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**Dear Parents,**

*The staff and I welcome you and your children to Honey Creek Continuous Progress School. Research shows that when parents, students and teachers work together they can make a difference. At Honey Creek our mission is to encourage students to reach their highest potential and become active voices and critical thinkers throughout their educational journey. Children are the light of our future!*

*Compiled in this handbook, you will find our school profile, mission statement, homework guidelines, attendance and discipline policy, safety guidelines, health information and other vital information that will assist you throughout the school year. Our school has developed "compacts" or written agreements for parents, students, teachers, and the principal, designed to help students succeed in meeting challenging academic standards. We ask that you please take time with your child/children and read this handbook so that you are aware of their progress and of the responsibility we all share in the educational process of our children.*

*This is our fourth year as a charter school. Although we remain under the direction of the Milwaukee Public School Board, we have some flexibility as to calendars, curriculum, and decision-making that are in the best interest of the students and families of our school. It is through your involvement in the Shared Governance Board(SGB) and Parent Activity Committee (PAC), as well as in your child's education that will allow for our partnership to grow. Every parent will have an opportunity to conference with their child/children's teacher and develop goals for their children. The staff will begin earlier in the year so we can plan curriculum and educational activities that will benefit our children.*

***Please sign and return the slip at the bottom of the letter to indicate that you are aware of the policies and the student compact guidelines in this book and have discussed them with your child/children.***

*Please don't hesitate to visit our school and to meet your child's teacher. I invite you to participate in many opportunities for family involvement this year. I look forward to meeting you at our Ice Cream Social and Fall Open House.*

***Sincerely,***

***Gitanjali Chawla  
Principal***

\*\*\*\*\*

***I have read and discussed the Honey Creek School Handbook/Compact with my***

son/daughter \_\_\_\_\_ in Room \_\_\_\_\_

son/daughter \_\_\_\_\_ in Room \_\_\_\_\_

son/daughter \_\_\_\_\_ in Room \_\_\_\_\_

***We agree to follow the Compact guidelines.***

Parent's signature \_\_\_\_\_ Telephone # \_\_\_\_\_



## **SCHOOL PROFILE**

At Honey Creek Continuous Progress School, a caring staff, actively involved parents, and community members collaborate to create 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 ungraded, multi-age classrooms.

A computer lab, 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, Direct Instruction, and the Accelerated Reader Program is available. Curricular and instructional adaptations are made to address the needs of the individual student. In addition to the computer lab, technology in each classroom allows students to apply concepts and thinking skills they have acquired.

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. Extracurricular activities like dance, basketball, soccer, softball, chess club, cub scouts, girl scouts, choir, student council, and summer activities enrich the curriculum.

### **MISSION STATEMENT: READING IS THE BASIS OF ALL LEARNING**

Honey Creek Continuous Progress School is recognized as an academically high achieving school. Our mission is an unswerving and uncompromising commitment to expect measurable high academic standards and their achievement through:

- Ungraded, multi-age classrooms designed to provide challenges based on individual needs, progress for students in general and special education in inclusive settings
- The implementation of research-based, structured curricula which has been proven to be highly effective in improving student achievement and foster positive self-esteem
- The creation of a triad between the home, school, and community, which cultivates strong school to home connections

*The Milwaukee Public Schools does not discriminate in its programs, activities, facilities, employment, or educational opportunities on the basis of a person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or disability.*

## **HONEY CREEK CP SCHOOL'S INSTRUCTIONAL EMPHASIS**

Continuous Progress means... ungraded... multi-age... integrated classrooms... different pacing for different children... individual progress... small instructional groupings... individualized programs... balance of teacher-directed and child-initiated activities.

### **THIS SCHOOL IS FOR:**

#### **THE CHILD WHO...**

- Likes the camaraderie of an integrated classroom and working with many teachers
- Enjoys working in large and small instructional groupings
- Likes to focus on own individual progress
- Likes opportunity for a balance of teacher-directed activities and self-initiated activities

#### **UNGRADED PROGRAM MEANS.....**

- Children learn at their own rate
- Children are evaluated on the basis of individual progress
- Children experience success
- Individualized pacing maintains interest levels
- Learning progress is not limited by grade level restrictions

#### **IN INCLUSION CLASSROOMS.....**

- Children feel secure and gain confidence as they learn to work together with the guidance and support of the classroom teacher
- Children are in classrooms that house a two year age span
- Reading, writing, mathematics, science, social studies and other subjects are integrated whenever possible

#### **LEARNING AND INSTRUCTION AT HONEY CREEK INVOLVES.....**

- Children working in large and small instructional groups within the inclusive classroom
- Providing activities for those with different learning rates
- Children selecting some learning activities related to their needs and interests
- Some teacher-directed activities
- Instructing children to do independent study
- Unique, individualized instruction and programs in mathematics and language arts

## **SUPPORT SYSTEMS AT HONEY CREEK CP SCHOOL**

### **SPECIALISTS**

Music Specialist - Part Time

Physical Education - Part Time

### **SUPPORT STAFF**

Principal

Curriculum Generalist- Full Time

Educational Assistants (7)

Handicapped Children's Assistant (1)

Classroom Teachers (15) including special education resource teachers

School Social Worker - Part Time

Library Media Specialist/Reading Resource Teacher - Full Time

Literacy Coach - Full Time

Speech Pathologist & School Psychologist - Full Time

Diagnostic Specialist-Part Time

Parent Coordinator

Camp Director and staff

### **SUPPORT PROGRAMS**

- Environmental Center
- Accelerated Reading Program
- Spanish exposure in K5, CP1, and CP4/5
- Automated Library/ Media Center
- Computer Lab Instruction Center (Emphasizing Reading, Language Arts and Math)
- IEP Team - Determines the placement of children with exceptional educational needs
- School To Career - Integrated Program for Service Learning Opportunities
- Title I Funding
- Collaborative Support Team (C.S.T)
- Problem solving model
- Parent Center/ active volunteer program facilitated by the Parent Coordinators
- Student Council
- Instrumental music – piano and violin
- Choir
- Before, during and after School Camp Honey Creek Enrichment Program
- Shared Governance Board (SGB)
- Parent Activity Committee (PAC)
- Summer Camp Honey Creek with additional help in Reading, Language Arts and Math

Parents of students enrolled at Honey Creek CP School are vital and important partners in the education of our children. We welcome parents in the classrooms and invite them to share any life experiences. According to board policy, we send home 4 report cards and 1 interim report, provide the SPS reports twice a year and conduct 2 face to face conferences in order to communicate information regarding a child's progress. We also honor parent requests for additional conferences or reports at any time they might be necessary. We make every effort to include the input of parents and family members when developing individual educational and behavioral plans for Honey Creek Students.

We communicate with parents and family members through regular fliers and informational documents sent home (notes from teachers) in the red student communication folders as well as through auto-dialer messages. We maintain an all school newsletter called the *Gopher Tales*, which is sent home on a monthly or bimonthly basis.

Through our Parent Activity Committee and Shared Governance Board, we invite parents to take an active role in the decision making process of the school, the development of the Educational Plan, and in family-oriented social and educational activities offered throughout the year. Parents and family members are invited to activities that showcase student talents and recognize student accomplishments, and are welcome to share any of their talents and/or knowledge with Honey Creek students.

### **SCHOOL-PARENT COMPACTS**

A school-parent compact is a written agreement of shared responsibility among parents, students, teachers, and principal to help students succeed in meeting challenging academic standards. The compacts describe how parents, the entire school staff, and students will work together and build partnerships to help students succeed. The initials which follow each of the statements reflect which of Honey Creek's goals are being met by this agreement. The compacts are as follows:

### **STUDENT COMPACT/AGREEMENT**

Goals: Self Esteem (S.E.), School Behavior (S.B.), Student Achievement (S.A.), Reading and Math (R.M.)

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

- Attend school regularly and punctually. I will be in school at 7:45. (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., R.M.)
- Maintain regular study time. (S.E., S.B., S.A., R.M.)
- Exhibit appropriate student conduct: use respectful language, demonstrate courtesy and respect toward self and others, refrain from disrupting the classroom. (S.B., S.A.)
- Ask questions when I don't understand something. (R.M., S.A.)
- Work as hard as I can on my classroom and homework assignments. (R.M., 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., R.M.)

1-2

### **PARENT/GUARDIAN AGREEMENT**

Goals: Self Esteem (S.E.), School Behavior (S.B.), Student Achievement (S.A.)

**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. (S.E.)
- Ensure that my child is punctual and attends school regularly. I will have my child at school at 7:45 a.m. (S.B., S.E., S.A.)
- Ensure that my child has the materials necessary to learn in school. (S.B., S.A.)
- Provide a quiet place for study. (S.A.)
- Establish a time for homework and review it daily. Check, sign, and place it in the red communication folder. (S.E., S.B., S.A.)
- Read with my child and let my child see me read. (S.A.)
- Encourage my child's efforts and be available for questions. (S.E.)
- 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. (S.E., S.B., S.A.)
- Stay aware of what my child is learning and offer assistance at home. (S.E., S.B., S.A.)
- Support the school in its efforts to maintain proper discipline. (S.B.)
- Encourage children to use mediation activities to solve conflicts. (S.E., S.B., S.A.)
- Support goals of the school and school projects. (S.B., S.A.)
- Support my child's use of technology for educational purposes. (S.B., S.A.)
- Participate in school events. (S.A., S.E.)
- Attend at least one (1) parent conference per year. (S.B., S.A.)
- Provide school with a current Emergency Contact Phone Number. (S.B.)
- Keep the school informed of any significant changes that will affect my child's learning. (S.E., S.B., S.A.)
- Support the school Uniform Dress Code (S.B.)

**PRINCIPAL AGREEMENT**

Goals: Self Esteem (S.E.), School Behavior (S.B.), Reading and Math (R.M.)

**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:**

**PRINCIPAL AGREEMENT**

Goals: Self Esteem (S.E.), School Behavior (S.B.), Reading and Math (R.M.)

**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., R.M.)
- 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.B., R.M.)
- Recognize student achievement - academic, appropriate behavior, homework and attendance during classroom visitations. (S.E., S.B., R.M.)
- Enforce School Board goals, accountability measures, and graduation standards. (R.M.)
- 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.
- Encourage community involvement in the school through partnerships.

**TEACHER AGREEMENT**

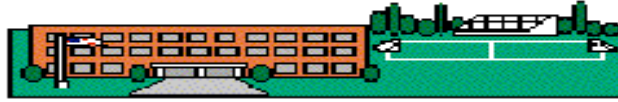
Goals: Self Esteem (S.E.), School Behavior (S.B.), Student Achievement (S.A.)

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

- Maintain a proper and safe learning environment. (S.B.)
- Explain the Code of Student Conduct. (S.B.)
- Provide individualized instruction and practice in reading and math. (S.A.)
- Provide an environment, which will enhance each child's self-esteem. (S.E.)
- Provide homework assignments for students when appropriate and check the red communication folders. (S.A.)
- Provide necessary assistance to parents so that they can help with assignments. (S.A.)
- Provide information about student progress through report cards, conferences, and phone contacts. (S.A.)
- Implement effective, meaningful and engaging instructional practices to make learning enjoyable. (S.B., S.A)
- Be a positive role model to the students and the community. (S.E.)
- 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. (S.A.)
- Encourage parent involvement through the school's parent organization. (S.A.)
- Encourage community partnerships/ involvement in the school. (S.A.)
- Recognize student achievement - academic, appropriate behavior, homework and attendance. (S.B.)
- Encourage students to follow the Uniform Dress Code. Role model appropriate dress and footwear. (S. E., S. B., S. A.)

**2009-2010 PROPOSED CALENDAR**

**Before Printing insert updated calendar - Pages 2-1, 2-2, 2-3**



## SCHOOL DAY

- 7:30 a.m. Breakfast
- 7:45 a.m. Instruction Begins

## FIRST LUNCH

11:15 - 12:00 a.m.: Rooms 116, 117, 118, 120, 121, 122, 119

## SECOND LUNCH

11:35 - 12:00 a.m.: Rooms 111, 112, 113, 115, 124, 125

**\*\*\*End of Lunch/ Recess \*\*\***

- 12:00 noon: Afternoon Kindergarten, Primary and Intermediate Instruction Begins
- 2:25 p.m. Dismissal

**Afternoon recess is left to the discretion of individual classroom teachers.**

***CHILDREN NEED TO BE ACTIVELY WORKING IN SCHOOL THE ENTIRE DAY,  
THEREFORE, EARLY DISMISSAL ON A CONTINUAL BASIS WILL NOT BE PERMITTED.***

## LOST AND FOUND

In the event that something has been lost, children are asked to immediately check at the Lost and Found located outside room 109. *Please put your child's name on jackets, coats and other items of clothing etc. so they can be easily identified and returned to them if found.*

Do not bring any kind of personal play equipment, video games, tapes, etc., to school. **The school will not assume responsibility for the replacement of these items. PARENTS: please remind your children about this policy before they leave for school & check their backpacks.** If a student is found with the above items, the items will be turned in to the office and **parents** will be expected to pick them up.

## MONEY

Students are not expected to bring money to school except for lunch, supplies, field trips, or other special circumstances. (ie. bake sales, Book Fairs etc.) Money for hot lunch and supplies should be in an envelope or container and given to the teacher upon entering the classroom. We discourage students from displaying money to other students and keeping the money with them. It is not advisable to have children carry excess money to school. Please note that the school office does not always have change, so sending the exact amount is greatly appreciated.

**Please help us out by not sending extra money to school with your children.**

## PREPAID PROGRAM FOR BREAKFAST AND LUNCH

Honey Creek has a prepaid program for breakfast and lunch. **Your child must bring breakfast, lunch and/or milk money in a sealed envelope with their name, 7-digit MPS ID#, room number and the amount being paid, written on the front of the envelope. Prepayment must be made for a minimum of 5 days.** Payment for a month of breakfast/lunch/milk at a time will save you the cost of envelopes, and it will make everyone's job much easier, including giving your child's teacher more time to devote to academics. The classroom teacher will then see that this money is placed in an account under your child's name. Whenever your child eats at school, the amount of the meal will be subtracted from his/her account. If you need further information on how this program works, call and speak to someone in the office. This is an easy way to provide your child with breakfast and lunch money without having to worry daily about having enough change. Checks will be accepted, however these **checks must be made payable to Wedgewood Park** as we share the kitchen.

**Please note that this service will be stopped a few weeks before the end of the school year so children can use up their account balances. More information will follow as we approach the end of the school year.**

\*If your child brings a cold lunch to school and needs to purchase milk, he/she must prepay the \$.35. You do however, have the option of prepaying the milk money. If you choose to do that, please follow the above mentioned procedure.

## SUPPLIES

Children are expected to have the necessary supplies for daily classroom work. Most supplies can be purchased at school on **MONDAY** and **WEDNESDAY** mornings between the hours of 8:00 and 9:00 a.m. It is recommended that children bring the exact change to buy supplies.

### SUPPLY PRICE LIST

Honey Creek has the following supplies available for our students to purchase:

Crayons (Box of 24)	.50
Erasers	.30
Folders (Pocket)	.30
Pencil (Lead)	.15
Pencil (Red)	.20
Pencil (Fancy) and (Sports)	.25
Pencil Cap Erasers	.05
12" Ruler (Wood/Plastic)	.30
Red Communication Folder (replacement)	.50
Assignment Planner (first copy)	2.00
Assignment Planner (replacement)	3.00
Glue Stick.	.75

### BREAKFAST/LUNCH PRICES

**(Please note these prices are tentative)**

Breakfast	.75	Student reduced	.30
Student Hot Lunch	\$1.65 (beverage included)	Student reduced	.40
Milk	\$ .35		
Adult Hot Lunch	\$2.50 (.35 for beverage)		
Adult Breakfast	\$1.50 (.35 for beverage)		
Seniors	\$1.65 (beverage included)		

**Note: Above prices as of June 2009 (subject to change)**

### BREAKFAST/LUNCHROOM EXPECTATIONS

We begin to serve breakfast at 7:30 a.m. or immediately upon bus arrival. **Neighborhood children and/or those who are transported by their parents should be in school at 7:30 a.m if they wish to eat breakfast at school.**

Children may eat lunch (hot school lunch or a bag lunch from home) at designated times in our lunchroom or go home for lunch. Parents are asked to write the child's name on bag lunches and label lunch boxes so that they are easily identifiable at lunch time. Soda is not permitted for daily bag lunches and candy is discouraged.

Children staying for lunch are expected to remain on the school premises during the entire 45 minute lunch period.

**It is very difficult to plan for very late arrivals so anyone ordering a lunch after 9:00 a.m. may be served a bag lunch in place of the hot lunch.**

### FIELD TRIPS

Field trips are opportunities to acquaint our students with people and places in the community. These trips provide an extension to learning in the classroom and are usually centered around class themes and units being presented in various rooms. Notices for trips will be sent home in the red communication folders. Any expenses involved in the trip will be listed. Trip or activity permission slips must be signed and returned by the designated date so that your child may participate.\* We invite and welcome parent participation on all school trips. Sometimes the number of chaperones taken on a trip is limited due to space. There will usually be a place on the form that you may check if you are interested in being a chaperone for that particular field trip. However, please be advised that chaperones are expected to follow the same expectations as teachers including but not limited to: eating with the children, supervising all activities closely, no smoking.

**\* Please note: Failure to return a field trip permission slip in a timely manner, could result in your child not going on that trip.**

### CAMP HONEY CREEK

Quality before and after school child supervision will be available at Honey Creek each school day. A \$10.00 Registration fee, a separate \$20.00 security deposit, along with the first week of Camp Honey Creek fees is required at the time of registration. A form can be obtained from the school office. A completed form along with the required fees is required to enroll your child. The daily fees are listed below:

Morning	6:45 am - 7:45 am	\$3.00 per child
	2:25 pm - 3:00 pm	\$3.00 per child
	3:00 pm - 4:30 pm	\$4.00 per child
	4:30 pm - 6:00 pm.**	\$4.00 per child

\*\*A \$5.00 late fee is charged for every 15 minutes after the 6:00 pm. pick up time.

These amounts include a daily snack and drink and other supplies. Payment is requested the week before child care. Students receive homework help, participate in sports, games, arts and crafts and other enriching activities.

### AFTER SCHOOL RECREATION

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*. 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.

### SCHOOL CLOSINGS AND WEATHER REPORTS

In the event of heavy snow or severe weather, TV and radio stations will announce the closing of Milwaukee Public Schools. The announcement will not be made before 5:30 a.m.

If a severe storm develops during school hours, these stations will also announce the early dismissal of classes. Arrangements must be made by parents for the care of their children in the event that school is closed before regular dismissal time. Parents should develop a plan and discuss this plan with their children so they understand what to do in the event of an early dismissal.

**INCLEMENT WEATHER**

Children will be allowed to enter the school building before school starts on rainy or extremely cold days. On these days, the noon recess may be held indoors. Children must conduct themselves in an orderly manner during indoor recess periods on inclement days. During winter months, children should dress appropriately for the weather, not only for recess, but also for going to and from school.

**CLOTHING SALE**

To promote school spirit, we will be selling Honey Creek shirts in red, light blue and navy blue throughout the year. The quality and design of these items are excellent and they will be on display in the glass case before the sale. Short sleeve t-shirts, long sleeve t-shirts, and hooded sweatshirts are available for reasonable prices.

**KINDERGARTEN REGISTRATION**

**(K4 AND K5)**

Call the school office (604-7900) in early **DECEMBER** for Kindergarten registration dates. Regular K4 and K5 registration will be taken. A newsletter will be sent home with the dates. Look for announcements on radio stations and in newspaper advertisements.

\* If the registration dates changes you will be notified.

**Items to bring when registering:**

Child's OFFICIAL birth certificate (Not hospital certificate)

Proof of current address

Proof of immunization..... \*See health section for a listing of state requirements.

**OTHER INFORMATION**

SCHOOL COLORS

Navy Blue, Red and White

MASCOT

"Gizmo" the Gopher

SCHOOL NEWSPAPER

*Gopher Tales* (published monthly or bimonthly).

Includes breakfast & lunch menus as well as upcoming school and P.A.C. events.

## EMERGENCIES/HEALTH/MEDICINE

EMERGENCY CONTACT CARDS WILL BE DISTRIBUTED ON THE FIRST DAY OF SCHOOL. **THIS IS ONE OF THE MOST IMPORTANT PIECES OF INFORMATION WE HAVE IN A MEDICAL OR OTHER EMERGENCY.** PLEASE COMPLETE THESE CARDS AND RETURN TO SCHOOL IMMEDIATELY AND BE SURE TO CONTACT SCHOOL IF ANY OF THE INFORMATION CHANGES THROUGHOUT THE SCHOOL YEAR.

All students must have an emergency contact card on file in the office with working telephone numbers and current addresses. We have had instances of emergencies and were unable to contact a family member. Being unable to contact a responsible family member could seriously jeopardize your child's health and safety. We need correct information in the office as to who is authorized to pick up your child. Students will not be released to individuals who are not listed on the Emergency Contact Card. Information on this card is also placed on the mainframe computer. Central Office can use this information to contact parents in the event of a bus emergency. Please keep this information current.

The school has purchased the services of a part time nurse. His/her duties include handling health problems which arise during the school day, conducting vision and hearing tests, updating the immunization program, and making home contacts when a communicable disease is involved.

There are two forms for dispensing medications at Honey Creek School. These forms are available on request from the school office. One form is for prescription medications and must be completed and signed by the child's physician. The other form is for nonprescription medications and can be used for all over-the-counter medications. Please note that:

- In order for the office staff to administer medication to your child the appropriate forms must be completed and on file in the school office.
- All medications are to be clearly labeled with the child's name, dosage, time of dosage and kind of medication. Pills and liquid medications should be labeled in a bottle.
- Medications are to be kept at school and are not to be transported back and forth between home and school.
- If your child needs to be given medication at school, please stop in the office or call to request the appropriate form.

**HONEY CREEK SCHOOL'S**  
**PRESCRIPTION MEDICATION POLICY**

1. Five days before a child runs out of medication, the school secretaries will complete a *MEDICATION WARNING LETTER* and place it in that child's teacher's mailbox.
2. It will be the teacher's responsibility to give the *MEDICATION WARNING LETTER* to the child to take home to his/her parents.
3. The student must return with the required medication. If the student does not return with the medication, the teacher may:
  - a. send home another note
  - b. contact the child's parents by phone
  - c. verbally remind the student about the medication
4. **On the first day that the student is in school without the medication, he/she will be sent to the office.**
  - a.) The secretaries will attempt to contact the parent immediately to bring the medication.

**IF THIS CONTACT IS UNSUCCESSFUL, THEN:**

- b.) Social worker or school psychologist referrals may be necessary.

## COMMON HEALTH PROBLEMS

### HEAD LICE

**Cause:** Head lice are an infestation of the head, the hairy parts of the body, or the clothing with larvae or eggs (nits). Head lice are spread through direct contact with an infested person. Sharing of clothing and combs or brushes may also result in transmission.

**Appearance:** Usually the first symptom of lice is itching or scratching in the area of the body where the lice feed. Scratching at the back of the head or around the ears should lead to an examination for head louse eggs (nits) on the hair. It may take as long as 2 to 3 weeks for a person to notice the intense itching associated with the lice.

**Treatment:** Anyone can become infested with lice under suitable conditions. It is easily transmitted and frequently found in school settings or institutions. The treatment for lice is the use of medicated shampoos containing lindane or pyrethrins. The dose and the length of the shampoo treatment should be followed according to the label directions. Care should be taken to use the fine comb provided in the treatment kits to remove all nits after shampooing. Failure to do this can cause lice to reoccur.

To prevent the spread of lice, physical contact with infected individuals and their belongings, especially their clothing, should be avoided. Infected children in school and day care should be kept home until they are treated. Proper treatment and the importance of laundering clothing and bedding in hot water (130 degrees for 20 minutes) or dry cleaning to destroy lice and eggs should be stressed.

### HEAD LICE POLICY

If a case or cases of lice occur, a letter will be sent to all of the class members so parents can take proper precautions. When a child or children are suspected to have lice, the parents will be notified and the student will be sent home with treatment instructions. Upon their return, they will be checked and returned to class if clear of lice and nits (eggs).

## **RINGWORM OF THE SCALP**

**Cause:** Ringworm of the scalp is a fungal infection of the hair and the skin of the scalp. Ringworm is contagious.

**Appearance:** Ringworm of the scalp usually begins as a small pimple which expands after time and leaves scaly patches of temporary baldness. Infected hairs have become brittle and break off easily. The areas may also itch.

**Treatment:** The treatment of ringworm of the scalp is usually a prescription medication which is given by mouth and must be ordered by a doctor. The child must be seen by a doctor. An anti fungal ointment or cream (such as Lotrimin, Nystatin, Tinactin) can be used on the affected area along with the oral medication but will not be effective alone because it cannot penetrate the hair. Children cannot attend school until treatment is started

To prevent the spread of ringworm, do not share towels, hats, combs and brushes. The hair should be kept clean with frequent shampooing.

## **PINK EYE OR CONJUNCTIVITIS**

**Cause:** Conjunctivitis or pink eye is a bacterial infection of the white of the eyeball. People catch pink eye by contact with infected drainage from an infected eye or from a person who has an upper respiratory infection. The contact can be from contaminated fingers, clothing, towels, washcloths, bed linens or eye make-up. It can spread in 24-72 hours.

**Appearance:** Pink eye begins with watering and irritation of one or both eyes, followed by puffiness and swelling of the eyelid, sensitivity to light and a yellow drainage. The drainage can crust after sleep. Pink eye is diagnosed by its typical appearance, but sometimes a doctor may have to do special tests.

**Treatment:** The treatment for pink eye is usually antibiotic drops or ointment prescribed by a doctor. Caution should be used when using the medication, always wash hands before putting in the drops or the ointment and do not touch the tube or bottle tip to the eye. Children may return to school when treatment has begun.

To prevent and control of pink eye, use proper hand washing. Do not share towels, washcloths, or make-up. Do not rub infected eyes.

## CHICKEN POX

**Cause:** Chicken Pox is a highly communicable disease caused by the varicella zoster virus, a member of the herpes family. Chicken Pox is highly contagious and spreads to others by direct person-to-person contact, by droplet or airborne spreading of the mouth and nasal discharges, or indirectly through soiled clothes or linens.

**Appearance:** Initial symptoms include a sudden onset of slight fever and feeling tired and weak. These are soon followed by an itchy blister-like rash. The blisters tend to be more common on covered areas of the body such as the armpit, scalp, trunk, and even on the eyelids or in the mouth. Symptoms commonly appear 13-17 days after being exposed and last for approximately 11-21 days.

**Treatment:** The best method to prevent further spread of chicken pox is for infected people to stay home and avoid exposing others. If they develop symptoms, they should stay home until one week after the skin blisters become dry.

1. Chicken Pox immunizations are needed for all students Kindergarten - 8th grade. **If your child has had Chicken Pox**, please inform the school secretary (possibly the date too). No further action is needed.
2. If your child **has not had Chicken Pox and is less than 13 years of age**, he or she will need 1 dose of varicella (Chicken Pox) vaccine before the 30th day of the school this fall.
3. If your child **is over 13 years of age and has not had Chicken Pox**, he or she will need 2 doses of the varicella vaccine at least one month apart.

Waivers are available for health, religious or personal conviction reasons. **For more information call your physician or the Milwaukee Health Department at 414-286-8034.**

## FIFTH DISEASE

Fifth disease is a mild childhood illness that causes a rash. It is called "fifth disease" because it was the fifth of a group of similar rash illnesses to be described (rubella, measles & scarlet fever are also in this group). Most cases of fifth disease occur in late winter and early spring.

### **Symptoms**

The first stage symptoms are headache, body ache, sore throat, mild fever and chills. These symptoms last for 2 to 3 days. In the second stage there are no symptoms at all for up to 1 week. In the third stage, children get a bright red rash on their cheeks, sometimes followed by a lacy rash on their arms and legs.

Fifth disease is usually mild and both children and adults get better without any problems. The people at risk for problems are those with blood disorders (such as sickle cell anemia) or weakened immune systems.

People with fifth disease are usually contagious during the first stage. By the time they get a rash or joint pain, they are no longer contagious.

**STUDENT IMMUNIZATION LAW  
 AGE/GRADE REQUIREMENTS  
 2009-2010 SCHOOL YEAR**

The following are the minimum required immunizations for each age/grade level. It is not a recommended immunization schedule for infants and preschoolers. For that schedule, contact your doctor or local health department.

Age/Grade	Number of Doses					
Pre K (2 yrs through 4 yrs)	4 DTP/DTaP/DT	3 Polio	3 Hep B	1 MMR <sup>5</sup>	1 Var <sup>6</sup>	
Grade K	4DTP/DTaP/DT/Td <sup>1</sup>	4 Polio <sup>4</sup>	3 Hep B	2 MMR <sup>5</sup>	2 Var <sup>6</sup>	
Grade 1 through 5	4DTP/DTaP/DT/Td <sup>2</sup>	4 Polio <sup>4</sup>	3 Hep B	2 MMR <sup>5</sup>	1 Var <sup>6</sup>	
Grade 6	4DTP/DTaP/DT/Td <sup>2</sup>	1 Tdap <sup>3</sup>	4 Polio <sup>4</sup>	3 Hep B	2 MMR <sup>5</sup>	2 Var <sup>6</sup>
Grade 7 through 8	4DTP/DTaP/DT/Td <sup>2</sup>		4 Polio <sup>4</sup>	3 Hep B	2 MMR <sup>5</sup>	1 Var <sup>6,7</sup>
Grade 9	4DTP/DTaP/DT/Td <sup>2</sup>	1 Tdap <sup>3</sup>	4 Polio <sup>4</sup>	3 Hep B	2 MMR <sup>5</sup>	1 Var <sup>6,7</sup>
Grade 10 through 11	4DTP/DTaP/DT/Td <sup>2</sup>		4 Polio <sup>4</sup>	3 Hep B	2 MMR <sup>5</sup>	1 Var <sup>6,7</sup>
Grade 12	4DTP/DTaP/DT/Td <sup>2</sup>	1 Tdap <sup>3</sup>	4 Polio <sup>4</sup>	3 Hep B	2 MMR <sup>5</sup>	2 Var <sup>6</sup>

1. DTP/DTaP/DT vaccine for children entering Kindergarten: Your child must have received one dose after the 4<sup>th</sup> birthday (either the 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup>) to be compliant. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
2. DTP/DTaP/DT/Td vaccine for students entering grades 1 through 12: Four doses are required. However, if your child received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
3. Tdap means tetanus, diphtheria and acellular pertussis vaccine, recommended for adolescents. If your child received a dose of tetanus or diphtheria containing vaccine such as Td within the past 5 years, Tdap is not required.
4. Polio vaccine for students entering grades Kindergarten through 12: Four doses are required. However, if your child received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. (Note: a dose 4 days or less before the 4<sup>th</sup> birthday is also acceptable).
5. The first dose of MMR vaccine must have been received on or after the first birthday (Note: a dose 4 days or less before the 1<sup>st</sup> birthday is also acceptable).
6. Var means Varicella (chickenpox) vaccine. A history of chickenpox disease is also acceptable.
7. Students 13 years of age or older without a prior history of chickenpox disease, or who received their first dose of varicella vaccine at 13 years of age or older, are required to receive 2 doses of varicella vaccine.

## BUS SAFETY RULES

### **Children at Honey Creek are expected to:**

- OBEY THE BUS DRIVER AT ALL TIMES.
- Upon boarding the bus, remain in the seat that they have been assigned.
- Keep the bus safe and clean: do not eat, drink or litter while riding the bus.
- Refrain from tampering with the bus or it's equipment, including windows.
- Refrain from loud talking, pushing, fighting, using profanity, obscene gestures, gang signs, engaging in unsafe behavior, and throwing objects in the bus or out of the bus.
- Have all body parts, including hands, arms and head, inside the bus.
- Board the bus promptly at the end of the day, depart from their assigned stop and go directly home.

## HONEY CREEK CP SCHOOL SAFETY INFORMATION

We encourage children and parents to walk to school whenever possible. Parking is available on Warnimont Avenue (south of the school playground). Children can walk from the playground to the car. **DO NOT PARK** on 68th Street where signs indicate a bus loading zone or where you will block the apartment building driveway. Remember, children follow what we do, so please cross the street at the corners. Do not wave your child to cross 68th street by themselves. Safety rules will be strictly enforced by the Milwaukee Police Department. There is no student supervision on the playground or in the building prior to 7:40 a.m. or after 2:25 p.m. **FOR THE SAFETY OF YOUR CHILDREN, PLEASE DO NOT SEND THEM TO SCHOOL BEFORE 7:40 A.M. PLEASE PICK THEM UP AFTER SCHOOL BY 2:25 P.M.** After school child care is available at "Camp Honey Creek." Call 604-7900 if you are in need of our services. \*Students left at school after 2:25 will be automatically sent to child care and parents will be expected to pay the child care fee. Students who are repeatedly left unattended before or after school will be referred to either Child Protective Services or the Milwaukee Police Department.

## FIRE/TORNADO DRILLS

At the sound of the horn (Fire Drill) or siren (Tornado Drill), the children will be directed to follow appropriate safety procedures.

In the event of a **fire drill**, students will move to a safe, designated spot on the playground and wait there until everyone is accounted for and an all clear is given. If we are unable to reenter the building because of a real fire, etc., our entire school will walk to Hamilton High School Auditorium. Fire Drills are practiced once per month during the school year. Every school is required to have two drills monitored by the Milwaukee Fire Department each year.

During a **tornado drill**, children will proceed quickly and quietly, under the direction of their teacher, to a posted designated shelter area. A signal will be given to end the drill. In the event of a real tornado, weather reports will be monitored and an all clear will be sounded when conditions are safe. A Tornado Drill is practiced once per year in the spring.

## **SCHOOL VISITATION**

At Honey Creek Continuous Progress School, we are concerned about building security and the safety of all children. A buzzer/intercom system has been installed at the school's front door for security. You must push the buzzer located to the right of the doors and state your reason for entry. Then the door will be released for you to enter. 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.**

## **PARENT CONCERNS**

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. Chawla, Honey Creek CP 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.

## **TELEPHONE CALLS**

**Conferences are an important means of cooperation in the educational growth of our children.** If parents wish to call a particular teacher, the preferred time is 15 minutes before school or up to 10 minutes after students are dismissed. However, if you would like to leave a message, you may call the school office between 7:30 a.m. and 3:30 p.m. **Teachers cannot conduct conferences during class time without prior arrangements to cover the class. Parents wishing to have a conference are asked to arrange a mutually agreed upon time with the teacher.**

## **STUDENTS USE OF SCHOOL TELEPHONES**

Students will not be called out of classrooms to answer the telephone unless there is an emergency. We ask that transportation and other issues be handled through the office, before school. Students are only to use the school telephone with permission from the school office.

## **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.

**Second**, the folder serves as a homework 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 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 and check to see that it is satisfactorily completed. We have found the Honey Creek communication folder to be a successful tool in helping our students reach their educational goals. It is an easy way for home and school to communicate, so please help us to continue its use.

## ATTENDANCE AND TARDINESS POLICY

**Regular attendance is essential for success in school. When absent, it is the student's responsibility to make up the work assigned by teachers.** Excessive absences, even though excused, may affect grades. Students cannot learn if they are not in school. Please call school **after 7:30 a.m. and before 8:15 a.m.** to report when your child will be absent or tardy. Students who come in after 10:00 am will be marked as attending half day.

**As per the revised MPS Attendance Policy, calls regarding student absences will be made automatically through a "Parent Link" auto dialing computer program. *These calls will only be made if you haven't called in an absence to the attendance voice mail by 8:15 a.m. on the day of the absence. The attendance voice mail telephone number is 414-604-7900, option #1.*** Please follow your call with a written excuse brought in by your child after an absence. The excuse from a parent or guardian is required and should include the child's name, date, and reason for the absence. **An absence is considered unexcused until we receive a phone call on the attendance voice mail or a written excuse from the parents/guardians.** If your child is sick and has seen a doctor, please send the doctor's excuse to school. Children who have a high number of absences will be required to submit a doctor's excuse after an illness for the absence to be considered excused. If you know your child will be out three or more days, please call the school at 604-7900 to let us know.

**Parents will be notified in writing after 5 and 15 unexcused absences (which are considered truancies). All cases of 20 or more excused or unexcused absences may require a written doctor's excuse. The unexcused absences will be turned over to the social worker. Many of these cases are then forwarded to the District Attorney's office.**

Excused absences (those for which there is a written or telephoned excuse) include; personal illness, funerals, required legal appearances, designated religious holidays, medical or dental appointments, family emergencies related to health, safety, or financial well-being, prior approved absences which are educationally beneficial, and suspensions. Unexcused absences (even with a written or telephoned excuse) include vacation, deer hunting, personal business, baby sitting, and shopping. ***Per MPS policy, unexcused absences are recorded in your child's record as a truancy.***

Please notify school ahead of time if your child needs to be excused early. This notification can be a call to the school or a note sent to the office. All early dismissals are documented and kept on file in the office. Early dismissals should be approved by the principal. For pupil safety, only those individuals listed on the emergency contact card will be allowed to pick up children. No child is ever sent home from school for any reason unless contact has been made with the home. An adult picking up the child(ren) early, will be expected to sign a check out form in the school office and wait there until the child is dismissed by their classroom teacher. We request that all doctor's appointments be made for later in the day when school is over. Emergency doctor's appointments that are made during the school day will be considered on an individual basis.

For everyone's protection, all doors will be locked at all times. If your child is late (**after 7:45 a.m.**), they should enter the building through the front door, located on Eden Place west of the flagpole. There is a buzzer at this entrance, and pushing it will notify the office of arrival. The child must report to the office for a late pass in order to enter his/her classroom. Written excuses are required for tardiness.

Students who are tardy due to late buses will not be marked tardy. **Students who are tardy because they missed the bus or are dropped off late will not be recognized for perfect attendance.** Students will be marked absent if they are not in school because they missed the bus. Tardies will be tracked throughout the school year and monitored closely. Social work referrals may occur due to excessive tardiness. If a student's tardies equal 5 days or more of absence, parents will be notified in writing.

## **GUIDELINES FOR STUDENT BEHAVIOR AND SCHOOL EXPECTATIONS**

Honey Creek 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/RULES**

- Children who walk or are transported to school by their parents/guardians are expected to be in their classrooms at 7:45 a.m. Children are expected to be rested and ready for work.
- **Follow the Dress Code:** Honey Creek expects all students to endorse the Uniform Dress Code Policy that has been in effect since October 2003. Children are to be **groomed and dressed appropriately** for school. Skirts, skorts, shorts, and dresses should come down to 3 inches above the knee. Shirts/tops should not have inappropriate logos; bare midriff, spaghetti straps, deep-cut sleeveless/halter tops, muscle shirts should not be worn to school. Footwear should be comfortable and safe: no flip-flops/slides, beach wear, or high-heels. Footwear that covers the toes is recommended. Hair should be of natural colors only. Hairstyles that disrupt the learning environment are not allowed including, but not limited to mohawks, spikes, and partially shaved.
- 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.
- Daily school assignments and homework **MUST** be completed and handed in on time in the red communication folder.
- Children are to respect the authority of any school staff member, as well as, the rights of others and their property.
- All children will line up quietly and move through the halls in an orderly manner when entering or leaving the building. Pushing, shoving, or running **IS NOT** allowed.
- Children will listen, follow directions, and participate in classroom activities to the best of their ability.
- Fighting, rough play, profane language, bullying, 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.
- Toys, personal playground equipment, electronic devices such as cell phones, pagers etc..., **ARE NOT** permitted in school. Items brought to school, except for materials requested for special projects required by a teacher, will be confiscated and kept until picked up by a parent or guardian. They **will not** be sent home on the school bus.

## SCHOOL EXPECTATIONS/RULES CONT'D

- There is zero tolerance for stealing. If items not belonging to a child are taken, his/her parents will be called and disciplinary action taken. Law enforcement will be informed when necessary. Found items should be given to an adult, or with an adult's permission, taken to the lost and found.
- Both written and verbal threats that endanger the safety or welfare of a person or persons will be dealt with immediately.
- Items in the lost and found are not to be removed unless they belong to the person taking them.
- No money is allowed in school except for lunch, school supplies, or field trips.
- An official room pass is required for children leaving their classroom to visit any other part of the building, i.e., lavatory, nurse, office.
- Children must respect crossing guards and cadets who are on duty for their safety.
- **Students will display responsible, appropriate and safe behavior while coming to and going from school, they will also demonstrate appropriate and safe bus riding conduct, appropriate and safe behavior on the playground, in the hallways whether alone or with their class and good manners in the lunchroom.**
- Students are not allowed to wear coats, caps, or gloves in the classroom.
- Personal items (i.e., folders, pencils, caps, and coats) must be marked with each student's name.
- Candy/gum and food are not allowed unless distributed by a teacher for a treat.
- Students are responsible for textbooks assigned to them and are expected to pay the replacement price if damaged or lost.

## LUNCHROOM EXPECTATIONS

- \* Children who order hot lunch are expected to taste, but not required to eat all lunch items.
- \* Children are encouraged to drink the milk that is provided with the hot lunch.
- \* Loud voices and disruptive behavior will result in a "NO TALKING LUNCH".
- \* All paper cartons will be recycled.
- \* Students who bring a cold lunch can bring juice or purchase a milk to drink with their lunch (carbonized beverages such as sodas are not allowed).
- \* Students who bring a cold lunch should provide their own napkin and silverware.
- \* Children will be required to eat a hot lunch OR a cold lunch. For example, a student should not take a hot lunch, but also bring a cookie to eat for dessert.

## HONEY CREEK SCHOOL'S DISCIPLINARY PROCEDURES

1. Verbal warning and classroom teacher disciplinary process.
2. If inappropriate behaviors continue, parents will be notified by the classroom teacher/staff member who observed the inappropriate behavior.
3. If inappropriate behaviors continue after the second parent notification, the behavior will be documented on official behavior cards known as seventy-two (72) cards which are written by the staff to explain a situation where a student did not follow a school rule. Copies of the 72 card will be sent home with the child for a parent signature. Depending on the severity of the behavior, the school administrator or designee in-charge will take the following actions:
  - **Attitude Adjustment Program (AAP)** - the student will forego recess and reflect upon their behavior
  - **Pending suspension** - a letter will be sent home and a call will be made from the school office informing parents of their child's inappropriate behavior. The letter offers parents the opportunity to conference with the principal/teacher to discuss the concerned inappropriate behavior by 10:00 a.m. the next morning.  
*(Pending suspension does not exclude the student from coming to school). Failure to comply with a conference request may result in a formal suspension.*
  - **Suspension** - the administrator or designee will determine if a suspension will be issued to the student. A suspension occurs when there are repeated violations of school rules or when an offense is grave. A parent may reinstate a suspended child by bringing the child to school the following day, unless otherwise stated in the suspension notice. If the parent is unable to return to school with the child, a telephone call **MUST BE MADE** to the principal to discuss the problem. A child may be suspended for up to three days, depending on the seriousness of the incident.

**Depending on the severity of the infraction, a 72 card may be written immediately.**

## CONSEQUENCES FOR BUS INFRACTIONS

### **First complaint**

Counsel the child, a loss of recess, and confinement to a restricted area during that recess for one day.

### **Second complaint**

Counsel the child, a loss of recess, or other school privileges for two days.

### **Third complaint**

Counsel the child, a loss of recess, a loss of school privileges, and possible removal from the bus for 1-3 days. (Parental transportation required.)

### **Fourth complaint**

Counsel the child. **CP Levels 4/5** (depending on the severity of the incident) may be asked to use the city transit system. **Primary** children involved in a serious bus incident will be required to have parental transportation provided.

- **If a child's behavior is endangering the safety of the other riders, the police will be called, and the child will be removed from the bus immediately.**
- **Parents will be notified by mail, if there is a bus complaint issued. The notice will explain the consequence that was given. Parents are asked to support the process by discussing the problem with their child and reinforcing proper and safe bus behavior.**

**PLEASE NOTE: The bus driver is in charge of the bus and is responsible for the safety of all of the children that ride his/her bus. Parental support is a must to ensure a safe ride for all children.**

**STUDENT RECOGNITION PROGRAM**  
**GUIDELINES**

**CRITERIA**

**1. ATTENDANCE:**

Perfect Attendance - 100% per marking period. School Bus tardiness does not count. However, if a student walks to school, takes the city bus or a parent drives a student to school and the student is late, he/she will be marked tardy and will not qualify for recognition of perfect attendance if he or she has more than three tardies during one marking period.

**Improved attendance:** Significant improvement over the last marking period (begins second marking period).

**2. BEHAVIOR:**

Consistent effort (designated by "E" and "V" marks under "Study Habits & Attitudes" and "Personal Growth" sections of the report card.)

Teachers choose two to three students weekly to receive the "I CAUGHT YOU BEING GOOD" awards.

**3. ACHIEVEMENT/ ACADEMIC PROGRESS:**

Progress shown in Reading, Language Arts, Math, Science, and Social Studies for the report card marking period.

**4. HOMEWORK:**

Homework must be completed as per the classroom expectations - Monday through Friday unless otherwise determined by the classroom teacher.

After each marking period, the principal will visit each classroom to recognize students for their achievements - Academic Achievement, Perfect Attendance, Improved Attendance, Appropriate Behavior and Homework. The students will also be honored for their accomplishments on the "Recognition Bulletin Board".

**SHARED GOVERNANCE BOARD**

The Shared Governance Board (SGB) is the governing body of the local school. The SGB is comprised of parents and staff. The representatives on the SGB make decisions regarding instructional refinement, student achievement, staff development, and other critical issues. The council monitors the School Educational Plan and serves as the line of communication throughout the school community.

Each parent member serves on the council for at least two years and is a parent of a child/children enrolled in the school during their term on the board. The following parents will be representing you on the Honey Creek Shared Governance Board for the 2009-2010 school year:

**Rachel Boughter      Phillip Graczyk      Carolyn Krez      Christine Feldmann**  
**Dan Plumb            Michelle Mueller      Dan Sweeny**

The staff participates by communicating through one of the Learning Teams' chairperson/co-chairperson listed below:

<b>Ms. Chawla/Ms. Biesterveld/Ms. Fraundorf:</b>	<b>Promotion /Graduation</b>
<b>Ms. Nichols/Ms. Fraundorf:</b>	<b>Reading/English/Language Arts</b>
<b>Ms. Ayvazzadeh/Ms. Islas:</b>	<b>Mathematics/Science/Social Studies</b>
<b>Ms. Miller/ Ms. Kooi:</b>	<b>School Climate/Family Involvement</b>
<b>Ms. Larsen:</b>	<b>Technology</b>

As your representatives, the above mentioned parents have given permission to give their telephone numbers to you for your use. They are available in the school office. Also, a form on the lower portion of this page is included so that you can initiate agenda topics for the SGB. We want to hear from you. The meetings are scheduled for the first Friday of each month in the school library at 7:15 a.m. We invite you to participate by filling out the request below and either putting it in the P.A.C. mailbox in the office, or mailing it to the school in care of the principal by the last day of the month. This will ensure its inclusion in the next meeting.

**Request for Shared Governance Board Meeting Agenda Items**

If you have an item that you would like included on the SGB meeting agenda, please provide the details below:

Topic: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

Your Name \_\_\_\_\_ Date \_\_\_\_\_

All requests must be given to a chairperson by the last day of the month, to be included for the next meeting

## **PARENT ACTIVITY COMMITTEE**

### **Mission: "Fun and Fundraisers"**

Honey Creek School has an active and involved Parent Activity Committee (P.A.C.). The parents, staff, and community members in this group work together to build positive communication between home school and the community. At their monthly meetings, the P.A.C. provides an opportunity for parents to discuss child and school related issues in small informal groups. They sponsor various fund raisers to help provide school equipment, enrichment programs, holiday treats, field trips, and to sponsor the CP 5 and K5 Completion Program. They plan many self-esteem building activities for our children such as reward programs after each report card period. Our P.A.C. also provides extra help to staff members by being classroom tutors and health room assistants.

**P.A.C. MEMBERSHIP WILL BE OPEN THROUGH OUT THE YEAR, PLEASE SHOW YOUR SUPPORT BY JOINING, AND ALSO BY PLANNING TO VOLUNTEER AT HONEY CREEK. YOUR HELP IS GREATLY APPRECIATED BY OUR STAFF AND STUDENTS AND ESPECIALLY BY YOUR CHILDREN!**

## **STUDENT COUNCIL**

Honey Creek CP School offers an opportunity for one representative from each class to be an active participant on the Student Council. The role of the representative is to take information from the council meetings back to their classrooms. They, in turn, bring children's concerns back to the next meeting. An outline of suggestions and resolutions are then presented to the principal by the council advisor. The children learn basic rules of parliamentary procedures, as well as, develop leadership skills. The Student Council has also often been the leadership for school humanitarian efforts. Children experience the feeling of being the hands, heart, and mind of the school.

## **WAYS PARENTS CAN HELP THEIR CHILDREN**

Parents, you are an extremely vital link between the school and the home and you can greatly enhance your child's success in school by being active listeners, as well as initiating conversation with your child about his/her school day. Please help us by reading all correspondence from school carefully and returning any reply information promptly. Help your child attend school every day and help them to be prepared with learning materials. Visit your child's teacher on conference days or whenever there is a need. Provide a quiet place to study and a variety of reading materials at home. Model good reading habits by joining them in some type of regular reading activity at home. Develop daily routines at home and in the community and teach your child to follow them. Visit Milwaukee's places of interest to enhance your child's knowledge base, as well as, his/her vocabulary.

## **MPS DEVELOPMENTAL READING AND LANGUAGE ARTS PROGRAMS**

### **DIRECT INSTRUCTION READING/LANGUAGE ARTS**

KINDERGARTEN	LANGUAGE FOR LEARNING/THINKING AND READING MASTERY 1
CP1	LANGUAGE FOR THINKING/READING MASTERY I, II, III, ADVENTURES IN LANGUAGE, POWER WRITING
CP2	READING MASTERY II, III, HORIZONS AB & CD, ADVENTURES IN LANGUAGE, HOUGHTON-MIFFLIN ENGLISH
CP3	READING MASTERY III, IV, HORIZONS CD, ADVENTURES IN LANGUAGE, HOUGHTON-MIFFLIN ENGLISH
CP4	READING MASTERY IV, V+, HORIZONS CD, ADVENTURES IN LANGUAGE, HOUGHTON-MIFFLIN ENGLISH
CP5	READING MASTERY V+, READING MASTERY VI+, ADVENTURES IN LANGUAGE, HOUGHTON-MIFFLIN ENGLISH

### **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, Science and Social Studies in one of the two semesters, to be considered for promotion to the next level.

Students are also required to demonstrate a Basic level of achievement on the state and district assessments.

CP2 students are required to complete a reading level of 2-1, 2nd grade mathematics and language arts in order to be promoted to the CP3 level.

CP3 students are required to complete a reading level of 3-1, 3rd grade mathematics and language arts in order to be promoted to the CP4 level.

CP4 students are required to complete a reading level of 4-1, 4th grade mathematics and language arts in order to be promoted to the CP5 level.

CP5 students are required to complete a reading level of 5-1, 5th grade mathematics and language arts in order to be promoted to the next level or middle school.

Students who do not meet these requirements will have an extended year in elementary school, for example 2E, 3E and 4E.

## **TESTING**

Standardized tests are administered each year at specified levels to assist in determining current and long range goals in educating children.

### **State Assessments**

The state mandated Wisconsin Knowledge and Concept Examination - Criterion Referenced Test is given to students in CP 3 - CP 5. In CP 4 the students are assessed for knowledge and skills in Reading, Language Arts, Writing, Mathematics, Science and Social Studies. In CP 3 and CP 5 students are assessed for knowledge and skills in Reading and Mathematics.

Results of all the above mentioned tests are mailed to the parents. Questions regarding these results should be addressed to the classroom teacher.

### **District Assessments**

Students in CP 3 and 5 participate in the MPS Writing Assessment. Students in CP3-CP5 also participate in the ThinkLink Benchmark Assessments.

### **In house Assessments**

Students in K5 - CP 2 are assessed on the Dynamic Indicators of Basic Early Literacy Skills (DIBELS), an in-house research-based assessment of Reading. STAR Reading and Math assessments are also administered to students in CP 3 - CP 5.

All students from Kindergarten through CP 5 participate in Classroom Assessments Based on Standards (CABS) in Reading, Language Arts, Writing, Mathematics, Science and Social Studies. Students are expected to demonstrate proficient or advanced levels of performance in each of the subjects for promotional requirements. The classroom assessments are based on standards as established by the state and are aligned to the district's Learning Targets. Questions regarding these test results should be addressed to the classroom teacher.

## **HOMEWORK POLICY**

**Homework (H.W.) 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. Students should demonstrate their responsibility in attempting the task assigned as H.W. Individual teachers will modify and adapt the H.W assignment as and when needed.**

### **Homework Expectations for Kindergarten:**

1. The general time allotment for nightly homework will be 15-30 minutes.
2. A child will be marked on their report card for doing 100% of their homework and handing it in for each marking period.
3. A child will be checked off and recognized by the principal for doing homework based on 100% during each marking period.
4. The frequency of the homework is at the discretion of each teacher.
5. Any modifications that may be necessary for students will be addressed on an individual basis.

### **Expectations from parents and students regarding their responsibilities in the homework process:**

- Nightly check to see that homework is finished
- Students will complete and return homework in a timely manner
- If completing/returning homework is a problem:
  - \* Individual teachers may require a signature on homework until the problem stops
  - \* Teachers will notify the parents if there is an excessive lack of H.W. completion and or return
  - \* Parents should contact the teacher
- H.W. should be neat and readable
- H.W. 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 H.W.
  - \* Encourage their child/children to do their best
  - \* Help establish good habits and help with the H.W. if needed

### **Expectations from teachers regarding their responsibilities in the homework process:**

- Give clear directions so parents and students know how to do the homework
- 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 H.W., 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, H.W. will be reduced for the next day

## **HOMEWORK CONT'D.**

### **Homework Expectations for CP 1: - 117, 118:**

1. The general time allotment for nightly homework will be 15-30 minutes.
2. A child will be marked on their report card for doing their homework according to the following criteria:
  - E = 1 missing H.W.; V = 2 missing H.W.; S = 3 missing H.W.; N = 4 or more missing H.W.
3. During the Room Recognition Program, the principal will recognize children who have earned a score of "Excellent" or "Very Good" for homework, on their report card.
4. Any modifications that may be necessary for students will be addressed on an individual basis.

### **Expectations from parents and students regarding their responsibilities in the homework process:**

- Nightly check to see that homework is finished
- Students will complete and return homework in a timely manner
- If completing/returning homework is a problem:
  - \* Individual teachers may require a signature on homework until the problem stops
  - \* Teachers will notify the parents if there is an excessive lack of H.W. completion and or return
  - \* Parents should contact the teacher
- H.W. should be neat and readable
- H.W. 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 H.W.
  - \* Encourage their child/children to do their best
  - \* Help establish good habits and help with the H.W. if needed

### **Expectations from teachers regarding their responsibilities in the homework process:**

- Assign H.W. that is: review, practice, reinforcement of the skill already taught, based on a continuing classroom project/project
- Give clear directions so parents and students know how to do the homework
- 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 H.W, parents should be made aware so that they can provide for (example: metric ruler) such equipment or material
- Advance notice regarding tests – District/State/Major Unit tests
- If there is an all school event that your child participates in, H.W. will be reduced for the next day

**Homework Expectations for CP 2 - CP5: (Room #'s 125, 124, 111, 112, 113, 115):**

1. 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.
3. A child will be marked on their report card for doing their homework according to the following criteria:  
E = 1 missing H.W.; V = 2 missing H.W.; S = 3 missing H.W.; N = 4 or more missing H.W.
4. During the Room Recognition Program, the principal will recognize children who have earned a score of "Excellent" or "Very Good" for homework, on their report card.

*(Student Council conducted a brief brainstorming session to invite student input.)*

**Expectations from students regarding their responsibilities in the homework process:**

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

**Expectations from parents regarding their responsibilities in the homework process:**

- Nightly check to see that homework is finished
- Students will complete and return homework in a timely manner
- If completing/returning homework is a problem:
  - \*Individual teachers may require a signature on homework until the problem stops
  - \*Teachers will notify the parents if there is an excessive lack of H.W. completion and or return
  - \*Parents should contact the teacher
- H.W. should be neat and readable
- H.W. 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 H.W.
  - \*Encourage their child/children to do their best
  - \*Help establish good habits and help with the H.W. if needed

**Expectations from teachers regarding their responsibilities in the homework process:**

- Assign H.W. that is: review, practice, reinforcement of the skill already taught and or based on a continuing classroom project/projects
- Give clear directions so parents and students know how to do the homework
- 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 H.W., 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, H.W. will be reduced for the next day

School to Career is a method of delivering curriculum to children that is embraced by the entire MPS system. School to Career involves connecting learning in the classroom to the community members who use it and to the community locations, and life situations where that learning is most often applied. It attempts to answer the often asked student question; "Why are we learning this?" It also allows the school community to become an active participant in the education of students. At this time our program has a number of elements:

- One** The all-school use of the Red Communication folder to stress to all students the importance of responsibility and of communication between home and school.
- Two** The use of a School Planner/Assignment Book (by CP 4 and 5 students and some CP 3 students) to aid in teaching organizational skills to our oldest students.
- Three** An all school employment program which allows students to experience service oriented employment in school. Jobs are posted on a jobs board, applications are filled out and submitted, and employees are chosen. Those hired, offer much needed service to their fellow students and to the school staff. Jobs are designed to provide skills for the workers and student employees are rewarded in various ways throughout the year. Responsibility is stressed and workers are required to keep up with their class work. School to Career students have often become role models for other students.
- Four** Students are introduced to the world of work and to life long learning by speaking with community visitors who do presentations in school, or by taking field trips in the community to meet experts and tour community sites.

**We welcome parental involvement in our School to Career effort. You could be presenters or be field trip participants or providers. Please contact the school if you are interested or if you know community members who would be willing to help.**

**DRESS FOR SUCCESS!**

**Dear Parents,**

**The Uniform Dress Code has been in effect since October 1, 2003. All Honey Creek Students (Kindergarten - CP5) are expected to wear clothing that is described in the uniform code. Appropriate uniform code will eliminate distractions, competition, and cost. They help foster a sense of community as well as a positive and safe learning atmosphere. We expect all students to be neat, clean, and appropriately dressed for their learning environment. The success of a uniform code is dependent upon the cooperation of parents/guardians.**

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

**Girls should wear:**

- Shorts/skirts/skorts/pants/jumpers in navy blue, black or khaki
- Appropriate shirts/ blouses/ tops with collars or crew necks in solid navy, red, white or light blue (turtle-neck/mock turtle-neck, crew neck are fine)
- Soft-sole footwear (with socks) that is comfortable and safe so that they are not hurt when playing during recess [footwear should be closed - supporting and protecting the feet (toes and heels)]

**Girls should not wear:**

- Shorts/skirts/skorts/dresses that are higher than 3 inches above the knees
- Shirts, tank tops and dresses with spaghetti straps or deep cut sleeveless shirts, 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
- Footwear that exposes the feet to injuries – flip-flops, beach wear, high -heels

**Boys should wear:**

- Shorts/ pants in navy blue, black or khaki
- Shirts/ tops with collars or crew neck in solid navy, red, white or light blue (turtle-neck/mock turtle-neck and crew neck are fine)
- Footwear that is comfortable and safe [footwear should be closed - supporting and protecting the feet (toes and heels)].

**Boys should not wear:**

- Muscle shirts or tank tops
- Baggy pants/shorts
- Clothing with inappropriate logos and emblems
- Footwear that exposes the feet to injuries

**Hairstyles should:**

- Be natural in color
- Not disrupt the learning environment

**Hairstyles should not:**

- Be mohawks, spiked, or partially shaved

**The dress code was established by the School Governance Board to promote a climate of belonging as well as to protect children from ridicule. Students in uniform will be recognized and rewarded by administration on a random basis.**

**We appreciate and thank you for your support in the matter.**

Ms. Chawla  
Principal