



**MILWAUKEE
PUBLIC SCHOOLS**

Family–School Manual 2023–24 School Year

**Lowell International Elementary School
4360 S. 20th St.
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**Theresa Christensen
Principal**

This manual is updated annually. You will find the most recent version on the Lowell International Elementary School website at <https://schools.milwaukee.k12.wi.us/lowell/>.

Revised: 7/1/23

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SECTION 1: INTRODUCTION

From the Principal

Hello Lowell Families! My name is Theresa Christensen and we are excited to welcome you to the 2023-2024 school year at Lowell International Elementary School. We look forward to seeing you and our students at our Open House on Wednesday, August 30 from 4:00 p.m.-6:00 p.m. The first day of school for the students is Tuesday, September 5th and we can't wait for the school year to begin. We are committed to providing a safe and healthy environment with rigorous academics embedded into our IB Primary Years Programme. We are looking forward to an exciting school year and truly appreciate your continued support. 😊

School's Mission, Vision, and Goals

Our **mission** is to develop globally minded learners of strong character, who are goal driven towards higher education. Our **vision** is to create and sustain a multi-cultural learning environment that empowers children to be globally minded, goal-oriented, and equipped to make their world a better place. Our **goal** is to empower learners to strive to be inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk-takers, balanced and reflective.

Staff Roster and Contact Information, including MPS Email Addresses

Lowell School Staff Roster 2023-24 Site 257										
Office			Phone	Email	Support Staff		Room	Phone	Email	
Christensen, Theresa	Principal	13B	46605	mattsotj	Beck, Aubrey (Tu,W,F)	School Social Worker	14C	46675	beckan	
Marquez, Merari	Secretary	13	46610	marqm2	Bold, Steven (Tu.)	Special Education Supervisor	14C	46644	boldsh	
Rianos, Abigail Thursday	Bookkeeper	13	46624	rianosa	Burgos, Lisa	Nurse	Remote	46644	caselj	
Figueroa, Briana	Parent Coordinator	13	46611	figuebz	Glenn, Katelyn (Tu,Th)	School Psychologist	14C	46676	glennke	
Office Counter		13	46613		Nisleit, Rachele	Guidance Counselor	14C	46644	nisleirr	
Regular ED Teachers		Grade	Room	Phone	Email	Teacher Specialists		Room	Phone	Email
Benning, Julie	4th	12	46654	bagrowjb	Borchardt, Joseph	Physical Education	Gym14B	46671	borchajt	
Hackbarth, Robin	3rd	8	46667	hackbarl	Gomez Penate, Gladis (M,W, PDF)	Spanish	19	46651	gomezpga	
Key, Janet	1st & 2nd	9	46669	keyjl	Hackerott, Lauren (Th, F)	Music	14	46614	thompslk	
Koss, Marisa	K4	4	46662	kossmk	Huffer, Jill	Speech and Language Pathologist	18	46630	hufferjc	

Lambrecht, Dawn	3rd	10	46655	lambredm
Lemke, Jennifer	K5	1	46625	persinjl
Prigge Jones, Jamie	1st	2	46665	priggej
Ryan, Liam	5th	11	46632	ryanl
Wolfson, Anna	K3 Head Start	3	46664	wolfsoam
Zahn, Rick	2nd	7	46663	zahnrx
Special Education Teachers	Grade	Room	Phone	Email
Dunlap, Megan	Early Childhood	20	46677	dunlapmm
Rauth, Coleen	4th - 5th	14E	46673	hamanncx
Wunsch, Nicole	1st - 3rd	14E	46673	prunusn
Camp Staff		Role	Phone	Email
Styers, Kelly	14	Director	46614	collinkm
Borchardt, Joe		Assistant Director	46614	borchajt
Wolfson, Anna		Academic Tutor	46614	wolfsoam
Dunlap, Megan		Academic Tutor	46614	dunlapmm
Kern, Jessica		Lead Instructor	46614	kernjr
Rauth, Colleen		Academic Tutor	46614	hamanncx
Wunsch, Nicole		Academic Tutor	46614	prunusn
Additional Extensions		Room		
Staff Lounge		14C	46659	
Fax		13	46615	
Library		5	46635	
Tech Support			438-3400	
Adin	TechSupport	MC		

Kaur, Amrit	SST/IB Coordinator	19	46651	kaurap
Styers, Kelly	Intervention Teacher	14	46614	collinkm
	Art Teacher	14	46614	
Educational Assistants				
Adams, Pam	Educational Assistant		46660	adamsp1
Collins, Tracey	Educational Assistant		46600	collt2
	SPED Educational Assistant	floater	46600	
Leon, Martha	SPED Educational Assistant	floater	46600	leonmx
Peterson, Josh	Educational Assistant	Rooms 11 & 12	46600	petersjr
Child Health Aid				
Nolen, Lisa	Child Health Aid			nolenlm
Maintenance				
Lork, Christian	Engineer	16J	46645	lorkc
Food Service				
Orosco, Thomas	Kitchen	14D	46619	oroscot
Email format- (listed email)@milwaukee.k12.wi.us				
For example: to email Kelly Styers, type: collinkm@milwaukee.k12.wi.us				

School Calendars/Events

Please visit our school website and select the calendar to view our school calendar and events.

<https://schools.milwaukee.k12.wi.us/lowell/>

School Daily Schedule

<u>School</u>	<u>Hours</u>
Office:	7:00 a.m. – 3:30 p.m.
School starts:	7:25 a.m.
Dismissal:	2:10 p.m.
Before/after-school	
Camp Lowell:	6:30 a.m. – 7:10 a.m. 2:10 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/children. We need your cooperation, assistance, and support to ensure the safety of our students, especially during arrival and dismissal.

Student Entry Procedures

It is very important that your child be at school every day on time. Children who are frequently late or absent miss out on important lessons and often fall behind in their work. At the end of the school year, these children frequently are not proficient and are not ready for the next grade. Please help your child to develop good attendance habits.

Arrival K4-Grade 5

Start Time is 7:25 a.m.

Students are expected to be in their classrooms and ready to work after the 7:20 a.m. bell. Those students who come in late are missing valuable academic instruction and interrupting learning for their classmates.

There is no playground supervision until 7:15 a.m. Students arriving earlier than 7:15 a.m. will be sent to camp and a fee will be charged.

In order to ensure student safety, students that are dropped off may be dropped off on Whitaker Avenue on the Lowell side of the street. Students should use the walkway in the back of the building to enter the playground. **Students should not enter the parking lot or move between busses or cars to access the playground.** At 7:20 a.m., students are to line up with their class on the playground. Their teacher will then come to the playground and escort the class to the classroom using Door 2 (back door by parking lot) for K4(room 4), K5(room 1 & 3), 1st (room 2) and Door 4 (on south side of building by tennis courts) for 1st/2nd (room 9), 2nd (room 7), 3rd (room 8 & 10), 4th (room 12) & 5th (room 11) Grades.

Students who ride the bus will exit the bus in front of the school on 20th Street and walk to the playground using the walkway on the south side of the building. At 7:20 a.m., students are to line up with their class on the playground. Their teacher will then come to the playground and escort the class to the classroom using Door 2 (back door by parking lot) for K4(room 4), K5(room 1 & 3), 1st (room 2) and Door 4 (on south side of building by tennis courts) for 1st/2nd (room 9), 2nd (room 7), 3rd (room 8 & 10), 4th (room 12) & 5th (room 11) Grades.

Students who walk to school should cross the street at crosswalks and use the walkway off of 20th Street on the south side of the building to enter the playground. **Again, students should not enter the parking lot or move between busses or cars to access the playground.** At 7:20 a.m., students are to line up with their class on the playground. Their teacher will then come to the playground and escort the class to the classroom using Door 2 (back door by parking lot) for K4(room 4), K5(room 1 & 3), 1st (room 2) and Door 4 (on south side of building by tennis courts) for 1st/2nd (room 9), 2nd (room 7), 3rd (room 8 & 10), 4th (room 12) & 5th (room 11) Grades.

Student Dismissal Procedures

K4, K5, 1st Grades Parent Pick Up

After 2:10 p.m., teachers will escort their classes out of Door #2 (back door) and line up their class on the playground outside Door #2. A parent/family member must come to the playground and pick up the child from the teacher. **We will only release students to adults that are listed on the Emergency Contact Card.** Please park on Whitaker Avenue. **The parking lot is for staff members only.**

2nd, 3rd, 4th, 5th Grades Parent Pick Up

After 2:10 p.m., teachers will escort their class out of Door #4.

If a student in grades 2 through 5 has a sibling in K4 through 1st grades, the older sibling will be allowed to pick up the sibling from the line in the back and escort the sibling only if the parent gives consent (Consent forms will be included in your child's packet). Otherwise, the older sibling will exit out Door #4 and wait with his/her younger sibling at Door #2.

Please be mindful of our neighbors when picking up your child. Please do not park in front of a driveway or double park and block the street.

Other than MPS staff, the parking lot will only be open for parents/family members with a (visible) Handicapped Tag. You must show your Handicapped Tag to the lot attendant in order to enter the lot.

Picking Up a Child Who Usually Rides the Bus

If you do not want your child to get on the bus at the end of the day, you must **send a signed and dated note with your child's complete name or call the school office before 11:45 a.m.** so the proper staff member can be notified. We cannot guarantee that messages will be delivered if calls are received after 2:00 p.m., as teachers and students are preparing for dismissal and are not always in their classrooms.

The school day ends for students at 2:10 p.m.

Before- and After-School Programs

Before- and after-school programs provide students with a safe, supportive environment during out-of-school time. These programs offer engaging academic and recreational enrichment activities, homework assistance, and exposure to STEM (science, technology, engineering, math) programming, reading enrichment, art, music, and dance. Students are also given healthy snacks and meals.

Child Care Camp:

In partnership with the Department of Recreation and Community Services, our school offers a before- and after-school Child Care Camp. The program includes homework help, academic enrichment activities, arts and crafts, sports, games, and more. After-school activities provide students with a safe place to learn, play, develop creatively, and build strong bodies. A fee is charged for camp participation. Parents who are authorized for Wisconsin Shares can designate the school's Child Care Camp as a childcare provider. To become authorized for Wisconsin Shares, parents may apply online or go to their local income maintenance agency. Students must be registered by a parent/guardian to participate in the Child Care Camp program. Please contact our camp director, Kelly Styers, at (414) 304-6644 or email: collinkm@milwaukee.k12.wi.us for more information.

Extended Learning Opportunities:

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

Alternative Education Programs

- Alternative diploma pathways

- Competency-based

- General Educational Development Program (GEDO #2)

- Wisconsin Challenge Academy

Summer Academy

- Free of charge for students who are city of Milwaukee residents

- Bilingual and English as a second language (ESL) services

- Elementary K5–grade 8

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

Extended School Year (ESY)

Provided for children with special education needs

Grade 8 Promotional Program

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

High school

Credit acceleration

Credit recovery

Community service/service-learning

Internships

Community Assessment and Training Program (CATP) and On-the-Job Training (OJT)

Middle School and Freshman Bridge Programs

Enrichment Camps and Adventures

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

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

Parking

Parking guidelines:

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

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 school’s main office for a tardy slip.

When a student is absent, parents must call the school attendance line at (414) 304-6660 or send a written excuse within two days of the absence. Excessive absences and tardiness will result in a referral to the school social worker and may result in a referral to the district attorney, which could result in a court hearing and fines.

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

Transportation Policies

Walk-to-Stop Distance:

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

- High school – Riders may be required to walk up to one mile to a bus stop.

Assigned Bus Stops and Routes:

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

Corner Stops:

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

Inclement Weather:

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

Address Changes:

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

SECTION 2: FAMILY ENGAGEMENT

MPS Family–School Partnership Pledge

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

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

MPS Family and Community Engagement Framework

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



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

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

Family–School Compact

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 outlines how the families, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent compact is in effect during the 2022-23 plan period.

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:

- Provide school communications in the native language of families and ensure adequate signage and events are available in the native language of our families.
- Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:
 - *Parent Teacher Conferences will be held October and March of each year and/or as requested by parents. Teachers will discuss individual student progress including successes and areas in need of improvement.*
 - *Staff voicemail and e-mail are always available to parents. Staff will respond to parent communication within 24 hours whenever possible. Staff will be available for consultation during office hours. Phone appointments can be scheduled as well. Lowell's website is <https://schools.milwaukee.k12.wi.us/lowell>. Lowell is also on Facebook at www.facebook.com/LowellElementary.*
- Serve as a resource and information site for immigrant students and families.

Our school will be connected to the community:

- Maintain an updated school website with information relevant to families and the larger community.
- Provide a designated space for sharing community resources and information with families: *This Parent Resource Center is located in Room 14C.*

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

- Utilize a school-wide two-way communication tool between teachers and families:
 - *Lowell will have weekly communication sent home in the “Wednesday Folder”.*
 - *A Lowell Parent Group is set up on the Remind App. Parents can speak with the Parent Coordinator for assistance in setting up this mobile phone application. This group will provide updates regarding parent involvement at Lowell International Elementary School. Additionally, individual teachers will utilize Remind, Class DoJo, or a similar system to easily communicate with families. Comments will be addressed within 24 hours.*
- Employ a well-trained Parent Coordinator that attends monthly institutes and brings back tools and knowledge for our school to improve building relationships with families.

PARENT 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 each this year.

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

- Attend parent-teacher conferences (at least twice a year) during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held: *October 12 from 3:00 p.m. - 7:00 p.m. and October 17 from 3:00 p.m. - 6:30 p.m., and March 14 from 3:00 p.m. - 7:00 and March 19 from 3:00 p.m. - 6:30 p.m. Teachers will have a system to work with families to schedule a time slot that works for both parties.*
- Review and provide feedback on frequent reports of our children's progress. *Specifically, we want the school to provide reports as follows: progress reports 3 times per year according to the district schedule. In addition, parents will receive STAR results 3 times a year and Wisconsin Forward or PALS results annually as appropriate.*
- Attend trainings and workshops put on by the school that help build our understanding of our children's learning: *Coffee Conversations, field trip volunteer opportunities, and other events throughout the school year that will be geared toward providing resources to parents.*

Our families will have opportunities to build peer networks.

- Establish a family leadership organization (PTA, PTO, parent council, etc.): *All Lowell parents and families are welcome to join.*

Our families will have avenues to serve as leaders.

- Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows: *Parents are encouraged to volunteer at school. There are volunteer opportunities in the lunch room, classroom, recess, fieldtrips, and at special events. Families may visit www.mpsmke.com/volunteer to fill out a brief application if they will be volunteering on a regular basis. The Parent Coordinator can assist volunteers when filling out the application.*
- Ensure at least 3 family representatives serve consistently on the School Engagement Council.
- Ensure school has 2 official District Advisory Council Representatives acting as liaisons between the school and district.

STUDENT RESPONSIBILITIES:

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

It is important that I work to the best of my ability; therefore, I will be responsible for the following:

- o *Being a citizen of the world by embodying the IB attributes and attitudes.*
- o *Following the PBIS expectations.*
- o *Knowing and understanding the rules for school and classroom behavior. I know that I could be expelled from school for breaking those rules. Being expelled means that I cannot attend a Milwaukee Public School for a while or that I may not be able to attend a Milwaukee Public School again.*
- o *Understanding that guns and other weapons are not allowed in school or while going to and from school. If a student brings a gun or other weapon to school, the student may be recommended for expulsion.*
- o *Understanding that toys are not allowed in school.*
- o *Respecting myself and cooperating with all students and adults.*
- o *Accepting responsibility by listening and putting forth my best effort.*
- o *Asking questions when I do not understand.*
- o *Resolving problems peacefully, using my words and not my hands.*
- o *Taking responsibility for my behavior at all times.*
- o *Bringing all necessary school supplies every day.*
- o *Limiting my TV watching and making time for reading.*
- o *Discussing with my family what I am learning in school.*
- o *Reading silently or aloud to someone at home every day.*
- o *Completing homework and returning it to school each day.*
- o *Following expectations of the virtual learning environment when necessary.*

Open House

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

Parent-Teacher Conferences

It is important that all parents/guardians attend parent-teacher conferences. Research indicates that 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 Noncustodial Parents

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

Rights of Foster Parents

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

Family Volunteers

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

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.

School Engagement Council Members 2023-2024 School Year

Principal	Theresa Christensen
SST/AGR/IB Coordinator	Amrit Kaur
Parent Coordinator	Briana Figueroa
Teacher	Jennifer Lemke
Teacher	Kelly Styers
Community Representative	TBD
Parent	Kyana Henry
Parent	TBD
Parent	TBD
Parent	TBD
Parent	TBD

Title I: District Advisory Council

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

Lowell School Family Space

Our Parent Resource Center provides Lowell International Elementary School parents/guardians with important information and resources to help their children achieve in school. The Parent Resource Center is open during school hours and located inside the gymnasium on the far-right side. Our school's parent coordinator, Briana Figueroa, can be reached at (414) 304-6600.

Department of Student Services

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

Parent/Student Handbook on Rights, Responsibilities, and Discipline

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

Tips for Parents

- Make sure that your child is in school every day and on time. School starts at 7:20a.m.
- Call the school at (414) 304-6660 when your child is absent.
- Make sure that your child gets the proper amount of sleep every night.
- If your child brings a cold lunch, make sure that it is nutritional.
- Check your child's book bag every day.
- Read with your child or have your child read every day.
- Assist your child with homework/practice.
- Encourage your child to keep a writing journal.
- Attend fall and spring parent-teacher conferences.
- Make sure that your child stays to the end of every school day at 2:10 p.m. Every minute of instruction, from the start to the end of each school day, is important.
- Contact the teacher with academic concerns or recognized growth that you see.
- Provide your child with comments of encouragement regularly.
- Ensure that your child is dressed appropriately.
- Help in your child's classroom when you are able.
- Attend field trips when your schedule allows it.
- Be a part of the School Engagement Council and/or parent organization.

Handling of Discipline

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

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

Complaints/Disagreements with Schools

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

STEP 1	
<i>Where should I start my complaint?</i>	Contact the school principal or leader. You may make a verbal or written complaint. An attempt will be made to address the complaint within five business days. If the school leader cannot address the complaint within five days, the school leader should inform the 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 call (414) 475-8284.

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

SECTION 3: CURRICULUM AND INSTRUCTION

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

Go to: <https://dpi.wi.gov/accountability/report-cards> to obtain a copy of Lowell International Elementary School's report card. Click the School and District Report Cards green tab, select Milwaukee for district, select Lowell Elementary for school, and select the school year.

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

Top grade completion is 5th grade here at Lowell International Elementary School.

Standards-Based Report Cards/Progress Reports

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

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

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

The Standards-Based Report Card does the following:

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

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

School Homework Policy

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

Your child's teacher may or may not assign schoolwork to be done at home. Homework is designed as a follow-up to classroom lessons and as a practice so that children can build their academic skills. We record completed homework and reward and recognize students who complete homework. See your child's teacher for her/his specific homework policy.

Textbooks/Instructional Materials and Equipment

All students will be provided with the necessary textbooks/instructional materials by the school textbook coordinator. All issued textbooks and instructional materials must be returned undamaged at the end of

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

Assessment

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

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

SECTION 4: MAINTAINING A SAFE SCHOOL ENVIRONMENT

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

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

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

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

Lowell Elementary School			
Be Safe Be Respectful Be Responsible			
	Be Safe	Be Respectful	Be Responsible
Arrival & Dismissal	Walk at all times Use crosswalk & sidewalk	Obey Teachers, Crossing Guards & Cops Use indoor voices Keep hands and feet to yourself	Be on time Be prepared Wait at designated area
Playground	Use equipment for what it is meant for Stay in assigned area Don't run through others' games	Keep hands and feet to yourself Take turns Share equipment Use kind words	Dress for the weather Adjust belt rings, stop playing, return equipment and line up promptly and quietly Clean up Stay on the right half of the hallway
Hallways	Keep hands and feet to yourself Walk at all times	Move quietly in the hallways Look at hallway displays Keep hands and feet to yourself	
Bathroom	Wash hands with soap and water Keep water in sink Walk at all times	Keep hands and feet to yourself Give privacy to others Use quiet voices	Use toilet, sink, soap and towels appropriately Be quick Dispose of your garbage in proper bins Recycle carefully Use good table manners
Cafeteria	Keep your area clean Stay in your seat Ask permission to move Walk at all times Use quiet voices	Eat only your food Listen to the lunchroom adult Keep hands and feet to yourself Use your manners	Dispose of your garbage in proper trash bins
Bus	Sit and face forward Use quiet voices so the driver can hear Keep hands, head and objects in the bus	Keep hands and feet to yourself Listen to the driver and/or other adults Use kind words	Keep feet on the floor Keep backpacks closed and on your lap Report unsafe behavior to an adult

Lowell Dolphins Swim Together Towards Success

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

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

Bus Accidents:

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

Absence of a Responsible Person:

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

Emergency Contact Information:

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

Behavior Problems on Bus:

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

Inappropriate Driver Behavior:

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

Driver/Parent/Student Conflict Prevention Tips:

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

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

Milwaukee County Transit System Bus Pass Distribution Procedures

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

SECTION 5: EXPECTATIONS

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

Student Dress Code

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

“LOWELL DAY” Every Friday is Lowell Day and everyone wears the Lowell colors of blue and gold. Lowell t-shirts and sweatshirts are also available for sale. Order forms for Lowell Gear will be sent to parents on the “Lowell Parents” group set up on the Remind App will be available in the main office.

Inappropriate Personal Property

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

Equipment from Home

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

Cell Phones/Communication Devices

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

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

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

Telephone Calls for Students

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

School Communication with Families/Family Newsletter

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

When parents/guardians wish to contact their child’s teacher, please call the main office at (414) 304-6600 or classroom at 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 do the following:*

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

Lack of cooperation may constitute trespassing.

Our school believes in assisting parents/guardians in resolving any concern they may have. A parent may come to the school office to express either verbal or written concerns.

SECTION 6: SCHOOL POLICIES AND PROCEDURES

Census Verification Report

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

Breakfast and Lunch Procedures

All students are able to receive breakfast and lunch at no charge each day of the school year. However, if your child chooses not to participate in the meal program, they may bring 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 child to be able to purchase additional milk or à la carte menu items to supplement the school meal or the meal from home may choose to set up an account at www.MyPaymentsPlus.com. The student may also give their money to the school lunch office.

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

Field Trips

Field trips are an extension of units of study being taught by the teacher and become an essential part of the total learning experience for students. Field trips assist in the teaching and learning process and have learning objectives for these experiences. They are an important part of the student's education.

Our school encourages all students to participate. Parents/guardians must sign a permission form for each field trip and return it to the classroom teacher. The signed form will be filed at the school.

Fundraisers

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

School Supplies (Preschool–Grade 8)

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

Emergency Drills

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

SECTION 7: EXTRACURRICULAR ACTIVITIES

- MPS Recreation Sports
- Playworks Junior Coach Program
- Student Cadets
- Junior Achievement

SECTION 8: NONDISCRIMINATION NOTICE

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

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

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

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

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

ASL: (414) 438-3458

SECTION 9: ATTACHMENT

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

ACKNOWLEDGMENT FORM

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

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

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



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

Student Name _____ Room # _____

Parent Signature _____ Date _____

Student Signature _____ Date _____



Family–School Manual

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



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

Student Name _____ Room # _____

Parent Signature _____ Date _____

Student Signature _____ Date _____