



**MILWAUKEE
PUBLIC SCHOOLS**

**Family School Manual
2021-22 School Year**

Trowbridge Elementary School of Great Lakes Studies

1943 East Trowbridge Street

Milwaukee, Wisconsin 53207

Telephone: 414-294-1900

Fax: 414-294-1915

Andrew Reiser
Principal

TABLE OF CONTENTS

SECTION 1: INTRODUCTION

From the Principal
School's Mission, Vision and Goals
Staff Roster and Contact Information
School Calendars/Events
School Daily Schedule
Student Entry Procedures
Student Dismissal Procedures
Before- and After-School Services and Programs
Parking
Student Attendance/Tardiness

SECTION 2: FAMILY ENGAGEMENT

MPS Family-School Partnership Pledge
MPS Family and Community Engagement Network
Open House
Parent-Teacher Conferences
Rights of Non-Custodial Parents
Rights of Foster Parents
Parent Volunteers
School Governance Council
Title I: District Advisory Council
Family Space
Department of Family and Student Services
Parent/Student Handbook on Rights, Responsibilities and Discipline
Tips for Parents
Complaints/Disagreements with Schools

SECTION 3: CURRICULUM AND INSTRUCTION

Wisconsin DPI Report Card for the School
School Improvement Plan
Top Grade Completion
High School Graduation Requirements
Standards-Based Report Cards/Progress Reports
School Homework Policy
Textbooks/Instructional Materials and Equipment
Assessment

SECTION 4: MAINTAINING A SAFE SCHOOL ENVIRONMENT

School Discipline Rules/PBIS
Lunch Behavior Expectations
Playground Behavior Expectations and Procedures (K-8)
Bus Behavior Expectations and Procedures
Bus Pass Distribution Procedures

SECTION 5: EXPECTATIONS

Student Dress Code
School Uniform Policy
Inappropriate Personal Property
Equipment from Home
Cell Phones/Communication Devices
Telephone Calls for Students
Student IDs
Communication with Families/Family Newsletter
Parent/Guardian Concerns, Visiting Your Child's Classroom

SECTION 6: SCHOOL POLICIES AND PROCEDURES

Census Verification Report
Breakfast and Lunch Procedures
Field Trips
Fundraisers
School Bookstore
School Supplies
Emergency Drills

SECTION 7: EXTRA-CURRICULAR ACTIVITIES

Extracurricular Activities Offered

SECTION 8: MPS Non-discrimination Policy

SECTION 9: ATTACHMENT

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

SECTION 1: INTRODUCTION

From the Principal

Welcome to Trowbridge School of Great Lakes Studies! If you are new to our school, welcome! If you are a returning family I am glad that you chose to stay at our school! You have made the right choice for your child's education. Trowbridge School of Great Lakes Studies offers a dedicated staff that will care for your children and hold them accountable to high expectations. Relationships, rigor, relevance and safety are the driving principles here at Trowbridge School of Great Lakes Studies. We strive to challenge every student academically. Our goal is to create a learning environment where individual student's needs are met, students are engaged and challenged in every class every day.

This handbook is intended to provide a brief and understandable overview of some of the most important opportunities and expectations that anchor our program. Please review this handbook with your child and feel free to call me at 414-294-1900 if you have any questions about our program, rules, or district policies.

We are proud of our school and its accomplishments. Thank you for being a part of the Trowbridge Community.

Sincerely,

Andrew Reiser
Principal
Trowbridge School of Great Lakes Studies

School Mission, Vision and Goals

Vision: The Trowbridge Community will create a climate of learning that instills self-driven, compassionate students who are environmentally conscious and value high expectations in all levels of achievement.

Mission Statement: Trowbridge School of Great Lakes Studies strives to be a community of learners in which all members care about one another. We engage our students with challenging academics and utilize the unique resources of our city and region to become active citizens and responsible stewards of our world.

Making Waves:

- W: Water Studies
- A: Academic Rigor
- V: Vocabulary Development
- E: Environmental Studies
- S: Stewards of Our Community

Staff Roster and Contact Information, including MPS email

TROWBRIDGE ELEMENTARY SCHOOL of GREAT LAKES STUDIES

STAFF ROSTER EMAIL 2021-2022

AGUADO, Linda	aquadol@milwaukee.k12.wi.us	24	41954
BAKER, Barb	bakerba@milwaukee.k12.wi.us	15	41965
BERRIOS, Riguian	righiab@milwaukee.k12.wi.us	30	41946
BLAEDOW, Jessica	deibelj@milwaukee.k12.wi.us	15	41965
BUSWELL, Jane	buswelja@milwaukee.k12.wi.us	11	41981
DERBY, Tamera	derbytx@milwaukee.k12.wi.us	33	41927
FORTIER, Sarah	reitera@milwaukee.k12.wi.us		41925
FRANKLIN, Fred	franklfd@milwaukee.k12.wi.us	20	41950
FRASER, Joleen	fraserjk@milwaukee.k12.wi.us	Office	41960
JOHNSON, Luke	johnsolt@milwaukee.k12.wi.us	32	41937
KEEPERS, Shannon	keepersl@milwaukee.k12.wi.us	10	41938
KEMPOUSKI, Christopher	kempowca@milwaukee.k12.wi.us	Gym	41951
KONEY, Patrick	koneypm@milwaukee.k12.wi.us	13	41979
KORPELA, Wesley	korpelw@milwaukee.k12.wi.us	Library	41935
KUHNEN, Gretchen	kuhnenga@milwaukee.k12.wi.us	21	41953
KWASNIEWASKI, Marcia	kwasigem@milwaukee.k12.wi.us	16	41959
LANGE, Judith	langeje@milwaukee.k12.wi.us	Office	41911
LECAPITAINE, Kristin	lecapkj@milwaukee.k12.wi.us	14	41971
LEMMEN, Linda	lemmenll@milwaukee.k12.wi.us	26	41941
LENCHO, Elizabeth	beverie@milwaukee.k12.wi.us	30	41946
LIEGLER, Tracy	bigalktb@milwaukee.k12.wi.us	31	41948
LOOMIS, Lisa	gerardlm@milwaukee.k12.wi.us	23	41983
LOWELL, Ryan	lowellrp@milwaukee.k12.wi.us	Basement	41945
MUELLER, Celene	muelleca@milwaukee.k12.wi.us		41959
NEWMAN, Ashley	newmanam@milwaukee.k12.wi.us	32	41937
OJEDA, Caroline	ojedamc@milwaukee.k12.wi.us	33	41925
PALACIOS, Sherri	millers2@milwaukee.k12.wi.us	Office	41910
PIQUETTE, Melissa	piquetms@milwaukee.k12.wi.us		
PRINCIPE, Julie	princije@milwaukee.k12.uw.us	33	41925

REISER, Andrew	reiserac@milwaukee.k12.wi.us	Office	41905
ROSERO, Anthony	roseroa@milwaukee.k12.wi.us	25	41940
ROULEAU, Katie	arnoldkj@milwaukee.k12.wi.us	22A	41939
SCHAID, Kimberly	schaidka@milwaukee.k12.wi.us		
SERAK, Thomas	seraktc@milwaukee.k12.wi.us	11	41981
TYLER, Desire	tylerdl@milwaukee.k12.wi.us	12	41923
VANDERBOOM, Janeen	vandejj@milwaukee.k12.wi.us	Kitchen	41919
		Art	41956

School Calendars/Events

School Calendar can be found on Trowbridge website

School Daily Schedule

<u>School</u>	<u>Hours</u>
Office:	6:45 a.m. – 3:15 p.m.
School starts:	7:20 a.m.
Dismissal:	2:20 p.m.
School childcare	
Before-/after-school services/ program:	2:20 p.m. – 6:00 p.m.

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

Student Entry Procedures

Staff will be present on the playground beginning at 7:00 am. Students are to come to the playground if they arrive prior to entry at 7:20. At 7:20 students will line up and enter the building with their teacher.

Student Dismissal Procedures

Students will be dismissed in a staggered fashion to help us maintain social distancing. Parents who are picking students up are asked to park on Delaware street and remain in their cars and students will be brought to them.

The school day ends for students at 2:20 p.m.

Before/After-School Program

After-school programs provide students with a safe, supportive environment during out-of-school time. These programs offer engaging academic and recreational enrichment activities, homework assistance, as well as exposure to S.T.E.M. (Science, Technology, Engineering, Math) programming, reading enrichment, art, music and dance. Students are also given healthy snacks and meals.

Child Care/Camp:

In partnership with the MPS Department of Recreation and Community Services, our school offers a after-school childcare camp. The program includes homework help, academic enrichment activities, arts and crafts, sports, games and more. After-school activities provide students with a safe place to learn, play, develop creatively, and build strong bodies. A fee is charged for camp participation. Parents who are authorized for W-2 (Wisconsin Shares) can designate the school’s childcare 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 Childcare Camp Program. Please contact the main office at 414 294 1900 for more information.

Extended Learning Opportunities:

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

Alternative Education Programs

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

Summer Academy

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

Extended School Year (ESY)

- Provided for children with special education needs

Grade 8 Promotional Program

- Intended to strengthen the academic and social skills of current 8th grade students transitioning to high school. Principal recommendation is required to participate in this program.

High School

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

Middle School and Freshman Bridge Programs

- Programs to help students successfully transition from an elementary to a middle and from middle school to high school. Programming includes academics, Social Emotional Learning and service learning.

Enrichment Camps and Adventures

- Students in K5-grade 12 have the opportunity to pursue new interests and engage in hands-on experiences during the summer months and non-school days.
- Extended Learning Adventures may include field trips, special programs with community partners, and/or camps that take place during summer, school breaks and non-school days.

Learning Journeys

- Hands-on learning experiences that take students beyond their classrooms to develop applicable knowledge based on exposure, K3-grade 3; experience, grades 4-8 and exploration, grades 9-12.

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.

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 front door for a tardy slip.

When a student is absent, parents must call the school attendance line at 294-1911 or send a written excuse within two days of the absence. Excessive absences and tardiness will result in a referral to the school social worker and may result in a referral to the District Attorney, which could result in a court hearing and fines.

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

Transportation Policies

Walk-to-Stop Distance:

Elementary School (K3, K4 and K5) - Riders will be picked up at the closest safe corner location to their residence and dropped off at that same location at the end of the school day.

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

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

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

Assigned Bus Stops and Routes:

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

Corner Stops:

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

Inclement Weather:

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

Address Changes:

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

SECTION 2: FAMILY ENGAGEMENT

MPS Family–School Partnership Pledge

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

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

MPS Family and Community Engagement Framework

The Milwaukee Board of School Directors has set forth a goal of Student, Family and Community Engagement within MPS. The goal aligns with the district’s Five Priorities of Success to strengthen communication and collaboration. Empowering families is a part of how we work to build mutually beneficial partnerships and collective impact efforts to maximize resources that promote greater student outcomes.

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 the Family & Community Engagement framework:



The School–Family Compact

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

Trowbridge Staff agrees to:

- * *Provide a positive learning environment which builds self-esteem and academic knowledge*
- * *Provide ongoing communication with parents about their child's progress*
- * *Work with families to support students' learning by providing necessary assistance to parents*
- * *Respect students and their families*
- * *Provide a safe orderly environment*
- * *Implement Agendas daily*
- * *Implement a rigorous curriculum based on state standards and MPS Learning Targets*
- * *Support the partnership between home, school and community*

Trowbridge School Parents agree to:

- * *Support their child's effort to achieve proficiency*
- * *Participate in school functions and organizations*
- * *Monitor their child's homework*

- * *Sign and return agendas daily*
- * *Become a parent volunteer*
- * *Listen and read to my child at least 15 minutes per day*
- * *Encourage excellent attendance*

Trowbridge Students agree to:

- * *Believe in themselves*
- * *Set meaningful goals for academic success*
- * *Devote time and energy to successfully completing class/homework*
- * *Make appropriate choices, which supports their potential for success*
- * *Share agendas with parent/guardians daily*
- * *Put forth best efforts academically and behaviorally*
- * *Participate in school activities and organizations*
- * *Attend school daily with a positive attitude; always ready to learn*
- * *Bring needed school supplies/materials to school each day*

Open House

Open House is held twice a year; dates and times will be announced.

Parent–Teacher Conferences

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

Rights of Non-Custodial Parents

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

Rights of Foster Parents

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

Family Volunteers

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 5 hours a week or for an overnight field-trip, must complete an online volunteer application, pass a criminal background check (for those 18 years of age or older) and be provided with a volunteer assignment by the school administrator or parent coordinator. Persons looking to participate in a day field-trip or other one-time activity, must

complete a volunteer waiver form. A link to the online volunteer application can be found on the districts volunteer webpage under the **Community** tab. A link to the online volunteer application and volunteer waiver can be found on the districts volunteer webpage at <https://bit.ly/mpsvolunteer>..

School Engagement Council

The purpose of the School Engagement Council is to provide a forum for parents, teachers, community members, students and principals to work together in providing continued analysis and improvement of public school policies, curriculum and School Improvement Plan. The council's decision-making authority is advisory with respect to all duties, powers and responsibilities, with the sole exception of the council's authority and responsibility to submit a signature page with its school's annual budget and the school's annual School Improvement Plan. Council participation is on a voluntary basis via a school-based election process. The council is not intended to replace a parent organization.

Andrew Reiser	Principal
Celene Mueller	Staff
Desire Tyler	Staff
Jessica Blaedow	Staff
Faith Wood	Parent
Sharon Cook	Community Member

Title I: District Advisory Council

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

Trowbridge Family Space

Resources and Parent Information-Room 5
Parent Coordinator-Ms. Lang
414-294-1959

Department of Student Services

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

Parent/Student Handbook on Rights, Responsibilities and Discipline

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

Tips for Parents

- Make sure that your child is in school every day and on time; school starts at 7:20 a.m
- Call the school when your child is absent at 414 294 1911
- Make sure that your child gets the proper amount of sleep every night.

- If your child brings a cold lunch, make sure that it is nutritional.
- Check your child’s book bag every day.
- Read with or have your child read every day.
- Assist your child with homework/practice.
- Encourage your child to keep a writing journal.
- Attend fall and spring Parent–Teacher Conferences.
- Make sure that your child stays to the end of every school day at 2:20 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 you see.
- Provide your child with comments of encouragement regularly.
- Ensure your child is dressed appropriately.
- Help in your child’s classroom when you are able.
- Attend field trips when your schedule allows it.
- Be a part of the School Engagement Council and/or parent organization.

Handling of Discipline

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

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

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, he or she should inform the parent and resolve the issue expeditiously.
STEP 2	
<i>What if I am not satisfied with the school-based resolution?</i>	You can file a complaint online at 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 at (414) 475-8284.
--	---

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

SECTION 3: CURRICULUM AND INSTRUCTION

Wisconsin Department of Public Instruction (DPI) Report Card for the School

<https://apps2.dpi.wi.gov/reportcards/>

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

Students must meet Common Core State Standards or be proficient on State Assessments.

Standards-Based Report Cards/Progress Reports

To ensure that parents/guardians are kept informed of their children's progress in school, Elementary and K8 parents at Trowbridge 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.

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

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

The Standards-Based Report Card:

- Provides accurate and meaningful information about a student's strengths, challenges and performance.
- Clarifies and reinforces consistent high expectations for students and schools.
- Helps teachers, students and families focus on standards throughout the year.
- Provides specific feedback 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.

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.

Assessment

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

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

SECTION 4: MAINTAINING A SAFE SCHOOL ENVIRONMENT

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 <http://mpsmke.com/rights>. This handbook provides families with detailed information regarding the MPS discipline policy.

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

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



Sail to Success..... the Trowbridge Way

Be Responsible

Walk quietly in the hallways and carry a pass at all times.

Be Respectful

Listen and follow directions from all staff members.
Profanity, name calling and put-downs are unacceptable.

Be Safe

Keep hands, feet and objects to yourself.

Lunch Behavior Expectations

All students will enter the cafeteria in a quiet manner. Students will eat with their grade level and be dismissed by a staff member that is on duty. Students are expected to clean up their area when dismissed and exit the building to the playground through the Delaware Street doors.

Playground Behavior Expectations and Procedures

- Listen and follow directions from all staff members.
- Profanity, name calling and put downs are unacceptable.
- Keep hands, fee and objects to yourself.

School Bus Behavior Expectations and Procedures

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

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

- Remain seated at all times.
- Follow any directions given by the school bus driver.
- Respect your neighbor (no fighting, pushing, or shoving).

- Never throw objects in the bus or out of the bus windows.
- Keep head, hands, and arms inside the bus at all times.
- Profanity is not allowed.
- No yelling or shouting (loud noises distract the driver).
- Respect your neighbor's property when waiting for the bus.

Bus Disciplinary Procedures:

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

School Bus Stops:

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

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

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

Bus Accidents:

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

Absence of a Responsible Person:

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

Emergency Contact Information:

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

Behavior Problems on Bus:

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

Inappropriate Driver Behavior:

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

Driver/Parent/Student Conflict Prevention Tips:

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

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

Bus Pass Distribution Procedures

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

SECTION 5: EXPECTATIONS

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

Student Dress Code

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

Inappropriate Personal Property

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

Equipment from Home

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

Cell Phones/Communication Devices

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

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

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

Telephone Calls for Students

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

School Communication with Families/Family Newsletter

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

When parents/guardians wish to contact their child's teacher, please call the main office at 414 294 1900. The teacher will return the call.

Parent/Guardian Concerns and Visiting Your Child's Classroom

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

- Use the designated main entrance.

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

Lack of cooperation may constitute trespassing.

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.

SECTION 6: SCHOOL POLICIES AND PROCEDURES

Census Verification Report

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

Breakfast and Lunch Procedures

All students are able to receive breakfast and lunch at no charge each day of the school year. However, if your student chooses not to participate in the meal program, s/he may bring a breakfast or lunch from home. Students are encouraged to bring nutritious foods such as fruits, vegetables, whole grains etc. Families with children who have special dietary needs due to food allergies and/or religious restrictions should go to following web page for more information:

<https://mps.milwaukee.k12.wi.us/en/Families/Family-Services/School-Nutrition/Special-Dietary-Needs.htm>

Parents/guardians who want their student to be able to purchase milk or a la carte menu items to supplement the school meal or the meal from home may choose to set up an account at www.MyPaymentsPlus.com. The student may also give their money to their classroom teacher.

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

Field Trips

Field trips are an extension of units of study being taught by the teacher and become an essential part of the total learning experience for students. Field trips assist in the teaching and learning process and have learning objectives for these experiences. They are an important part of the student's education. Our school encourages all students to participate. Parents/guardians must sign a permission form for each field trip and return it to the classroom teacher. The signed form will be filed at the school.

Fundraisers

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

School Supplies (Pre-school – 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. Please make sure to put your child's name on his/her supplies. Head Start students do not need supplies.

Emergency Drills

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

year.

SECTION 7: EXTRA-CURRICULAR ACTIVITIES

Trowbridge will offer many afterschool activities based on interest and available staffing.

SECTION 8: NONDISCRIMINATION POLICY

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

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

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

For §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 (414) 475-8027

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

SECTION 9: ATTACHMENT

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

ACKNOWLEDGEMENT FORM

The School–Family Compact

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

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



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

Student Name _____ Room # _____

Parent Signature _____ Date _____

Student Signature _____ Date _____

Family School Manual

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



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

Student Name _____ Room # _____

Parent Signature _____ Date _____

Student Signature _____ Date _____