

# Engleburg Elementary School

2010– 2011

Parent Student Handbook

*SAY YES TO MPS!*



**ENGLEBURG ELEMENTARY SCHOOL**

5100 North 91<sup>st</sup> Street

Milwaukee, WI 53225

414.616.5600

414.616.5615 (Fax)



# Engleburg Elementary Parent/Student Handbook 2010-2011



## TABLE OF CONTENTS

Message from the Principal .....	3
Engleburg's Vision Statement .....	4
School Hours & Dismissal .....	5
Attendance & Early Dismissal .....	6
Health & Safety.....	9
Health Restrictions & Medications .....	10
Immunizations.....	11
Visitor Policy .....	12
Volunteer Opportunities.....	13
Conduct & Responsibilities .....	14
Prohibited Items.....	15
Uniform Policy .....	16
Money and Fees.....	17
Field Trips, Parking, Report Cards.....	18
Homework.....	19
School Closings, Bus Rules .....	20



Dear Parents:

I would like to take this moment to introduce myself and let you know how privileged I feel to have been given the opportunity to serve as the newly appointed principal of Engleburg Elementary School. My name is Mrs. Lisa Marion-Howard. I have been an educator for the past 17 ½ years. I served 6 months as a substitute teacher for MPS. I served 5 years as a classroom teacher, 2 years as a program implementor, and 3 years as an assistant principal at Phillis Wheatley Elementary School. Lastly, I have served the past 7 years of my career as the very proud principal of Byron Kilbourn Elementary School. The journey has been truly wonderful thus far and it has led me to Engleburg Elementary School.

**Engleburg Elementary School is a quality school, which serves approximately 500 students in grades K4 through 5<sup>th</sup>. Our school is known for its innovative instructional practices, which changes consistently to meet our students' current needs. Our staff strives to foster a love for lifelong learning and creativity. Our image is that of an idea extended family with love, caring, and respect for self as well as others. Our staff believes that all children can learn and puts forth their best efforts to ensure that all students do indeed learn.**

We have a challenging year ahead of us, as we continue to work aggressively to promote students' achievement. Engleburg School's goal for the 2010 – 2011 school year is to increase student achievement in every area, especially reading, writing and math by 5% or better. We are striving to have our students read fluently at their grade level/ instructional level, demonstrate effective writing skills and solve math problems by applying knowledge of number facts and strategies. With students, parents and staff members working together on one accord, we can accomplish these goals.

Engleburg School is a uniform school. All students are encouraged to wear white tops and navy blue bottoms. Uniforms should be worn Monday – Thursday. On Fridays the students may wear clothing of their choice.

We also participate in the Universal Breakfast Program. This means all students, regardless of their lunch status, are invited to eat breakfast at school each morning. Breakfast is served in the classrooms from 7:45 – 8:00 a.m. daily. If students wish to eat breakfast at school, they must arrive to school on time. Breakfast will not be served after 8:00 a.m.



Thank you for making Engleburg Elementary School your school of choice to provide a quality education for your child(ren). We are grateful for the opportunity to serve you and your child the upcoming school year.

Sincerely,

Mrs. Lisa Marion-Howard  
Principal

## Engleburg's Vision Statement

We in the Engleburg School Community know that quality teaching will result in higher student achievement. Our academic goal this school year is to provide your child with quality mathematics and writing instruction. The quality of these programs will result in higher student achievement. The teacher understands how children with broad ranges of abilities learn and provides instruction that supports their intellectual, social and personal development. The professional teaching community creates a climate where students create and answer questions that require critical thinking. The school curriculum is aligned to the Milwaukee Public Schools Learning Targets and the Wisconsin State Standards. Class sizes will be small enough to allow for successful learning by all children. Students will participate in cooperative learning opportunities with well-defined student roles.

We know that children learn and achieve more when they are cared for, when they are safe, and when they have a healthy well being. Therefore, we must have a strong and true partnership with the parents and those in the community who influence and affect our students and



families. We believe parents are the customers and we welcome all parents and guardians to participate in the activities of the school and the education of your child. Engleburg Elementary School is a vital part of the neighborhood, sharing a common purpose with community partners in a system of mutual support for every child.

Thank you for giving us the opportunity to teach your child.

Office Hours: 7:30 AM to 3:00 PM 414-616-5600  
Principal: Ms. Lisa Marion-Howard 414.616.5605

### **SCHOOL HOURS: ARRIVAL AND DISMISSAL**

- Children should not arrive before 7:40 am.
- The school day ends at 2:25 pm.
- Teachers arrive at 7:40 am and leave at 2:30 pm. The school office opens at 7:30 am and closes at 3:00 pm.

### **SUPERVISION**

- **BEFORE SCHOOL** – the playground is supervised from 7:30 AM-7:45 AM. Students should not arrive before 7:40 AM.
- **RECESSES** – During the day, a certified teacher(s) and educational assistants will supervise recess activities.
- **NOON HOUR** – Playground is supervised from 10:45AM-12:30 PM by teachers and educational assistants.
- **AFTER SCHOOL** – Students are expected to go directly home at dismissal unless they have received an invitation by the Engleburg Community Learning Center to participate in after-school activities.

### **BEFORE AND AFTER SCHOOL PROGRAM**



Engleburg School and the Boys and Girl Club of Greater Milwaukee have established a before and after school child care program, which will begin operating on September 1, 2010.

Engleburg's Community Learning Center will be open from 7:00 AM until 7:40 AM and 2:30 PM until 6:00 PM on regular school days. The cost of the Safe Place program is FREE to our students in K4 to 5<sup>th</sup> grade. Parents are responsible for transporting their children to and from the program if they arrive early or stay late. Please contact the office for more information. Space is limited and will be filled on a first come first serve basis with completed paperwork.

### **DISMISSAL**

- Students will meet parents/guardians on the playground. It is important that a consistent meeting place on the playground is established.
- On the rare occasion you need to change your schedule, please phone the school office early in the day to insure the message gets to your child's teacher in a timely manner.
- Students, who regularly take the bus home but have special arrangements for transportation, must have a note signed by a parent of the temporary arrangement. (i.e. walking, being picked up)
- Students who are not picked before 2:35 pm will be escorted to the school office by the school administration or designee. At that time, students will contact their parent/guardian who will then speak with the school secretary.
- **Students who are not picked up prior to 3:00 PM (on a chronic basis) may be turned over to Protective Services 220-7233 or the MPS Head Start Center 475-8462.**

### **STUDENT ATTENDANCE**

#### **ATTENDANCE**

Our goal is to improve student attendance from the previous year to 96%. Teachers prepare interesting motivating lessons involving group work, experiments, and classroom practice. It is so important that your child is in school because a lot of the work cannot be done at home.

You can help us reach our attendance goal and support your child's education by:

- Making doctor and dental appointments after school or on days off,
- Planning vacations and out of town trips when school is not in session, and
- Respecting the daily school schedule. The school day begins at 7:45 am and ends at 2:25 pm.

We do not want your child to come to school sick, but we all have to continue with our daily activities with minor headaches and colds. We enlist your understanding of and cooperation with our attendance/absence procedures.



**ATTENDANCE - ABSENCE PROCEDURES**

- Call the attendance office, 616-5660 or 616-5600, to report your child's absence before 7:00 AM. Please state child's name, length of absence, room number and reason for absence.
- After three unexcused absences, you will receive a letter stating, "If there are any further absences, a conference with the principal or school team could be required." The letter is placed in the cumulative folder.
- If absences continue, we may request that any additional absences are accompanied by a medical excuse to be considered excused.
- In the case that five or more UNEXCUSED absences occur, parents will be informed of school board policy and state law and the district may begin a process of referring the family to the district attorney's office.
- If a child becomes ill or there is an accident at school, before sending a child home, parent/guardian contact will be made to arrange pickup.

**RETURNING TO SCHOOL AFTER ABSENCE**

Students should present a note stating the nature of the illness or absence in order to be re-admitted by the principal or authorized representative. When possible, it is desirable to notify the school in advance if your child is going to be absent for reasons other than illness.

Reasons for excused absences include, but are not limited to:

- Personal Illness
- Death in the Family
- Court Appearances
- Designated Religious Holidays
- Medical Appointments
- Family Emergency

**STUDENT ATTENDANCE (continued)**

The following unacceptable reasons for an absence include: vacation, personal business, shopping, oversleeping, etc. Absences for these reasons will be considered unexcused. Excused absences will be granted if you provide a doctor's excuse. Teachers work hard developing lesson plans. You can help by scheduling all non-emergency appointments when school is not in session.

The health of each child is primarily the responsibility of the parent. Engleburg Elementary School, with the cooperation of the City Health Department, will contribute



in every way possible to the promotion, protection and maintenance of the student's health.

**When should children be kept home?**

- Colds
- Diarrhea
- Earache or running ears
- Elevated temperature (should be 24 hours without a fever before returning to school)
- Head lice until treated
- Nausea or vomiting
- Persistent cough
- Persistent runny nose
- Persistent sneezing
- Rash or skin disease
- Ring worm until treated
- Red or watery eyes
- Pink eye until treated
- Sore throat

If a child returns to school with any of the symptoms listed above, he/she will be sent to the nurse and parents/guardians will be called at home or work to pick up their child as soon as possible.

**TARDINESS**

- Your child is expected to line up by the first bell at 7:40 AM. School begins at 7:45 A.M. If your child is not in the classroom by 7:45 AM, he or she will be directed to the office for a tardy slip.
- The school administration will hold a conference with the parent/guardian to discuss a student's pattern of tardiness and with the classroom teacher to set goals and implement strategies to improve the student's excessive tardiness.

**SCHOOL ASSIGNMENTS OF ABSENTEES**



For any absence of two days or longer, please call our office to request that assignments be collected for pickup after school or taken home with another student. This request should be made by noon if assignments are needed at the end of the day. The school office is open until 3:00 PM.

The office will be happy to type an attendance verification letter for social services or other requirement. Advance notice of at least 24 hours is required for these services.

### **EARLY DISMISSAL**

If it becomes necessary for your child to leave school early, there must be an adult present to sign the child out. Students will not be called down to the office to wait. They will be called to the office upon the arrival of the parent and the availability of the teacher and student. Anyone not being the parent or guardian must be listed on the emergency card or have a signed note from the parent giving permission for a specific date and time to release the student, along with picture identification. The school administration will make all final decisions for student release.

Please be sure to have all adults authorized to pick up your child on the yellow emergency contact cards. If you need to update your emergency information, please stop in or have a new emergency card sent home. The information on these cards is very important and will be necessary if your child is sick or injured and we need to contact you.

### **LEAVING DURING SCHOOL HOURS**

Students needing to leave during school hours should report to the office and present a note from their parents/guardians. Parents must inform the office in writing if their child, who usually stays for lunch, will be leaving on a particular day. The office will not release students to non-custodial parents or other adults unless parents have directed us to do that. If an unfamiliar person comes to pick



up a student and office has not been notified, we will call the parent to clarify the matter. If the parent cannot be reached, the student will not be released.

## **HEALTH & SAFETY**

### **EMERGENCY CONTACT CARDS**

All Students will receive yellow forms to be filled out by the parent or guardian within the first two weeks of school. It is imperative that these cards be filled out accurately and completely and returned to school. One card needs to be filled out for EACH student at Engleburg School. Every student must have an “Emergency Contact Card” on file in the office. Information on the card must be current. New cards are to be filled out every school year. This form tells the staff what to do in instances in which your child is ill or injured. You direct us on whom to contact in an emergency, back-up contact persons, your child’s allergies, preferences to emergency treatments, etc.

Please note that the omission of the name of a legal parent or guardian cannot allow us to keep that person from removing your child from school. You will need to submit a court order to the office specifying that this person is not allowed any custody or legal rights to this child.

If you have not received an emergency card or need assistance in completing this form, please contact the office immediately.

### **EMERGENCY CARD CHANGES**

Please be sure to update our card if you should move, change phone numbers or have any changes of responsible adults for your child. All address and phone changes should be reported to the office immediately to ensure that school mailings and phone contacts may be made.



## **EMERGENCY EVACUATIONS & DRILLS**

Fire drills are conducted monthly and a tornado drill is conducted once a year. In case of an actual fire or emergency where children and adults cannot return in the building, all people will be taken to **Corpus Christi School** until they can be sent home safely.

## **CRISIS RESPONSE PLAN**

A crisis is an event that is extraordinary and cannot be predicted. Crisis situations are caused by specific events: E.g. severe weather conditions, a sudden death, a tornado, a fire or explosion, a shooting or criminal activity, etc. Schools must be prepared to effectively respond to a crisis in a timely manner. Engleburg Elementary has a crisis plan and a crisis committee in the event of an emergency. A copy of the crisis plan is available to all members of the school community.

## **HEALTH RESTRICTIONS**

In order to better understand and meet the needs of your child, it is important that you share with the school:

- Any limitations that should be placed on your child's activity.
- Any medication your child is taking. All medications are kept in their prescription bottles in the school nurse's office and administered by the school nurse or office staff. Parents must fill out a special form detailing the information needed. (See Medication section).
- Any condition which affects your child during the school day such as: allergies, asthma, bone and joint diseases, convulsions, seizures, diabetes, heart trouble, kidney disease, vision and hearing problems, etc.

## **MEDICATION**

We have specific administrative guidelines for how nonprescription and prescription medications will be dealt with in our school. School employees can administer medication which is kept in the school nurse's office or office only when:

- Parents fill out a specific form in the school office. (This form applies to prescription and nonprescription drugs.)



- Prescription drugs come in the prescription bottle with written instructions from a practitioner.
- Asthma Inhalers must be kept in the school office, unless specific written directions have been given to Engleburg staff by a physician.

Parents of students with life-threatening allergies who need the use of an emergency injection device, need to train teachers, staff and the principal yearly on how and when to use the device.

**ADMINISTRATION OF PRESCRIBED MEDICATION**

Written consent from the parent/guardian is required along with written instructions signed by the doctor. Please call the office to request the “Prescription Drug Form” if your child needs to take medication on a continuing basis at school. PLEASE DO NOT SEND OVER THE COUNTER DRUGS TO SCHOOL WITH YOUR CHILDREN.

**CONTAGIOUS DISEASE**

Report all cases of communicable disease as soon as possible, to the Milwaukee Health Department, 286-3624, and to the school office at 616-5600.

**DEPARTMENT OF HEALTH SERVICES STATE OF WISCONSIN**  
Division of Public Health s. 252.04, Wis. Stats.  
P-44021 (Rev. 07/09)

**STUDENT IMMUNIZATION LAW  
AGE/GRADE REQUIREMENTS  
2010-2011 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.

<b>Age/Grade</b>	<b>Number of Doses</b>					
Pre K (2 yrs through 4 yrs)	4 DTP/DTaP/DT <sup>2</sup>	3 Polio	3 Hep B	1 MMR <sup>5</sup>	1 Var <sup>6</sup>	
Grades K through 2	4 DTP/DTaP/DT/T <sup>1</sup>	4 Polio <sup>4</sup>	3 Hep B	2 MMR <sup>5</sup>	2 Var <sup>6</sup>	
Grades 3 through 5	4 DTP/DTaP/DT/T <sup>2</sup>	4 Polio <sup>4</sup>	3 Hep B	2 MMR <sup>5</sup>	1 Var <sup>6</sup>	
Grades 6 through 8	4 DTP/DTaP/D	1 Tdap <sup>3</sup>	4 Polio <sup>4</sup>	3 Hep B	2 MMR <sup>5</sup>	2 Var <sup>6</sup>



	T/Td <sup>2</sup>					
Grades 9 through 11	4 DTP/DTaP/D T/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</sup>
Grade 12	4 DTP/DTaP/D T/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 Pre K and 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 adolescent tetanus, diphtheria and acellular pertussis vaccine. If your child received a dose of a tetanus-containing vaccine, such as Td, within 5 years of entering the grade in which Tdap is required, your child is compliant and a dose of Tdap vaccine 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.

**VISITATION**

**ACCESS TO BUILDING**

Visitors will be asked to report to either the office or security desk, show identification and sign their names on a visitor record. They will also be asked to wear a badge while in the school, and will be escorted to their destination.

The procedure will be in use during the hours that children are in classes in the building, but also will be used for before- and after-school programs and summer school.

**LOCKED DOORS AND BUILDING**



All MPS Buildings are directed to lock all doors including the main entrance. Engleburg Elementary School has a video camera and a microphone system at the main entrances located on 91<sup>st</sup> Street. There is a buzzer located on the right side of the entrance. Please ring once. The camera and speaker system allows us to keep the front door and doors locked during the day. When visiting the school, simply press the button once and identify yourself by name and the office staff will allow you entrance into the building. You must stop in the office for a Visitor's Pass. The school community has been instructed by the school administration not to allow unauthorized individuals into the building. If at anytime, an adult attempts to enter the building without following the appropriate procedure, the Milwaukee Police Department will be notified.

### **NON-CUSTODIAL PARENT**

We recognize the importance of parental involvement. Some families have more than one household.

- Non-custodial parents may participate in all activities, including conference. Parent/teacher conferences or meetings initiated by the school or district will generally be scheduled only once, at times convenient to both parents.
- Non-custodial parents are entitled to have access to school records unless access to those records had been restricted by court order.
- Non-custodial parents may release their child from school unless the custodial parent has presented the school with a court or other legally binding document that prohibits such a release.
- Non-custodial parents should inform the school office if they would like to receive school mailing of report cards, newsletters and events.

### **PARENTS AND PARTNERS...**

#### **VOLUNTEER OPPORTUNITIES**



## Engleburg Elementary Parent/Student Handbook 2010-2011

All of our parents are encouraged to take an active role in the education of their child. Many opportunities for school involvement are listed below. Please take the time to read about the numerous ways you can become actively involved at Engleburg Elementary School. Check the areas that interest you, and have your child return it to his/her classroom teacher. You will be contacted to discuss a suitable assignment for you.

It is a known fact that children achieve more success in school when parents take an active role in school!

Some of the opportunities available to parents are listed below:

- \* EPO Member
- \* School Governance Council
- \* Reading Tutor
- \* Classroom Helper
- \* Field Trip Chaperone
- \* School Events Volunteer
- \* Playground Supervisor
- \* Mathematics Tutor
- \* Title-One Representative
- \* Incentive Committee Volunteer



## **CONDUCT AND RESPONSIBILITIES**

The Milwaukee Board of School Directors Code of School/Classroom Conduct incorporates all aspects of the disciplinary procedures detailed in the document entitled Parent/Student Handbook on Rights, Responsibilities and Discipline, and Due Process Procedures regarding Discipline for Students with Disabilities under the Individuals with Disabilities Act. These revised procedures were developed in recognition of the commitment of the Milwaukee Public Schools to provide a safe and effective learning environment. The Milwaukee Board of School Directors Code of School/Classroom Conduct was developed based on the following principles:

- Students have a right to learn and educators have a right to teach in a safe and orderly learning environment.
- No individual or group has a right to undermine the goal of providing a quality education to all students.

## **SCHOOL CONDUCT**

The Engleburg Learning Community believes that discipline is non-punitive in nature. It involves strategies that allow children to grow from past experiences so that they can make better decisions in the future. The school incentive team has created a variety of programs to recognize positive student behavior. Students with positive behavior receive rewards, incentives, and participate in school-wide celebrations and student assemblies. Student expectations in the classroom, hallways, bathrooms and at recess are explained to all children at the beginning of the school year by the school administration and reinforced by the classroom teacher throughout the school year. When students choose not to do what is expected, they should also understand ahead of time what the consequences will be. So that teachers can be fair and consistent as possible, we've created school consequences.

## **RULES AND RESPONSIBILITIES**

- Safe, sensible and respectful behavior in and around the school is required at all times.



- Fighting, hitting and bullying will not be tolerated on school property.
- Weapons are harmful and are not allowed on school property.
- Children will walk quietly in the halls, keeping hands, feet and objects to themselves.
- Children must have passes in the hallway.
- Children will respect and follow the directions of all adults in the school at all times.
- Parents of the pupils who are responsible for causing damage to school property will reimburse the school.

As part of Engleburg School's pledge to keep our staff and students healthy and in an effort to promote a more healthier lifestyle for all, we encourage all parents, when providing snacks for classrooms, to please refrain from providing snacks that are not healthy (candy, cupcakes, etc.). Instead please select treats that are healthy in nature.

### **PROHIBITED ITEMS AT SCHOOL**

The following items are prohibited at Engleburg because they pose safety hazards, because they generate conflict due to being frequently lost or stolen, or because they disrupt learning.

#### **Expellable Offenses**

Possession of the following is grounds for potential expulsion from the Milwaukee Public Schools:

- real, toy, or make-shift weapons
- Controlled substances – drugs, alcohol, pepper spray, etc.
- laser pointers

#### **Items Thrown Away**

The following items will be thrown away if a student has them at school:



- Bottles or cans of soda or juice (Bottles and cans are not permitted anywhere at Engleburg, except plastic bottles of water. Juice boxes and pouches are permitted in the lunchroom only.)

### **Items Held**

The following items will be confiscated and held until a parent picks them up or until the last day of school unless they are used for learning with the permission of the teacher:

- Electronic devices – such as cell phones, pagers, walk-mans, Game Boys, Nintendo DS, cameras, CD players, radios, CDs, PS2, I-Pods or any personal electronic device.
- Playground equipment, balls, toys, figurines, yo-yos, jump ropes, etc.
- Any belongings used in a way that disrupts learning.

NOTE: The staff at Engleburg does not investigate the loss or theft of prohibited items.

### **ENGLEBURG UNIFORM DRESS CODE**

#### **2010-2011 Uniform Dress Code**



Dear Parents,

Engleburg Elementary School is dedicated to providing its students with an educational environment conducive to the learning process. We believe that it is necessary for students to dress appropriately and not draw attention away from their studies at school.

Engleburg students are strongly encouraged to participate in a school-wide uniform dress code.



### **UNIFORM GUIDELINES:**

- All tops should be white and bottoms should be navy blue.
- All skirts, skorts, and shorts must measure one inch longer than longest finger when arms are at sides
- Shirts or tops must not allow midriff skin to show
- Sweatshirts and vests must have a uniform shirt underneath.
- No slip-ons, sandals, crocs, or platform shoes are acceptable.
- No Healties (wheels in shoes).

Many stores carry uniform clothing including: Marcus, J.C. Penney, Wal-Mart, Target, Kohl's and many other stores. Please use the following chart for shopping and selecting your child's school clothes:

**I just want to thank you for your support of the uniform dress code. If you have any questions or concerns regarding this new policy, please contact Ms. Marion-Howard, Principal at 616-5605.**

### **MONEY**

The school office is in charge of all money accounts which are monitored by the school administration. Engleburg's school office would prefer that all lunch, field trip, lost textbooks, and any other fees be paid with cash or money order. The office will accept personal checks; however, if your personal check is returned to the school with insufficient funds, the office will no longer accept your personal check.

When sending money:

- Put money in an envelope
- Put your child's name on the envelope
- Put your child's room number on the envelope
- Write the amount of money enclosed



- Write what the money is to go towards

**LIBRARY**

Grades K4 and K5 children will receive a library envelope to bring books home in. If the envelope is lost, or badly damaged, the student will need to pay 50¢ for a new envelope. Students who take out books from our school library learn very important lessons about responsibility. When you borrow something from a library, teacher, friend or relative, you are expected to return it in the same condition you received it. Students will be expected to pay \$5.00 for each lost or damaged book.

**BREAKFAST (FREE UNIVERSAL BREAKFAST).**

Breakfast will be served from 7:30 AM – 7:45 A.M.

**Breakfast**

FREE UNIVERSAL BREAKFAST

**Lunch**

Student Cost	\$1.75	Student Reduced	40¢	Adults	\$2.75	Senior's	\$1.50
--------------	--------	-----------------	-----	--------	--------	----------	--------

**Extra Milk:** Student Cost 35¢

You will be notified by the Cook Manager or by an automated phone message if your child owes any money for lunch.

Lunch money will be collected on a daily basis or you may pay for lunches in advance. You are encouraged to fill out a lunch application to see if you qualify for free or reduced benefits. Lunch applications may be picked up at the school office or at Central Services. If your child has special dietary needs, please contact the school office for procedures and accommodations.

**FIELD TRIPS**

The school budget and EPO cover some of the costs of field trips. Additional costs may be required to supplement transportation or admission fees. Those costs will be noted on the permission slip prior to the field trip. All students must participate in fieldtrips as it is a component of the educational day. However, the school has the right to deny a child a fieldtrip



because of inappropriate behavior. You will receive both a written document and telephone call from the classroom teacher indicating the reason why your child cannot participate in the fieldtrip.

### **PARKING**

- Please do not park in front of the school on N. 91<sup>st</sup> Street. Cars not observing posted parking restrictions may be ticketed.
- Do not block the entrances to the parking lot to the North of the school.
- You may park on the west side of 91<sup>st</sup> Street across from the school entrance or further south on 91<sup>st</sup> Street, observing posted parking restrictions.

### **REPORT CARDS**

The grading/reporting system for First through Fifth grade will be outlined with parents at the classroom orientation meeting at the beginning of each year. Parents will receive report cards four times a year:

- November
- January
- March/April
- June

Additional interim reports are sent as needed every six weeks. Special Needs children will receive grade level reports and will also be included in their SEN updates.

Kindergarten reports come home twice during the school year.

- January
- June

### **BOOK BAG CHECK**

It is important to check your child's book bag for notes brought home on a daily basis. Notes brought home are the main source of communication between you and the school. They will inform you of upcoming events, guide you in helping your child succeed and warn of areas of concern. Included may be notes from your child's teacher, parent newsletter, bus suspensions and conference dates.



## **HOMework**

A child's success at school is influenced by homework. Most students will have homework. In the elementary grades, the amount of time will vary from 20 minutes to 30 minutes daily. When students are out of the classroom, they will be expected to complete all missed work the next day. It is up to the students and parents to find out the work to be completed. Parents should call in and ask for assignments early in the day so teachers know and have time to prepare the work for pickup. A rule of thumb for the minimum amount of time spent in an evening would always be what is listed for the reading time. The following guidelines will help you understand what teachers expect when it comes to homework at different elementary grade levels:

### **KINDERGARTEN**

- Parent and child should read together for a minimum of 10 minutes daily. Library books should be returned weekly.
- Children will collect things from home to bring for special school projects.
- Weekly assignments which match the curriculum.

### **GRADES 1 & 2**

- Read to parent and parent read to child for a minimum of 10 minutes daily.
- Practice math concepts for 5-10 minutes daily.
- Practice weekly spelling lists daily for about 5 minutes.

### **GRADE 3**

- Read a minimum of 20-30 minutes nightly.
- Practice math facts 5 minutes regularly.
- Practice weekly spelling lists a few times a week.
- Assignments need to be completed on time so unfinished schoolwork should be taken home as homework and returned the next day.

### **GRADE 4**

- Read a minimum of 20-30 minutes per evening.
- Math practice of basic facts should be done on a regular basis, a few times a week.
- Work, such as drill on math facts, studying for tests, book reports, special projects, spelling may be completed at home.



- Unfinished assignments from the school day must be completed at home within a week's time.

### **GRADE 5**

- Child should read a minimum of 30 minutes per evening.
- Math practice of basic facts should be done on a regular weekly basis.
- Unfinished assignments from school must be completed at home within a week's time.
- Work, such as, studying for tests, book reports, special projects, extra credit may be completed as homework at home.

### **SCHOOL CLOSINGS**

#### **INCLEMENT WEATHER PROCEDURES**

Information about the closing of schools will be broadcast on these area stations: WTMJ-TV4/WTMJ-620AM, FOX TV6 NEWS, WISN-TV12/WISN-1130AM and CBS58/WDJT-TV. If school is held under conditions you believe to be unsafe; you should retain your child at home. The school will respect your decision.

#### **COLD OR RAINY DAYS**

During especially cold or rainy weather, students will come inside to the hallway where there is supervision. When the temperature, or combination of temperature and wind chill reach a concerning level, students will remain indoors. Otherwise, it is expected that children spend a part of their school day on the playground at recess.

- Children need to be dressed appropriately for inclement weather, such as, boots, mittens/gloves, hats, winter coats and snow pants.

#### **EXCLUSION FROM PHYSICAL EDUCATION**

All students will participate in physical education classes unless excused for health reasons. A statement from a physician specifying the length of exclusion and nature of the physical condition is needed if a child is to be excluded from classes longer than five days.

#### **BUS RULES**

A safe bus is a key element of your child's education. We consider the school day to begin when the child gets on the bus in the morning and ends when the child arrives at his/her designated stop. Please review the following bus rules with your child:

- Remain in your seat while the bus is moving.



- Never throw objects out of bus window
- Obey the driver.
- Respect your neighbor (no fighting, pushing, shoving).
- Keep head, hands and arms inside windows at all times.
- Profanity is not allowed.
- No yelling or shouting.
- Littering will not be tolerated.

Failure to obey these rules will result in a bus driver issuing a Student Ridership Complaint and disciplinary action taken which will be up to and including suspension of bussing privileges.

If your child's bus is late in leaving or returning, please call the bus company directly, you will need the child's route number. If the bus company cannot help you locate your child after 3:30 PM, you may call MPS Head Start Center at 475-8462 or Protective Services at 220-7233.