



**MILWAUKEE
PUBLIC SCHOOLS**



Family–School Manual 2023–24 School Year

Frances Starms Centers

Starms Early Childhood	Starms Discovery Learning
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REGINA NAVEJAR
Principal

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SECTION 1: INTRODUCTION

From the Principal
Wednesday, July 12, 2023

Dear Starms Parent/Guardian:

I am excited for the start of the 2023-2024 school year. This year we will continue the Frances Brock Starms tradition of strong academic growth and community building. We have an excellent staff who are committed to your child's success.

This year, we are focused on Being Safe, Respectful, and Responsible—this is our Positive Behavioral Interventions and Supports (PBIS) system. Please scan the QR codes on the last page of this document to see a sample of our PBIS posters. Once you see the posters, you will notice that each poster has a QR code and links (underlined words). Clicking on the links will take you to YouTube playlists, where you can review and discuss the theme/message with your child. We are particularly focused on teaching children to keep their hands to themselves and respecting the personal space of others (see bit.ly/starmsboundry).

In addition to our PBIS system, we are focused on ensuring our attendance rate is 95% or above because we know the positive impact regular attendance has on academic and behavioral outcomes. Did you know that missing just one or two days of school every few weeks can make it harder for children to develop reading skills? Here are some suggestions:

- Set a standard bed and wake-up time a few weeks in advance of the start of the school year.
- Routines make everyone feel in control, and that is a good feeling.
- Make up silly songs about everyday routines: getting up, eating breakfast, and going to school.
- Read to children every night as part of their bedtime readiness routine.

The Frances Starms Centers staff and I look forward to working with you this school year. Please feel free to contact me with any questions or concerns.

Best,
Regina Navejar
Principal
navejara@milwaukee.k12.wi.us

School's Mission, Vision, 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



Frances Starms Centers is where children, families, the school, and the community are all empowered to create a learning community for success. At Frances Starms Centers, we aim to provide a high-quality, standards-based education that leads students into the 21st century, where they can apply their knowledge with real-world application.

Staff Roster and Contact Information, including MPS Email Addresses

You can access our staff roster and contact information on our website—section *Staff*.

Starms ECC	Starms DLC
https://schools.milwaukee.k12.wi.us/starms/staff/	https://schools.milwaukee.k12.wi.us/starms-discovery/staff/

School Calendars/Events (live updates)

Starms ECC	Starms DLC
bit.ly/eccparentcal	bit.ly/dlcparentcal
	

School Daily Schedule

	Starms ECC	Starms DLC
Office Hours	8:00 am- 4:00 pm	8:00 am- 4:20 pm
Breakfast	9:10-10:00 am	9:00 am-9:30 am
School Starts	9:10 am	9:10 am
Arrival entry	9:05am	8:45- door 2
Dismissal	3:45 pm	4:10 pm
School before/afterschool care	7:30 am-6:00 pm	7:30 am-6:00 pm

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

Student Entry Procedures.

Starms ECC	Starms DLC
<ul style="list-style-type: none"> At 9:05 am, staff will open the main doors (Garfield Ave side) for walkers and drop offs. Students will form two lines- K3/K5 floor and K3 (Special Education)/K4 floor. Students will maintain a space between themselves and others. Level 1 voices (quiet) as we prepare to enter the building and begin our day of learning. 	<ul style="list-style-type: none"> Buses, walkers and drop offs will drop off on 25th street at the front of the building. Only students will be allowed to enter door 2. Middle school students will go through the morning scans—turn in their cell phones. Students will go immediately to the cafeteria to pick up breakfast and sit at their assigned tables. Students will be joined by their teachers at 9:05. Students will walk out of the cafeteria and go to their classrooms by 9:15 am.

Student Dismissal Procedures

<p style="text-align: center;">Starms ECC The day ends at 3:45 pm</p>	<p style="text-align: center;">Starms DLC The day ends at 4:10 pm</p>
<ul style="list-style-type: none"> • At 3:30, staff will use their walker board to call students to get their things and line up in the hallway. • The assigned staff will collect their clipboards, count the walkers, and make sure the numbers match the numbers on the boards. • Staff will escort children to their assigned walker room by 3:40 pm. • Staff will hand clipboards to the front table. • Staff will return to the room and monitor students and make sure only students that are called go to the walker table. • Students will be seated with their coats and their backpacks on. • Students voice levels will be at a 1 (low voice/whisper) • If a student's name is called, they will promptly walk to the door where they will go to the walker table to meet their pick-up adult (the adult must be listed on Infinite Campus/or parent has authorized the adult to pick up the student with proper identification). 	<ul style="list-style-type: none"> • At 4:00 pm, students will gather their belongings and get ready to transition. • Teachers will go through the Transportation list and make sure students have a Transportation label on their backpacks: <ul style="list-style-type: none"> ○ Student name ○ Bus number or ○ Pick up or ○ Walker • The teacher will review PBIS expectations. <ul style="list-style-type: none"> ○ Voice levels ○ Transitions ○ Personal Space • The main office will call students on the PA for parent pick-up or bus pick up. • Walkers will be released by 4:10 pm. • At 4:10, remaining Bus students in grades 1-5 will be escorted to the cafeteria unless they are in an after-school class club. <ul style="list-style-type: none"> ○ Parent pick up students will go to the library. • Students in the cafeteria will sit at their bus table. <ul style="list-style-type: none"> ○ No walking around ○ Voice level 2 ○ Students must listen carefully for their bus to be called. • Students will WALK out of the building when their bus is called.

Child Care Camp:

In partnership with the MPS Department of Recreation and Community Services, our school offers a before- and after-school Child Care Camp (7:30 am-6:00 pm). The program includes homework help, academic enrichment activities, arts and crafts, sports, games, and more. After-school activities provide students with a safe place to learn, play, develop creatively, and build strong bodies. A fee is charged for camp participation. Parents who are authorized for W-2 (Wisconsin Shares) can designate the school's Child Care Camp as a childcare provider. To become authorized for W-2, parents must go to their W-2 region office. Students must be registered by a parent/guardian to participate in the Child Care Camp program. Please contact Mrs. Dawn Mendoza at (414) 934-4711 for more information.

Extended Learning Opportunities:

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

Alternative Education Programs

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

Summer Academy

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

Extended School Year (ESY)

- Provided for children with special education needs
- Grade 8 Promotional Program
 - Intended to strengthen the academic and social skills of current grade 8 students transitioning to high school. Principal recommendation is required to participate in this program.
- High school
 - Credit acceleration
 - Credit recovery
 - Community service/service-learning
 - Internships
 - Community Assessment and Training Program (CATP) and On-the-Job Training (OJT)

Middle School and Freshman Bridge Programs

Enrichment Camps and Adventures

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

To find more information about extended learning opportunities, please visit mpsmke.com/elo or call (414) 475-8238.

Parking

Parking guidelines:

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

Starms ECC	Starms DLC
Please, park on Garfield Avenue.	Please, park on 25 th Street.

Student Attendance/Tardiness

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

Attendance is the most important factor that impacts student academic growth. Students are expected to be in school each day and on time for opening learning activities and instruction. Students arriving late must report to the office *for a tardy slip*.

Starms ECC	Starms DLC
Students are tardy after 9:30 am. Students will go to the main office for a late slip.	Students are tardy after 9:30 am. Students will go to the main office for a late slip.

When a student is absent, parents must call the school attendance line or send a written excuse within two days of the absence. Excessive absences and tardiness will result in a referral to the school social worker and may result in a referral to the district attorney, which could result in a court hearing and fines.

Starms ECC	Starms DLC
Student Absence Line (414) 934-4760	Student Absence Line (414) 934-4960

Students must attend the full school day. Appointments and vacations should be scheduled on non-school days as often as possible. In the event of a rare need to remove a child before the end of the school day, students must check out in the office by reporting to the Secretary to sign out and meet the guardian who is approved to remove the child from school.

Starms ECC	Starms DLC
<ul style="list-style-type: none"> • Please call the Attendance Line. • Send/bring in doctor’s excuse to the main office after an absence. • Let the main office know if the absence is an extended one so that the teacher may compile a packet of homework for parents to pick up. 	<ul style="list-style-type: none"> • Please call the Attendance Line. • Send/bring doctor’s excuse to the main office after an absence. • Let the main office know if the absence is an extended one so that the teacher may compile a packet of homework for parents to pick up.

Transportation Policies

Walk-to-Stop Distance:

- Elementary school (K3, K4, and K5) – Riders will be picked up at the closest safe corner location to their residence and dropped off at that same location at the end of the school day.
- Elementary school (grades 1–8) – Riders may be required to walk up to a quarter mile to a corner stop.
- Middle school – Riders may be required to walk up to a half mile to a corner stop.
- High school – Riders may be required to walk up to one mile to a bus stop.

Assigned Bus Stops and Routes:

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

Corner Stops:

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

Inclement Weather:

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

Address Changes:

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

SECTION 2: FAMILY ENGAGEMENT

MPS Family–School Partnership Pledge

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

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

MPS Family and Community Engagement Framework

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



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

Each Title I school jointly develops with parents a Family–School Compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the way in which the school and parents will build and develop a partnership to help children achieve the state’s high standards. Parent coordinators should ensure that the school leader has this template available so that the school leader may create the Family–School Compact at the school’s annual Title I meeting or shortly after. This compact will serve as the school’s family and community engagement action plan for the year. A template, including detailed information on how to create and use this Family–School Compact, is available on mConnect at Departments > Strategic Partnerships and Customer Service > Family and Community Engagement.

You can access the *Starms Centers 2023-24 Parent Compact* by clicking on this link or scanning the QR code:



bit.ly/starmscompact

Open House

Fall Open House: 8/10/23, at 4:30-6:30 pm

Spring Open House: 4/18/24, at 4:30-6:30 pm

Parent–Teacher Conferences

It is important that all parents/guardians attend parent–teacher conferences. Research indicates that parental involvement impacts and increases student achievement. Our school welcomes all parents to participate in parent–teacher conferences.

Fall Teacher-Parent Conference

10/12/23, at 4:30-8:30 pm

10/17/23, at 4:30-8:00 pm

Spring Teacher-Parent Conference

3/14/24, at 4:30-8:30 pm

3/19/24, at 4:30-8:00 pm

Rights of Noncustodial Parents

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

Rights of Foster Parents

As a foster parent, you have many of the same rights as biological parents or legal guardians for the duration of the child’s placement in your home. In some cases, however, these rights are restricted by law. One such case is the authorization of an individualized education program (IEP) evaluation for the child. A foster parent cannot authorize an IEP evaluation unless all attempts to contact the biological parent or legal guardian have failed or the biological parents’ rights have been terminated. In addition, foster

parents generally cannot change a student’s school placement. Contact the Department of Student Services for details.

Family Volunteers

Persons interested in volunteering are encouraged to follow the appropriate volunteer application process defined by the district. MPS defines a volunteer as a person who provides services on an ongoing or one-time basis. Persons looking to serve on an ongoing basis or for more than five hours a week or for an overnight field trip must complete an online volunteer application, pass a criminal background check (for those 18 years of age or older), submit proof of COVID-19 vaccination, and receive a volunteer assignment by the school administrator or parent coordinator. Persons looking to participate in a daytime field trip or other one-time activity must complete a volunteer waiver form. The online volunteer application and the volunteer waiver form are available on the MPS website under the *Families* tab > Volunteer.

To learn more about volunteering, please go to this link: bit.ly/starmsvolunteerinfo

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 Milwaukee 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.

Starms ECC Parent Council Members	Starms DLC Parent Council Members
Please contact our Parent Coordinator, Ms. Ware, if you would like to join the School Engagement Council. Our meetings are held on the last Wednesday of each month from 5:00-6:00 pm.	Please contact our Parent Coordinator, Ms. Ferguson, if you would like to join the School Engagement Council. Our meetings are held on the last Wednesday of each month from 5:00-6:00 pm.

Title I: District Advisory Council

In accordance with the Elementary and Secondary Education Act (Section 1118) and the Wisconsin Department of Public Instruction Title I Parent and Family Engagement guidelines, Milwaukee Public Schools established the District Advisory Council as a means to ensure the opportunity for parents of all students to share their ideas on the needs of children, assist in the planning and operation of Title I programs for children, and participate in evaluating the success of Title I efforts. Our school is required to have two parent delegates. If you are interested in representing our school in this area, please contact the school administrator or visit the MPS website under the *Families* tab > District Advisory Council for more information. The Department of Strategic Partnerships and Customer Service is responsible for the oversight of all District Advisory Council functions. Strategic Partnerships and Customer Service is in room 131 of the Central Services building.

Starms ECC and DLC Family Space

	Starms ECC Family Space	Starms DLC Family Space
Hours	9:45 -2:30 p.m.	9:45 – 3:00 p.m.
Location	Room 11	Room 103B
Contact Information	Debra Ware 414-934-4750	Ms. Ferguson 414-934-4911

Department of Student Services

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

Parent/Student Handbook on Rights, Responsibilities, and Discipline

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

Tips for Parents

- Make sure that your child is in school every day and on time.
 - **ECC**: School starts at 9:15 a.m.
 - **DLC**: School starts at 9:10 a.m.
- Call the school at:
 - **ECC**: 414-934-4760 when your child is absent.
 - **DLC**: 414-934-4960 when your child is absent.
- Make sure that your child gets the proper amount of sleep every night.
- If your child brings a cold lunch, make sure that it is nutritional.
- Check your child's book bag every day.
- Read with your child or have your child read every day.
- Assist your child with homework/practice.
- Encourage your child to keep a writing journal.
- Attend fall and spring parent-teacher conferences.
- Make sure that your child stays to the end of every school day at 4:10 p.m.
- Every minute of instruction, from the start to the end of each school day, is important.
- Contact the teacher with academic concerns or recognized growth that you see.
- Provide your child with comments of encouragement regularly.
- Ensure that your child is dressed appropriately.
- Help in your child's classroom when you are able.
- Attend field trips when your schedule allows it.
- Be a part of the School Engagement Council and/or parent organization.

Handling of Discipline

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

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

Complaints/Disagreements with Schools

How to resolve regular education complaints/disagreements with schools: MPS wants to help parents and families find solutions when there is a problem or disagreement about their child's education. The process is called "dispute resolution." By working in partnership with your child's school, parents and school staff can quickly find solutions. All MPS staff members working on complaints are required to keep information confidential.

STEP 1	
<i>Where should I start my complaint?</i>	Contact the school principal or leader. You may make a verbal or written complaint. An attempt will be made to address the

	complaint within five business days. If the school leader cannot address the complaint within five days, the school leader should inform the parents and resolve the issue expeditiously.
STEP 2	
<i>What if I am not satisfied with the school-based resolution?</i>	You can file a complaint online at mpsmke.com/parentconcerns . Once filed, the complaint will be directed to a designated MPS employee who will investigate and follow up with the problem.
STEP 3	
<i>What if I am not satisfied with the resolution of my complaint by the school or other personnel?</i>	You can contact the Office of Board Governance with a written complaint at governance@milwaukee.k12.wi.us or call (414) 475-8284.

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

SECTION 3: CURRICULUM AND INSTRUCTION

Wisconsin Department of Public Instruction (DPI) Report Card for the School
[Link to Starms DLC Wisconsin of Public Instruction Report card 2021-22 school year.](#)
Tiny link to Report Card: adobe.ly/3XZhZcr

School Improvement Plan (SIP)

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

Top Grade Completion

Starms ECC	Starms DLC
For the K5 completion criteria, please speak to your child’s teacher during Parent/Teacher conferences.	For the 8 th grade completion criteria, please speak to your child’s teacher during Parent/Teacher conferences.

Students need “whole child” support to become aware of the pathways to their careers of interest, they must be academically ready to follow those pathways, and they must be prepared with the life skills needed to navigate their chosen pathway. MPS coordinates available resources, including community organizations and postsecondary institutions, to support MPS faculty, families, and students in fostering a college-going culture. This department includes college and career planning, career and technical education, extended learning opportunities, and school counseling and academic planning. A listing of the current graduation requirements can be accessed on the MPS website at this link:
<https://mps.milwaukee.k12.wi.us/en/Students/Resources/Graduation-Requirements.htm>

Standards-Based Report Cards/Progress Reports

To ensure that parents/guardians are kept informed of their children’s progress in school, elementary and K–grade 8 parents at the Frances Starms Centers will receive three standards-based report cards and three interim progress reports. Students do not receive a letter grade for each subject but will be provided with marks that indicate levels of proficiency. Traditional middle and high school report cards will be distributed to parents/guardians at the snapshot date and end of each semester, based on each school’s course schedule. High school report cards will include traditional letter grades and GPA.

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

MPS continues to implement new, more rigorous standards for what every child should know and be able to do in each subject area and grade level.

The Standards-Based Report Card does the following:

- Provides accurate and meaningful information about a student’s strengths, challenges, and performance
- Clarifies and reinforces consistent high expectations for students and schools
- Helps teachers, students, and families focus on standards throughout the year
- Provides specific feedback toward the standards
- Allows students, families, and teachers to work together to set meaningful goals for improvement
- Provides information about a student’s work habits, behaviors, and efforts

Achieving these college- and career-ready standards requires continuous monitoring of progress and additional support targeted to those who need it.

School Homework Policy

Homework is an important part of the learning process that should be viewed as an opportunity for students to practice new skills and reinforce classroom lessons. Most homework is considered practice, which will not be graded. Instead, students will receive feedback that allows them to improve their skills before being graded. Some extended homework or projects may receive a grade or proficiency-level feedback.

Starms ECC	Starms DLC
If your child is going to be absent, please ask your child’s teacher for their missed homework.	If your child is going to be absent, contact the office so the classroom teacher can send the missing homework home the next day.

Textbooks/Instructional Materials and Equipment

All students will be provided with the necessary textbooks/instructional materials by the school textbook coordinator. All issued textbooks and instructional materials must be returned undamaged at the end of the school year or at the time of withdrawal. Chromebooks may be provided to students to use during the school day and/or to take home to support instruction. Chromebooks will be assigned to an individual student in the same way as a textbook, and it is the responsibility of each individual student to care for and appropriately use the Chromebook during the school year. As with textbooks, Chromebooks should be returned undamaged to the school at the end of the school year.

Assessment

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

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

SECTION 4: MAINTAINING A SAFE SCHOOL ENVIRONMENT

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

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

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

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

Please see the last page of this document for a full list of PBIS expectations

Lunch Behavior Expectations

Starms ECC	Starms DLC
bit.ly/pbiseccca	bit.ly/pbisdlcca

Playground Behavior Expectations and Procedures

Starms ECC	Starms DLC
bit.ly/pbisecclp	bit.ly/pbisdlclp

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 on the bus or out of the bus windows.
- Keep head, hands, and arms inside the bus at all times.
- Profanity is not allowed.
- No yelling or shouting (loud noises distract the driver).
- Respect your neighbor's property when waiting for the bus.

Bus Disciplinary Procedures:

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

School Bus Stops:

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

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

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

Bus Accidents:

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

Absence of a Responsible Person:

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

Emergency Contact Information:

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

Behavior Problems on Bus:

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

Inappropriate Driver Behavior:

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

Driver/Parent/Student Conflict Prevention Tips:

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

- Be at your child's stop on a regular basis and get to know the bus driver.
- Speak to the driver from the curb or sidewalk.

- Wait for all students to board before speaking to the driver.
- Do not board your child's bus unless authorized.
- Do not request route changes with the driver.
- Do not threaten the driver or other riders at the bus stop or on the bus.

SECTION 5: EXPECTATIONS

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

Student Dress Code

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

Failure to follow dress codes may result in a phone call home and parents may need to bring a change of clothes for their child.

Starms Discovery Learning Dress Code

- No ski masks will be allowed in the school.
- Heavy coats, heavy jackets, and raincoats are not approved uniform items and are not to be worn during the school day, unless permitted by the principal for special circumstances.
- Shoes with rollers or wheels are prohibited. Athletic shoes, sandals with straps on the heel, and boots are permitted.
- No flip flops.
- No expensive jewelry or clothing such as Bape hoodies. We cannot be held responsible for lost or stolen items.
- Students may not exchange clothing at school. This causes a disruption to the learning environment.

General Dress Code Policy Requirements

- **Appropriate sizes** - Garments must be of a length and fit that are suitable to the build and stature of the student.
- **Upper garments** – Upper garments must be long enough to clearly overlap the beltline or stay tucked in during the course of normal movement during the day.
- **Lower garments** – The waistband of pants, shorts or skirts must be worn and secured between the hips and the waist. Pants must fit at the waist and not be oversized or undersized (e.g., baggy pants, sagging pants, tights, or pants made of spandex are prohibited.). If belts are worn, they must be fitted and put through belt loops. **Students may not carry belts around in their hands.** Undergarments and the buttocks must remain entirely covered even while seated. Jumpers, skirts, and shorts must be at least mid-thigh or below in length.
- **Head** - No hats, ski masks, caps, visors, hoods, bandanas, sunglasses, or other head gear may be worn on a school campus except with administrative permission (i.e., medical necessity, religious, school related events)
- **Shoes/Footwear** - All students are required to wear shoes/footwear. Students must wear shoes that are safe (i.e., No flip-flops, slippers) and appropriate for the learning environment. Students must wear athletic shoes in all physical education classes.
- **Outerwear** – Coats, jackets, sweaters, and other appropriate outer garments when necessary due to weather conditions. When outer garments with hoods are worn, the hoods must be removed from the head while in the school buildings. The outer garments must be of the appropriate size and shall not be overly baggy or violate any provisions of the dress code.

Unacceptable Attire

A student may not wear clothing (including bandanas), jewelry (including body piercing jewelry), buttons, haircuts, tattoos, or other attire or marking which are offensive, suggestive, disruptive, or indecent, such as:

- Clothing associated with gangs.
- Clothing encouraging or promoting the use of tobacco, drugs, alcohol, or violence.
- Clothing associated with the discrimination on the basis of age, color, handicap, national origin, marital status, race, religion, or sex.
- Clothing exposing the torso or upper thighs, such as see-through garments, mini-skirts or mini-dresses, halters, backless shirts or dresses, tube tops or tank tops without over-blouses or shirts, spaghetti strap garments without over-blouses, bare midriff outfits, or shirts or blouses tied at the midriff.
- Clothing not properly fastened or with tears.
- Clothing or outer garments traditionally designed as undergarments, such as boxer shorts, underwear, tights, hosiery, and sleepwear.
- Clothing or footwear that is construed by the principal, or designee, as hazardous or dangerous to the health or safety of the student or others or which might reasonably lead the principal or designee to forecast substantial disruption of, or material interference with school activities.
- Ski masks will not be allowed in the building.
- Children's clothing or belongings that smell of marijuana will result in parents being called. Parents will need to bring a change of clothing for their child.

ECC School Uniform Policy

Beginning with the 2017–18 school year, MPS has required 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, manufacturers' logos, or pictures visible except for a school logo.

Starms Early Childhood Uniform Policy

- The basic district uniform shall be tan, navy blue, or black khaki-style pants, skirt, or jumper and a navy blue or black long-sleeve or short-sleeve shirt with a collar (polo-style, dress-style, or turtleneck).
- Walking shorts are permitted. (Walking shorts are straight-legged, knee-length shorts.)
- Shoes with rollers or wheels are prohibited.
- No flip-flops.
- Please do not send students to school with expensive jewelry. We cannot be held responsible for lost items.
- Athletic shoes, sandals with straps on the heel, and boots are permitted.

Inappropriate Personal Property

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

- Cell phones, electronic games and other distractions will be collected before the school day begins. Please do not send these items to school.
- Play guns/play weapons are strictly prohibited.

Equipment from Home

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

Cell Phones/Communication Devices

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

Individual schools may implement a cell phone collection process at the beginning of each school day to ensure that devices are not used by students. This process is implemented to protect the learning environment. Schools that collect devices will secure the device during the school day and return devices in an orderly fashion at the end of each school day. If devices are activated, used, or displayed in violation of this policy, they will be confiscated. If a student activates, uses, or displays a communication device to endanger the physical safety or mental well-being of others, the student will be recommended for expulsion. This includes capturing, distributing, displaying, sharing, and posting inappropriate images that disrupt the learning environment.

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

Starms Discovery Learning Centers is a *no cell phone* school.

Electronic Scanning

Electronic scanning using handheld or walk-through metal detectors may be conducted at the Middle School when there is reasonable cause to believe that the safety of students or others may be in question. Students shall be scanned only by staff of the same sex when handheld metal detectors are used. Students' possessions, such as jackets, book bags, backpacks, and purses, may also be searched and scanned as detailed below.

If the student or an object in the student's possession triggers the metal detector, the object will be removed, and the scan shall be repeated. If, after conducting the search with the metal detectors, it is determined that the object that triggered the detector is not a weapon, there shall be no further search of the student or his/her possessions. If a student refuses to remove an object that is triggering the metal detector, the staff may escort the student to a private area and conduct a pat-down search to determine what the object is. If the object is determined not to be a weapon, the search shall end; otherwise, the staff shall attempt to determine what is triggering the alarm and shall, if necessary, contact the police. When a pat-down search is conducted, it shall be conducted by a staff member of the same sex with a second staff person present. Designated school officials conduct all searches unless it is necessary to involve law enforcement officers.

Confiscation of Illegal, Unauthorized, or Inappropriate Items

Illegal, unauthorized, or inappropriate items may be confiscated. The items shall be inventoried by the school principal/designee and may be returned to the student's parent/guardian; returned to the student if he/she is an adult; be held for disciplinary proceedings; or turned over to law enforcement officers. Any item that may endanger safety will not be returned. Appropriate disciplinary action, as outlined in the Code of School/Classroom Conduct, will be taken when necessary.

Policy Against Weapons

Weapons, **including pepper spray**, are not permitted in MPS facilities or any facility under the control of MPS (Administrative Policy 8.23). **All persons** entering MPS buildings may be required to submit to a metal detector scan and to a personal search. To ensure that weapons are not brought onto the premises, bags and parcels also may be searched and scanned. Any person violating this policy will be subject to disciplinary action and/or police will be called.

Telephone Calls for Students

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

School Communication with Families/Family Newsletter

Our school believes that it is important to keep parents informed of school news, services, activities, and events. The school will send regular correspondence to families. Families should also subscribe to the quarterly district [eNewsletter](#) for families on the bottom of the [MPS home page](#).

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

Starms ECC	Starms DLC
(414) 934-4700	(414) 934-4900

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 do the following:*

- Make an appointment at least 24 hours in advance
- 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 at all times while in the school
- Be escorted to the requested location
- Return the Visitor Pass to the office/security desk and sign out

Lack of cooperation may constitute trespassing.

How to request an interpreter: bit.ly/mpsinterpreter

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.

Starms ECC Visitor Policy	Starms DLC
https://bit.ly/starmsvisitor 	https://bit.ly/starmsvisitor 

SECTION 6: SCHOOL POLICIES AND PROCEDURES

Census Verification Report

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

Breakfast and Lunch Procedures

All students are able to receive breakfast and lunch at no charge each day of the school year. However, if your child chooses not to participate in the meal program, they may bring breakfast or lunch from home. Students are encouraged to bring nutritious foods such as fruits, vegetables, whole grains, etc.

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

Breakfast Procedures

Starms ECC	Starms DLC
Students eat breakfast in the classroom.	Students will enter the building and go to the cafeteria for their breakfast from 9:00-9:15 am.

Lunch Procedures

Starms ECC	Starms DLC
<ul style="list-style-type: none">• Students will walk to the cafeteria with their class and sit at their assigned table.• Students may not share their food with other students due to health guidelines.• Students must stay in their seats until staff give directions for them to transition to recess.	<ul style="list-style-type: none">• Teachers will review PBIS expectations for the cafeteria, playground, hallway, personal space and restroom.• Students will go to the cafeteria voice level 0, walk in a line, and wait at the cafeteria door until they are directed to enter.• Students will exhibit respectful, responsible, and safe behaviors collecting their food, eating, and clearing their space.

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.

Parents who join field trips must complete an MPS Volunteer waiver.
 Please click on this link to fill out MPS Volunteer waiver: bit.ly/starmsvolunteer

Fundraisers

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

School Supplies (Preschool–Grade 8)

All children need to be prepared with their school supplies on the first day of school. Each grade level has a special supplies list. Our school will distribute the school supplies list at the start of the school year. The list is also posted on the MPS website under the [Families tab > Supply Lists](#). Please make sure to put your child’s name on their supplies. Head Start students do not need supplies.

Emergency Drills

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

SECTION 7: EXTRACURRICULAR ACTIVITIES

Starms ECC	Starms DLC
Reading and math tutoring	<ul style="list-style-type: none"> • Flag Football, Basketball, Track and Forensics • Reading and math tutoring

SECTION 8: NONDISCRIMINATION NOTICE

It is the policy of the Milwaukee Public Schools, as required by section 118.13, Wisconsin Statutes, that no person will be denied admission to any public school or be denied the benefits of, or be discriminated against in any curricular extracurricular, pupil services, recreational, or other program or activity because of the person’s sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.

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

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

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

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

ASL: (414) 438-3458

SECTION 9: ATTACHMENT

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

ACKNOWLEDGMENT FORM

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

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

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



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

Student Name _____ Room # _____

Parent Signature _____ Date _____

Student Signature _____ Date _____



Family–School Manual

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










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


Student Name _____ Room # _____

Parent Signature _____ Date _____






Student Signature _____ Date _____

Starms Centers PBIS Posters
Early Childhood

Focus Area	Tiny URL	QR Code
Arrival/Dismissal	bit.ly/pbiseccarrive-leave	
Bus	bit.ly/pbiseccbus	
Cafeteria	bit.ly/pbisecccafe	
Hallway	bit.ly/pbisecchallway	
Personal Space	bit.ly/pbiseccspace	
Playground	bit.ly/pbiseccplay	
Restroom	bit.ly/pbiseccrest	

Voice Levels	bit.ly/pbisecvoice	
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Starms Centers PBIS Posters
Discovery Learning Center

Focus Area	Tiny URL	QR Code
Arrival/Dismissal	bit.ly/pbisdlcarrive	
Bus	bit.ly/pbisdlcbus	
Bullying Prevention	bit.ly/pbisdlcantibully	
Cafeteria	bit.ly/pbisdlccafe	
Hallway	bit.ly/pbisdlchall	

Personal Space	bit.ly/pbisdlespace	
Playground	bit.ly/pbisdleplay	
Restroom	bit.ly/pbisdcrest	
Voice Levels	bit.ly/pbisdlevoice	
Zones of Regulation	bit.ly/pbisdlezones	