbox"/> Office Detention | <input type="checkbox"/> Suspension |
| <input type="checkbox"/> Behavior Plan | <input type="checkbox"/> Other _____ |

Student Signature _____ Parent Signature _____

****Please sign and return this slip to your child's homeroom teacher the following day.**

White Copy – Parent

Yellow Copy – Office

Pink Copy – Homeroom Teacher

Lunch Behavior Expectations

LUNCHROOM RULES

Our school has a "soft voice" lunchroom policy. The term "soft voice" is synonymous with "low level of noise." The purpose of the "soft voice" lunchroom policy is to afford students a pleasant environment in which to enjoy their meals, eat more, and relax in a peaceful setting before their afternoon activities. Teachers are expected to discuss the "soft voice" lunchroom policy with students beginning on the first day of school.

Teachers who are not working in the lunchroom are responsible for assuring that their students are "quiet and orderly" in the lunch line before leaving them in the care of the lunch program supervisory staff.

Lines waiting for lunch are considered silent zones, there is a silent line rule. Talking is not permitted. Students who are disruptive while in line will be asked to stand on the wall until the end of the line. Students are not to give "skips" or take "skips" in line. Students will be seated in the order they are in line. **Once seated, students are not to leave their place without permission from the lunch supervisors.** Students are not to play with food, throw food, give it to others, or take it from the lunchroom. **No soda is allowed for bag lunches or as an extra drink for students eating school lunch.**

Students who disrupt the lunchroom program will remain in the lunchroom, seated away from their classmates, until all other students have been dismissed. These students will then be dismissed to the playground (or classroom) depending upon the time of day.

Playground Behavior Expectations and Procedures

Be Safe	Participate in appropriate games/activities Be alert of your surroundings Stay in assigned area
Be Respectful	Use polite language Play Cooperatively Include Everyone Handle playground problems during a non-instruction time
Be Responsible	Clean up equipment Accept consequences without arguing Dress for weather Line up promptly Leave playground issues on the playground and return to class/work as soon as possible
Be Ready	Be Ready to follow school rules and make good choices

The school administrator will establish the schedule for grounds/playground supervision. Staff will refer to the schedule for assignment of duties. Staff members who are assigned to the grounds/playground should go out on duty when the students exit the building.

School Bus Behavior Expectations and Procedures

This information will give you a better understanding of what you as parents/guardians can do to help your child enjoy a safe bus ride to and from school.

Since the time before and after school is as crucial to your child's health and safety as the time during school, a safe bus ride is a key element of your child's education. A safe bus ride for your child is our main priority. However, we need your help. Parents please review the following bus rules and safety guidelines with your child:

- Remain seated at all times.
- Follow any directions given by the school bus driver.
- Respect your neighbor (no fighting, pushing, or shoving).
- Never throw objects in the bus or out of the bus windows.
- Keep head, hands, and arms inside the bus at all times.
- Profanity is not allowed.
- No yelling or shouting (loud noises distract the driver).
- Respect your neighbor's property when waiting for the bus.

Bus Disciplinary Procedures:

Students who disobey bus rules will be subject to the same disciplinary actions as at school. If the student violates the bus rules, the driver will file a written report with your child's school. Parents will be notified when riders break the rules. A rider may have bus riding privileges suspended by school officials when the unacceptable behavior jeopardizes other passengers and the safe operation of the school bus.

School Bus Stops:

Parents/guardians should instruct their child not to cross the street diagonally or behind the bus. Parents picking up and/or dropping off students at the bus stop should park safely away from the stop, but on the same side of the street as the bus stop to avoid the possibility of a student being hit by a vehicle while crossing the street. Parents should remind the child to stay out of the DANGER ZONE (*the area in front of the bus, area in back of the bus, and the area around the side of the bus where the driver is unable to see the child*).

As the child nears his/her corner or drop-off site he/she should begin to gather belongings and wait for the bus to come to a complete stop.

After leaving the bus, the child is to remain on the sidewalk until the bus pulls away. This allows the child to have an unobstructed view of any oncoming traffic. The child should then proceed directly to his/her residence.

Bus Accidents:

School bus transportation is the safest form of passenger transportation. Bus drivers are specially trained and licensed as school bus drivers. School buses are regularly inspected to ensure each bus meets all safety standards. If your child is involved in an accident, your school will contact you within 24 hours of the accident. If your child complains of an injury, seek medical attention immediately.

Absence of a Responsible Person:

K3, K4, K5, and certain students with special needs must be received by a responsible person when they leave the school bus at the end of the day. If there is not a responsible person to receive the child, the bus company will attempt to contact the parent or guardian. If unsuccessful, the company will transport the child to the MPS Child Care Center at the MPS Administration Building at 5225 West Vliet Street. The Child Care phone number is (414) 475-8462. The parent will be required to pick up the child from that location. If a parent receives three (3) *Absence of Responsible Person* notices in a year, bus service for that child may be cancelled.

Emergency Contact Information:

Bus companies may access the emergency contact information furnished to your child's school. This information is provided to them to help ensure the safe and timely return of children who may have become lost or confused. The bus companies are aware that any information they obtain is to be used only for that purpose and is to be treated in a highly confidential manner. Please be sure this information is accurate and up to date. Notify your child's school of any changes.

Behavior Problems on Bus:

If you feel your child's safety is being jeopardized by the behavior of other riders, you should contact your child's school.

Inappropriate Driver Behavior:

If you suspect your child's bus driver is engaging in inappropriate behavior, you should first contact your child's bus company. If the problem continues, contact your child's school. If you notice a bus speeding, traveling in an unsafe manner, or the driver is talking on a cell phone, call Pupil Transportation at (414) 475-8922. Please note the name of the bus company, the bus number, and the time and location of the bus.

Driver/Parent/Student Conflict Prevention Tips:

Cooperation between parents and the bus driver will insure a safe bus ride for all riders. Please follow these simple guidelines:

- ❖ Be at your child's stop on a regular basis and get to know the bus driver.
- ❖ Speak to the driver from the curb or sidewalk.
- ❖ Wait for all students to board before speaking to the driver.
- ❖ Do not board your child's bus unless authorized.
- ❖ Do not request route changes with the driver.
- ❖ Do not threaten the driver or other riders at the bus stop or on the bus.

Bus Pass Distribution Procedures

Schools are responsible for the distribution of bus tickets and or assistance in troubleshooting issues related to MCTS card usage. Most schools utilize yellow school buses as the student's primary means to

and from school. Schools do however utilize MCTS bus cards for as-needed situations that require emergency rides home or for transportation after school events. Only students eligible for transportation services according to school board policy are to be issued transportation bus cards.

SECTION 5: EXPECTATIONS

Our school is committed to providing a safe and effective learning environment. All students in the school must follow the Code of Conduct/Classroom Conduct and meet the following expectations:

Student Dress Code

District or school uniform should be worn with the exception of where a guardian or school has opted out of the district uniform policy. Each individual school will address inappropriate attire if it disrupts the teaching and learning of others.

- Students should dress in age-appropriate clothing that will lend itself to the learning environment.
- Students should wear appropriate clothes for the weather. Coats, jackets, boots, or other clothing that might be removed during the school day should be marked with your child's name.
- Students need to wear clothing that is not overly revealing.

School Uniform Policy

Beginning with the 2017–18 school year, MPS will require school uniforms across the district. This decision was made by the Milwaukee Board of School Directors to promote a positive school environment. School uniforms have a number of benefits.

- School uniforms reduce distractions and judgments based on appearance.
- Uniforms are affordable and save families money.
- Uniforms help students arrive at school feeling ready to learn.
- Some schools have selected additional school colors that may be worn. All clothing must be plain without any brand names, insignia, manufacturer's logos, or pictures visible, except for a school logo.

Inappropriate Personal Property

Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others such as food, beverages, laser pointers, electronic and communication devices, all toys, games, cards, large amounts of money, expensive jewelry and jackets should not be brought to school. The school is not responsible for any lost or stolen items.

Equipment from Home

All equipment needed for recess and physical education is furnished by the school district. Balls, jump ropes or other play equipment should not be brought to school and is not the responsibility of the school.

Cell Phones/Communication Devices

While on premises controlled by Milwaukee Public Schools, students are not allowed to activate, use or display electronic communication devices, such as cell phones and pagers, for a purpose other than an approved educational purpose. Violation of this rule will result in discipline according to district policy.

If devices are activated, used or displayed in violation of this policy, they will be confiscated. If a student activates uses or displays a communication device to endanger the physical safety or mental well-being of others, the student will be recommended for expulsion. This includes capturing, distributing, displaying, sharing and posting inappropriate images that disrupt the learning environment.

In the event that communication devices are brought to school, the school and school district will not be financially responsible for lost or stolen items.

Telephone Calls for Students

It is the goal of our school to offer all students an environment of uninterrupted learning so that they can achieve academically. In order to protect learning, the school requests that if a parent/guardian needs to communicate with his/her child during the school day, they leave a message at the school office, which will convey the message to the student. **If there is a home emergency, please ask to speak to an administrator.**

Student IDs (middle and high school)

All students need a school ID card to receive a school lunch.

School Communication with Families/Family Newsletter

Our school believes it is important to keep parents informed of school news, services, activities and events. The school will send regular correspondence to families. Families should also subscribe to the quarterly district eNewsletter for families on the bottom of the MPS home page.

When parents/guardians wish to contact their child's teacher, please email the teacher directly. You may also call the main office at 414-294-1500 to leave a message or leave a voice message on the teacher's extension (numbers are listed above). The teacher will return the call within 24 hours.

Parent/Guardian Concerns and Visiting Your Child's Classroom

Visitors are welcome in all MPS schools. *Because the safety of all children is important to us, MPS requires that all visitors:*

- Use the designated main entrance.
- Report to the office/security desk.
- **Show some form of identification.**
- Sign in on the MPS Visitor Record.
- Wear/display the MPS Visitor Pass, while in the school, at all times.
- **Be escorted to the requested location** or simply drop the items at the office for the least disruption to the classroom setting.
- Return the Visitor Pass to the office/security desk and sign out.

Lack of cooperation may constitute trespassing.

Our school believes in assisting parents/guardians in resolving any concern they may have. A parent may come to the school office to express either verbal or written concerns. Our school believes in assisting parents/guardians in resolving any concern they may have. A parent may come to the school office to express either verbal or written concerns.

SECTION 6: SCHOOL POLICIES AND PROCEDURES

Census Verification Report

The Census Verification report replaced the Emergency Contact card. The Census Verification report is used to verify that the current guardian, household and non-household contact information is correct. It is also used to identify any person listed in the household or non-household that should not be able to pick up a student. The Census Verification report also lists current Health Conditions that have been entered into the student record. The parent/guardian either verifies that the household, demographic and health information is accurate or makes the appropriate changes and returns the Census Verification to the school. It is important to complete and return the Census Verification form at the beginning of the school year. When there is a change of address, phone number, or guardian at any time during the school year, these changes should also be communicated to the school in a timely manner as well.

Breakfast and Lunch Procedures

All students are able to receive breakfast and lunch at no charge each day of the school year. However, if your student chooses not to participate in the meal program, s/he may bring a breakfast or lunch from home. Students are encouraged to bring nutritious foods such as fruits, vegetables, whole grains etc.

Parents/guardians who want their student to be able to purchase additional milk or a la carte menu items to supplement the school meal or the meal from home may choose to set up an account at www.MyPaymentsPlus.com.

Students are not allowed to leave the building during their breakfast or lunch hour.

Breakfast Procedures

ALL students will be offered a UNIVERSAL **FREE BREAKFAST** in their classrooms each morning. Students who arrive late due to a late bus are still entitled to participate in the UNIVERSAL FREE BREAKFAST program. Please make sure your child arrives on time so they may participate in the breakfast program and allow them to start the day off successfully.

Lunch Procedures

All students are eligible to receive a lunch at no charge.

Parents/guardians who want their student to be able to purchase a second meal, additional menu items and/or milk ala carte may choose to set up an account at www.MyPaymentsPlus.com.

The student may also give their money to Linda Roeder. Students may bring a cold lunch. If they choose not to participate in the lunch provided by the school, we encourage students to bring a nutritious (fruits, vegetables, whole grains) bag lunch.

Field Trips

Field trips are an extension of units of study being taught by the teacher and become an essential part of the total learning experience for students. Field trips assist in the teaching and learning process and have learning objectives for these experiences. They are an important part of the student's education. Our school encourages all students to participate. Parents/guardians must sign a permission form for each field trip and return it to the classroom teacher. The signed form will be filed at the school.

Fundraisers

Fundraisers are conducted by our school and parent organization to raise money for the benefit of our students and school. Student participation is voluntary with parental permission. Students participating in sponsored fundraising activities are not allowed to be involved in door-to-door sales. Fundraising activities will not impose on instructional time during the regular school day.

School Supplies (Pre-school – Grade 8)

All children need to be prepared with their school supplies on the first day of school. Each grade level has a special supplies list. Our school will distribute the school supplies list at the start of the school year. The list is also posted on the MPS website under the **families** tab. Please make sure to put your child's name on his/her supplies. Head Start students do not need supplies.

Emergency Drills

Our school will hold emergency drills on a regular basis. Fire drills and emergency lockdown drills are held once a month. Tornado drills are held once a year in April. Bus evacuation drills are held twice a year.

SECTION 7: EXTRA-CURRICULAR ACTIVITIES

Clement Avenue Sports

Clement Avenue School is proud to offer many opportunities for our students to participate in organized team sports. We believe that participation in extracurricular activities provides our students with another opportunity to learn about teamwork, sportsmanship, peer socialization, goal setting and physical fitness. We are thrilled to be able to offer the following activities for our students:

Basketball	Cheerleading
Volleyball	Soccer
Cross Country	Softball
Flag Football	T-Ball

Other sports information will be provided in our weekly newsletter.

SECTION 8: NONDISCRIMINATION POLICY

It is the policy of Milwaukee Public Schools that, as required by Wisconsin Statutes §118.13 and PI 9, no person will be denied admission to any school in the district; excluded from the benefits of pupil services; not allowed to participate curricular, extra-curricular, recreation, or other activities; or in any other way discriminated against because of the person's ancestry, color, creed, gender, national origin, race, religion, sex, sexual orientation, marital, pregnancy, or parental status, physical, mental, emotional or learning disability.

This policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race, color, and national origin), Title IX of the Education Amendments of 1972 (sex), and Section 504 of the Rehabilitation Act of 1973 (disability), and the Americans with Disabilities Act of 1990 (disability).

The following individuals have been designated to handle inquiries regarding the non-discrimination policies:

For §118.13, Wisconsin Statutes, federal Title IX: Matthew Boswell, Senior Director, Department of Student Services, Room 133, Milwaukee Public Schools, 5225 W. Vliet St., P.O. Box 2181, Milwaukee, Wisconsin, 53201-2181 (414) 475-8027

For Section 504 of the Rehabilitation Act of 1973 (Section 504), federal Title II: 504/ADA Coordinator for Students, MPS Department of Specialized Services, 5225 W. Vliet St., P.O. Box 2181, Milwaukee, Wisconsin, 53201-2181. (414) 438-3677 TTD: (888) 692-1408

SECTION 9: ATTACHMENT

Acknowledgement for the School–Family Compact and Acknowledgement for the Family School Manual

ACKNOWLEDGEMENT FORM

The School–Family Compact

In the school compact, families and school staff agree how to work together. Every Title I school must develop a School–Family Compact. The purpose of this agreement is to help parents and teachers come to a consensus on the responsibilities that impact student achievement. The underlying assumption is that a student’s academic success will improve when the home and school work together.

It is important that parents/guardians review and discuss the School–Family Compact with their child(ren). We request that the parents/guardians and students sign and return the bottom portion of this form to the classroom teacher.



We have reviewed and discussed the School–Family Compact with our child.

Student Name _____ Room # _____

Parent Signature _____ Date _____

Student Signature _____ Date _____

Family School Manual

It is important that parents/guardians review and discuss the Family School Manual with their child(ren). We request that the parents/guardians and students sign and return the bottom portion of this form to the classroom teacher.



We have reviewed and discussed the Family School Manual and agree to follow all rules and expectations set by the school.

Student Name _____ Room # _____

Parent Signature _____ Date _____

Student Signature _____ Date _____