



**MILWAUKEE
PUBLIC SCHOOLS**

**Family School Manual
2019-2020 School Year**

*H. W. Longfellow Community School
1021 South 21st Street, Milwaukee, WI 53204, (414) 902-9805, (414) 902-9815 fax
or email 256@milwaukee.k12.wi.us*

**Rosa M. Cerda-Castañeda
Principal**

This manual is periodically updated. You will find the most recent version on the
H. W. Longfellow website at www5.milwaukee.k12.wi.us/school/longfellow

Revised: 9/2019

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SECTION 1: INTRODUCTION

From the Principal

Welcome families to H. W. Longfellow “A proud bilingual community school!”

At Longfellow, we understand that the most important support any child can receive comes from their parents and family members. As your child’s first teacher you have taken so many steps to ensure that your home is a great place for student learning. Your words of encouragement and praise, your commitment to established routines, and your commitment to setting high expectations for their behavior and learning are key roles to having them have a successful school year.

This parent manual is a quick source of information to use throughout the school year. Please take a few moments to familiarize yourself with these important school and district policies. We look forward to continual communication between home and school.

With warm regards,

Mrs. R. Cerda-Castañeda

School Mission:

H. W. Longfellow will provide a safe, diverse, and academically challenging environment where students are welcomed and embraced to develop their unique talents.

School Values:

At H. W. Longfellow we believe in:

- **Providing a safe and equitable environment for students, staff, and the community**
- **Providing opportunities for students to be successful in and out of the classroom**
- **Developing our educators, so they can plan and provide coherent instruction**
- **Involving parents in holding their children to high expectations for academic success**
- **Shared ownership by engaging multiple voices in decision making and accountability**

From the Parent Coordinator:

At Longfellow, we value our parents as the first teachers of their children’s education. We welcome and encourage our parents to visit our parents in room 007 in the basement. At the parent center you will find educational resources available to assist parents, opportunities to work on volunteer projects, and a network of peer parents. You may also contact the parent coordinator by calling 414-902-9879.

Staff Roster

2019-2020 H.W. Longfellow Staff Roster

PRINCIPAL 29805 Mrs. Cerda-Castañeda	Prim. AP 29806 Ms. Valadez	MS AP 29865 Ms. Dunn	Sp.Ed. Supervisor Ms. Williams 29800 IEP Room 29802
Head Secretary 29810 Mrs. Valle	Secretary 29811 Ms. Gaytan-Garcia	Secretary 29812 Ms. Avila	Engineer 29845 Mr. Chapple

Grade	Bilingual Classroom	Monolingual Classroom	Monolingual Classroom
Speech and Language K3	212 (Bil.) 29862 Mrs. Brinks		
K3	108 (Bil.) HS 29881 Ms. Jackson		
EC K4/5	104 (Bil.) 29831 Mrs. Basabe		
Autistic		113 29841 Ms. St. Clair	115 29871 Ms. Steininger Mrs. Anderson
K4	112 (Bil.) 29822 Mrs. Jennaro	110 (Bil.) HS 29881 Mrs. Guadalupe	026 29838 Mrs. Quimby
K5	106 (Bil.) 29883 Ms. Marlow Ms. Arteaga	024 29824 Mrs. Lewis-Carter Ms. Dary	
1	119 (Bil.) 29840 Mrs. Aldape Mrs. Ewig	109 29884 Mrs. Raden	117 29839 Mrs. Boeding
2	101 (Bil.) 29870 Ms. Hernandez	100 29867 Ms. Ciszewski	105 29852 Mrs. Tatro
3	200 (Bil.) 29859 Ms. Orozco	201 29856 Mrs. Schopf	204 29858 Mrs. Ramczyk
AGR Literacy		208 29850 Ms. Skarie	
4	209 (Bil.) 29861 Mrs. Colon	214 29836 Mrs. Donohue	205 29864 Mr. Zaharias
5	220 (Bil.) 29844 Mrs. Stanislawski	211 29863 Ms. Farris	217 29842 Mr. Burgher
6	218 (Bil.) 29857 Ms. Maldonado	317 29868 Mrs. Bordas-Murphy	318 29889 Mr. Wilson
7	219 (Bil.) 29843 Mrs. Aldape-Hernandez	315 29837 Mrs. Buchanan	316 29885 Mr. Hurst

8	222 (Bil.) 29827 Mrs. Rodriguez Thomas	309 29855 Ms. Schaefer	310 29854 Mrs. Bohnsack
Speech and Language	213 29888 Mrs. Zunke	210 29823	303 29869 Ms. Talken

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2019-2020 H.W. Longfellow Staff Roster

SE Primary/Intermediate	111 29876 Mrs. Berry	215 29873 Mrs. Wachsmann Ms. Saucedo	
	301A 29829 Mrs. Higgins (Bil.) Mrs. Camacho (Bil.)	321 29872 Mrs. Westemeier Ms. Williams (Bil.)	
Specialists	302 29897 Art Ms. Catoe	Gym 29803 Mr. Sathe Ms. Cox	014 29833 Music Mr. Marquez
School Support Teacher	208 29850 Math SST	208 29850 Literacy SST Mrs. Orta-Villanueva	
ESL Support	216 29866 K5 – 4 Ms. Dederich (ESL)	301b 29851 5-8 (ESL) Ms. Olszewski	301b 29851 1-5 Bultman Mercado (ESL)
School Support	301c 29891 Counselor Ms. Morgan	207 29828 Psychologist Mrs. Kattre	010 Social Worker 29833 Mrs. Longoria Ms. Matos (SSW Asst.)
	Café Manager 29804 Kitchen 29893 Ms. Moody	Small Cafeteria 29878 Kitchen 29819	Parent Center 29879 Mrs. M. Orta Mr. Muro/Community School Coordinator

	Librarian 29832 Computer lab 29817 Ms. Holzman	Copies/Lunch 29818	Safety Mr. Johnson
	Nurse 107 29830 Ms. Nora Alaniz	Technology Brian Buliox	Vision Support
	Head Start coordinator Cynthia Godinez 252-0382	CLC Director 647-0548	Book keeper 29825 Mrs. Martinez

Paraprofessional Support	Bilingual Classrooms	Monolingual Classrooms	
Headstart Paraprofessionals	Mrs. Ornelas(K3) (Bil.) Ms. Medina(K4) (Bil.)		
SE Paraprofessionals	Mrs. Diaz-Arroyo (Bil.) Mrs. Diaz (Bil.) Ms. Munoz (Bil.)	Mrs. Marki Mrs. Camarero (Bil.)	Mr. Martinez (Bil.) (Bil.)
Primary	Mrs. Ibarra (Bil.) Ms. Aviles (Bil.)	Ms. Arbanella Ms. Williams Ms. Howard	Mrs. Lacend De Leon Mrs. Rodriguez
Intermediate	Mrs. Gutierrez (Bil.)		Mr. Padro (Bil.)
Middle School	Mr. Garcia (Bil.) Ms. Mendez (Bil.)	Mrs. Keane Ms. Kimber	Ms. Brown Mr. Morales (Bil.)

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2019-2020 H.W. Longfellow Staff Roster

		Ms. McWilliams	
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CHA Support	Ms. Mauricio (Bil.)	Mrs. Hernandez (Bil.)	Ms. Cureton
			Ms. Lee



2019–20 Traditional Calendar

Aug 26	Organizational Day	Jan 20	MLK Jr. Day
Aug 27–30	Professional Development Days	Feb 17	Mid-Semester break
Sept 2	Labor Day	Feb 18	Record Day
Sept 3	First Day of School – Students	March 3	ACT Testing for Gr. 11 students – Students in Gr. 9, 10 and 12 do not report
Oct 25	Parent-Teacher Conference Day	March 20	Parent-Teacher Conference Day
Oct 28	October break	April 6–10	Spring break
Nov 18	Record Day	April 13	Spring break
Nov 27	Thanksgiving break	May 25	Memorial Day
Nov 28	Thanksgiving Day	June 5	Record Day
Nov 29	Thanksgiving break	June 11	Last Day of School – Students
Dec 23–31	Winter break	June 12	Professional Development Day
Jan 1	Winter break		
Jan 2–3	Professional Development Days		

July 2019

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

August 2019

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

September 2019

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

October 2019

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

November 2019

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

December 2019

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

January 2020

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

February 2020

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

March 2020

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

April 2020

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

May 2020

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

June 2020

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



Department of Research, Assessment and Data: 2019-2020 Assessment Calendar*

Traditional Calendar Schools

* Updated 5/16/2019

Month	Assessment	Grades	Traditional Calendar Dates
Ongoing	Civics	9-12	Determined by Schools
Ongoing	NAEP (select schools)	Various	School Specific Dates
September	STAR	K5-10	9/9/2019 - 9/27/2019
	PALS	1-2	9/16/2019 - 10/11/2019
October	PALS	1-2	9/16/2019 - 10/11/2019
	8th Grade Writing	8	10/7/2019 - 10/18/2019
	PALS	K4-K5	10/7/2019 - 11/1/2019
	PSAT	10-11	10/16/2019
November	PALS	K4-K5	10/7/2019 - 11/1/2019
	CogAT Screener	2	11/1/2019 - 11/22/2019
	CogAT Post Screener (select students)	2	11/1/2019 - 12/20/2019
December	CogAT Post Screener (select students)	2	11/1/2019 - 12/20/2019
	ACCESS for ELLS	K5-12	12/2/2019 - 1/31/2020
January	ACCESS for ELLS	K5-12	12/2/2019 - 1/31/2020
	STAR	K5-10	1/6/2020 - 1/24/2020
	PALS Midyear (optional)	K4-2	1/6/2020 - 2/14/2020
February	PALS Midyear (optional)	K4-2	1/6/2020 - 2/14/2020
March	ACT Plus Writing	11	3/3/2020
	ACT Plus Writing Accommodations Window	11	3/3/2020 - 3/13/2020
	ACT WorkKeys	11	3/4/2020
	ACT WorkKeys Accommodations Window	11	3/4/2020 - 3/14/2020
	ACT Plus Writing Makeup Day	11	3/17/2020
	ACT WorkKeys Makeup Day	11	3/18/2020
	Forward Exam	3-8, 10	3/23/2020 - 5/1/2020
	DLM	3-11	TBD
	ACT Plus Writing Emergency Makeup Day	11	3/31/2020
April	ACT WorkKeys Emergency Makeup Day	11	4/1/2020
	Forward Exam	3-8, 10	3/23/2020 - 5/1/2020
	DLM	3-11	TBD
	ACT Aspire	9-10	TBD
May	Forward Exam	3-8, 10	3/23/2020 - 5/1/2020
	DLM	3-11	TBD
	ACT Aspire	9-10	TBD
	PALS	K4-2	5/4/2020 - 5/29/2020
June	STAR	K5-10	5/18/2020 - 6/5/2020
	STAR	K5-10	5/18/2020 - 6/5/2020

Please refer to the Wednesday Folder, the school website: mpsmke.com/Longfellow, and the Remind application for school wide updated events.
 School Daily Schedule

<u>School</u>	<u>Hours</u>
Office:	7:00 a.m. – 3:00 p.m.
Breakfast:	7:35 a.m. – 7:50 a.m.
Warning bell:	7:30 a.m.
School starts:	7:35 a.m.
Dismissal:	2:35 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 times.

Student Entry Procedures

The School Day begins promptly at 7:35 a.m. each morning.

Classroom teachers will pick up their students outside in their designated location every morning at 7:30 a.m. Students arriving after 7:35 a.m. will be marked late. The start of the school day sets the tone for the day. Please assist your child in making a smooth transition to school in the morning by saying “good-bye” at the school door. From the beginning of their K3 year, we teach the students to walk to class, and hang up coats and backpacks on their own. In order to facilitate this lesson, classroom teachers greet students in their designated place outside and make sure that they arrive safely to their classrooms.

Student Dismissal Procedures

The school day ends for students at 2:35 p.m.

Before School Program

We do not have a Before School Program at Longfellow.

Safe Place:

Our school partners with Journey House to offer a Safe Place after-school program for students in grades *4th-6th*. Safe Place staff are trained to provide our students with engaging educational, recreational and social enrichment activities, homework assistance and play in a safe environment. A program fee is charged. Please contact **Cherise Myers** at **414-647-0548** for more information.

Extended Learning Opportunities:

MPS offers a variety of extended learning opportunities (ELO) that provide more time for academics and enrichment beyond the conventional school day (for example, extended day, out-of-school breaks, weekends, and summer). These programs offer learning and development experiences that enhance and complement the school curriculum. The programs incorporate the following components:

- enrichment
- hands-on learning
- academics
- social-emotional learning
- career development
- health and wellness

The ELO programs include but are not limited to: credit acceleration, credit recovery, community service, service learning, enrichment programs, Freshman Bridge, Middle School Bridge, and Summer Academy. Summer Academy takes place in June and July and is free of charge for students who are City of Milwaukee residents. High school Summer Academy focuses on credit acceleration and recovery, as well as opportunities for internships and service-learning. Elementary Summer Academy (K5-8) provides a

mix of engaging academics and hands-on enrichment opportunities, including arts-integrated activities, field trips, and in-school programs with community partners.

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.
- Do not park in front of the school between 7:15 a.m.-8:00 a.m. or in the afternoon between the hours of 2:00 p.m.-2:45 p.m.

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 Ms. Avila for a tardy slip.

When a student is absent, parents must call the school attendance line at 414-902-9800 and send a written excuse within two days of the absence. Excessive absences and tardiness will result in an immediate referral to the school social worker and eventually a referral to the District Attorney, which could result in a court hearing and fines.

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

Parents are to write a note or call the school every time a child is not going to take the bus in the afternoon PRIOR TO 1:00 PM.

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.



Districtwide Family-School Partnership Pledge

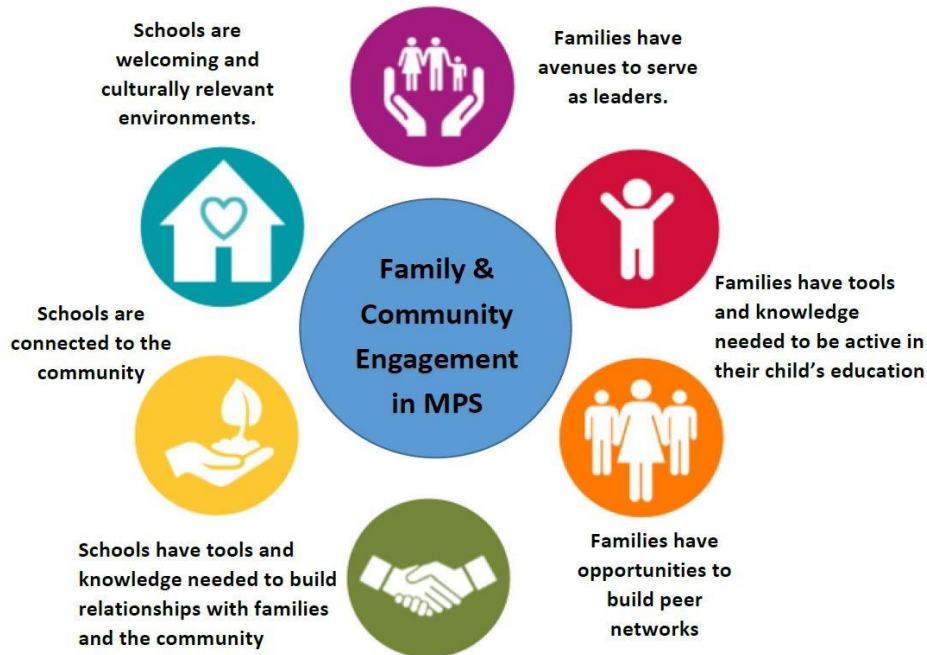
MPS will share with families the responsibility of providing supports that promote successful student academic and social outcomes.

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.

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MPS Family and Community Engagement Framework

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



The School–Family Compact

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

Please read and sign the attached agreement on the last page and return to your child’s classroom teacher.

Open House

Open House is held twice a year; August 29th, 2019 and on Wednesday, April 22nd, 2020 from 4-6pm.

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.

Fall conferences will be held on October 21st and 23rd from 3:30 pm-7:15 pm.

Spring conferences will be held on March 16th and 18th from 3:30 pm-7:15 pm.

Rights of Non-Custodial Parents

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

removed from school by another adult.

Rights of Foster Parents

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

Family Volunteers

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

School Engagement Council

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

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.

H. W. Longfellow Community School Family Space

Parent center is located in the basement, room 07 from 8:00 a.m. until 3:30 p.m. and you may call the center at 414-902-9879.

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.

Tips for Parents

- Make sure that your child is in school every day and on time; school starts at **7:35** a.m.
- Call the school when your child is absent at 414-902-9800.
- 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 2:35 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.

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

*Our school's DPI report card can be found online on the district website under the **Schools** tab.*

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 Requirements

Questions may be directed to Ms. Dunn (Middle School Assistant Principal) or Ms. Morgan (School Counselor)

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:

<http://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 K8 parents at H. W. Longfellow 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.

Campus Parent / Campus Student APPS are available for any smart device or personal computer, allowing full access to attendance, grades, schedules, 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.

At Longfellow we understand the importance of homework and its role in the educational process. All homework given will be designed to aid the students in achieving classroom and school goals, and will not be used as a punishment or to keep a student busy.

We ask that all parents/guardians set up a routine with their child and provide a quiet well-lit space for them to complete their homework.

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.

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. 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.

School-wide Expectations	Auditorium	CLC	Bus	Field trip
BE SAFE	--Enter and exit in an orderly fashion. --Keep your hands and feet to yourself.	--Keep hands, feet and other objects to yourself --Use supplies and furniture appropriately --Stay in assigned seat/area	--Stay in your seat facing forward. --Enter and exit in an orderly fashion. --Keep hands, feet and objects inside the bus.	--Stay with your group. --Have your name tag , ID card or Longfellow shirt visible.
BE RESPECTFUL	--Stay seated. --Use a level zero voice (silent). --Show respect for the guest speaker/presenter. Level zero	--Raise hand and wait to be called on --Use encouraging and polite words --Listen politely when others are talking Level zero to three	--Use level one voice. --Speak nicely to others. --Keep hands, feet and objects to yourself. Level one	--Show respect to the presenter or facility. --Use good manners. Level zero to three
BE RESPONSIBLE	--Raise your hand if you want to participate. --Follow the directions the first time given.	--Follow the directions the first time given --Accept consequences without arguing or complaining --Come to school prepared to learn --Complete your work and do your best	--Follow directions the first time. --Accept consequences without arguing or complaining.	--Follow directions.

School-wide Expectations	Classroom	Hallways	Bathroom	Cafeteria	Recess
BE SAFE	--Keep hands, feet and other objects to yourself --Use supplies and furniture appropriately --Stay in assigned seat/area	-Walk in line facing forward keeping your distance from the student in front of you -Keep your hands by your side -Walk safely	-Walk in and out silently and orderly. -Keep to yourself. -Wash with soap and water.	--Keep hands and feet to yourself. --Walk in line in an orderly manner.	--Use equipment properly. --Enter and exit in an orderly fashion. --Use hands and feet appropriately.
BE RESPECTFUL	--Raise hand and wait to be called on --Use encouraging and polite words --Listen politely when others are talking Level zero to three	-Use quiet & respectful voices -Keep hands & feet to yourself -Keep hallways neat and clean Level zero	-Use quiet voices -Give other students privacy Level one	-Stand in line and wait quietly. --Use level one voice (green). --Use manners. Level one	--Play cooperatively and take turns. --Share equipment. --Use encouraging and kind words (good sportsmanship) --Include others Level four
BE RESPONSIBLE	--Follow the directions the first time given --Accept consequences without arguing or complaining --Come to school prepared to learn --Complete your work and do your best	-Follow directions the first time -Accept consequences without arguing or complaining	-Use toilets, sinks, soap and towels/blowers correctly. -Use the bathroom quickly and promptly.	--Have your lunch number ready. --Clean up eating area and be ready for dismissal.	--Stop playing when the bell rings. --Return all equipment. --Line up calmly and orderly.

Lunch Behavior Expectations

Lunch expectations are outlined in the above table under *Cafeteria*. Students are expected to say “Please” and “Thank you” to kitchen staff as a sign of appreciation and good manners.

Playground Behavior Expectations and Procedures

Playground expectations are outlined in the above table under **Recess**. For the safety all of our students, we expect playground rules to be practiced and followed. Teachers will practice with students those expectations and adjust according to grade level and activities done while outside in the playground during recess.

School Bus Behavior Expectations and Procedures

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

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

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

Bus Disciplinary Procedures:

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

School Bus Stops:

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

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

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

Bus Accidents:

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

Absence of a Responsible Person:

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

Emergency Contact Information:

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

Behavior Problems on Bus:

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

Inappropriate Driver Behavior:

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

Driver/Parent/Student Conflict Prevention Tips:

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

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

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:

School Uniform Policy

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

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

At Longfellow, we follow the uniform guidelines set by Milwaukee Public Schools; pants must be tan, navy blue, or black khaki-style pants with black or navy-blue polo shirts. A student may wear any combination of the official district uniform colors or school-identified colors as approved by the principal and School Governance Council. In addition, H. W. Longfellow students may wear royal blue and white polos.

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. **Shirts/blouses must have sleeves. NO SPAGHETTI STRAPS OR TUBE TOP BLOUSES. NO SAGGING PANTS!**

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, if lost or stolen.

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 activity. 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, parents needing to communicate with his/her child, are asked to leave a message at the school office. The message will be conveyed 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 414-902-9800 or classroom to leave a voice message. The teacher will return the call.

Parent/Guardian Concerns and Visiting Your Child's Classroom

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

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

Lack of cooperation may constitute trespassing.

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 and request to meet with a school administrator.

SECTION 6: SCHOOL POLICIES AND PROCEDURES

Census Verification Report

The Census Verification report will replace the Emergency Contact card. The Census Verification report is used to verify that the current guardian, household and non-household contact information is correct. It is also used to identify any person listed in the household or non-household that should not be able to pick up a student. The Census Verification report also lists current Health Conditions that have been entered into the student record. The parent/guardian either verifies that the household, demographic and health information is accurate or makes the appropriate changes and returns the Census Verification to the school.

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.

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

Breakfast is served in the classroom.

FOOD AND NUT ALLERGIES SHOULD BE INFORMED TO THE TEACHER IMMEDIATELY!

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 occur during instructional time within 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: 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

H. W. LONGFELLOW - School-Parent Compact – 2019-2020

Our school and the families of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outline how the families, the entire school staff, and the students will share the responsibility for improved student academic achievement and how the school and parents will build and develop a partnership that will help children achieve the State's high standards.

It is the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children to meet the challenging State academic standards. It is the parent's responsibility to support their children's learning. For each to do these things, the school and families must have strong, ongoing communication and work to be equal partners in supporting student success. The MPS Family and Community Engagement Framework includes six standards that when met, allow for this partnership to flourish. The following compact will serve as our action plan around family and community engagement for this school year.

SCHOOL RESPONSIBILITIES:

We, as school staff, will support families by working to meet the MPS standards of family and community engagement so we can partner to support student learning. We will implement the following strategies to achieve each standard this year.

Our school will be a welcoming and culturally relevant environment:

- Longfellow's proud parent coordinator is Mrs. M. Orta. You may reach her at (414) 902-9879 or at ortame@milwaukee.k12.wi.us
- Parents/guardians are welcome to visit the parent center in room 07 in the basement from 8:00 am until 3:30 pm on school days.
- Longfellow will serve as a resource and information site for immigrant students and families.
- The center has 3 computers available for parents to research resources, check parent portal, enroll students in school, apply for jobs, etc.

Our school will be connected to the community:

- You may access our school website at www5.milwaukee.k12.wi.us/school/longfellow
 - Some of our community partners include:
 - Journey House
 - Ernst & Young
-

- United Way of Greater Milwaukee
- Safe & Sound
- Clarke Square Neighborhood Initiative
- Children’s Hospital of Wisconsin
- My Very Own Library
- Parents who are in need of community resources and assistance should make an appointment with the parent coordinator by calling 414-902-9879 or school social worker at 414-902-9833.

Our school will have the tools and knowledge needed to build relationships with families and the community:

- School Engagement Council meetings will be held monthly. All meetings are open to the public.
- Longfellow uses folders which are sent on Wednesdays with monthly school newsletter, community resource flyers, meeting reminders, and other important information for families. Parents are encouraged to sign up for the school Remind application, classroom Remind or individual class Dojo applications.
- Our Fall Open House was on August 29th from 3:30-5:30 pm and our Spring one is scheduled for April 22, 2020 from 4-6pm.



H. W. Longfellow Community School
 1021 S. 21st Street, Milwaukee WI 53204
 (414) 902-9800-MPSMKE.COM

PARENT AND FAMILY RESPONSIBILITIES:

We, as families, will support students and school staff by working to meet the MPS standards of family and community engagement to partner and support student learning. We will implement the following strategies to reach parents and families this year.

Our families will have the tools and knowledge needed to be active in our child’s education.

- Parents are encouraged to register for Parent Portal to view their child’s grades and assignments. See secretary for unique identification code and either the parent coordinator or school guidance may assist with registration.
- Fall parent-teacher conferences will be held on Monday, October 21 and Wednesday, October 23rd, 2019 from 3:30-7:15 pm. Spring parent-teacher conferences will be held on Monday, March 16th and Wednesday, March 18th, 2020 from 3:30-7:15 pm.

- Report cards will be distributed in November, March, and June. Interim progress reports cards will be sent out in October, January and May.
- Please stop by main office to check in to visit classroom. Inform secretary which room you will be visiting, sign in and take visitor's pass with you before going to any classroom. Pass must be visible. MPS board policy permits parents to observe their child's classroom. Teachers will continue with instruction when you come to visit. If you need a conference with teacher, please make an appointment with that teacher.
- You may contact your child's teacher before and after school at 414-902-9800 or through email he/she has provided you.
- H. W. Longfellow will offer a variety of programs to help parents participate in their child's education. Check Wednesday folders, Remind apps, or Class Dojo for events such as:
 - Homework Diners
 - Title I meeting
 - Family Math night and Literacy Night

Our families will have opportunities to build peer networks.

- H. W. Longfellow's parent center is the meeting headquarters for parents to meet on a drop in basis, enjoy a cup of coffee, and conversate with fellow parents in a casual atmosphere.
- The parent center offers nutrition classes, health classes, and other types of classes throughout the school year.

Our families will have avenues to serve as leaders.

- Longfellow has a well established family leadership organization in which they are in charge of a community food pantry every Thursday. We are also looking for a bulletin board committee to be in charge of displaying monthly themed bulletins at the school entrance.
- Parents may register online on the MPS website to volunteer or stop by the center to inquire about different opportunities in volunteering.
- We are currently recruiting parents/family members to become part of the District Advisory Council and the School Engagement Council. There will be a simple form to fill out at the parent center.
- We are also recruiting parents/guardians to support our outdoor greenspace.

STUDENT RESPONSIBILITIES

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- Be respectful towards each other and to staff/Help our school remain clean
- Ask for help when I need it/Be prepared to learn

- Attend school every day and on time/Work hard to achieve academic success

SECTION 9: ATTACHMENT

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

ACKNOWLEDGEMENT FORM

The School–Family Compact

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

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

PLEASE SIGN AND RETURN TO CLASSROOM TEACHER, THANK YOU.



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

Student Name _____ Room # _____

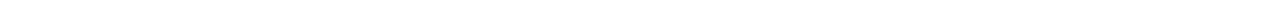
Parent Signature _____ Date _____

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 _____