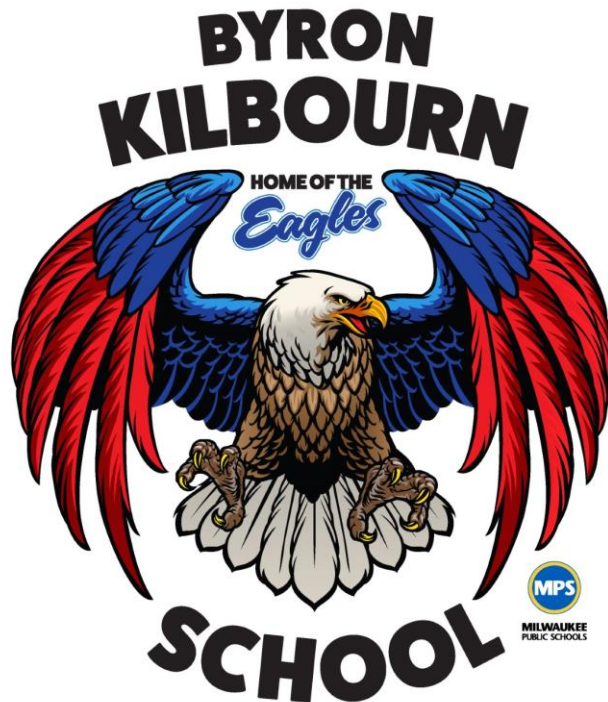




**MILWAUKEE  
PUBLIC SCHOOLS**

# Byron Kilbourn Elementary School



Family School Manual  
**2023-2024 School Year**

**Jason Galien – Principal**

*Revised: 9/5/22 JG*

## Table of Contents

<b>SECTION 1: INTRODUCTION</b>	<b>Page 4</b>
From the Principal	
School’s Mission, Vision and Goals	
Staff Roster and Contact Information	
School Calendars/Events	
School Daily Schedule	
Student Entry Procedures	
Student Dismissal Procedures	
Before and After-School Services and Programs	
Extended Learning Opportunities	
Parking	
Student Attendance/Tardiness	
Transportation Policies	
<b>SECTION 2: FAMILY ENGAGEMENT</b>	<b>Page 10</b>
MPS Family–School Partnership Pledge	
The School–Family Compact	
Open House	
Parent–Teacher Conferences	
Parent Volunteers	
School Governance Council	
Title I: District Advisory Council	
Family Space	
Department of Family and Student Services	
Parent/Student Handbook on Rights, Responsibilities and Discipline	
Tips for Parents	
Complaints/Disagreements with Schools	
<b>SECTION 3: CURRICULUM AND INSTRUCTION</b>	<b>Page 17</b>
School Improvement Plan	
High School Graduation Requirements	
Standards-Based Report Cards/Progress Reports	
School Homework Policy	
Textbooks/Instructional Materials and Equipment	
Assessments	
<b>SECTION 4: MAINTAINING A SAFE SCHOOL ENVIROMENT</b>	<b>Page 20</b>
School Discipline Rules/PBIS	
Lunch Behavior Expectations	
Playground Behavior Expectations and Procedures (K–8)	

Bus Disciplinary Procedures  
School Bus Stops

**SECTION 5: EXPECTATIONS**

**Page 23**

Student Dress Code  
Inappropriate Personal Property  
Equipment from Home  
Cell Phones/Communication Devices  
Telephone Calls for Students  
Student IDs  
Communication with Families/Family Newsletter  
Parent/Guardian Concerns, Visiting Your Child's Classroom

**SECTION 6: SCHOOL POLICIES AND PROCEDURES**

**Page 25**

Census Verification Report  
Breakfast Procedures  
Cold Lunch/Lunch Procedures  
Field Trips  
Fundraisers  
School Bookstore  
School Supplies  
Emergency Drills

**SECTION 7: EXTRA-CURRICULAR ACTIVITIES**

**Page 27**

Extracurricular Activities Offered

**SECTION 8: MPS Non-discrimination Policy**

**Page 27**

MPS Non-discrimination Policy

**SECTION 9: ATTACHMENT**

**Page 27**

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

## **SECTION 1: INTRODUCTION**

### **From the Principal**

Welcome back! We hope the summer break was safe and relaxing for everyone. This will be another exciting school year full of fun and learning. Please watch our marquee, school messenger, class dojo, and our school's website to get the most recent information.

### **School Mission, Vision and Goals**

#### **Vision**

*Byron Kilbourn School will be among the highest-student-growth schools in the district. All Kilbourn staff will be committed to providing an equitable educational environment that is child-centered, supports achievement, and respects and embraces diversity.*

#### **MISSION**

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

#### **VALUES**

- (a) **Inclusiveness**—we respect all people, value diversity, and are committed to equality.
- (b) **Participation**—we value and recognize the contribution of all staff members, volunteers, community partnerships, organizations, and all stakeholders that enrich our learning capacity
- (c) **Quality**—we strive for excellence through continuous improvement.
- (d) **Alliance**—we are wholly committed to a culture of teamwork and collaboration.

**Staff Roster and Contact Information, including MPS email**

## Staff Roster 2023-2024

Jason Galien	School Principal	Main Office	EXT: 34505
Tanya Taylor	School Secretary	Main Office	EXT: 34510
Christine Kettner	School Book keeper	Main Office	EXT: 34531
Kilbourn Camp	MKE Rec	Room: 100	EXT: 34533
Baade, Stephanie	4 <sup>th</sup> Grade Teacher	Room: 206	EXT: 34574
Bennett, Moreen	Bldg Supervisor Helper 1	Room: 132	EXT: 34545
Berg, Laura	3 <sup>rd</sup> Grade Teacher	Room: 204	EXT: 34575
Bavuso, Michelle	Sp. Ed. Supervisor	Room: 131	EXT: 34554
Briscoe, Tiegan	K5 Teacher	Room: 110	EXT: 34580
Broughton, Debra	Classroom Para	Room: 116	EXT: 34565
Bruesewitz, Kathleen	K4 Teacher	Room: 113	EXT: 34579
Bullion, Samantha	SP. Ed. Early Childhood	Room: 211	EXT: 34523
Crumpton, Barbara	School Engineer	Room: 132	EXT: 34545
Davis, Rozlind	Parent Coordinator	Room: 102	EXT: 34559
Dupree-Cain, Tiffany	SST	Room: 200	EXT: 34583

Glenn, Katelyn	School Psychologist	Room: 131	EXT:34514
Griffin, Leilone	Kitchen Manager	Room: 126	EXT: 34519
Harris, Alida	2 <sup>nd</sup> Grade Teacher	Room: 211	EXT: 34523
Hickman, Nanette	SP. Ed. Resource	Room: 210	EXT: 34584
Holmes, Laurie	School Nurse	Room: 201	EXT: 34506
Howard, Tyrone	Classroom Para	Room: 208	EXT: 34590
James, Kena	School Safety	Main Entrance	EXT: 34534
Kostuck, Sherita	K5 Teacher	Room: 114	EXT: 34564
LaMarre, Christine	2 <sup>nd</sup> Grade Teacher	Room: 208	EXT: 34590
Library	Library	Room: 101	EXT: 34532
Mason, Larry	Bldg. Service Helper 1	Room: 132	EXT: 34545
McDaniels, Anthony	5 <sup>th</sup> Grade Teacher	Room: 209	EXT: 34571
O'Callaghan, Megan	Speech Pathologist	Room: 113	EXT: 34551
Pitts, Alex	General Aid	Room: 111	EXT: 34570
Pitts, Destiny	CHA (Talent Bridge)	Room: 209	EXT: 34571
Randolph, Sherise	Head Start Teacher	Room: 115	EXT: 34577
Redel, Sharon	Head Start Teacher	Room: 116	EXT: 34565
Rolison, Katie	Physical ED	Gym	EXT: 34585
Smith, Laurie	CHA (Parallel)	Room:115	EXT: 34577
Love, Shanita	CHA (Parallel)	Room:114	EXT: 34564
Schmidt, Mark	1 <sup>st</sup> Grade Teacher	Room: 108	EXT: 34578
Smith, Maddie	K3 Speech Teacher	Room: 212	EXT: 34582

Staton, Judy	Sp. Ed. Resource	Room: 210	EXT: 34576
Sutton, Taylor	Classroom Para	Room: 206	EXT: 34574
Vacant	Art Teacher	Room: 100	EXT: 34533
Vacant	Music Teacher	Room: 212	EXT: 34572
Taylor, Terri	School Social Worker	Room: 131	EXT: 34554
Wade, Ena	CHA	Room: 116	EXT: 34565
Whitehurst, Patricia	Classroom Para	Room: 108	EXT: 34578
El-Berki, Yassine	Tech Support	Room: 202	EXT: 34573

## **School Calendars/Events – See Weekly Flyers and School Website**

### **School Daily Schedule**

<b><u>School</u></b>	<b><u>Hours</u></b>
Office:	7:00am until 3:30pm daily
Breakfast:	Served daily in the classrooms
Warning bell:	7:20am
School starts:	7:25am
Dismissal:	2:10pm

School childcare – **After School Care Only** 2:30pm until 6:00pm

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 students' safety, especially during arrival and dismissal.

### **Student Entry Procedures**

Students will enter through the main doors on 68<sup>th</sup> street beginning at 7am.

### **Student Dismissal Procedures**

The school day ends for students at 2:10pm. Students will be escorted outside with their teachers and wait to be picked up unless they are taking the school bus home or going to the afterschool program.

Students will wait with their teachers until 2:15pm. Any remaining students will be brought back into the building to wait for pick up in the library. Students will need to be signed out by a parent/guardian at that time.

If students are going to the afterschool program, they will be escorted to the afterschool program rooms after 2:15pm.



## **After-School Services/Programs**

### **Camp Kilbourn:**

Kilbourn has an afterschool camp that offers educational, recreational and social activities for students. There is a registration fee of \$5.00 and an hourly rate of \$5.00. Parents/Guardians may register their child(ren) on the first day of school with the Camp Kilbourn coordinator. Transportation is not provided for the afterschool program. Parents who are authorized for W-2 will receive reduced rates. To become authorized for W-2, parents must go to their W-2 region offices. Please contact Ms. Rozlind Davis at 414-393-4567 for more information.

### **Extended Learning Opportunities**

Milwaukee Public Schools 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](http://mpsmke.com/elo) or call 414-475-8238

## **Parking**

Parking guidelines:

- To ensure the safety of all students, please avoid double parking, which causes heavy traffic congestion and is unsafe.
- The school is not responsible if a parking ticket is issued to a parent.
- We need to respect the rights of neighbors and not park in front of their driveways.
- The school parking lot is restricted and **not open to the public**.

Parents must adhere to the parking signs in the front of Kilbourn. Parents must park behind the parking signs because there is no parking directly in the front of the school. Parents must park across the street from the school. There is no parking on the Staff Parking Lot.

## **Student Attendance/Tardiness**

**Reference: *Parent/Student Handbook on Rights, Responsibilities and Discipline***

## **Student Attendance/Tardiness**

Reference: *Parent/Student Handbook on Rights, Responsibilities and Discipline*

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 security desk for a tardy slip beginning at 7:45am.

When a student is absent, parents must call the school attendance line at Kilbourn at 414-393-4500 #1 or send a written excuse within two days of the absence. Excessive absences and tardiness will result in a referral to the school social worker and may result in a referral to the District Attorney, which could result in a court hearing and fines.

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 Kilbourn to sign out and meet the guardian who is approved to remove the child from school.

## **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 (1<sup>st</sup> – 8<sup>th</sup> 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"> <li>Provide a safe environment that supports learning.</li> </ul>	<ul style="list-style-type: none"> <li>Provide adequate space daily for learning.</li> <li>Encourage their child to cooperate with the learning community.</li> </ul>
<ul style="list-style-type: none"> <li>Provide high-quality learning experiences.</li> </ul>	<ul style="list-style-type: none"> <li>Encourage their child to do their best.</li> <li>Engage their child in learning opportunities daily.</li> </ul>
<ul style="list-style-type: none"> <li>Provide student progress updates.</li> </ul>	<ul style="list-style-type: none"> <li>Attend conferences as often as possible, at least once a year.</li> <li>Communicate with school as needed, regarding student progress.</li> </ul>
<ul style="list-style-type: none"> <li>Provide resources and information.</li> </ul>	<ul style="list-style-type: none"> <li>Engage district in understanding the needs of families.</li> </ul>
<ul style="list-style-type: none"> <li>Provide information to families as frequently as possible and in ways that are accessible and understandable.</li> </ul>	<ul style="list-style-type: none"> <li>Provide current contact information and alternate ways to notify families.</li> <li>Communicate their ideas to MPS.</li> </ul>

### 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**  
**Byron Kilbourn Elementary School**  
**Parent Compact**  
**2023-2024**

**POLICY STATEMENT:**

We, the staff and administrators of Byron Kilbourn Elementary School, are committed to the education of all children in our charge. Byron Kilbourn Elementary School will provide a welcoming and inclusive atmosphere for families in our school and classrooms. We strive to ensure the school Governance Council will have an active role in school improvement and in the development of our annual Educational Plan. As partners in education, educators, parents, and guardians have been working cooperatively in the educational planning for our children. We recognize that successfully educating our children depends on the assumption of roles and responsibilities by parents, by administrators, by teachers, and by the students. It is a compact that all parties must endeavor to abide.

**THE ADMINISTRATORS WILL:**

- Serve as the instructional leaders in this school.
- Direct and support the education of our children in this school.
- Ensure that all children are warmly received by all the adults in this building.
- Ensure that every effort will be made toward the teaching of our children

- Ensure that needed school services will be available to our children.
- Ensure that the physical emotional and social health of all of our children will be monitored and promoted.
- Provide parents with options for alternative participation in IEP meetings.
- Address barriers to family involvement that will help in facilitating family participation

Principal

Jason A. Galien

**BYRON KILBOURN ELEMENTARY SCHOOL STAFF WILL BE RESPONSIBLE FOR:**

- Being organized and prepared to teach each day.
- Making sure that children feel successful.
- Being aware of the needs and feelings of individual children.
- Cooperating to achieve school goals and expectations.
- Keeping parents informed of their children's school progress.
- Setting clear expectations for everyone.
- Being positive, alert, and enthusiastic while performing our duties.
- Using good judgment in making decisions affecting the students.
- Make sure that they hold parent teacher conferences which is a shared responsibility between the school and parents

Teacher's Signature:

---

Educational Assistant's Signature

---

## **BYRON KILBOURN ELEMENTARY SCHOOL STUDENTS WILL BE RESPONSIBLE:**

- Being in school and on time every day
- Completing all assigned class work.
- Completing and returning homework.
- Neat and readable class work.
- Proofreading and editing all written work.
- Using school-time wisely.
- A positive attitude toward learning
- Showing respect for all students, adults, and property.
- His or her actions and language to promote a safe and orderly learning environment.

Student's Signature: \_\_\_\_\_

### **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. [Link To Parent/Family Volunteer Form](https://mps.milwaukee.k12.wi.us/en/Community/Get-Involved/Volunteer/MPS-Volunteer-Application-Process.htm) or <https://mps.milwaukee.k12.wi.us/en/Community/Get-Involved/Volunteer/MPS-Volunteer-Application-Process.htm>

## **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.

### **Names of current School Engagement Council members:**

Jason Galien - Principal  
Sherita Kostuck – Teacher  
Rozlind Davis – Parent Coordinator  
TBD - Parent  
TBD – Parent

## **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. [Link to District Advisory Council](https://mps.milwaukee.k12.wi.us/en/Families/Family-Involvement/Advisory-Committee.htm) or <https://mps.milwaukee.k12.wi.us/en/Families/Family-Involvement/Advisory-Committee.htm>



## **Kilbourn Elementary School Family Space**

Kilbourn's Parent Coordinator is Rozlind Davis.

### **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.

[Link To Students' Rights & Responsibility Booklet](#) or

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

### **Handling of Discipline**

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](http://www.mpsmke.com/parentconcerns).

### **Tips for Parents**

- Make sure that your child is in school every day and on time; school starts at 7:20am.
- Call the school when your child is absent at 414-393-4500 #1
- 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.
- 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.

## 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.

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.

<b>STEP 1</b>	
<b><i>Where should I start my complaint?</i></b>	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.
<b>STEP 2</b>	
<b><i>What if I am not satisfied with the school-based resolution?</i></b>	You can file a complaint online at <b><a href="http://mpsmke.com/parentconcerns">mpsmke.com/parentconcerns</a></b> Once filed, the complaint will be directed to a designated MPS employee who will investigate and follow up with the problem.
<b>STEP 3</b>	
<b><i>What if I am not satisfied with the resolution of my complaint by the school or other personnel?</i></b>	You can contact the Office of Board Governance with a written complaint at <a href="mailto:governance@milwaukee.k12.wi.us">governance@milwaukee.k12.wi.us</a> 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**

#### **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**

Grades 3-year-old Head Start through 5<sup>th</sup> Grade

#### **High School Graduation Requirements**

Students need "whole child" support to become aware of the pathways to their careers of interest, they must be academically ready to follow those pathways, and they must be prepared with the life skills needed to navigate their chosen pathway. MPS coordinates available resources, including community organizations and postsecondary institutions, to support MPS faculty, families, and students in fostering a college-going culture. This department includes college and career planning, career and technical education, extended learning opportunities, and school counseling and academic planning. A listing of the current graduation requirements can be accessed on the MPS website at this link:

<http://mps.milwaukee.k12.wi.us/en/Students/Resources/Graduation-Requirements.htm>

#### **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 Kilbourn School 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 distributed to parents/guardians at the snapshot date and end of each semester, based on each school's course schedule. High School report cards will include traditional letter grades and GPA.

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.

### **Kilbourn's Homework Policy**

Teachers will develop their own homework policy and procedures and share it with parent. **Homework is to be given each day. This policy must include a procedure for providing feedback to students and their parents regarding completed homework.**

### **Suggested guidelines are:**

- 5-15 minutes per night for Kindergarten and Grade 1
- 10-30 minutes per night for Grades 2 and 3
- 30-45 minutes per night for Grades 4 and 5

**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.**

### **Textbooks/Instructional Materials and Equipment**

All students will be provided with the necessary textbooks/instructional materials by the school. Textbooks/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. This handbook provides families with detailed information regarding the MPS discipline policy.

### **School Discipline Rules/Positive Behavior Intervention and Support Eagle's Expectations (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 to create a safe learning environment conducive to learning.

#### **Eagle's Expectations / School Rules**

1. Students will come to school ready to learn
2. Students will create and maintain a safe, uninterrupted learning environment
3. Students will be respectful of themselves, staff, students and school property at all times
4. Students will demonstrate safe and respectful behavior in all school related situations

#### **Lunch Behavior Expectations**

- Students will enter with their teacher and remain quiet while on the black line and until they are seated at their lunch tables
- Students will speak in quiet voices
- Students will raise their hands if they need assistance
- Students will wait until they are dismissed before leaving the lunchroom
- All students need to use the restroom facilities before coming to the lunchroom

#### **Playground Behavior Expectations and Procedures**

- Students will follow playground instructions from the adult supervisors
- Students will be responsible and safe when playing outside with other students and equipment
- When the bell rings, students will line up promptly on their classroom numbers

and wait for their teachers to escort them into 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 School/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.

#### **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 of 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)**

**N/A**

### **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 call the main office at 414-393-4500 to leave a voice message. The teacher will return the call.

### **Parent/Guardian Concerns and Visiting Your Child's Classroom**

Visiting your child's classroom is prohibited at this time until further notice. The safety of all children is important to us. MPS requires that all visitors:

- Use the designated main entrance.
- Enter the building wearing a mask at all times.
- Report to the office/security desk.
- Show some form of identification when asked.
- Sign in on the MPS Visitor Record.
- Wear/display the MPS Visitor Pass while in the school at all times.
- Return the Visitor Pass to the office/security desk and sign out.

Lack of cooperation may constitute trespassing.

Parents wishing to speak with their child's teacher will HAVE to make an appointment or call for a virtual conference at this time.

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 a written concern.

## **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 Procedures -Will be eaten in the classroom**

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

- Students will enter through Exit #4 (The Red Door) to the North of the Staff Parking Lot and to the South of the Main Door of Kilbourn
- Hours of breakfast is 7:20am until 7:45pm Monday-Friday
- Students will enter through the Red door and proceed to the cafeteria and wait to be picked up by their teacher.
- Breakfast will be eaten in the classroom temporarily

### **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](http://www.MyPaymentsPlus.com).

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

### **Procedures**

- Students will be escorted by their classroom teacher to the cafeteria or eat lunch in the classroom temporarily
- Students will walk along the black line, punch in their lunch numbers and retrieve the lunch/milk
- Students will speak in quiet voices while eating

- Students will remain seated during the lunch period
- Students will raise their hands for assistance
- Students need to use the restroom before coming to lunch
- Students will wait to be dismissed by the supervisors in the cafeteria

### **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 Bookstore**

N/A

### **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. [Link To Supply List By Grade Level](https://mps.milwaukee.k12.wi.us/en/Families/Resources/Supply-Lists.htm) or <https://mps.milwaukee.k12.wi.us/en/Families/Resources/Supply-Lists.htm>. 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**

Extra-Curricular Activities are offered by Kilbourn. Our school offerings depend on student interest and the availability of adult supervision. More information will be coming.

## **SECTION 8: NONDISCRIMINATION POLICY**

It is the policy of Milwaukee Public Schools that, as required by Wisconsin Statutes section S.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 section 118.13, Wisconsin Statutes, federal Title IX: Matthew Boswell, Senior Director, Department of Family and 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: Jeff Molter, 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: ATTACHMENTS (RETURN THE NEXT PAGE TO THE SCHOOL!)**

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, according to the No Child Left Behind Act (Section 1118). 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 schoolwork 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 \_\_\_\_\_