



**MILWAUKEE
PUBLIC SCHOOLS**

**Family–School Manual
2022–23 School Year**

Milwaukee Academy of Chinese Language (MACL)
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**James Sayavong
Principal**

This manual is updated annually. You will find the most recent version on the Milwaukee Academy of Chinese Language website at <http://www5.milwaukee.k12.wi.us/school/mac/>

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SECTION 1: INTRODUCTION

Welcome to Milwaukee Public Schools

From the Principal

Dear MACL Families,

Welcome to the 2022-2023 school year. On behalf of the staff at MACL, I hope you had a wonderful summer. I also hope you are relaxed, recharged, and ready to start a new school year. It's great to be celebrating the start of a new school year at Milwaukee Academy of Chinese Language. I welcome and value your positive energy and dedication to excellence in education, and I look forward to working with you and your children. **Our school hours are 9:10am-4:10p.m.** The school doors will open at 9:10a.m. every morning; no students will be allowed in the building before this time. We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that in order to be successful in school, our children need support from both the home and school. A strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities.

All MPS schools will be open for in-person learning five days per week. School buildings will be open to the public, and families should contact the school office to schedule a visit. A virtual program will be offered to families who believe that virtual learning is the best option for their children. As in the past, MPS will operate on two calendars. High schools, stand-alone middle schools, and K-12 schools will follow the Early Start Calendar. All elementary schools and the virtual program will follow the Traditional Calendar.

We ask that you guide and support your child's learning by ensuring that he/she:

- 1) Attends school daily and arrive on time, ready for the day's learning experience
- 2) Completes all homework assignments given by teachers
- 3) Reads daily to develop a love for reading and to improve literacy skills
- 4) Shares school experiences with you so that you are aware of his/her school life
- 5) Informs you if he/she needs additional support in any area or subject
- 6) Knows that you expect him/her to succeed in school and go on to college

School expectations are attached in this document. If you have any questions about the rules and expectations, please feel free to contact me or to discuss them with your child's teacher. It is very important that you and your child are fully informed regarding standards related to appropriate behavior for a safe and productive school year. Please return the Acknowledgement Form to your child's teacher after review. In addition, review the MACL Family School Manual here, or on our school website: <http://www5.milwaukee.k12.wi.us/school/macl/>

The wonderful MACL staff and I feel privileged to be a part of this school family. We thank you for your support and look forward to meeting you.

Sincerely,

James Sayavong, Principal

School Mission, Vision, and Goals

At Milwaukee Academy of Chinese Language we envision our school as a caring, respectful environment where all staff, students, families are valued and where we welcome and celebrate diversity in order to educate students in an equitable, culturally responsive way. From our Chinese Language and Culture Program to our International Newcomer Center, we seek to develop students with global awareness and respect for differing perspectives. We envision our school as a place that develops strong independent thinkers and expressers of ideas. We envision our school as a place where we hold ourselves to high standards and where our students are well-prepared for our ever-changing world.

Our mascot, the DRAGON highlights our school goals: Dependable, Responsible, Ambitious, Growth-minded, Optimistic, and Noble

At the Milwaukee Academy of Chinese Language, we value holding ourselves to high expectations both academically and behaviorally. In addition, we value the development of a growth mindset for both our students and our educators. We value opportunities for both critical and creative thinking and expression. At MACL we value cultural diversity and seek to offer an environment that is both safe and accepting, a place where each one of us knows that we are valued and appreciated. At MACL we value and offer a supportive and restorative environment that encourages both respect for one another and responsibility for our actions.

Staff Roster and Contact Information

Staff Member	Role	Contact Information
Office Staff		
James Sayavong	Principal	414.934.4202 sayavojb@milwaukee.k12.wi.us
Morgan Conyers	Assistant Principal	414.934.4306 conyerma@milwaukee.k12.wi.us
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Support Staff		
Milena Pirman	School Psychologist	414.934.4370 pirmanmm@milwaukee.k12.wi.us
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Brianna Austin	Counselor	414.934.4209 jonesb4@milwaukee.k12.wi.us
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Specialists		
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	Music	
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Paraprofessionals/Educational Assistants		
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Maintenance		
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School Calendars/Events



**MILWAUKEE
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mpsmke.com

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

2022–23 *Traditional* Calendar

Aug 29	Organizational Day	Jan 2	Winter Break
Aug 30–31	Professional Development Days	Jan 3	Classes Resume
Sept 1–2	Professional Development Days	Jan 16	MLK Jr. Day
Sept 5	Labor Day	Feb 17	Record Day
Sept 6	First Day of School – Students	Feb 20	Mid-Semester Break
Sept 30	Professional Development Day	March 17	Parent-Teacher Conference Day
Oct 21	Parent-Teacher Conference Day	March 20	March Break
Oct 24	October Break	April 3–7	Spring Break
Nov 8	Record Day	April 10	Professional Development Day
Nov 23, 25	Thanksgiving Break	May 26	Memorial Day Break
Nov 24	Thanksgiving Day	May 29	Memorial Day
Dec 22	Professional Development Day	June 5	Record Day
Dec 23–30	Winter Break	June 16	Last Day of School – Students

■ 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 2022

S	M	T	W	Th	F	S
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
24/31	25	26	27	28	29	30

August 2022

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	29	30	31	1	2	3

September 2022

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

October 2022

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

November 2022

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

December 2022

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

January 2023

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	31	1	2	3	4

February 2023

S	M	T	W	Th	F	S
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	1	2	3	4

March 2023

S	M	T	W	Th	F	S
26	27	28	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

April 2023

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	25	26	27	28	29

May 2023

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

June 2023

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

School Daily Schedule

Office: 8:10am-4:45pm

Breakfast: 9:10-9:25am

School starts: 9:10am

Dismissal: 4:10pm

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

Student Entry Procedures

Students who walk or are dropped off will enter the school from the Wisconsin Avenue entrance. Students who arrive by bus will enter through the Wells Street or 24th Street entrances. Late students must enter the school from the Wisconsin Avenue entrance. Students are allowed entry at 9:10am.

Student Dismissal Procedures

The school day ends for students at 4:10pm. Students will be dismissed to a pick-up zone for busing, walking, or pick-up.

After-School Programs

After-school programs provide students with a safe, supportive environment during out-of-school time.

These programs offer engaging academic and recreational enrichment activities, homework assistance, and exposure to STEM (science, technology, engineering, math) programming, reading enrichment, art, music, and dance. Students are also given healthy snacks and meals. Please watch for communication regarding this year's after-school programs.

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 the following:

- Alternative Education Programs
 - Alternative diploma pathways:
 - Competency-Based Program
 - General Educational Development Program (GEDO #2)
 - Wisconsin Challenge Academy
- High School Opportunities
 - Credit acceleration
 - Credit recovery
 - Community service/service-learning
- Middle School Bridge and Freshman Bridge Programs
- Summer Academy
 - Free of charge for students who are city of Milwaukee residents
 - Bilingual and English as a second language services provided
 - Elementary K5–grade 8:
 - Engaging academics and hands-on enrichment opportunities, including arts-integrated activities, field trips, and in-school programs with community partners
 - Extended School Year:
 - Provided for children with special education needs
 - Grade 8 Promotional Program:
 - Intended to strengthen the academic and social skills of current grade 8 students transitioning to high school; principal recommendation is required to participate in this program
 - Enrichment Camps and Adventures:
 - Students in K5–grade 12 can 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.

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.
- 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.
- The entrance to MACL's parking lot is on 25th Street between Wisconsin Ave. and Wells St.
- Street parking is also available on 25th Street.

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 the Main Office for a tardy slip.

When a student is absent, parents must call the school attendance line at 414-934-4212 or 414-934-4231 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 Main Office 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 safe corner location closest to their residence and dropped off at that same location at the end of the school day.
- Elementary school (grades 1–8): 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 a 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

Pickup 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 pickup time. A student should wait at least 10 minutes past the pickup time before returning home to enquire about a late bus.

Inclement Weather

Traffic delays are to be expected on days with inclement weather. Please be sure that 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 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 and Community Engagement:



Family–School Compact

Each Title I school jointly develops with parents a Family–School 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 that the school leader has this template available so that the school leader may create the Family–School Compact at the school's annual Title I meeting or shortly thereafter. This compact will serve as the school's family and community engagement action plan for the year. [The Family–School Compact Template \(English and Spanish\) is available for school staff in mConnect.](#) Each school will create a school-specific agreement based on the district agreement in the template.

MACL School-Family Compact 2022-2023

Student Agreement

- Attend school regularly and on time. **If virtual learning, attend all class meetings.*
- Come to class each day with the necessary tools for learning.
- Work hard on school and homework assignments.
- Follow all school rules, including those of digital citizenship.
- Keep a positive attitude towards staff and other students.
- Refrain from activities that are viewed as bullying.
- Dress appropriately.

Parent/Guardian Agreement

- See that my child attends school regularly and on time. **If virtual learning, see that he/she attends all class meetings.*
- See that my child has the tools necessary for learning
- Provide a quiet place for virtual learning and completing homework.
- Provide the school and my child's teacher with a current emergency contact number.
- Participate in during/after school events such as Open House and Parent Conferences.
- Communicate important information to the school regarding my child's health, allergies, and food preferences.
- Ensure that my child adheres to appropriate dress.
- Follow through in a timely manner when reinstating my child after an infraction of school rules.

Administrator Agreement

- Maintain a proper and safe learning environment.
- Ensure positive communication between staff, parents, students, and community members.
- Recognize student achievement and attendance.
- Enforce MPS School Board goals, accountability measures, and grade-level promotion standards.
- Encourage parent involvement.
- Build strong community relationships through partnerships with area organizations and universities.

Teacher Agreement

- Maintain a safe and positive learning environment and positive communication.
- Provide appropriate homework that reinforces classroom instruction.
- Provide support to parents and families as needed.
- Inform parents/guardians of student progress through report cards, conferences, and phone contact.
- Differentiate instruction to meet the needs of all students.
- Be a positive role model.
- Enforce MPS School Board goals, accountability measures, and grade-level promotion standards.
- Encourage parent involvement in school functions and programs.
- Recognize student achievement and attendance.
- Encourage community involvement at school.

Open House

Open House is held twice a year; dates and times will be announced. Please watch for communication.

Parent–Teacher Conferences

It is important that all parents/guardians attend parent–teacher conferences. Research indicates that 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 Noncustodial 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 their address and contact information, request to be consulted about matters 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 at (414) 475-8448 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 either an ongoing or one-time basis. Persons looking to serve on an ongoing basis or for more than five 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), submit proof of COVID-19 vaccination, and receive a volunteer assignment by the school administrator or parent coordinator. Persons looking to participate in a daytime field trip or other one-time activity must complete a volunteer waiver form. [The online volunteer application and the volunteer waiver form are available on the MPS Volunteer Application Process page.](#)

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 the 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.

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 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 [District Advisory Council page](#) for more information. The Department of Strategic Partnerships and Customer Service in room 131 of the Central Services building is responsible for the oversight of all District Advisory Council functions.

Parent and Family Center

The MACL Parent and Family Center is located in Room 113, and is open on school days from **9:45am -3:45pm**. Our Parent Coordinator, Ms. Ampire, can assist with school and community related questions. She can be reached at 414.934.4274 or ntabala@milwaukee.k12.wi.us.

Department of Student Services

Central Services, 5225 West Vliet Street, Room 133, (414) 475-8448

Parent/Student Handbook on Rights, Responsibilities, and Discipline

The *Parent/Student Handbook on Rights, Responsibilities, and Discipline* is sent home with students at the beginning of each school year. The handbook is available on the [Handbooks and Discipline page](#) as well as at Central Services and at each school.

Tips for Parents

- Make sure that your child is in school every day and on time; school starts at 9:10am
- Call the school at 414-934-4212 or 414-934-4231 when your child is absent.
- 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 your child 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 until the end of every school day at 4:10pm 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 that you see.
- Provide your child with comments of encouragement regularly.
- Ensure that 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

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 administration at your child's school.

If you have any concerns with how discipline is handled with your child after a behavior incident occurs, please contact administration at your child's school. 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, the school leader 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 www.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 that policy has not been followed in the resolution, then the Office of Board Governance will route the complaint to applicable chief administrators to coordinate a response.

SECTION 3: CURRICULUM AND INSTRUCTION

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

Please see MACL's most recent DPI Report Card at this link: <https://apps2.dpi.wi.gov/reportcards/home>

School Improvement Plan

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

Top Grade Completion

MACL is a K-8 school. Students must complete all academic requirements before completing 8th grade and enrolling in high school.

Standards-Based Report Cards/Progress Reports

To ensure that parents/guardians are kept informed of their children's progress in school, elementary and K-grade 8 parents at MACL 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. Homework is considered practice that 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. Students should practice reading and writing, and access academic applications through their Student Toolbox using Clever.

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. Chromebooks may be provided to students to use during the school day and/or to take home to support instruction. Chromebooks will be assigned in the same way that textbooks are to an individual student, and it is the responsibility of each individual student to care for and appropriately use the Chromebook during the school year. As with textbooks, Chromebooks should be returned undamaged to the school at the end of the school year.

Assessment

The MPS Strategic Assessment Systems measure progress toward 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 about the assessments given at each grade level is available for families on the Family Academic Resources page.](#)

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 will 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. [The handbook is also available on the Handbooks and Discipline page.](#) The handbook provides families with detailed information regarding the MPS discipline policy.

School Discipline Rules/Positive Behavioral Interventions and Supports (PBIS)

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

Lunch Behavior Expectations

- Students are to be quiet in the cafeteria line due to classrooms in the vicinity.
- Students are to eat quietly in the cafeteria and remain at their assigned table and seat, especially during the continued Covid-19 pandemic.
- Students are to use the restroom before recess.
- Please do not send soda, chips, or candy along with your child for a meal.
- All students are expected to eat a school lunch or bring a bag lunch.
- Students are expected to help clean the cafeteria if they participate or take part in cafeteria misconduct (i.e. food throwing, fights, running around, disrespectful to school staff, etc).

Playground Behavior Expectations and Procedures (K–Grade 8)

Students are expected to follow all school rules while outside on the playground, as well as listen to the directions of all staff members who are monitoring recess. Structured games and activity options are provided to the students and they are encouraged to participate in organized recess activities. When recess ends and staff blow the whistle, students must line up accordingly and proceed to their next class.

School Bus Behavior Expectations and Procedures

The following information will give you a better understanding of what you as parents/guardians can do to help your child enjoy a safe school 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 school bus ride is a key element of your child's education. A safe school bus ride for your child is our main priority. However, we need your help. Parents, please review with your child the following school bus rules and safety guidelines:

- 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 school bus or out of the bus windows.
- Keep head, hands, and arms inside the school 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 school bus.

School Bus Disciplinary Procedures

Students who disobey school bus rules will be subject to the same disciplinary actions as at school. If the student violates the school 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 school 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 school bus. Parents picking up and/or dropping off students at the school bus stop should park safely away from the stop but on the same side of the street as the school 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, the area behind the bus, and the area around the side of the bus where the driver is unable to see the child*).

As the child nears their corner or drop-off site, the child should begin to gather belongings and wait for the school bus to come to a complete stop.

After leaving the school 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 their residence.

School 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 that 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 Central Services building at 5225 West Vliet Street. The Transportation 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 "Absence of Responsible Person" notices in a year, bus service for that child may be canceled.

Emergency Contact Information

School 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 school 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 that this information is accurate and up to date. Notify your child's school of any changes.

Behavior Problems on School Bus

If you feel that the behavior of other riders is jeopardizing your child's safety, you should contact your child's school.

Inappropriate Driver Behavior

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

MCTS Bus Card Distribution Procedures

Schools are responsible for the distribution of bus cards and/or for assistance in troubleshooting issues related to MCTS card usage. Most schools use yellow school buses as the student's primary means to and from school. Schools do, however, use 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

Please ensure your child is dressed appropriately for the school day. 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 are 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 reason other than an approved educational purpose. Violation of this rule will result in discipline according to district policy.

Individual schools may implement a cell phone collection process at the beginning of each school day to ensure that students do not use devices. This process is implemented to protect the learning environment. Schools that collect devices will secure the devices during the school day and return the devices in an orderly fashion at the end of each school day. 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—including capturing, distributing, displaying, sharing, and posting inappropriate images that disrupt the learning environment—the student will be recommended for expulsion.

If 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. To protect learning, the school requests that if a parent/guardian needs to communicate with their child during the school day, the parent/guardian leaves a message at the school office, and the school office will convey the message to the student. If there is a home emergency, please ask to speak to an administrator.

School Communication with Families/Family Newsletter

Our school believes that 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](#).

When parents/guardians wish to contact their child's teacher, please call the main office at 414-934-4212 or 414-934-4231 to leave a voice message; or email the teacher directly. The teacher will return the

communication in a timely manner.

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 abide by these rules:*

- Use the designated main entrance on Wisconsin Avenue.
- Report to the Main Office or 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.
- Return the MPS 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 that they may have. A parent/guardian 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 has 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 who 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 form 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.

Breakfast and Lunch Procedures

All students can 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, your student 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 à 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. The student may also give their money to kitchen staff during his/her lunch hour.

All schools have a closed campus for mealtimes. Students are not allowed to leave the building during their breakfast or lunch hour. Meal delivery services (DoorDash, Uber Eats, etc.) are **not** allowed for students during the school day. This includes meals ordered by parents/families for delivery to the school.

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

Breakfast is consumed in students' homeroom classes unless otherwise determined by administration. Breakfast is from 9:00-9:15am. Students arriving late may be eligible to receive breakfast in the Main Office. There are different lunch times for each class. Please consult your child's teacher for his/her designated lunch time.

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 (Preschool–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 Supply Lists page](#). Please make sure to put your child's name on their 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. School bus evacuation drills are held twice a year. Staff will review emergency drill procedures with students regularly.

SECTION 7: EXTRACURRICULAR ACTIVITIES

Extracurricular Activities Offered

We look forward to offering new after-school extracurricular activities during the 2022-2023 school year. Please watch for communication.

SECTION 8: NONDISCRIMINATION POLICY

It is the policy of the Milwaukee Public Schools, as required by section 118.13, Wisconsin Statutes, that no person will be denied admission to any public school or be denied the benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program or activity because of the person's sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or 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 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: Jean Gatz, Section 504/ADA Coordinator for Students, Department of Specialized Services, 6620 W. Capitol Dr., Milwaukee, WI, 53216, (414) 438-3677.

SECTION 9: APPENDIX

Acknowledgment for the Family–School Compact and acknowledgment for the *Family–School Manual*

ACKNOWLEDGMENT FORM

Family–School Compact

In this compact, families and school staff agree how to work together. Every Title I school must develop a Family–School 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 Family–School Compact with their child/children. We request that the parents/guardians and students sign below and return this form to the

classroom teacher.



We have reviewed and discussed the Family–School 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 this *Family–School Manual* with their child/children. We request that the parents/guardians and students sign below and return this form to the classroom teacher.



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

Student Name _____ Room # _____

Parent Signature _____ Date _____

Student Signature _____ Date _____