



**MILWAUKEE  
PUBLIC SCHOOLS**

Family School Manual  
**2021-2022 School Year**

# Keefe Avenue School 53206



*Keefe Avenue School*  
TIGER PRIDE



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*Christlyn Frederick-Stanley, Ed. D.*  
**Principal**

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

*Revised: 08/21*

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## SECTION 1: INTRODUCTION

### From the Principal

Dear Parents and Guardians,

Welcome to the 2021-22 school year. The staff at Keefe Avenue School along with the school district has planned a new and exciting school year filled with learning in all areas! We have new textbook adoptions in the areas of reading and science. We also have supports in the area of Social Emotional Learning. This year Keefe Avenue School will launch a new program emphasizing computer technology with all of our students. This program is supported by MPS and Marquette University.

This handbook contains information to assist you with answering questions that you might have throughout the school year. Please do not hesitate to call the school if you have any questions. The school policies, procedures, and expectations are in place to help us be safe and successful while working and learning at school or at home. Be sure to take the time to review the entire book.

Communication is one of the keys that will help us meet the needs of your child. We will need your cooperation and support as we work together during the school year. Our goal is to communicate with you more often. Keefe Avenue School staff values parental input and we want all of our families to feel valued. We want you to be informed about your child’s academic development, social emotional development, and their behavioral progress. We also want you to keep us informed about your needs throughout the school year.

We want you to think about the many ways we can work together to make 2021-22 another great school year for your child. The staff at Keefe Avenue School wants you to be a part of our Keefe Avenue School Family. You can show your support by coming out to events, attending conferences, joining the School Engagement Council, FAST, volunteering, and by being supportive in any way you can.

Let us work together to have a wonderful school year! Remember **T**ogether **E**veryone **A**chieves **M**ore. We are a TEAM – Go Tigers!



Sincerely,

Dr. Christlyn Frederick-Stanley, Principal

*We are proud to be a Wisconsin RtI Center recognized school in Behavior, Math and Reading at the GOLD level!*



**STRONG IMPLEMENTATION  
OF AN EQUITABLE  
SYSTEM OF SUPPORTS**

# School Mission, Vision and Goals

## Milwaukee Public Schools Mission and Goals

### Mission

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

### Vision

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

### Core Beliefs

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

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





## **Keefe Avenue's School Vision Statement**

### **Keefe Avenue School Vision Statement**

We envision that the Keefe Avenue School staff will be motivated to support students to become productive global citizens and lifelong learners through character development, inquiry learning and the use of technology.

We will empower families through open and frequent communication. We will build positive relationships and connect families to Keefe Avenue School and the community.

We will be (an active) pillar in our community where staff, students, families and community members work together to ensure (daily) social and academic success for our students.

What does this look like?

- Staff and families working together
- Families coming to Keefe Avenue School for assistance
- Staff and students working together
- Community agencies working with families, students and staff
- Every person feeling valued and respected

### **Our School Values**

How we conduct ourselves. The principles that guide us daily in teaching our students, while working together and interacting with the community we serve.

We value:

- having a respectful partnership with students, families, and the community
- having a peaceful, inclusive, diverse, productive working and learning environment
- individualized support that promotes meaningful relationships to develop the whole child
- using an equitable and culturally responsive approach to instruction
- new and innovative ways to use technology
- teamwork through communication, collaboration, leadership, and the sharing of ideas
- student autonomy and empowerment to be actively engaged in their education through inquiry-based teaching and learning

## Academic Standard of Care

1. Build positive relationships with students and families.
2. Know what each student needs in each content area.
3. Conduct formative assessments regularly.
4. Differentiate instruction for students.
5. Instruct students at or above grade level.
6. Utilize scaffolding for students above and below grade level.
7. Design instruction using the content standards.
8. Use district-adopted/endorsed materials during instruction.
9. Center learning around student interests, voice, and choice.
10. Design learning experiences for students that are inquiry-based.

Staff Roster and Contact Information, including MPS email.

Tentative

KEEFE AVENUE SCHOOL 2020-2021 Roster							
Office		Phone		Support Staff		Room	Phone
Dr. C. Frederick-Stanley	Principal	Office	74805	Raven Moody (moodyrt)	Social Worker	208	74833
Frederica Aquiana Odekunle (odekuna)	Temp Secretary	Office	74810	Jon Lombardi(lombartj)	Psychologist	208	74830
Nurse				Vacant (.20)	Guidance	208	
Erika Simmons	Contracted Agency Nurse		74828	Lea Branch (branchlm)	Sp.Ed. Supervisor	207	74887
Regular Ed. Teachers				Amber Kuoharaki (kuohar)	Speech Path	B15	74869
Kristen Muskevitch (muskevick)	Head Start K3	A110	74880	Kenyetta Macilin	Bookkeeper	215A	74825
Alyssa Molinski (molinsa)	Head Start K4	A108	74800	Teacher Specialists			
Marie Polk (polkm)	K4	112	74872	Tracy Paulson (paulsot)	RRT	206	74885
Logan Scarpace (scarpace)	K5	114	74874	Sharay Anderson(ander)	SST	206	74876
Shari Berman (bermansb)	1st	100	74870	Vacant (.20)	Music		
Nancy Wong Woessner (wongwn)	2nd	102	74882	Vacant (.50)	Art	215	74864
Monica Kendrick(kendrim)	4th	213	74853	Christine Camilo (camilic)	Librarian	212	74835
Chinella Vamer (vamercd)	5th	214	74866	Chelan Landry (landryce)	Phy. Ed.	Gym	74838
Supplemental Teacher				vacant	TSS		74806
Nikole Johnson (johnson5)				Greg Springman(springg)	GTC		
Paraprofessional/Educational Assistants				Handicapped Child Assistant			
				Fareedah Washington (washfm)	MRP 1-5	210/214	74836
				Leshona Lee (leely)	K4 and K5	112/114	74872
				Vacant	1st and 2nd	100 and 102	
				Vacant	MO1		
				Brandi Gales (galesba)	KO1	112, 113, 114	74873
				Vacant	Head Start	A108	
				Vacant	Head Start	A110	
				Natalie Wood (woodn)	3rd and 4th	103/213	
				Engineering Staff			
				Helen Haney (haneyhr)	Parent Coord	B14	74854
				Food Service			
				Nichelle Wooten (wooten)	KO1	112, 113, 114	74873
				Isolation Room		A205	74865
				Tech			
				Deirenzo Rhymes (rhymesd)	Eng. IV		74845
				Abel Whitley	BAT		74845
				Building Helper			
				Building Helper			
				Food Service			
				Jeanette Turner (turnerjm)	Manager	Cafeteria	74819
				Asst. Manager			
				Tech			
Gabby Burgos	Wednesday AM	B5	74867				

# School Calendars/Events



**MILWAUKEE  
PUBLIC SCHOOLS**


[mpsmke.com](http://mpsmke.com)

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


## 2021-22 Traditional Calendar

Aug 26	Organizational Day	Jan 17	MLK Jr. Day
Aug 27, 30-31	Professional Development Days	Feb 14	Mid-Semester break
Sept 1	Professional Development Day	Feb 15	Record Day
Sept 2	First Day of School – Students	March 18	Parent-Teacher Conference Day
Sept 6	Labor Day	March 28-31	Spring break
Oct 22	Parent-Teacher Conference Day	April 1	Spring break
Oct 25	October break	April 5	Professional Development Day
Nov 15	Record Day	April 15, 18	April break
Nov 24, 26	Thanksgiving break	May 27	Memorial Day break
Nov 25	Thanksgiving Day	May 30	Memorial Day
Dec 23	Professional Development Day	June 6	Record Day
Dec 24, 27-31	Winter break	June 15	Last Day of School – Students
Jan 3	Winter break	June 16	Professional Development Day

■ 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 2021

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

### August 2021

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

### September 2021

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	29	30	1	2

### October 2021

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

### November 2021

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

### December 2021

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

### January 2022

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

### February 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	1	2	3	4	5

### March 2022

S	M	T	W	Th	F	S
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	2

### April 2022

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

### May 2022

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

### June 2022

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	29	30	1	2

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



# Keefe Avenue School



## 2021– 2022 Tentative Calendar of Events

### August

- Thurs., 08/26 – Organizational Day
- 08/27, 30 and 31– Professional Development Days

1<sup>st</sup> Trimester Sept. 2<sup>nd</sup> – Nov. 12<sup>th</sup>

### September- Creating Success in School

- Wednesday, 09/01 – PD Day
- Thurs. 09/02– Students First Day of School
- Monday, 09/06 – Labor Day – No School
- Thursday, 9/16 – PBIS Celebration
- Friday, 09/17 STEM Day
- Friday, 09/17 – Third Friday
- Wednesday, 09/22– Open House/Title I Parent Meeting

### October- Making a Difference

- Monday, 10/04 9:00 a.m. PBIS Assembly
- Fri, 10/22 – Parent Teacher Conference Day
- Monday, 10/25 October Break – No School
- Wednesday, 10/30 –School Partnership Meeting (TBD)
- Family Literacy Program K4 and K5 (TBD)
- Poll parents to find out their availability
- Offer a virtual or in person option or record for later viewing

Nov<sup>2nd</sup> Trimester. 16, 2020 – Feb. 12, 2021

### November – Keeping a Positive Attitude

- Career Awareness Month
- Family Literacy Program 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Grade (TBD)
- Monday, 11/15 Record Day – No Students
- Thursday, 11/18 9:00 a.m. 1<sup>st</sup> Trimester Awards
- Wednesday, 11/24 – Friday, 11/26 Thanksgiving Recess – No School

### December – The Gift of Friendship

- Monday, 12/06 – 9:00 a.m. PBIS Assembly
- Wednesday, 12/15 – School Partnership Mtg
- Tues, 12/21 – 9:00a.m. – Winter Holiday Prog.
- Thursday, 12/23 – PD Day
- Friday, 12/24 – Monday, 01/03 Winter Recess

### January – Stumbling Blocks or Stepping Stones

- Tuesday, 01/04 – Return to School
- Monday, 01/10 – 9:00 a.m. PBIS Assembly
- Monday, 01/17 – M.L.K Day- No School
- Wednesday, 01/19 –School Partnership Meeting
- TBD Family Literacy Program Grade 4<sup>th</sup> and 5<sup>th</sup>

### February- Celebrating America’s Diversity

- Monday,02/07– 9:00 a.m. PBIS Assembly
- Monday, 02/14 – Mid Semester Break No School
- Tuesday, 02/15 – Record Day – No Students
- (TBD) African American Read-In Day
- Wednesday, 02/26 –School Partnership Meeting (TBD)
- Family Literacy Program Grades K4 and K5 (TBD)

3<sup>rd</sup> Trimester March 2<sup>nd</sup> – June 11<sup>th</sup>

### March – Making Responsible Choices

- Monday, 03/07 – 9:00 a.m. PBIS Assembly
- TBD –Parent Teacher Conferences
- Friday, 03/20 – No School
- Wednes, 03/23 –School Partnership Mtg (TBD)
- Thursday, 03/24 – 9:00 a.m. 2<sup>nd</sup> Trimester Awards
- Family Literacy Program Grades 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> (TBD)
- Mon. 03/28 – 04/01 Spring Recess

### April – Building Courage and Character

- Monday, 04/04 – Return to School
- Tuesday, 04/05 – Professional Development Day
- Wednes, 04/27 –School Partnership Mtg (TBD)
- Family Literacy Program Grades 4<sup>th</sup> and 5<sup>th</sup> (TBD)

### May – Building a Caring Community

- Monday, 05/02 – PBIS Assembly
- Wednesday, 05/25 – 4:30 p.m. Open House/Spring Concert
- Mon. 05/30 Memorial Day – No School

### June – Respecting Ourselves and Others

- Monday, 06/06 – Record Day
- Thursday, 6/09 9:00 a.m. Awards Program
- Tuesday, 6/14 9:30 a.m. – 5<sup>th</sup> Grade Completion
- Wednesday, 6/15 – Last Day of School for Students

Please check emails and the school website for updates and changes to the tentative school calendar.

## 2021-22 Trimester Mark Periods



### Early Start Calendar Trimester Mark Period Dates/Grading Windows

Early Start TRIMESTER ONE 08-16-21 to 11-12-21		
Mark Period	End Date	Grading Window
Interim 1	10-01-21	09-29-21 to 10-13-21
Trimester 1	11-12-21	11-10-21 to 11-23-21
Early Start TRIMESTER TWO 11-15-21 to 02-11-22		
Mark Period	End Date	Grading Window
Interim 2	01-07-22	01-05-22 to 01-19-22
Trimester 2	02-11-22	02-09-22 to 02-23-22
Early Start TRIMESTER THREE/ FINAL 02-14-22 to 05-26-22		
Mark Period	End Date	Grading Window
Interim 3	04-08-22	04-06-22 to 04-20-22
Trimester 3/FINAL	05-26-22	04-27-22 to 05-27-22

### Traditional Calendar Trimester Mark Period Dates/Grading Windows

Traditional TRIMESTER ONE 09-02-21 to 11-12-21		
Mark Period	End Date	Grading Window
Interim 1	10-15-21	10-13-21 to 10-27-21
Trimester 1	11-12-21	11-10-21 to 11-23-21
Traditional TRIMESTER TWO 11-15-21 to 02-11-22		
Mark Period	End Date	Grading Window
Interim 2	01-07-22	01-05-22 to 01-19-22
Trimester 2	02-11-22	02-09-22 to 02-23-22
Traditional TRIMESTER THREE/FINAL 02-14-22 to 06-15-22		
Mark Period	End Date	Grading Window
Interim 3	04-20-22	04-13-22 to 04-27-22
Trimester 3/FINAL	06-17-22	05-25-22 to 06-16-22

**The last day of a mark period:** Final day for students to submit evidence of learning.

**Grading windows:** Teachers access all areas of report card/interim progress report for the marking grades. Parents & students are also able to see posted grades during this time.

**After the grading window closes:** Only the secretary in the office can make changes. Secretaries and principals always have access to change/add grades in any mark period through the Course/Section > Grading by Task or Grading by Student tabs.

**Grading due dates:** Principals determine the actual due dates for teachers to complete their data entry.

**Reviewing grades:** Principals should review all Interim reports and Report Cards for accuracy and appropriate comments before they are mailed/sent home to parents.

**Missing data:** The principal contacts Research, Assessment and Data to request a window reopening.

**Report card distribution:** This is a principal decision after grading windows end and all reports have been checked and printed for parents.

**Parent Teacher Conference:** Dates may not align with interim progress reports or report cards. Use this time for discussing the whole child and their progress in school.

**Trimester 3/ Final report cards:** for proper review and revision before the end of the school year, elementary report cards will be due at the end of Record Day, which is **May 16, 2022 for Early Start and June 6, 2022 for traditional start K5/K8 schools.**

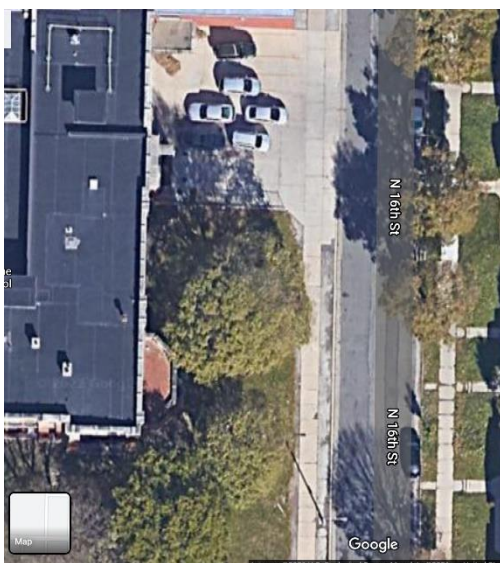
**MPS will open the grading windows a week early to allow teachers more time to complete report cards.** This will allow administrators enough time to review report cards, allow teachers time to make necessary revisions and ensure all data is complete. Following Record Day, students may demonstrate additional proficiency, teacher may add additional evidence to their grade books and make revisions based on administrator review. These are instructional days and modifications to the Campus grade book are made until distribution of report cards for the 2021-22 year.

Research, Assessment & Data, JF, 07/08/21

## School Daily Schedule

<u>School</u>	<u>Hours</u>
Office:	7:00 am – 3:30 pm
Warning bell:	7:15 am
Breakfast:	7:20 am – 7:50 am (in the cafeteria)
School starts:	7:35 am
Recess/Lunch	10:45 – 11:30 am Grades K4, K5, 1 and 2 <sup>nd</sup>
Recess/Lunch	11:30 am – 12:15 pm Grades 3, 4 and 5
Dismissal:	2:20 pm

Our school's procedures are, first and foremost, designed to ensure the safety and well-being of your child(ren). We need your cooperation, assistance and support to ensure students' safety, especially during arrival and dismissal. Students are to be supervised at **all** time. Morning supervision begins at 7:20am. **Students should not be on the playground before 7:20am.** Keefe Avenue School **does not offer childcare before the start of the school day.** At the end of the school day, students are to report directly to their school bus, childcare ride, other transportation, or walk to go home. Students will not be allowed to leave the school grounds and then re-enter the building.



### Student Entry Procedures

An adult will greet students at their assigned area between 7:20am and 7:30am. The students will be escorted into the building and to their assigned area through **Exit #6**. Students arriving to school after 7:50am must enter through the main entry (Exit #1) and report to the office for a Tardy Slip.

### Student Dismissal Procedures

The school day ends for students at **2:20 pm**. Students will be escorted directly to their bus. They will use **Exit #6**. Walkers will be dismissed to their childcare provider, parent/guardian, or they will be dismissed to walk home.

## Before- and After-School Services/Programs

### Keefe Avenue School does not have a Before and After School Program

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, as well as exposure to S.T.E.M. (Science, Technology, Engineering, Math) programming, reading enrichment, art, music and dance. Students are also given healthy snacks and meals.

#### Community Learning Center (CLC):

Keefe Avenue School **does not** have a CLC. Please contact our school office at (414)267-4800 for more information.

## Extended Learning Opportunities

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

### Alternative Education Programs

- Alternative diploma pathways
- Competency-based
- General Educational Development Program (GEDO #2)
- Wisconsin Challenge Academy

### Summer Academy

- Free of charge for students who are City of Milwaukee residents
- Bilingual and English as a second language (ESL) services provided
- Elementary K5-8
  - Engaging academics and hands-on enrichment opportunities, including arts-integrated activities, field trips, and in-school programs with community partners

### Extended School Year (ESY)

- Provided for children with special education needs
- Grade 8 Promotional Program
  - Intended to strengthen the academic and social skills of current 8th grade students transitioning to high school. Principal recommendation is required to participate in this program.

### High School

- Credit acceleration
- Credit recovery
- Community service/service-learning
- Internships
- Community Assessment and Training Program (CATP) and On-the-Job Training (OJT)

### Middle School and Freshman Bridge Programs

### Enrichment Camps and Adventures

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

To find more information about Extended Learning Opportunities, please visit [mpsmke.com/elo](http://mpsmke.com/elo) or call 414-475-8238.

## Parking

### Parking guidelines:

- To ensure the safety of all students, please avoid double parking, which causes heavy traffic congestion and is unsafe.
- The school is not responsible if a parking ticket is issued to a parent.
- We need to respect the rights of neighbors and not park in front of their driveways.
- The school parking lot is restricted and not open to the public.
- Limited parking is available on 16<sup>th</sup> St. and on Keefe Avenue.

## 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/Safety Desk for a tardy slip.

When a student is absent, parents must call the school attendance line at (414)267-4850 and send a written excuse within **two (2) days** of the absence. Excessive absences and tardiness will result in an immediate referral to the school social worker and eventually a referral to the District Attorney, which could result in a court hearing and fines.

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 Keefe Avenue School 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 closest safe corner location to their residence and dropped off at that same location at the end of the school day.

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

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

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

#### Assigned Bus Stops and Routes:

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

#### Corner Stops:

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

#### Inclement Weather:

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

#### Address Changes:

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

## SECTION 2: FAMILY ENGAGEMENT

### MPS Family–School Partnership Pledge

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

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

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### MPS Family and Community Engagement Framework

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



## The School–Family Compact

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

**Keefe Avenue School** is dedicated to educating the mind, body and spirit of each student. We stress acceptance of differences, we emphasize cooperation with and concern for others, and we encourage a sense of commitment towards the larger community. This agreement is a promise to work together to help our students learn.

**Student Agreement:** It is important that I work to the best of my ability.

I will:

1. be engaged in class and complete class work and all homework assignments.
2. have my books and supplies every day.
3. attempt all given assignments.
4. arrive at school on time every day, unless I am ill.
5. be responsible for my behavior and make quality choices.
6. be a cooperative and non-violent student in and out of the classroom.

**Teacher/Administrator Agreement:** It is important that students achieve.

Therefore, I will strive to:

1. provide a positive learning environment which builds self-esteem and academic knowledge.
2. have high expectations for myself, students and other staff.
3. respect the cultural differences of students and their families.
4. explain the school’s expectations of all students.
5. share appropriate materials and suggestions for learning at home (library books, effective strategies, vocabulary lists and math facts).
6. provide homework that supports the skill that was taught during class.
7. provide necessary assistance to parents so that they can help with assignments.
8. provide information about student progress.

**Parent/Guardian Agreement:** I want my child to achieve.

Therefore, to encourage my child, I will:

1. have my child ready to start the school day; well rested and appropriately dressed
2. send my child to school on time every day unless he/she is ill; and provide the teacher with an excuse for my child’s absence.
3. Each day I discuss school happenings with my child and ask if they have any homework. I will assist with and review my child’s homework daily.
4. I will provide a means for the school to communicate with me (phone number, work phone number, neighbor, and relative).
5. I will make every effort to attend Parent Conferences, Open House, Parent meetings and other school events.

## Open House

Open House is held twice a year (1 in the Fall and 1 in the Spring); dates and times will be announced.

**Fall Open House:** Wednesday, September 22<sup>nd</sup>

**Spring Open House:** Wednesday, May 25<sup>th</sup>

### Parent–Teacher Conferences

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

### Rights of Non-Custodial Parents

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

### Rights of Foster Parents

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

## Family Volunteers

Our school encourages families interested in doing volunteer work to apply. Volunteers are defined as persons who provide services on a regular and ongoing basis or more than five (5) hours a week. It does not apply to those families and/or other adults who are one-time volunteers for field trips or other one-time-only activities in schools and/or departments. All volunteer applicants must complete an application, pass a criminal background check (for those 18 years of age or older) and interview with the school administrator or Parent Coordinator. Volunteer applications are to be completed online and can be found on the district website under the *Community* tab.

## 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.

Keefe Avenue School is currently seeking parents to become members of the School Engagement Council. Please contact Dr. Stanley, Principal or Ms. Helen Haney, Parent Coordinator at (414)267-4800 for additional information.

## Title I: District Advisory Council

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

### Keefe Avenue School Family Space

Ms. Haney is the Parent Coordinator at Keefe Avenue School. Her work hours are 7:15am – 3:45pm. The Family Center is located in Room B14/ Dr. Clara Moore Center, and it is open to parents during school hours. Parents can contact Ms. Haney at 267-4800 or by email at [haneyhr@milwaukee.k12.wi.us](mailto:haneyhr@milwaukee.k12.wi.us).

## Department of Student Services

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

## Parent/Student Handbook on Rights, Responsibilities and Discipline

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

## Tips for Parents

- Make sure that your child is in school every day and on time; school starts at **7:20am**
- Call the school when your child is absent at (414) 267-4850
- Make sure that your child gets the proper amount of sleep every night.
- If your child brings a cold lunch, make sure that it is nutritional.
- Check your child's book bag every day.
- Read with or have your child read every day.
- Assist your child with homework/practice.
- Encourage your child to keep a writing journal.
- Attend fall and spring Parent-Teacher Conferences.
- Make sure that your child stays to the end of every school day at **2:20pm**. Every minute of instruction, from the start to the end of each school day, is important.
- Contact the teacher with academic concerns or recognized growth you see.
- Provide your child with comments of encouragement regularly.
- Ensure your child is dressed appropriately.
- Help in your child's classroom when you are able.
- Attend field trips when your schedule allows it.
- Be a part of the School Engagement Council and/or parent organization.

## Complaints/Disagreements with Schools

### Handling of Discipline

In accordance with Administrative Policy 8.28: Student Discipline, administration must provide documentation of suspension prior to suspension beginning and all efforts to contact the family must take place. If your child has been suspended and you have not received documentation, please contact the school's administration.

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

**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.


<b>STEP 1</b>	
<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 resolve the complaint within five days. If the school leader cannot resolve the complaint within five days, he or she will request assistance from Central Services staff or departments.
<b>STEP 2</b>	
<i>What if I am not satisfied with the school-based resolution?</i>	You can file a complaint online at <b><a href="http://mpsmke.com/parentconcerns">mpsmke.com/parentconcerns</a></b> . Once filed, the complaint will be directed to a designated MPS employee who will investigate and follow up with the problem.
<b>STEP 3</b>	
<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 <a href="mailto:governance@milwaukee.k12.wi.us">governance@milwaukee.k12.wi.us</a> or at (414) 475-8284.

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

# SECTION 3: CURRICULUM AND INSTRUCTION


Updated information will be provided soon!

FINAL - PUBLIC REPORT - FOR PUBLIC RELEASE November 12th, 2019



**Keefe Avenue Elementary**  
Milwaukee | Public - All Students  
School Report Card | 2018-19 | Summary

**Overall Score**



**51.2**

☆☆☆☆☆  
Fails to Meet Expectations

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

Priority Areas	School Score	Max Score	K-8 State	K-8 Max
<b>Student Achievement</b>	<b>10.1/100</b>		<b>63.5/100</b>	
English Language Arts (ELA) Achievement	5.3/50		31.9/50	
Mathematics Achievement	4.8/50		31.6/50	
<b>School Growth</b>	<b>49.9/100</b>		<b>66.0/100</b>	
English Language Arts (ELA) Growth	24.5/50		33.0/50	
Mathematics Growth	25.4/50		33.0/50	
<b>Closing Gaps</b>	<b>68.2/100</b>		<b>73.9/100</b>	
English Language Arts (ELA) Achievement Gaps	33.4/50		37.2/50	
Mathematics Achievement Gaps	34.8/50		36.7/50	
Graduation Rate Gaps	NA/NA		NA/NA	
<b>On-Track and Postsecondary Readiness</b>	<b>64.6/100</b>		<b>86.3/100</b>	
Graduation Rate	NA/NA		NA/NA	
Attendance Rate	63.7/80		74.4/80	
3rd Grade English Language Arts (ELA) Achievement	0.7/10		6.2/10	
8th Grade Mathematics Achievement	0.2/10		5.7/10	

Priority Area Weights	Percentage Weight
Student Achievement	5.0%
School Growth	45.0%
Closing Gaps	25.0%
On-Track and Postsecondary Readiness	25.0%

Note: For details about how weights are determined, see weighting calculator: [https://nea-dpi.shinyapps.io/overall\\_weighting\\_calculator/](https://nea-dpi.shinyapps.io/overall_weighting_calculator/)

School Information	Value
Grades	K3-8
School Type	Elementary School
Enrollment	166
Percent Open Enrollment	0.0%
<i>Race/Ethnicity</i>	
American Indian or Alaskan Native	0.0%
Asian	0.0%
Black or African American	95.8%
Hispanic/Latino	3.0%
Native Hawaiian or Other Pacific Islander	0.0%
White	1.2%
Two or More Races	0.0%
<i>Student Groups</i>	
Students with Disabilities	26.5%
Economically Disadvantaged	96.4%
English Learners	0.0%

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

**Test Participation Information**

Includes Forward Exam (grades 3-8), ACT Aspire (9 and 10), ACT (11), and Dynamic Learning Maps (3-11)

Group	ELA 1-Year	ELA 3-Year	Math 1-Year	Math 3-Year
All-Students Rate	96.2%	96.6%	95.4%	96.8%
Lowest Subgroup Rate: SwD	92.1%	94.1%	89.5%	94.9%

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

**Wisconsin Department of Public Instruction | dpi.wi.gov**

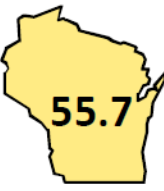
Report cards for different types of schools or districts should not be directly compared.


Page  
**1**



**Keefe Avenue Elementary**  
**Milwaukee | Public - All Students**  
 School Report Card | 2017-18 | Summary

**Overall Score**

  
**55.7**

  
**Meets Few Expectations**

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

Priority Areas	School Score	Max Score	K-8 State	K-8 Max
<b>Student Achievement</b>	<b>14.3/100</b>		<b>63.9/100</b>	
English Language Arts (ELA) Achievement	8.5/50		32.4/50	
Mathematics Achievement	5.8/50		31.5/50	
<b>School Growth</b>	<b>54.6/100</b>		<b>66.0/100</b>	
English Language Arts (ELA) Growth	28.2/50		33.0/50	
Mathematics Growth	26.4/50		33.0/50	
<b>Closing Gaps</b>	<b>71.5/100</b>		<b>69.9/100</b>	
English Language Arts (ELA) Achievement Gaps	34.5/50		35.5/50	
Mathematics Achievement Gaps	37.0/50		34.4/50	
Graduation Rate Gaps	NA/NA		NA/NA	
<b>On-Track and Postsecondary Readiness</b>	<b>70.3/100</b>		<b>86.6/100</b>	
Graduation Rate	NA/NA		NA/NA	
Attendance Rate	68.3/80		74.6/80	
3rd Grade English Language Arts (ELA) Achievement	1.4/10		6.3/10	
8th Grade Mathematics Achievement	0.6/10		5.7/10	

Priority Area Weights	Percentage Weight
Student Achievement	5.0%
School Growth	45.0%
Closing Gaps	25.0%
On-Track and Postsecondary Readiness	25.0%

Note: For details about how weights are determined, see weighting calculator: [https://oea-dpi.shinyapps.io/overall\\_weighting\\_calculator/](https://oea-dpi.shinyapps.io/overall_weighting_calculator/)

**School Information**

Grades	K3-8
School Type	Elementary School
Enrollment	247
Percent Open Enrollment	0.0%
<b>Race/Ethnicity</b>	
American Indian or Alaskan Native	0.4%
Asian	0.0%
Black or African American	94.7%
Hispanic/Latino	3.2%
Native Hawaiian or Other Pacific Islander	0.0%
White	1.2%
Two or More Races	0.4%
<b>Student Groups</b>	
Students with Disabilities	24.3%
Economically Disadvantaged	96.8%
English Learners	0.0%

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

**Test Participation Information**

Includes Forward Exam (grades 3-8), ACT (grade 11), and Dynamic Learning Maps (grades 3-8 and 11)

Group	ELA 1-Year	ELA 3-Year	Math 1-Year	Math 3-Year
All-Students Rate	95.5%	97.1%	95.5%	97.3%
Lowest Subgroup Rate: SwD	95%	94.9%	95%	94.9%

^Note: Outlier score fluctuation is noted by ^ when any school or district report card has a 10-point or greater change (up or down) in its Overall Score. This amount of change in a single year is considered an outlier, and may or may not be reflective of actual school/district change in performance. Careful and cautious review of the report card and all supplemental pages is recommended. For assistance in better understanding this report card, contact the Office of Educational Accountability: [reportcardhelp@dpi.wi.gov](mailto:reportcardhelp@dpi.wi.gov).

## School Improvement Plan (SIP)

Your school's SIP can be requested from the school principal at any time.

### Top Grade Completion

#### 5<sup>th</sup> Grade Completion

##### **FOURTH- AND EIGHTH-GRADE PROMOTION REQUIREMENTS (Admin Policy 7.36)**

(a) Students who are promoted from fourth grade to fifth grade or from eighth grade to ninth grade shall be required to meet at least one of three criteria:

Criterion #1: Academic Performance is defined as proficiency levels in reading, English/language arts, mathematics, science, and social studies as measured and defined by classroom assessments based on district-adopted grade-level standards.

Criterion #2: Test results are a proficiency level of basic or above, which is measured and defined by the appropriate state assessment in English language arts, mathematics, science, and social studies.

Criterion #3: Recommendations of teachers shall be determined by a school-based team that is to include the classroom teacher(s) and uses district guidelines.

(b) The criteria must be met in the following manner:

1. Criterion #1 shall be considered first.
2. When a student meets Criterion #1, Criterion #2 and Criterion #3 are not to be considered.
3. When a student does not meet Criterion #1, then either Criterion #2 or Criterion #3 must be met.

### Standards-Based Report Cards/Progress Reports

To ensure that parents/guardians are kept informed of their children's progress in school, Elementary and K8 parents at **Keefe Avenue School** will receive three standards-based report cards and three interim progress reports. This report card is different from what you may be accustomed to. 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 end of each mark period, based on each school's course schedule.

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

MPS continues to implement new, more rigorous standards for what every child should know and be able to do in each subject area and grade level. The MPS Comprehensive Literacy Plan and Comprehensive Math/Science Plan are aligned to the Common Core State Standards.

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 on progress to 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.

All students are expected to do a reasonable amount of homework Monday through Thursday and sometimes on the weekend. Kindergarten students may have up to 15 minutes of homework, students in grades 1<sup>st</sup> through 3<sup>rd</sup> can expect a minimum of 30 minutes of homework, and students in grades 4<sup>th</sup> and 5<sup>th</sup> can expect a minimum of 45 minutes of homework each night. Students in 6<sup>th</sup> -8<sup>th</sup> grade should expect a minimum of 1 hour of homework each night. In addition, each child should read a minimum of 15 minutes each night and review the information that was taught in school. The Boys and Girls Club will assist with homework.

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

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

### **Assessment**

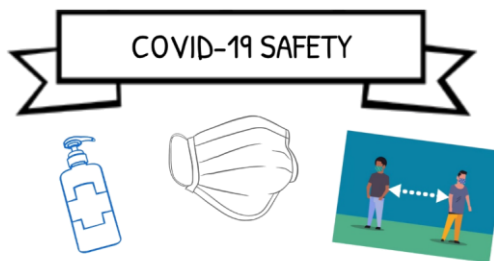
The MPS Strategic Assessment Systems measure progress towards college and career readiness through formative, interim, and summative measures. We believe in ethical use of assessments and data, decisions based on facts, collaboration, and connectivity between curriculum, assessment, instruction, and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

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

## SECTION 4: MAINTAINING A SAFE SCHOOL ENVIRONMENT

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

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



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



All students have the right to feel safe and the obligation to respect each other and all adults in and outside the school building. All students are expected to be at their best behavior in order to create a safe learning environment conducive to learning.

### Keefe Avenue School Creed

- I will do my best to come to school each and every day, to be on time and start each day with a smile.
- I will have a positive attitude.
- I will work hard.
- I will be respectful to everyone.
- I will focus on myself and I will succeed.

### Lunch Behavior Expectations

<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>• Use good table manners</li> <li>• Use inside voices</li> <li>• Follow directions the first time they are given</li> </ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>• Sit with your class in designated</li> <li>• Clean up all debris from table and floor</li> <li>• Stay seated until dismissed</li> </ul>
<b>Be Safe</b>	<ul style="list-style-type: none"> <li>• Stay in the cafeteria</li> <li>• Keep your hands, feet, objects, and food to yourself</li> <li>• Walk carefully</li> </ul>



### Playground Behavior Expectations and Procedures

<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>• Use kind words and actions</li> <li>• Listen to adults</li> <li>• Be a good sport and play by the rules</li> <li>• Enter building quietly</li> </ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>• Listen for whistle and line up quickly</li> <li>• Collect and return equipment</li> <li>• Report problems to adults</li> </ul>
<b>Be Safe</b>	<ul style="list-style-type: none"> <li>• Be within adult sight</li> <li>• Use equipment properly</li> <li>• Keep hands, feet, and objects to yourself</li> </ul>

## School Bus Behavior Expectations and Procedures



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

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

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

### **Bus Disciplinary Procedures:**

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

### **School Bus Stops:**

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

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

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

### **Bus Accidents:**

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

**Absence of a Responsible Person:**

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

**Emergency Contact Information:**

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

**Behavior Problems on Bus:**

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

**Inappropriate Driver Behavior:**

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

**Driver/Parent/Student Conflict Prevention Tips:**

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

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

## SECTION 5: EXPECTATIONS

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

### Student Dress Code

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

Keefe Avenue School is a uniform school. Students are expected to be in uniform every day. Our school uniform is Royal blue collared shirt and Khaki (tan) pants or skirts. Students can also wear spirit wear on Fridays. We want our student to show their Tiger Pride!

When students are not in uniform this Dress Code must be followed.

- Clothing graphics will contain NO profane/foul language and/or symbols. No racist, sexually explicit, gang affiliated, illegal drugs or weapons should not be depicted or reference.
- Hems and bottom edges of shorts/skirts must not rise above fingertips when arms are straight at sides.
- Shirts/tops must have straps, and be at least one inch wide. Shirts/tops must cover backs, cleavage, stomachs, and navels.
- Pants/shorts must cover buttocks and underwear/shorts should not be exposed.
- Head covers – such as caps, do-rags, scarves, bandanas, nets, hoods – are never to be worn in the building.
- Shoes must be worn at all times. Closed toed shoes should be worn during physical education.

### School Uniform Policy

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

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

### Inappropriate Personal Property

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

## Equipment from Home

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

## Cell Phones/Communication Devices

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

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

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

### **Telephone Calls for Students**

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

## School Communication with Families/Family Newsletter

Our school believes it is important to keep parents informed of school news, services, activities and events. The school will send regular correspondence to families. Families should also subscribe to the quarterly district eNewsletter for families on the bottom of the MPS home page <http://mps.milwaukee.k12.wi.us/en/home.htm#>.

When parents/guardians wish to contact their child's teacher, please call the main office at (414)267-4800 or classroom to leave a voice message. The teacher will return the call.

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

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

- Use the designated main entrance.
- Report to the office/security desk.
- Show some form of identification.
- Sign in on the MPS Visitor Record.
- Wear/display the MPS Visitor Pass while in the school at all times.
- Be escorted to the requested location.
- Return the Visitor Pass to the office/security desk and sign out.

Lack of cooperation may constitute trespassing.

Parent/Guardians cannot disrupt teachers from teaching. Parent/Guardians should respectfully wait for teacher/staff so as not to disrupt students from learning.

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

**Due to COVID-19 all visitors need to schedule visits to the school in advance. Everyone is required to follow MPS procedures during their visit.**

## SECTION 6: SCHOOL POLICIES AND PROCEDURES

### Census Verification Report

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

## Breakfast Procedures

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

Keefe Avenue School participates in the Universal Breakfast Program. Students are provided with a free breakfast to eat in the cafeteria between 7:30 a.m. and 7:55 a.m. Students must be on time for breakfast. If your student chooses not to participate in the meal program, s/he may bring a breakfast or lunch from home. Students are encouraged to bring nutritious foods such as fruits, vegetables, whole grains etc. Parents/guardians who want their student to be able to purchase additional milk or a la carte menu items to supplement the school meal or the meal from home may choose to set up an account at [www.MyPaymentsPlus.com](http://www.MyPaymentsPlus.com). The student may also give their money to Ms. Turner, Kitchen Manager.

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

## Lunch Procedures

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

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

The student may also give their money to the kitchen manager. Students may bring a cold lunch. If they choose not to participate in the lunch provided by the school, we encourage students to bring a nutritious (fruits, vegetables, whole grains) bag lunch. Students are not allowed to leave the building during their lunch hour.

<b>1<sup>st</sup> Lunch</b> <b>Grades K4, K5, 1<sup>st</sup> and 2<sup>nd</sup></b>	<b>2<sup>nd</sup> Lunch</b> <b>Grades 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup></b>
7:15am Warning Bell	7:15am Warning Bell
7:20am School Begins	7:20am School Begins
10:45am Recess	11:35am Recess
11:00 am Lunch	11:50am Lunch
11:30am Return to Class	12:20pm Return to class
2:10pm Prepare for End of Day	2:10pm Prepare for End of Day
2:20pm Dismissal	2:20pm Dismissal

## Field Trips

Field trips are an extension of units of study being taught by the teacher and become an essential part of the total learning experience for students. Field trips assist in the teaching and learning process and have learning objectives for these experiences. They are an important part of the student's education.

Our school encourages all students to participate. Parents/guardians must sign a permission form for each field trip and return it to the classroom teacher. The signed form will be filed at the school.

## Fundraisers

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

### School Bookstore

Keefe Avenue School does not have a daily bookstore. All district issued materials will be distributed by your child's classroom teacher. On occasion other school related items might be sold and that would be done in the school office.

## School Supplies (Pre-school – Grade 5)

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

## Emergency Drills

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

## SECTION 7: EXTRA-CURRICULAR ACTIVITIES

Keefe Avenue School offers year-round extra-curricular activities.

### Fall Sports:

- Cheerleading

### Winter Sports:

- Cheerleading
- Girls and Boys Basketball

### Spring Sports:

- Cheerleading



\*Additional sports will be offered based on the interest of the students and coaches. For example, we could offer baseball, football, soccer, softball, track, and other sports.

Parent/guardians are responsible for transportation home are these extra-curricular activities.

## SECTION 8: NONDISCRIMINATION POLICY

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

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

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

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

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

## SECTION 9: ATTACHMENT

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

### ACKNOWLEDGEMENT FORM

#### The School–Family Compact

##### **The School–Family Compact**

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

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

.....

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

Student Name \_\_\_\_\_ Room # \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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##### **Family School Manual**

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

.....

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

Student Name \_\_\_\_\_ Room # \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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*Keefe Avenue School – Tiger Pride!*

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**STRONG IMPLEMENTATION  
OF AN EQUITABLE  
SYSTEM OF SUPPORTS**