



**MILWAUKEE
PUBLIC SCHOOLS**

**Family–School Manual
2025-26 School Year**

Honey Creek Continuous Progress School
6701 W. Eden Pl.
Milwaukee, WI 53220
414-604-7900 - office
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Laura Biesterveld
Principal

This manual is updated annually. You will find the most recent version on the
Honey Creek website at <https://schools.milwaukee.k12.wi.us/honeycreek>

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SECTION 1: INTRODUCTION

From the Principal

It is my great pleasure to extend a warm welcome to both our returning families and those who are joining us for the first time. The start of a new academic year brings with it a sense of excitement and anticipation, and I assure you that we are committed to making this year a memorable and successful one for every child at our school.

At Honey Creek Continuous Progress School, we believe that education is a collaborative effort involving students, parents, teachers, and the wider community. Together, we form a strong support system to nurture the growth and development of each child, fostering not only academic excellence but also a sense of compassion, empathy, and curiosity. We take great pride in providing a safe, inclusive, and respectful learning environment where each student can thrive and discover their unique strengths.

Our dedicated and passionate team of educators is ready to embark on this journey with your children, guiding them on their path to knowledge and personal growth. We are committed to creating engaging and dynamic classrooms, utilizing innovative teaching methods to ignite the love for learning in every student. Additionally, we believe in the power of open communication and invite you to actively participate in your child's education through regular parent-teacher interactions and school events.

Throughout the school year, we will strive to maintain a vibrant extracurricular program that allows students to explore their interests and talents outside the traditional classroom setting. From sports to arts, technology, and community service initiatives, there will be ample opportunities for your child to discover and develop their passions.

As we begin this journey together, I encourage you to reach out to our teachers, staff, or myself if you have any questions, concerns, or suggestions. Your input is valuable to us, and we want to ensure that we are working collaboratively to provide the best possible educational experience for your children.

I look forward to seeing our school community thrive and flourish throughout this academic year. Let us join hands in creating an environment where each child can shine and reach their fullest potential.

Thank you for entrusting us with your child's education. Together, we will make this a year filled with growth, achievement, and fond memories.

Warm regards,

Ms. Laura Biesterveld

Principal, Honey Creek Continuous Progress School

School's Mission, Vision, and Goals

MISSION STATEMENT

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.

VISION STATEMENT

Honey Creek School is committed to providing an equitable, inclusive, engaging, and collaborative learning community which prepares the students we serve to develop the knowledge, critical thinking skills, and character necessary to be lifelong learners. We are dedicated to partnering with families and our community to help our students succeed to their full potential.

VALUE STATEMENT

At Honey Creek School, the community offers courtesy and professional respect. We embrace differences and are optimistic, resourceful, proactive, and solution oriented. We believe in a growth mindset and pursue opportunities for learning. We hold high expectations for ourselves and our community, and ensure all stakeholders know they are valued.

GOALS

At Honey Creek Continuous Progress School, a caring staff, actively involved parents, and community members collaborate to implement an integrated curriculum. The curriculum is taught so that children are offered the learning experiences necessary to meet high academic expectations and develop into critical thinking problem-solvers. Students are active learners in a school wide conducive environment.

Our multimedia library and an environmental learning center add to the benefits of enrollment at Honey Creek. Programming to meet the needs of children like accelerated placements, research-based reading, and the Accelerated Reader Program is available. Curricular and instructional adaptations are made to address the needs of the individual student. Students have access to technology in each classroom.

Parents and community members/agencies are resources linking classroom learning to the world of work and careers.

Camp Honey Creek provides quality child supervision through before and after school enrichment activities.

Honey Creek has numerous motivational programs that recognize, reinforce and reward positive behavior. The school offers activities like basketball, soccer, student council, violin and piano lessons, and summer activities that enrich student learning.

Staff Roster and Contact Information, including MPS Email Addresses

ROOM		JOB TITLE	E-Mail Address
	Laura Biesterveld	Principal	biestelm
	Teachers		
118	Megan Forsyth	Teacher EC Sp. Ed K4/K5	allenmm
90	Kathleen McLaughlin	Teacher EC Sp. Ed. K5/CP1	wiesek
120	Rositta Gemig	Teacher K4	gemigrm
119	Robbin Luna	Teacher K4	lunarx
122	Keleen Plumb	Teacher K5	plumbkm
121	Kelly Cherry	Teacher K5	cherrykl
111A	Kendra Stewart	Teacher EC Sp. Ed	tuckerkl
117	Sheng Thao-Cha	Teacher CP1	thaochsx
116	Elisea Lofy	Teacher CP1	lofye
113	Tonesha Harris	Teacher CP2	harristn
115	Sara Bredeson	Teacher CP2/CP3	ziolkosx
123	Melissa Peterson	Teacher Sp. Ed.	petersm8
123	Kimberly Hornaday	Teacher Sp. Ed.	hornadk
112	Jill Wright	Teacher CP3	wrightj8
111	Jonathon Mudge	Teacher CP3/4	mudgejx
124	Kim Islas	Teacher CP4/5	islaskm
125	Monica Karol	Teacher CP5	johnsom5
110	Denee Kolehmainen	Teacher Sp. Ed.Serv. 1-2	kolehmds
103	Rachel Murphy	Teacher Sp. Ed. Serv	
109	Melannie Trudeau	Interventionist	trudeams
123	Annie Kassens	Art Teacher	kassena
126	Lauren Thompson Hackerott	Music Teacher	thompslk
126D	Dan Marx	Phy Ed Teacher	marxdx
123B	Kayla Parker	Speech Teacher	parkerkm
123B	Elena Busalacchi	Speech Teacher	busalaem
109	Susan Miller	School Psychologist	mqllersm
109	Nicole Gonring	Social Worker	
111B	Jodi Haar	Nurse	haarj
109	Judy Thao-Xiong	OT	thaoxijx
109	Michelle Jenkins	Special Services Supervisor	
109	Vacant	Guidance Counselor	
102	Cozby Martinez	Bookkeeper	martinca
	Para Professionals & CHA'S		
	Romonda Caldwell	PARA	caldwer1
CHA	Esmeralda Juarez	CHA	juareze
CHA	Shannon Lara	CHA	larasx
	Ellen Kavanagh	PARA	kavanaem
	Patricia Roche	PARA	rochepa
SPED	Kathryn Kulinski	PARA	kulinski
	Andrew Kilimann	PARENT COORDINATOR	kilimaad
	Kara Nguyen	PARA	nguyenkc
SPED	Mallory George	PARA	georgemj
SPED	Robin Parker	PARA	parkerr1
	Cassiopea Lawrence	PARA	feiertcm
	Marisa Cummings	PARA	cumminma
SPED	Erin Phillips	PARA	phile2

SPED	Julie Edington	PARA	edingtje
CHA	Elisabeth Soto Ruiz	CHA	sotorue
SPED	Penny Arvanetes	PARA	arvanep
SPED	Lindsay Graffin	PARA	graffil
	Virginia Stephens	PARA	stephev
	Secretary		
	Nancy DeSautel	Secretary	desautnl
	Cafeteria Staff		
	Jason Merkley	Cook Manager	merklejl
	Building Maintenance		
	Troy Helminak	Engineer	helmintp
	Camp Honey Creek		
	Teo Mendoza	Camp Director	mendozt

School Calendars/Events

2025-2026

Honey Creek's Charter Calendar

- Aug 25 Teacher Organizational Day
- Aug 26-28 Professional Development Days
- Aug 29 Labor Day Break
- Sept 1 Labor Day
- Sept 2 First Day of School
- Sept 26 Honey Creek PD Day No Student Attendance
- Oct 8 Early Release Day
- Oct 17 Parent/Teacher Conf Day No Student Attendance
- Oct 20 October Break
- Nov 7 Record Day No Student Attendance
- Nov 10 Honey Creek PD Day No Student Attendance
- Nov 24-25 Professional Development days - No student Attendance
- Nov 26-28 Thanksgiving Break
- Dec 10 Early Release Day
- Dec 22-Jan 2 Winter Break
- Jan 19 MLK Jr Day
- Jan 26 Professional Development Day No Student Attendance
- Feb 13 Honey Creek PD Day No Student Attendance
- Feb 16 Mid Semester Break
- Feb 17 Record Day No Student Attendance
- March 4 Early Release Day
- March 20 Parent/Teacher Conference Day No Student Attendance
- March 30-April 3 Spring Break
- April 15 Early Release Day
- April 17 Honey Creek PD Day No Student Attendance
- April 30 Professional Development Day No Student Attendance
- May 1 Professional Development Day No Student Attendance
- May 18 Honey Creek PD Day No Student Attendance
- May 25 Memorial Day
- June 5 Record Day
- June 16 Professional Development Day
- June 18 Professional Development Day
- Teacher Organizational Day
- Mid/Last Day of Students
- Staff/Students Do Not Report
- Staff/Students Do Not Report
- Honey Creek PD Day - Students Do Not Report
- Professional Development and Record Days
- EARLY RELEASE DAY (2 HOURS)

Honey Creek Family Calendar 2025-2026

AUG.	27	Open House 4:00-6:30
SEPT	2	First Day of School for Students / Staggered Attendance K4-K5
	2-Oct 16	K5-3 rd Act 20 Diagnostic
	2-Oct 16	K4-3 rd Act 20 Screener
	2-26	1 st -5 th District Reading and Math Benchmark
	3	Staggered Attendance K4-K5
	4	Staggered Attendance K4-K5
	18	Popsicle Social 5:00-7:00
	19	Picture Day - THIRD FRIDAY
	25	Gopher Gathering
	26	Honey Creek PD Day – No Student Attendance
OCT	7	AR Shopping
	8	Student Early Release (2 hours) District PD
	14	AR Ice Cream Party
	17	Parent/Teacher Conference Day – No Student Attendance
	20	October Break - No School
	27	Make Up Picture Day
	27-Nov 25	2 nd Gr District GT Screener
	31	Harvest Parade – 1:00 pm
NOV	5	Gopher Gathering
	7	Record Day – No Student Attendance
	10	Honey Creek PD Day – No Student Attendance
	11	AR Shopping
	24-25	District Professional Development - No student attendance
	26-28	Thanksgiving Break
DEC	1-Jan 30	K5-3 rd Act 20 Screener
	1-Jan 30	K5-3 rd Act 20 Diagnostic
	9	AR Shopping
	10	Student Early Release (2 hours) District PD
	22-Jan 2	Winter Break
JAN	5	Classes Resume
	5-23	1 st -5 th District Reading and Math Benchmark
	19	MLK Jr Day – No School
	26	Professional Development Day – No Student Attendance
FEB	10	AR Shopping
	12	Gopher Gathering
	13	Honey Creek PD Day – No Student Attendance
	16	Mid Semester Break – No School

	17	Record Day – No Student Attendance
	24	AR Root Beer Float Party
MARCH	4	Student Early Release (2 hours) District PD
	10	AR Shopping
	16-Apr 24	3 rd -5 th State Summative/DLM & WI Forward
	20	Parent/Teacher Conference Day - No School
	24	Gopher Gathering
	30-April 3	Spring Break
APRIL	6-May 1	K5-3 rd Act 20 Diagnostic
	14	AR Shopping
	15	Student Early Release (2 hours) District PD
	16	Spring Pictures
	16-May 1	K4-3 rd Act 20 Screener
	17	Honey Creek PD Day – No Student Attendance
	30	Professional Development Day – No Student Attendance
MAY	1	Professional Development Day – No Student Attendance
	11-29	1 st -5 th District Reading and Math Benchmark
	12	AR Shopping
	14	AR Picnic (Rms 110, 111, 112, 113, 124)
	18	Honey Creek PD Day – No Student Attendance
	21	AR Picnic (Rms 115, 116, 117, 125)
	25	Memorial Day
	28	AR Lunch with the Principal
	29	Last day to take AR tests
JUNE	2	AR Shopping
	5	Record Day – No Student Attendance
	15	5 th Grade Completion - 9:00 am
		Last Day of School for Students

School Daily Schedule

- School Hours
- *Office:* 6:45 a.m. – 3:15 p.m.
- *Breakfast:* 7:10 a.m. – 7:30 a.m.
- *School starts:* 7:15 a.m.
- *Dismissal:* 2:00 p.m.
- *School childcare*
- Before-/after-school* 6:45 a.m. – 7:15 a.m.
2:00 p.m. – 5:30 p.m.

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 may enter from door # 3 and # 5 on the playground at 7:15 am. Breakfast is served in the gym starting at 7:10 am. Students that take the bus to school will enter through the main entrance in the front door of the building. There is no staff supervision on the playground in the morning. Students arriving after 7:25 am enter the school building through our main entrance in the front of our school building on Eden Place.

Student Dismissal Procedures

The school day for students ends at 2:00 p.m. Parents who are picking their child/children up should do so on the playground, where they will be dismissed by their classroom teachers.

STUDENTS THAT ARE PICKED UP BY PARENTS/GUARDIANS

Dismissal time is 2:00 PM

Parents should pick up children on Warnimont Ave or 68th Street. Students will line up in their classrooms to be dismissed at 2:00 PM into the hallway, with adult monitoring provided by school staff.

Room Number	Door
116,117,119,120, 121	Door 5
105/110, 118	Main Entrance
112,113,115,122	Door 4
111, 124, 125	Door 3

Parents should wait for their children outside of the school building. Our hallways become congested at the end of the school day and we want to ensure the safety of our students, the accuracy of dismissal and ensure that each and every student gets home safely. Students need to be in school until dismissal time, so please do not make it a general practice to pick your children up early from school.

Parents if you are not here at 2:00 pm to pick up your child, your child will be automatically considered receiving after school care services. **We absolutely understand emergencies and**

hardships. The cost of after school care will be pro-rated for every 15 minutes your child is not picked up. *Payment is due on the day of the service. Frequent late pick up will require registration for Camp Honey Creek immediately.

We request that parents notify the school in writing and via a phone call by 1:15 pm at the latest if dismissal procedures need to change for the day. We may not be able to honor last minute request/s to change the established dismissal procedure.

Before- and 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.

Child Care Camp:

In partnership with the MPS Department of Recreation and Community Services, our school offers a before- and after-school Child Care Camp. The program includes homework help, academic enrichment activities, arts and crafts, sports, games, and more. After-school activities provide students with a safe place to learn, play, develop creatively, and build strong bodies. A fee is charged for camp participation. Parents who are authorized for W-2 (Wisconsin Shares) can designate the school's Child Care Camp as a childcare provider. To become authorized for W-2, parents must go to their W-2 region office. Students must be registered by a parent/guardian to participate in the Child Care Camp program. Please contact Teo Mendoza at 414-604-7917 for more information.

Extended Learning Opportunities:

MPS offers a variety of extended learning opportunities 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 extended learning opportunities programs include but are not limited to the following:

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
- 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 (ESY)

- 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.

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 on 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 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.

Drop Off/Pick Up Parking

- 68th Street-Park on West side of street.
- W. Warnimont Ave-Park on either side of street
- Eden Place-Park on North side of street
- Do NOT block driveways or park in housing parking lots

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 office for a tardy slip.

When a student is absent, parents must call the school attendance line at 414-604-7960 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 the secretary 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 (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:

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 pick-up time before returning home to inquire about a late bus.

Inclement Weather:

Traffic delays are to be expected on days of 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 (also referred to as School–Parent 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 after. This compact will serve as the school’s family and community engagement action plan for the year. A template, including detailed information on how to create and use this Family–School Compact, is available on mConnect at Departments > Strategic Partnerships and Customer Service > Family and Community Engagement.

HONEY CREEK CONTINUOUS PROGRESS CHARTER SCHOOL - PARENT COMPACT

STUDENT COMPACT/AGREEMENT

Goals: Student Engagement (S.E), Student Behavior (S.B), Student Achievement – Reading and Math (S.A), Culture and Climate (CC)

It is important that I work to the best of my ability. Therefore, I shall strive to do the following:

- Be responsible, respectful and safe. (S.B, CC)
- Attend school regularly and punctually. I will be in school on time. (S.E., S.B., S.A)
- Come prepared to school each day with a positive attitude, pencils, paper, and other necessary tools for learning. (S.E, S.B, S.A)
- Maintain regular study time. (S.E, S.B, S.A)
- Exhibit appropriate student conduct: use respectful language, demonstrate courtesy and respect toward self and others, refrain from disrupting the classroom. (S.B, S.A, CC)
- Engage actively in my learning: share my learning and ask questions for clarification. (S.A)
- Work as hard as I can on my classroom and homework assignments. (S.A.)
- Use technology in a responsible manner to help enhance my learning experiences. (S.B, S.A)
- Share my red communication folder with my parents/guardians. (S.E, S.B)

PARENT/GUARDIAN AGREEMENT

Goals: Student Engagement (S.E), School Behavior (S.B), Student Achievement – Reading and Math (S.A.), Family Involvement)

I want my child to achieve. Therefore, I will encourage him/her by doing the following:

- Ensure that my child is properly fed, well-rested, appropriately groomed and immunized.
- Ensure that my child is punctual and attends school regularly. I will have my child at school on time. Ensure that my child has the materials necessary to learn in school.
- Provide a quiet place for study at home. Establish a time for homework and review it daily. Check, sign, and place it in the red communication folder.
- Read with my child and let my child see me read.
- Encourage my child's efforts and be available for questions
- Encourage and support my child's achievement in - academics, appropriate behavior, homework and attendance. Set and write two goals for my child to achieve during the school year.
- Stay aware of what my child is learning and offer assistance at home.
- Support the school in its efforts to maintain proper discipline.
- Encourage children to use mediation activities to solve conflicts.
- Support goals of the school and school projects.
- Support my child's use of technology for educational purposes.
- Participate in school events.

- Attend two parent conferences per year.
- Provide school with a current Emergency Contact Phone Number.
- Keep the school informed of any significant changes that will affect my child's learning
- Support the school Uniform Dress Code.

PRINCIPAL AGREEMENT

Goals: Student Engagement (S.E), School Behavior (S.B), Student Achievement - Reading and Math (SA), Family Involvement (FI), Culture and Climate (CC)

I support this form of parent involvement to assist in reaching the goals of self-esteem, school behavior, and student achievement. Therefore, I shall strive to do the following:

- Provide a safe school and an educationally conducive environment that allows for positive communication between the teacher, parent, and student. (S.E, S.B, SA, CC)
- Enforce effective instructional leadership and encourage teachers to implement strategic instructional practices and provide extension activities in the classroom and at home that reinforce classroom learning. (S.E, S., SA)
- Recognize student achievement - academic, appropriate behavior, homework and attendance during classroom visitations. (S.E, S.B, SA)
- Enforce School Board goals, accountability measures, and graduation standards. (SA)
- Maintain a balanced school budget and seek resources for the school.
- Support parent involvement through the school's parent organization and School Governance Council membership. (FI)
- Encourage community involvement in the school through partnerships.

TEACHER AGREEMENT

Goals: Student Engagement (S.E), School Behavior (S.B), Student Achievement – Reading and Math (S.A), Family Involvement (FI), Culture and Climate (CC)

It is important that students achieve. Therefore, I shall strive to do the following:

- Maintain a proper and safe learning environment. Explain the Code of Student Conduct. (S.B.)
- Provide individualized instruction and practice in reading and math. (S.A)
- Provide an environment, which will increase students' engagement. (S.E, SA, CC))
- Provide homework assignments for students and check the red communication folders. (FI, S.A)
- Provide necessary assistance to parents so that they can help with assignments. (FI, S.A)
- Provide information about student progress through report cards, conferences, notes, and phone contacts. (FI, S.A)
- Implement effective, meaningful and engaging instructional practices to make learning enjoyable. (S.E, S.A)
- Be a positive role model to the students and the community. (SA, CC)
- Enforce School Board goals, accountability measures, and graduation standards. (S.A)
- Use technology to support the teaching and learning process. (S.A)
- Maintain a balanced school budget including textbook monitoring.
- Encourage parent involvement through the school's parent organization. (FI, S.A)
- Encourage community partnerships/ involvement in the school. (S.A)
- Recognize student achievement - academic, appropriate behavior, homework and attendance. (S.A)

Encourage students to follow the Uniform Dress Code. Role model appropriate dress and footwear.

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 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, format 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 noncustodial parent, if desired, to give the school their address and contact information, to request to be consulted in matters regarding their child, and to 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 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), 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 website under the *Families* tab > Volunteer.

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.

The staff members are: Ms. Biesterveld – principal, Mr. Kilimann – parent coordinator, Ms. Trudeau

The meetings are scheduled each month. Dates, times and formats will be communicated. We invite you to attend. We want to hear from you.

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 Parent and Family Engagement 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 MPS website under the **Families** tab > District Advisory Council for more information. The Department of Strategic Partnerships and Customer Service is responsible for the oversight of all District Advisory Council functions. Strategic Partnerships and Customer Service is in room 131 of the Central Services building.

Honey Creek CP Charter School Family Space

Mr. Andy Kilimann is our Parent Coordinator. He is available from 7:15-3:15 to meet with parents in Room #102. Mr. Kilimann's direct number is 604-7921.

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 MPS website under the **Families** tab > Parent/Student Handbooks. (mpsmke.com/rights)

Tips for Parents

- Make sure that your child is in school every day and on time. School starts at 7:15 a.m.
- Call the school at 414-604-7960 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 to the end of every school day at 2:00 p.m. 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 the school's administration.

If you have any concerns with how discipline is handled with your child after a behavior incident occurs, please contact school administration. If you are not satisfied with the school-based resolution, please contact 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 mksmke.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 call (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 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

Honey Creek Elementary Milwaukee Report Card, 2023-24 Public report 

OVERVIEW

School Details

Grades : K3-5
 Enrollment : 354
 Percent open enrollment : 17.5%

Honey Creek's vision is that students are responsible, prepared, and ready to meet and exceed the expectations of continued education in grade school, college, and/or careers. Staff provides a quality educational program full of meaningful experiences using proven curricular strategies that drive and inform instruction. They have a positive climate recognized for strong academic achievement.

The statement above is provided by the school. It is not an evaluation by the Wisconsin DPI.

Student Groups



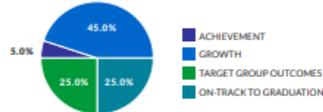
Score Summary

Please use caution when interpreting scores and ratings. Multiple years of data are used throughout the report card, including updated 2023-24 assessments. For more information, see <https://dpi.wi.gov/accountability/resources>.



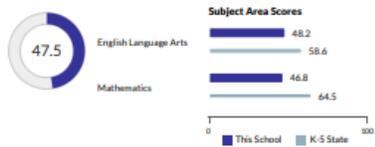
Meets Expectations
★★★

PRIORITY AREA WEIGHTS

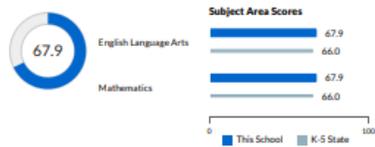


Priority Area Scores

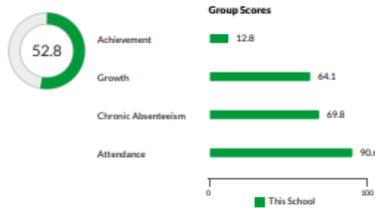
ACHIEVEMENT



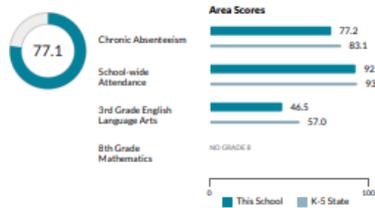
GROWTH



TARGET GROUP OUTCOMES



ON-TRACK TO GRADUATION



Continuous School Improvement Plan (CSIP)

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

Top Grade Completion

GRADE LEVEL EXPECTATIONS FOR PROMOTION

(CP means Continuous Progress and the number after it denotes the number of years in School after Kindergarten.)

CP Levels: K5 - CP5

Students are required to demonstrate proficient or advanced levels of performance in all of the following areas: Reading, Writing, English, Language Arts, Mathematics to be considered for promotion to the next level. Students who do not meet these requirements may need an extended year in elementary 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 Honey Creek Continuous Progress 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.

Infinite Campus Parent/Infinite 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 does the following:

- 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.

Homework is assigned to: Reinforce skills taught in school, as a review, as a practice and as a continuation of a project or projects assigned from time to time. It is also the opportunity for parents to become involved and engaged in their child/children's learning at school. Students should demonstrate their responsibility in attempting the task assigned as homework.

Homework/Extended Practice Expectations for Kindergarten:

- 1. The general time allotment for nightly homework will be 15-30 minutes.
- 2. The frequency of the homework is at the discretion of each teacher.
- 3. Any modifications that may be necessary for students will be addressed on an individual basis.

Homework/Extended Practice Expectations for CP 1-CP 5:

- 1. The general time allotment for nightly homework will be 15-30 minutes in CP1. The general time allotment for nightly homework will be 30-45 minutes in Rooms 113 & 115 and 30-60 minutes in Rooms 125, 124, 111 & 112.
- 2. Any modifications that may be necessary for students will be addressed on an individual basis.

Expectations from students regarding their responsibilities in the homework process:

- · Listen/pay attention during instruction/ understand the lesson before leaving school
- · Record homework/extended practice assignments in the assignment book and inform parents when homework/extended practice is assigned
- · Have the appropriate materials to complete the assigned homework
- · Ask for help; do not rush
- · Have an adult check the homework/extended
- · Take home, complete, and return the assigned homework in a timely manner.
- · Keep the homework neat
- · *Make sure the homework/extended practice is safe at home (from pets and/or younger siblings)

Expectations from parents regarding their responsibilities in the homework/extended practice process:

- · Nightly check to see that homework/extended practice is finished
- · If completing/returning homework/extended practice is a problem:
 - *Individual teachers may require a signature on homework/extended practice until the problem stops
 - *Teachers will notify the parents if there is an excessive lack of homework completion and or return
 - *Parents should contact the teacher
- Homework should be in the Red Communication folder, which should be taken back and forth from and to school (parents should check the folder regularly)
- Parents should:
 - * Provide a suitable place and materials to do homework.
 - * Encourage their child/children to do their best
 - * Help establish good habits and help with the HOMEWORK if needed

Expectations from teachers regarding their responsibilities in the homework/extended practice process:

- · Give clear directions so parents and students know how to do the homework/extended practice
- · Collect/correct/return homework/tests in a timely manner
- · Notify parents if there are several missing assignments
- · Remind students of homework assignments/projects' due date
- · If equipment or materials are required for doing the homework, parents should be made aware so that they can provide for (example: metric ruler) such equipment or materials

- Advance notice regarding tests – District/State/Major Unit tests
- If there is an all-school event that your child participates in, homework will be reduced for the next day

RED HOMEWORK/COMMUNICATION FOLDERS

- Each child at Honey Creek will receive a red communication folder (compliments of the school) at the beginning of the school year and in January. (Replacements folders will cost .50 and are available through the office) Students will be expected to carry the folder to and from school each day. This folder will serve two important purposes:
 - **First**, it serves as a daily communication folder. Notes from the school and from your child's teacher will be sent to you on a daily basis through this folder. We encourage you to check the folder every day and respond to any notes directed to you. **You** are encouraged to use the folder too, send any of your communications (permission slips, excuses for absences, responses for volunteering etc.) to school with your child and the classroom teacher will make sure they are directed to the correct person or place. **This is the appropriate place to communicate changes in your child's dismissal procedures. Written notification must be given to the school if there is a change. If no written notice is given, the normal procedure will be followed.**
 - **Second**, the folder serves as a homework/extended practice folder. Assignments will be placed in the folder by your child and your child's teacher and will be expected to be taken home daily. Completed homework/extended assignment should be placed in the folder and returned to school daily unless another deadline is specified. Please be sure to monitor your child's homework/extended assignment and check to see that it is satisfactorily completed. We have found Honey Creek's red communication folder to be a successful tool in helping our students reach their educational goals - it is an effective way for home and school to communicate, so please help us to continue its use.

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 to an individual student in the same way as a textbook, 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 is available for families about the assessments given at each grade level at this link: |

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

SECTION 4: MAINTAINING A SAFE SCHOOL ENVIRONMENT

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

The MPS *Parent/Student Handbook on Rights, Responsibilities, and Discipline* is sent home with each MPS student at the start of each school year and is also available online at mpsmke.com/rights. This

Commented [1]: This URL is an alias, and it may be better to link the full current URL as shown.

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

GUIDELINES FOR STUDENT BEHAVIOR AND SCHOOL EXPECTATIONS

*Honey Creek Continuous Progress School has a dedicated staff that challenges students to strive for the best education possible. In order for this to happen, the environment must be orderly, with students carefully following the directions of all teachers and staff members. The following **GUIDELINES FOR STUDENT BEHAVIOR** identify behavioral expectations for all students.*

SCHOOL EXPECTATIONS FOR STUDENTS

Be Safe

- *MPS and the National Association for Sport and Physical Education collaboratively determined that wearing body piercing jewelry during physical education activities is a hazard to the wearer. Body piercing jewelry like any other jewelry is prohibited during physical education classes.*
- *Children will conduct themselves appropriately at all times.*
- *Bad language, gang signs and obscene gestures will not be tolerated.*
- *Items, which may be potentially dangerous or used as a weapon, are not permitted on school grounds.*

Be Responsible

- *Children are to be groomed and dressed appropriately for school.*
- *Daily school assignments must be completed and handed in on time.*
- *All children will line up quietly and move through the halls in an orderly manner when entering or leaving the building.*
- *An official room pass is required for children leaving their classroom to visit another part of the building (lavatory, nurse, office, etc.).*
- *Children attending special help sessions or entering the building early to help the teacher must have a pass.*
- *Responsible behavior should be displayed to and from school, during classroom procedures, such as entering and leaving the classroom, ordering lunch tickets and supplies, movement about the room for various subject areas and activities.*
- *Good conduct in the lunchroom*
- *Good conduct on the playground*
- *Good bus riding conduct*
- *All personal items such as folders, pencils, caps, and coats must be marked with some form of identification.*

Be Respectful

- *Children are to respect authority of any school staff member, as well as the rights and property of*

others.

- Children must respect crossing guards and cadets who are on duty for children's safety.

Be Prepared

- Children are expected to be rested and ready to learn.
- Children will listen, follow directions, and participate in classroom activities to the best of their ability.
- Candy, gum, toys, personal playground equipment, etc. **are not** permitted in school.
- Wearing of coats, caps and gloves in the classroom is not allowed.
- Students are prohibited from activating, using or displaying electronic devices while on school premises during the school day.

Lunch Behavior Expectations

Be Safe.

- Ask a supervising adult or designated student helpers if you need something.
- Remain quietly seated until dismissed.

Be Responsible

- Taste all lunch items, try to finish their milk.
- Don't trade your food.

Be Respectful

- Stand silently in lunch line.
- Use appropriate table manners at all times.
- Talk to your neighbor next to you or across the table using inside voices.
- Raise your hand if you need anything.

CONSEQUENCES

- Student removed to a designated "Reflection zone".
- If not quiet in "Reflection zone"– 1 day loss of privileges; after that parent call home

QUIET TALKING POLICY

- If the lunchroom noise level is too loud:
- 1st Warning – Verbal Warning
- 2nd Warning - Announcement of "No talking" for the remainder of the lunch period; if behavior does not change "No talking" lunch the next day

Playground Behavior Expectations and Procedures

Be Safe

- Use playground equipment properly.
- Play safely by avoiding dangerous situations such as, flipping on the ground or off walls or

- climbing fences.
- Line up without pushing or invading other students' personal space.
- Avoid rough playing such as pushing, hitting, kicking or fighting.
- Don't throw or kick snow, snowballs, or ice.
- Don't play on the ice if you are not appropriately dressed for the weather.
- No running on the tot lot.

Be Responsible/Be Prepared

- Dress for the weather and safety.
- Return play equipment to the designated area.

Be Respectful

- Cooperate with courtesy and respect.
- Respect other children and their belongings.

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 their corner or drop-off site, the child 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 their 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 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 administration building, 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 *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 that this information is accurate and up to date. Notify your child's school of any changes.

Behavior Problems on Bus:

If you feel that 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 that 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 or traveling in an unsafe manner, or the driver is talking on a cell phone, call Pupil Transportation Services 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 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.

Milwaukee County Transit System Bus Pass Distribution Procedures

Schools are responsible for the distribution of bus tickets and or assistance in troubleshooting issues related to MCTS card usage. Most schools utilize yellow school buses as the student's primary means to and from school. Schools do, however, utilize MCTS bus cards for as-needed situations that require emergency rides home or for transportation after school events. Only students eligible for transportation

services according to school board policy are to be issued transportation bus cards.

SECTION 5: EXPECTATIONS

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

Student Dress Code

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

DRESS FOR SUCCESS!

Honey Creek Students are expected to wear clothing that is described in the Dress Code. We expect all students to be neat, clean, and appropriately dressed for their learning environment. We appreciate the cooperation of parents/guardians.

Please keep the following guidelines in mind when shopping for school attire:

Students should wear:

Appropriate skirts, shorts/ pants

Blouses/tops with collars or crew necks, turtle-neck/mock turtle-neck

Footwear that is comfortable and safe [footwear should be closed - supporting and protecting the feet (toes and heels)].

Students should not wear:

Shorts/skirts/skorts dresses that are higher than 3 inches above the knees

Tank tops, spaghetti straps or deep cut sleeveless tops and dresses

Clothing with inappropriate logos and emblems

Bare midriff tops, halter—necks and backless tops or tops with spaghetti ties in the back

Ripped clothing

Footwear that exposes the feet to injuries – flip-flops, slides, beach wear, high -heels

Hairstyles for girls and boys:

Hair should be neat, clean and well groomed.

Hairstyles should not:

Hair should not be in the student's eyes

Have inappropriate logos and symbols

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, and 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. Items such as 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 purpose 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 devices are not used by students. This process is implemented to protect the learning

environment. Schools that collect devices will secure the device during the school day and return 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, the student will be recommended for expulsion. This includes capturing, distributing, displaying, sharing, and posting inappropriate images that disrupt the learning environment.

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

Telephone Calls for Students

It is the goal of our school to offer all students an environment of uninterrupted learning so that they can achieve academically. In order to protect learning, the school requests that if a parent/guardian needs to communicate with their 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.

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 on the bottom of the MPS home page.

When parents/guardians wish to contact their child's teacher, please call the main office at 414-604-7900 to leave a voice message. The teacher will return the call.

Parent/Guardian Concerns and Visiting Your Child's Classroom

Families are always welcome to observe their child's classroom. *Because the safety of all children is important to us, MPS requires that all visitors do the following:*

- A staff member must accompany any tour or visit to a classroom during instructional time.
- Staff must stay with the visitor to escort them back to the office once the observation concludes.
- Family members looking to meet with staff must schedule meetings in advance.
- Meetings should occur during non-instructional time to avoid disruptions to the school day.
- During meetings, conferences, and classroom visits, each student may have TWO visitors present, unless additional visitors are approved in advance. The school leader, or a designee, must approve any additional visitors.
- Meetings with families should be scheduled to take place in the office or another designated space that will not interfere with school activities.
- Visitors must always be accompanied by the school leader, or a designee, while touring a school.
- When dropping off items at school, students will be called to the office to meet visitors.
-

Lack of cooperation may constitute trespassing.

Our school philosophy places parental concerns high on the priority list. When parents have questions about the educational welfare of their children or about parents' role in the education process, they should contact the school. Ms. Biesterveld, Honey Creek CP Charter School's Principal, has an open-door policy in her office. She is ready to listen and advise when necessary. Please make an appointment with the office. 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 a verbal or a written concern.

At Honey Creek Continuous Progress Charter School, we take building security and the safety of all

children seriously. A buzzer/intercom system is installed at the school's front door for security. You must press the buzzer located to the right of the doors and state your name and reason for entry. Then the door will be released for you to enter. Visitors must sign in and receive a pass. No visitors will be allowed to walk through the building without a pass. Passes are available in the office and must be visible when you are in the building.

To minimize interruption in your child's learning, conferences should be prearranged with the teacher and held before or after school rather than during school hours. We will make every possible effort to accommodate your visit and meet your specific needs. Parents must wait for their children outside of the building at dismissal time.

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 as well.

Breakfast and Lunch Procedures

All students are able to receive breakfast and lunch at no charge each day of the school year. However, if your child chooses not to participate in the meal program, they 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 child 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.

All schools have a closed campus for meal times. 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.

Breakfast is served in the gym starting at 7:10 am.

Lunch is served in the school cafeteria. We encourage students to bring a nutritious (fruit, whole grains) bag lunch. Students are not allowed to leave the building during their lunch hour.

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 Honey Creek’s website under the families tab. Please make sure to put your child’s name on his/her supplies.

Children are expected to have the necessary supplies for daily classroom work.

RED COMMUNICATION FOLDER PRICE per folder

Honey Creek has the Red Communication Folder (replacement).....\$1.00

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: EXTRACURRICULAR ACTIVITIES

Parents can register their children for various recreation activities provided at Honey Creek by the Milwaukee Public Schools Recreation Division. There will be different offerings in the fall and spring of each year. Informational fliers will be sent home. Dates and other information will be published in the school newspaper *Gopher Tales* and on the school website. Please be aware that if a student is not in attendance in school during the day, he/she may not participate in after school activities. .

SECTION 8: NONDISCRIMINATION NOTICE

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 nondiscrimination 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.

For Section 504 of the Rehabilitation Act of 1973 (Section 504), federal Title II: Jessica Coyle, Section 504/ADA Coordinator, Department of Specialized Services, 6620 W. Capitol Dr., Milwaukee, Wisconsin, 53216, (414) 438-3677.

ASL: (414) 438-3458

SECTION 9: ATTACHMENT

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

ACKNOWLEDGMENT FORM

The Family–School Compact (also referred to as School–Parent Compact)

In the school 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 and return the bottom portion of 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 the *Family–School Manual* with their child/children. 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 _____