



**MILWAUKEE  
PUBLIC SCHOOLS**

**Family School Manual  
2019-2020 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**

This manual is periodically updated. You will find the most recent version on the Trowbridge website at <http://www5.milwaukee.k12.wi.us/school/trowbridge/>

Revised: 6/2019

## 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 ENVIROMENT

School Discipline Rules/PBIS

Lunch Behavior Expectations;2

Playground Behavior Expectations and Procedures (K-8)

Bus Behavior Expectations and Procedures

Bus Pass Distribution Procedures

#### SECTION 5: EXPECTATIONS

School Uniform Policy

Student Dress Code

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 POLICIE;2S 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 happy 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's Staff Roster 2019-2020

|                       |  |          |  |
|-----------------------|--|----------|--|
| Baker, Barbara        | HCA  | 294-1965 | <a href="mailto:bakerba@milwaukee.k12.wi.us">bakerba@milwaukee.k12.wi.us</a>   |
| Berrios, Riguian      | Para Professional                            | 294-1946 | <a href="mailto:riguiab@milwaukee.k12.wi.us">riguiab@milwaukee.k12.wi.us</a>   |
| Buswell, Jane         | Special Ed. Teacher, Primary                 | 294-1981 | <a href="mailto:buswelja@milwaukee.k12.wi.us">buswelja@milwaukee.k12.wi.us</a> |
| Deibel, Jessica       | Special Ed. Coordinator                      | 294-1965 | <a href="mailto:deibeljl@milwaukee.k12.wi.us">deibeljl@milwaukee.k12.wi.us</a> |
| Fields, Ashley        | Camp Director                                | 294-1928 | <a href="mailto:vanepeah@milwaukee.k12.wi.us">vanepeah@milwaukee.k12.wi.us</a> |
| Franklin, Fred        | 8 <sup>th</sup> Grade Teacher                | 294-1950 | <a href="mailto:frankfd@milwaukee.k12.wi.us">frankfd@milwaukee.k12.wi.us</a>   |
| Hamill, Dawn          | 6 <sup>th</sup> Grade Teacher                | 294-1983 | <a href="mailto:hamilldm@milwaukee.k12.wi.us">hamilldm@milwaukee.k12.wi.us</a> |
| Johnson, Luke         | Primary EBD                                  | 294-1937 | <a href="mailto:johnsolt@milwaukee.k12.wi.us">johnsolt@milwaukee.k12.wi.us</a> |
| Keepers, Shannon      | 1 <sup>st</sup> Grade Teacher                | 294-1938 | <a href="mailto:keepersl@milwaukee.k12.wi.us">keepersl@milwaukee.k12.wi.us</a> |
| Koney, Patrick        | 2 <sup>nd</sup> Grade Teacher                | 294-1979 | <a href="mailto:koneypm@milwaukee.k12.wi.us">koneypm@milwaukee.k12.wi.us</a>   |
| Kuhnen, Gretchen      | School Nurse                                 | 294-1953 | <a href="mailto:kuhnga@milwaukee.k12.wi.us">kuhnga@milwaukee.k12.wi.us</a>     |
| Kwasniewski, Marcia   | Parent Coordinator                           | 294-1959 | <a href="mailto:kwasniml@milwaukee.k12.wi.us">kwasniml@milwaukee.k12.wi.us</a> |
| Lange, Judy           | Para Professional/Office                     | 294-1911 | <a href="mailto:langeje@milwaukee.k12.wi.us">langeje@milwaukee.k12.wi.us</a>   |
| Le Capitaine, Kristin | K4 Teacher                                   | 294-1971 | <a href="mailto:lecapkj@milwaukee.k12.wi.us">lecapkj@milwaukee.k12.wi.us</a>   |
| Lemmen, Linda         | 7 <sup>th</sup> Grade Teacher                | 294-1941 | <a href="mailto:lemmenll@milwaukee.k12.wi.us">lemmenll@milwaukee.k12.wi.us</a> |
| Lencho, Elizabeth     | ID Teacher, 5 <sup>th</sup> -8 <sup>th</sup> | 294-1946 | <a href="mailto:beverie@milwaukee.k12.wi.us">beverie@milwaukee.k12.wi.us</a>   |
| Liegler, Tracy        | Special Ed., Middle School                   | 294-1948 | <a href="mailto:bigalktb@milwaukee.k12.wi.us">bigalktb@milwaukee.k12.wi.us</a> |
| Lowell, Ryan          | School Engineer                              | 294-1945 | <a href="mailto:lowellrp@milwaukee.k12.wi.us">lowellrp@milwaukee.k12.wi.us</a> |
| Marx, Daniel          | Gym Teacher                                  | 294-1951 | <a href="mailto:marxdx@milwaukee.k12.wi.us">marxdx@milwaukee.k12.wi.us</a>     |
| Mueller, Andrea       | 2 <sup>nd</sup> Grade Teacher                | 294-1969 | <a href="mailto:muellean@milwaukee.k12.wi.us">muellean@milwaukee.k12.wi.us</a> |
| Mueller, Celene       | School Support Teacher                       | 294-1959 | <a href="mailto:muelleca@milwaukee.k12.wi.us">muelleca@milwaukee.k12.wi.us</a> |
| Murphy, Brenda        | Para Professional                            | 294-1971 | <a href="mailto:murphyb1@milwaukee.k12.wi.us">murphyb1@milwaukee.k12.wi.us</a> |
| Ojeda, Caroline       | School Psychologist                          | 294-1925 | <a href="mailto:ojedamc@milwaukee.k12.wi.us">ojedamc@milwaukee.k12.wi.us</a>   |
| Palacios, Sherri      | Secretary                                    | 294-1910 | <a href="mailto:millers2@milwaukee.k12.wi.us">millers2@milwaukee.k12.wi.us</a> |
| Principe, Julie       | School Social Worker                         | 294-1925 | <a href="mailto:princije@milwaukee.k12.wi.us">princije@milwaukee.k12.wi.us</a> |
| Reiser, Andrew        | Principal                                    | 294-1905 | <a href="mailto:reiserac@milwaukee.k12.wi.us">reiserac@milwaukee.k12.wi.us</a> |
| Robinson, Linda       | 4 <sup>th</sup> Grade Teacher                | 294-1925 | <a href="mailto:aguadoll@milwaukee.k12.wi.us">aguadoll@milwaukee.k12.wi.us</a> |
| Roepke, Brenda        | Para Professional                            | 294-1981 | <a href="mailto:jonesbm@milwaukee.k12.wi.us">jonesbm@milwaukee.k12.wi.us</a>   |
| Rosero, Anthony       | 5 <sup>th</sup> Grade                        | 294-     | <a href="mailto:roseroa@milwaukee.k12.wi.us">roseroa@milwaukee.k12.wi.us</a>   |
| Tyler, Desire         | 3 <sup>rd</sup> Grade                        | 294-1923 | <a href="mailto:tylerdl@milwaukee.k12.wi.us">tylerdl@milwaukee.k12.wi.us</a>   |
| Vanderboom, Janeen    | Cafeteria                                    | 294-1919 | <a href="mailto:vandejj@milwaukee.k12.wi.us">vandejj@milwaukee.k12.wi.us</a>   |

### School Calendars/Events

#### August

28<sup>th</sup> Open House 3:30-5:00

#### Sept.

3<sup>rd</sup> 1<sup>st</sup> Day of Student Attendance

9<sup>th</sup> STAR Testing Begins Thru-Sept-27<sup>th</sup> K5-8<sup>th</sup> Grade

16<sup>th</sup> PALS Testing 1<sup>st</sup> & 2<sup>nd</sup> Grades (Thru Oct. 11<sup>th</sup>)

#### Oct.

7<sup>th</sup> PALS Testing K4 & K5 (Thru Nov. 1<sup>st</sup>)

11<sup>th</sup> Picture Day

24<sup>th</sup> Interim 1 Report Cards Go Home

25<sup>th</sup> No School -Conference Dates TBD

28<sup>th</sup> No School-Fall Break

#### Nov.

1<sup>st</sup> CogAt Testing 2<sup>nd</sup> Grade-Nov. 22<sup>nd</sup>

18<sup>th</sup> Record Day-No Student Attendance

|                                    |  |
|------------------------------------|--|
| 21 <sup>st</sup>                   | Report Cards Go Home   |
| 27 <sup>th</sup> -29 <sup>th</sup> | Thanksgiving Break   |
| <b>Dec.</b>                        |  |
| 19 <sup>th</sup>                   | Winter Concert 6:30-7:30 (Tentative-Please refer to Parent Newsletter)                   |
| 23 <sup>rd</sup>                   | Winter Break Begins  |
| <b>Jan.</b>                        |  |
| 6 <sup>th</sup>                    | Winter Break Ends-School Resumes   |
| 6 <sup>th</sup>                    | STAR Testing Begins thru Jan 24 <sup>th</sup> K5-8 <sup>th</sup> Grade                   |
| 20 <sup>th</sup>                   | MLK Jr. Day-No Student Attendance  |
| 23 <sup>rd</sup>                   | Interim 2 Reports Go Home  |
| <b>Feb.</b>                        |  |
| 17 <sup>th</sup>                   | Mid-Semester Break-No Student Attendance   |
| 18 <sup>th</sup>                   | Record Day-No Student Attendance   |
| <b>Mar.</b>                        |  |
| 19 <sup>th</sup>                   | Report Cards Go Home   |
| 20 <sup>th</sup>                   | No School -Conference Dates TBD  |
| 23 <sup>rd</sup>                   | WI Forward Assessment 3 <sup>rd</sup> -8 <sup>th</sup> Grade (thru May 1 <sup>st</sup> ) |
| <b>Apr.</b>                        |  |
| 6 <sup>th</sup>                    | Spring Break-School Resumes April 14 <sup>th</sup>                                       |
| <b>May</b>                         |  |
| 4 <sup>th</sup>                    | PALS Testing K4-2 <sup>nd</sup> Grade (thru May 29 <sup>th</sup>                         |
| 7 <sup>th</sup>                    | Interim 3 Reports Go Home  |
| 18 <sup>th</sup>                   | STAR Testing (thru June 5 <sup>th</sup> )  |
| 27 <sup>th</sup>                   | Memorial Day-No Student Attendance   |
| <b>June</b>                        |  |
| 10 <sup>th</sup>                   | 8 <sup>th</sup> Grade Completion   |
| 11 <sup>th</sup>                   | Last Day of Student Attendance-Report Cards Go Home!                                     |

### **School Daily Schedule**

| <u>School</u>                          | <u>Hours</u>                              |
|--|---|
| Office:                                | 7:00 a.m. – 3:30 p.m.                     |
| Breakfast:                             | 7:25a.m. -7:50 a.m.                       |
| Warning Bell:                          | 7:30 a.m.                                 |
| School Starts:                         | 7:35 a.m.                                 |
| Dismissal:                             | 2:30p.m.                                  |
| Before/After School Services/ Program: | 6:30a.m.-7:30a.m. & 2:30 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 times.

### **Student Entry Procedures**

In the morning K4-3rd grade teachers will meet their students in the cafeteria by 7:35 and 4<sup>th</sup>-8<sup>th</sup> grade teachers will meet their students on the playground by 7:35. During inclement weather students will report to the basement area where they are assigned to line up. Students are not allowed in the building prior to the start of the school day except for breakfast which begins at 7:25 and for special help. Students will need a pass to enter for special help; otherwise they will be redirected to the playground.

Breakfast will be provided each day for students between 7:25am and 7:55am. Students on late buses are still entitled to breakfast. Any students arriving to school before 7:25 should report to the playground, unless they are participating in the Camp Trowbridge Program. Students should not enter the building through the main entrance unless they need to report to the office.

### **Student Dismissal Procedures**

The school day ends for students at 2:30 p.m.

All students will be dismissed through the Delaware Street exit. Teachers will drop off their students taking the bus first and then walk the remainder of their class to the front of the building. Parents can meet their child(ren) on Trowbridge Street. Parents are asked not to park on Delaware Street, due to the loading of buses. There is a great deal of traffic at the end of the day, so please be mindful of all our students crossing the street and we ask that our streets stay open so that traffic can flow smoothly.

### **Before/After-School Program**

#### Child Care/Camp Trowbridge:

Through the Office of Recreation our school offers before and after school child care camp. The program offers homework help, arts and crafts, sports, games and more. The after schools activities provide students with the opportunity to develop creatively, expand knowledge, build strong bodies, and offer a safe place to play. A fee is charged for the childcare services. Students must be registered by a parent/guardian in order to participate. Please contact the main office at 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 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](https://mpsmke.com/elo) or call 414-475-8238.

### **Parking**

Parking is available in the staff parking lot and on Trowbridge Street. Please refrain from parking on Delaware Street, since that is where busses pick up students.

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 main office for a tardy slip.

When a student is absent, parents must call the school attendance line at 414-294-1900 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 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 (1<sup>st</sup> – 8<sup>th</sup> 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.



### Districtwide Family-School Partnership Pledge

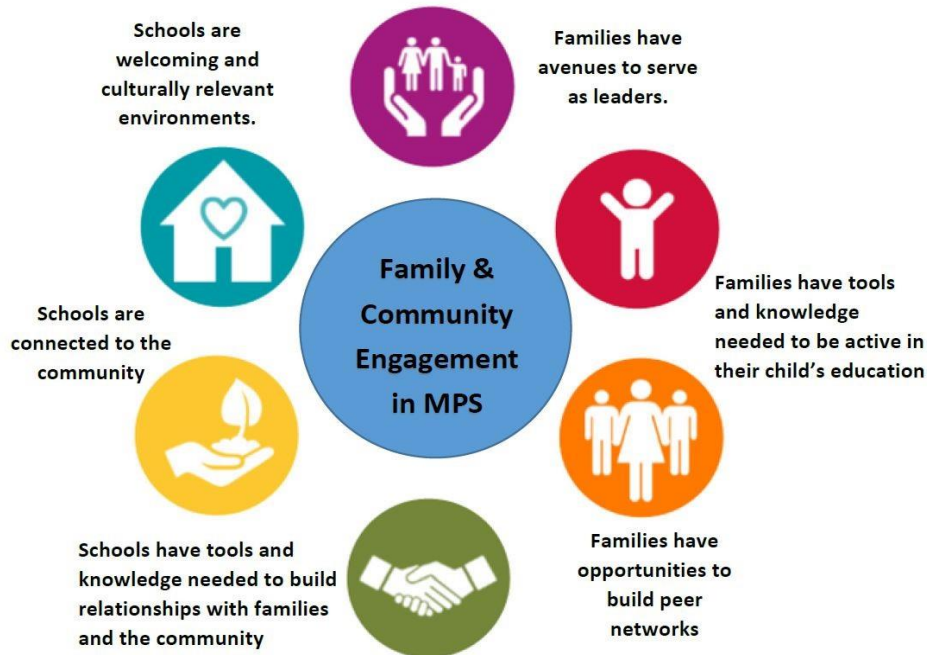
**MPS will share with families the responsibility of providing supports that promote successful student academic and social outcomes.**

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

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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.

*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; the fall open house will be August 28<sup>th</sup> from 3:30-5:00. The date for our spring open house will be announced at a later date.

### **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**

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 (Logistics), 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.

|                 |                  |
|-----------------|------------------|
| 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-Marcia Kwasniewski  
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.

### **Tips for Parents**

- Make sure that your child is in school every day and on time; school starts at 7:35a.m.
- Call the school when your child is absent at 414-294-1900.
- 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 2:30p.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 <a href="https://mpsmke.com/parentconcerns">mpsmke.com/parentconcerns</a> . 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 <a href="mailto:governance@milwaukee.k12.wi.us">governance@milwaukee.k12.wi.us</a> 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 schools 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.

#### **High School Graduation Requirements-NA**

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 Trowbridge School of Great Lakes Water Studies 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.

Suggested guidelines are:

1-2 hours for grades 5<sup>th</sup>-8<sup>th</sup>

1 hour for grades 2<sup>nd</sup>-4<sup>th</sup>

30mins for K-1<sup>st</sup>

All students in grades 2<sup>nd</sup>-8<sup>th</sup> will receive a complimentary Agenda. Agendas can be replaced for \$2.00.

### **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.



**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 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.

### **Trowbridge's School Uniforms Include:**

Khaki Pants/Shorts/Skirts

Navy or Light Blue Shirt/Sweater

### **Student Dress Code**

District or school uniform should be worn except for 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.

Students are expected to maintain tasteful and appropriate dress as a part of the positive educational environment that exists in our building. Clothing should not be distracting or disruptive to the educational environment. Trowbridge prohibits clothing that advocates breaking the law, encourages the use of controlled substances, displays obscene or vulgar language, or relays any visual message that does not respect the dignity of all humankind and is offensive in any manner. Trowbridge prohibits large metal chains (i.e. chains, wallet chains, etc.) as these items are disruptive to the school environment, and can be used as an item of injury. Students are not allowed to wear clothing that exposes undergarments or is too revealing. This includes, but is not limited to, halter tops and tank tops with spaghetti straps, as well as baggy pants or shorts that expose underwear. Shirts that reveal an open back or a portion of the stomach are not allowed.

Hats, including scarves and bandanas, must be removed upon entering the building and coats must be removed upon entering the classrooms.

The school administration reserves the right to determine appropriateness of clothing. If an item of clothing is deemed inappropriate, you will be contacted and asked to bring an alternate item of clothing.

### **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.

### **Student IDs (middle and high school)-NA**

#### **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 to leave a voice message. The teacher will return the call.

#### **Parent/Guardian Concerns and Visiting Your Child's Classroom**

Visitors are welcome in 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 and make a verbal or a written complaint.

Every parent must sign-in in the office and receive a pass before moving through the building. The principal will escort the visitor to designated area if needed.

## **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 can 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.

Parents/guardians who want their student to be able to purchase additional 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](http://www.MyPaymentsPlus.com). The student may also give their money to the office.

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

### **Breakfast Procedures**

K-2<sup>nd</sup> grade students will report to the cafeteria at 7:25am for breakfast. All students will enter through the playground doors. No students may enter the building before 7:25am unless given written permission. 3<sup>rd</sup>-8<sup>th</sup> grade students will eat breakfast in their classroom. They will enter the building with their classroom teacher at 7:35am.

### **Lunch Application / Cold Lunch / Lunch Procedures**

All students receive free lunch and breakfast. Lunch applications will no longer need to be completed. We will have three lunch periods this year. The first lunch period will be for the K4-1<sup>st</sup> grade students from 10:30-11:15. The 6<sup>th</sup>-8<sup>th</sup> grade students will eat at 11:05 and the 2<sup>nd</sup>-5<sup>th</sup> grade students will eat at 11:25. The lunch period for 2<sup>nd</sup>-8<sup>th</sup> grade students will end at 11:50am.

### **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 Bookstore-NA**

### **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**

Basketball

Cross-Country

Tennis

Volleyball

**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**

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 \_\_\_\_\_

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**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 \_\_\_\_\_