

Longfellow Family Handbook

LONGFELLOW ELEMENTARY SCHOOL
2211 South 60th Street
West Allis, WI 53219
(414) 604-4300



PETER GULL, PRINCIPAL
JUDY OLSON, SECRETARY

SCHOOL DISTRICT OF WEST ALLIS-WEST MILWAUKEE, ET. AL.

MISSION STATEMENT

The mission of the School District of West Allis-West Milwaukee, et, al. in partnership with family and community, is to provide a challenging curriculum and engaging instruction so that every student may attain academic success.

VISION STATEMENT

The School District of West Allis-West Milwaukee, et al., provides a learning environment where all students will achieve academic excellence in schools in which teachers are involved in continuous professional development so that they can provide exciting, relevant instruction in a school setting that fosters respect, integrity and character.

BELIEFS

1. Student achievement is the primary responsibility of the district.
2. Instruction must be delivered to reflect that learning occurs in different ways and at different rates.
3. Learning is a shared responsibility of the students, staff, family and community.
4. A positive, supportive environment contributes to an individual's success.
5. Respect for diversity is essential.
6. Every student is entitled to a safe and secure learning environment.
7. Each student is entitled to an equitable education that maximizes his/her potential.
8. On-going professional development and staff collaboration are vital to student success.

Superintendent

Kurt Wachholz

Board of Education

Annette Frymark

Carol Garrison

Patricia Kerhin

Jane Edgar

George Sotiros

Susan Stalewski

Sue Sujecki

Barbara Suleiman

Darlene Ziemendorf

All Board of Education meetings are held at the School Administration Building,
9333 West Lincoln Avenue

Academics

Teachers in the West Allis – West Milwaukee School district plan instruction by using the Wisconsin Model Academic Standards and District Benchmarks. The standards and benchmarks are used as instructional guides for developing appropriate grade level curriculum. Academic standards and benchmarks specify what students should know and be able to do, and what they might be asked to do, to demonstrate proficiency. These include content, performance and proficiency standards.

- Content standards refer to what students know and are able to do.
- Performance standards reflect how students they are meeting a standard.
- Proficiency standards indicate levels of ability or performance.

The Wisconsin Model Academic Standards are aligned with the Wisconsin Knowledge and Concepts Examination (WKCE). For more information and a complete list of the standards, visit the Wisconsin Department of Public Instruction.

<http://dpi.wi.gov/cal/standards-revisions.html>

The District benchmarks are based on the Wisconsin Model Academic Standards. Unlike the state standards, District benchmarks are written for each grade level. Every child attending a school in the West Allis – West Milwaukee School District should meet benchmark expectations upon completion of the appropriate grade.

Literacy Program: Students participate in a balanced literacy program which includes the following components: independent reading, shared reading, guided reading, independent writing, shared writing, interactive writing, and word study with vocabulary development.

- Read Aloud: Teacher reads selection aloud to students.
- Shared Reading: Teacher and students read text together.
- Guided Reading Groups: Teacher introduces reading materials, activities and strategies at students' instructional reading level.
- Shared/Interactive Writing: Teacher and students collaborate to write text.
- Independent Reading and Writing: Students work on a task alone.
- Word Study: Teachers introduce how letters and words work throughout language and literacy activities.
- Guided / Six – Trait Writing: Teacher introduces and teaches components of writing at students' instructional level.
 - Six – Trait Writing is a model used to teach and assess writing. The model includes scoring rubrics for each grade level.
 - Ideas: content or main theme
 - Organization: appropriate plan or structure for piece of writing
 - Voice: evidence of writer's personality
 - Word Choice: descriptive vocabulary matched to piece of writing
 - Sentence Fluency: flow of the writing
 - Conventions: appropriate use of spelling, punctuation and grammar

Early Literacy Intervention (ELI): ELI is an intervention program for struggling readers in grades K – 2. Students participating in ELI will receive thirty additional minutes of individual daily reading instruction. ELI groups meet during the regular school day four or five times a week. Teaching strategies based on student needs are coordinated between classroom and support teachers.

Intermediate Literacy Intervention (ILI): ILI is a remediation program for students in grades 3 – 5 who continue to need additional help mastering the reading process. Students participating in the ILI

program receive extra reading instruction in small groups. These groups meet for forty minute sessions. The components of this successful model include: revisiting, rehearsing, reading and responding.

Mathematics Program: Students participate in a balanced mathematics program which includes the following components: independent mathematics, shared mathematics, guided mathematics, and vocabulary development...NCTM Standards...

- Independent Mathematics: Students solve mathematical problems while developing math concepts and building skills.
- Shared Mathematics: Teacher and students work through math problems together to enhance skill building and conceptual development.
- Guided Math Groups: Teacher introduces and reinforces math concepts and processes at students' instructional level.
- Vocabulary Development: Teachers and students use mathematical concepts and language common to all grade levels and based on the Think Math curriculum.

Science Program: Science curriculum will often be integrated and taught during math and literacy blocks. FOSS is a research-based science curriculum for students in grades K – 8. FOSS is an ongoing research project dedicated to improving the learning and teaching of science. Program materials and activities are designed to meet the challenge of providing meaningful science education for all students.

Science is both what we know (content) and how we learned it (process). The best way for students to appreciate science, learn important concepts, and develop the ability to think critically is to actively construct ideas through their own inquires, investigations, and analyses of data. The FOSS program was created to engage students in these processes as they explore the natural world. For more information regarding the FOSS program, visit their website at <http://www.fossweb.com/>.

Social Studies Program: Social studies will often be integrated and taught during math and literacy blocks. Students use a variety of resources, including: textbooks, non-fiction books, fiction books, videos, websites and software, maps, encyclopedias and experts to study social student content. Students will participate in project-based activities, conduct research, write skits, journal, and re-enact historic events. Classes will work as a whole group, in small collaborative groups, with partners and independently.

Special Education Program: Students with Individual Education Plans (IEP) in the areas of Speech and Language, Significant Developmental Delays (SDD), Learning Disabilities (LD), Emotional Behavioral Disorders (EBD) and/or Other Health Impairments (OHI) will receive services at Longfellow School. These services will be stated in an IEP and will be provided by Longfellow or District staff members. IEPs are shared with appropriate teachers to best meet the needs of each student in all social and academic situations.

Gifted, Creative and Talented Program (GCT): The GCT program provides enriched learning opportunities to students whose ability, knowledge, creativity and commitment to task are demonstrated through superior performance. These students are referred and indentified systematically. Students that qualify for participation in the GCT program will receive curriculum and scheduled instruction adapted for maximum learning.

Admissions

Longfellow Elementary School conducts classes for students eligible for 4-year old kindergarten through 5th grade. Parents may pick up enrollment forms in the school office. The following items are needed at

the time of registration: verification of residency, a copy of your child's immunization records and birth certificate, and most recent report card from previous school for students in 1st through 5th grades. All registration during the summer months must take place at the District administrative offices located at 9333 West Lincoln Ave.

Any child who becomes five years of age on or before September 1 shall be eligible for admission into kindergarten. Any child who becomes six years of age on or before September 1 may be admitted to the first grade. Every child shall present reliable evidence of age such as a certified birth certificate or a passport.

Parents and/or legal guardians who are residents of the District may apply for early admission of their child to kindergarten or first grade if the child will be the legal age after September 1 and on or before December 1. The child shall be admitted to kindergarten or first grade if District procedures, conditions and standards are met. The criteria for early admission will be based on the child's ability to perform in the superior range intellectually, socially, physically and emotionally within the school environment. All applications for early admission to kindergarten or first grade are due by April 1st. Early admission will not be allowed for the four-year-old kindergarten program. Please visit the District website for a complete list of requirements and procedures.

http://www.wawm.k12.wi.us/District%20Information/School_Board/School%20Board%20Policies/Series%20400/documents/421R.pdf

After-School Programs and Clubs

P.A.S.S.: P.A.S.S. is an after school program that provides additional academic support for students. The P.A.S.S. Program is currently offered to students in 1st through 5th grades. The focus of P.A.S.S is Math and Reading concepts and strategies. P.A.S.S groups meet on Tuesday, Wednesday, and Thursday from 3:40 p.m. until 4:30 p.m. All students participating in the program will receive a snack before meeting in assigned groups. Parent permission is required for students to participate in the program. Permission slips are sent home with students during the 1st quarter of school. Parents receive confirmation of their child's participation in P.A.S.S.

SAFE: The West Allis-West Milwaukee Recreation Department offers an after school SAFE Program at Longfellow for students in 4K through 5th grade. The SAFE Program meets in the Longfellow gym on Monday through Friday from dismissal of school until 5:30 p.m. on all days that school meets until 3:30. Students meet in the gym for check-in and will only be able to leave SAFE when checked out by a parent or guardian.

Daily activities include: study time, structured play in the gym and/or on the playground, and snack. Special events, movies, and community service projects may also be integrated into the program.

The cost of the SAFE Program is \$60.00 per semester per child or \$120.00 per year per child. The cost of the SAFE Program is by semester not by day therefore payment is not prorated.

Registration form with payment may be mailed or dropped off at the Recreation Department; 2930 South Root River Parkway on Monday through Friday from 8:00 a.m. until 5:00 p.m. Registration and payment must be made before August 31st in order to guarantee your child's participation in SAFE on the first day of school. Registration and payment after August 31st is subject to a wait period of two business days for participation in the program to begin.

Annual Enrollment Forms

At the start of each school year, parents are asked to fill out several forms. It is crucial that these documents are completed and returned to the school office during the first week of school. Please contact or stop in the school office with questions, concerns or requests for assistance.

- Accidental Insurance Waiver
- Emergency Contact Card with Student Health Condition Form
- Media Opt Out Form
- Student Rights and Responsibilities Handbook Review Form
- Technology Acceptable Use Policy
- Free and Reduced Lunch Application

Annual School Events

Throughout the school year, students and families will have the opportunity to participate in a variety of event and activities. Many of these events held at Longfellow School have become annual traditions. Some of these activities require parent participation or supervision. Dates and times of the events will be determined and shared with families as the events get closer. Please read the Lions' Den (our bi-monthly school newsletter), weekly classroom newsletters and our website for updates and calendars.

<http://www.wawm.k12.wi.us/Schools/Longfellow/index.htm>

Arrival and Dismissal

Supervision on the school playground does not occur until 8:15 a.m. Students participating in before school band, chorus, orchestra, tutoring with the teacher, and/or the breakfast program are permitted to attend school prior to 8:15 a.m. however must report directly to the location of the appropriate activity of participation.

The bell to indicate that it is time to for the students to enter the school will ring at 8:25 a.m. Due to the limited supervision on the playground before school, it is *strongly suggested* that students arrive as close to the 8:25 a.m. bell as possible. The tardy bell rings at 8:30 a.m. Students arriving after 8:35 a.m. must report to the office to receive an admittance slip to the classroom. The dismissal bell rings at 3:30 p.m. Students are *strongly encouraged* to go home immediately after school unless they are participating in an after school program.

All school rules apply to the playground before and after school, regardless of supervision. Students who violate rules or cause disruptions will be required to be on a bell schedule. They may arrive at school no earlier than 8:25 and must leave the playground immediately at 3:30.

To avoid congestion in the hallways and promote the safety of our children, *we ask that parents drop off and/or wait for their child outside of the school building and away from the doors*; not in the hallways or outside of the classroom. Don't forget to leave your pets at home when you plan to be on the school playground.

Early Dismissal: A written note to the teacher is mandatory when a child must leave school at any time prior to the dismissal bell. It is required that the child be met in the office by an adult at the specified release time. Parents must sign their child out of school. Children are never allowed to walk home by themselves during regular school hours. This district policy has been implemented for the safety of your children.

Assessment

Classroom Assessments Based on Standards (CABS)

In an effort to monitor progress towards academic proficiency, students will participate in classroom assessments that are based on Wisconsin Model Academic Standards and District Benchmarks. Assessments will be administered at various times throughout instruction. Formative assessments are given routinely as part of the instructional process. The results of these assessments help determine individual student instructional levels. Formative assessments may be based on teacher observation of student learning, conferences between student and teacher, student checklists, graphic organizers, or questions. Summative assessments are used to determine what students know and are able to do. Students may be asked to complete the traditional paper and pencil test, write a final report or essay, present a final project or create a technology-based presentation. Whether an assessment is formative or summative, it is important for students to be prepared and try their best every day.

Northwest Evaluation Association Measure of Academic Progress (NWEA MAP)

The NWEA is a non-profit organization committed to helping schools across the nation improve student achievement. MAP is one of the NWEA assessments offered to school districts and MAP is currently being used in all West Allis – West Milwaukee Schools.

The MAP assessment is a computer-delivered adaptive test: questions are leveled based on student answers to previous questions. MAP assessments are aligned to the Wisconsin State Standards and are designed to measure student knowledge and skills in the areas of reading, math and language usage.

Students in grades one thru five will participate in MAPs a minimum of twice a year; once in September and once in April / May. Most students will also complete the assessment in January. The results from the fall and winter assessments are used by teachers to plan instruction for individual students. Fall performance is used to identify growth targets for each student. Spring testing is used to measure student progress (improvement and achievement of growth targets) made during the school year.

Parents will receive results of MAPs at the conclusion of testing each spring. MAPs data and progress toward goals will also be discussed during parent teacher conferences. Parents may receive additional information by contacting classroom teachers or the school principal. Visit the District's website for more MAPs details. <http://intranet.wawm.k12.wi.us/>

Wisconsin Knowledge and Concepts Examination-Criterion Referenced Test (WKCE-CRT)

Starting in the 2005 – 2006 school year, the federal No Child Left Behind Act required all states to test all students in grades three through eight and grade ten. In Wisconsin, these standardized tests are referred to as the Wisconsin Knowledge and Concepts Examination – Criterion-Referenced Tests (WKCE-CRT).

Student performance on these assessments is reported in proficiency categories of advanced, proficient, basic and minimal. Results are used to determine the adequate yearly progress of students at each school in every public school district. The WKCE-CRT uses multiple choice and short answer questions to measure achievement in reading, language and writing, math, science and social studies for students in grades four, eight and ten. Students in grades three, five, six and seven are assessed in math and reading.

As of September 1, 2002, WKCE scores are used as one of several criteria for advancing students from fourth and eighth grades. Other criteria for advancement include academic performance, teacher recommendations, and conditions specified by local school boards.

Total WKCE testing times vary by grade level and may take from five to ten hours spread over a period of weeks. WKCE-CRT tests are administered on specific days, late October through mid-November. Student attendance, effort and attitude are crucial during the test window. Please see Longfellow’s website and November newsletter for complete schedules and assessment information.

WKCE-CRT results are made public by the Wisconsin Department of Public Instruction (DPI) in the spring of each school year. Parents will receive results at this time. More information can be obtained by contacting teachers or the school principal at anytime. Additional details regarding WKCE-CRT testing may be seen at the Wisconsin DPI website: <http://dpi.state.wi.us/oea/wkce.html>. Don’t forget to view the Parent’s Guide to Standards and Assessment at <http://dpi.state.wi.us/oea/pdf/testing.pdf>.

State and federal laws require the annual review of school performance to determine if student academic performance is adequate. The review includes a comparison achievement levels for students in reading and math to Wisconsin’s annual measurable objectives. These annual measurable objectives apply to all districts, schools and student groups in the Wisconsin public school system. The proficiency rates are based on the WKCE and Wisconsin Alternative Assessment (for qualifying Students with Disabilities or English Language Learners) test scores for students enrolled in the same school for a full academic year. The overall goal is for all Wisconsin students to attain proficient or advanced levels in reading and math by the year 2014.

Annual Measurable Objectives for Reading and Mathematics
2002-03 through 2013-14

PERCENT OF WI STUDENTS WHO NEED TO SCORE AT PROFICIENT/ADVANCED

Annual Measurable Objectives (AMO)			
		READING	MATHEMATICS
Starting Point	2001-02	61%	37%
	2002-03	61%	37%
	2003-04	61%	37%
Intermediate Goal (Begin new 3-8 tests)	2004-05	67.5%	47.5%
	2005-06	67.5%	47.5%
	2006-07	67.5%	47.5%
Intermediate Goal	2007-08	74%	58%
	2008-09	74%	58%
	2009-10	74%	58%
Intermediate Goal	2010-11	80.5%	68.5%
Intermediate Goal	2011-12	87%	79%
Intermediate Goal	2012-13	93.5%	89.5%
Goal: All Proficient	2013-14	100%	100%

Attendance

Absences: Regular attendance in school is required by law and is essential if students are to make satisfactory progress in school. Illness, family trauma, and special medical appointments shall be the basis for excused absences.

Please call the school by 9:00 a.m. to report your child's absence (604-4300). If a child is unaccounted for during attendance processing, phone numbers on the child's emergency card will be called by office personnel to know the child's whereabouts and reason for absence. A phone call must be made for each day the child is absent. Any absence not reported by phone call or note within 24 hours of student's return to school will be recorded as unexcused. The attendance line can be accessed 24 hours a day, seven days a week.

If a child is absent, he/she will not be allowed to participate in extra curricular activities that are held on the same day of the absence.

In case of absence for more than three days, or upon the principal's request, a statement from the local health department or attending physician may be required before a student can be re-admitted. *Students that are absent from school without an acceptable excuse for part or all of five or more days during a semester are considered as habitually truant.*

Please refer to the District website for a complete set of regulations concerning attendance, acceptable reasons for absence, truancy and "habitual" truancy.

http://www.wawm.k12.wi.us/District%20Information/School_Board/School%20Board%20Policies/Series%20400/documents/431R.pdf

Student Sign-out: Students that need to leave school early must be signed out by their parent/guardian in the school office. Students will remain in their classroom until their parent/guardian has arrived at school. Students returning to school following an appointment must be signed-in by the parent/guardian in the school office before returning to the classroom.

Tardiness: Parents/Guardians must call the school office and state the reason for the tardiness when their child will be late for school. Please indicate your child's lunch choice at the time of the phone call. Tardy students must enter the building through the main entrance on Grant Street. Students will be issued a tardy slip before reporting to their classroom. Parents are asked to accompany their children to the office to sign them in when arriving after 9:00 a.m. All students arriving after 8:35 a.m. will be marked tardy. All students arriving after 10:15 a.m. will be marked absent for the morning.

Breakfast and Lunch

Families that are experiencing financial difficulties are encouraged to apply for the Free/Reduced meal program offered through our District. These benefits are confidential. If you receive AFDC, you will automatically qualify for these benefits however the application must be filled out with case number and signature. Applications are included in the folder given at Parent Orientation; extras are available in the school office. Applications for free or reduced meal prices must be filled out annually.

Breakfast Program: Breakfast is served every school day from 8:00 a.m. to 8:25 a.m. in Longfellow's gym. Breakfast is available for all students in 4K through fifth grade. Breakfast menus are sent home monthly; extras are available in the school office.

Students may enter the building when the 8:00 a.m. bell rings. Students must enter from the playground through the brown door in the gym that leads directly to the playground. Breakfast and use of the gym are provided by the District for Longfellow student use. We do not allow parents to eat or wait in the gym during breakfast. After eating, students will be dismissed to join their classrooms on the playground. Due to limited supervision, students eating breakfast must stay in the gym and are not

allowed to be in hallways, bathrooms, classrooms or school office. Students will enter the building through the 61st Street doors only on election days.

Breakfast must be purchased on a daily basis. Charges are not permitted for breakfast.

The prices for breakfast are as follows:

Paid breakfast costs	\$1.20
Reduced breakfast costs	\$.30

All breakfast prices include milk. Additional milk may be purchased for \$.35.

Lunch Program: Lunch is served every school day. Students select one main food item out of five choices for lunch at the beginning of the school day. In addition to the main food item, students will select from a variety of fruits and vegetables. Lunch menus are sent home monthly; extras are available in the school office.

Students may pay for lunch daily or purchase pre-paid tickets using the online Payschools program: <http://www.wawm.k12.wi.us/district%20information/business/PaySchoolsSchoolDepartmentLinks.htm> Pre-paid tickets are available for 5-day or 20-day purchases. Please send money for pre-paid tickets in a sealed envelope. Label the envelope with your child's name, grade, teacher and the amount of money enclosed. Make checks payable to *West Allis-West Milwaukee School District*.

The prices for lunch are as follows:

	Daily	5-day	20-day
Paid lunch costs	\$1.75	\$8.75	\$35.00
Reduced lunch costs	\$.40	\$2.00	\$ 8.00
Adult lunch costs	\$2.40		

All lunch prices include milk. Additional milk may be purchased ala cart for \$.35.

Students may charge lunch if he/she forgot money to pay. Students are allowed two charges. After two charges, students will be served a peanut butter and jelly sandwich. Parents/Guardians will receive written notification of last day balance on pre-paid tickets and/or money due to the food service.

If you have any questions about the breakfast and lunch program, please call the Sodexo Food Service Company at 604-3000, extension 3046. More food service information, including menus, is available at: <https://www.sodexoeducation.com/segment%5F0200/district%5F7306/ENM/Entry1/>

Class Placement

Class lists are developed in the spring and summer for the upcoming school year. Lists include a mix of students across gender, race/ethnicity, and ability levels. Teachers and support staff assist with the development of class lists. Parent input may be considered and should be given to the principal in writing before the final day of school of the previous year. For more information on class placement, including multi-age (split or combination) classes, please visit the District's website.

<http://www.wawm.k12.wi.us/wilson/Combinationclassesbrochureflash.swf>

Code of Conduct

I am responsible

I am respectful
I am safe
I am ready to learn

Students and staff members at Longfellow School follow the Longfellow Promise. We expect all stakeholders to live the four components of the FISH philosophy used to create our daily pledge:

- Choose to have a good day.
- Have fun while learning.
- Be in the moment and make the most of your opportunities
- Make someone's day.

Code of Students Rights and Responsibilities

The Board of Education adopted a parent and student guide titled, Student Rights and Responsibilities Handbook. This guide informs families of acceptable conducts within the West Allis – West Milwaukee School District, et al. A copy of the handbook is distributed to parents and students during Open House or on the first day of school. Each teacher reads and discusses the content of the handbook with all students during the first weeks of school. All students are required to participate in the discussion of this document. After the conversations at school, parents will review the content of the handbook with their children at home. The last page of the book contains a form for parents to complete and return to school. All policies listed in the Student Rights and Responsibilities Handbook are also located on the District Website at www.wawm.k12.wi.us

Communication

Teachers are available to take phone calls from 8:00 until 8:25 a.m. and from 3:30 until 3:40 p.m. on school days. Phone calls at other times will be directed to the voicemail of the appropriate teacher. Teachers and staff members will reply to all messages as soon as time allows. Teachers are not called out of class to confer with parents by phone or in person during normal school hours. Parents wishing to set up a conference are asked to schedule an appointment with the teacher. All teacher and staff contact information, including phone numbers and email addresses can be found at: <http://www.wawm.k12.wi.us/eGuide/servlet/eGuide>

Notes, letters, or e-mails sent home by teachers or school personnel should be read by parents. If a response is requested, parents are asked to respond as soon as possible. Copies of school or District fliers are available in the school office. Please check our website and classroom links for updated information, schedules and calendars. <http://www.wawm.k12.wi.us/Schools/Longfellow/index.htm>

Please feel free to contact us anytime with your questions or comments. Addressing concerns directly with your child's teacher or the staff member related to the concern allows all parties involved to have a clear understanding of the issue and the ability to work toward a solution.

Conferences

Parent-Teacher conferences are held twice during the school year. The first set of conference dates is held in November. All parents are scheduled to attend a 15-minute conference with their child's teacher. The purpose of this conference is to review the first quarter report card, discuss student performance and effort, and set goals for the remainder of the school year. Report cards are distributed at the November conference. The second set of conference dates is held in February. Attendance at the February

conference is determined by teacher or parent request. Teachers and school staff may request conferences at any time during the year. If you'd like an interpreter to participate in a conference, please contact the Longfellow office. Review the dates for this year's conference calendar at: <http://intranet.wawm.k12.wi.us/documents/Calendar2009-2010.pdf>

It is not necessary to wait for the scheduled conference times if there are questions or concerns about your child's progress. Teachers are happy to schedule meetings or conferences to accommodate family needs. Parents are encouraged to schedule an appointment with the appropriate teacher for a conference.

Custody Agreements

Parents with custody arrangements are reminded to provide the school office with a current copy of the custody order if it pertains to the school day and/or arrival and dismissal from the building. This information is necessary for your child's protection. We ask that parents or guardians inform the office in writing after legal actions or custody agreements are modified.

Non-custodial parents may request progress reports, report cards, and a conference with the teacher regarding the progress of the child. Non-custodial parents interested in receiving school information such as progress reports, report cards, and/or newsletters *must provide the school office a self-addressed envelope with stamp for each requested item.*

Day Care Centers

Parents of children who attend day care centers that drop their child off at school or pick them up at dismissal are responsible for informing the daycare center of the child's school schedule. If a parent is going to pick up a child during the school day or after school, the parents must notify the school office and the day care center.

Discipline Plan

Longfellow School staff members support an atmosphere in which children feel safe, secure, comfortable and happy. We expect that our students will engage in the opportunity to learn, and allow others to do the same, by accepting the following responsibilities:

- Follow all staff directions and school procedures.
- Follow building and playground rules.
- Respect school property.
- Avoid name calling, teasing and inappropriate language.
- Respect the rights of others by keeping hands, feet and objects to self.
- Allow teachers to teach by avoiding school and classroom disruptions.

Teachers in each classroom have collaboratively developed plans to address discipline and create positive environments. At times, students who repeatedly violate rules or procedures, or participate in a severe infraction, will be referred to the school office. In these situations, consequences may include:

- Parent contact
- In-school / after school detentions
- Restriction of privileges (trips, activities, recess, lunch location...)
- Bell schedule (8:25 – 3:30, no playground or activity privileges before or after school)
- Friday school detention (3:30 – 5:30)
- Behavior plan / pre-suspension plan

- In-school / home suspensions
- District or law enforcement referrals

Dress Code

Students are expected to wear appropriate clothing to school that does not interfere with the instructional process. Clothing with inappropriate writing, pictures or slogans that promote obscene gestures, drugs, alcohol, sex, or violence are not allowed. Shirts that have large armholes or thin arm straps (spaghetti straps), low necklines, and expose the midriff are not acceptable. Lycra spandex shorts and short skirts may not be worn. Skirts and shorts must be longer than fingertips when arms are at one's side. Hats, caps, visors, bandanas, or other head coverings cannot be worn inside of the building unless it is related to a school spirit day. Please don't send children to school wearing clothing that distracts others, including "singing" shoes and clothes that light up or play music. Children that wear any of the mentioned items to school will be asked to turn clothing inside out when able. If unable, a parent will be called to either bring a change of clothes to school or take their child home to change into clothing that meets the District's guidelines. All of these expectations are consistent with policies enforced in our intermediate schools and high schools. Please see the [Student Rights and Responsibilities Handbook](#) for more information.

Students participate in physical education classes two to three times per week as well as daily outdoor recess. Please make sure your child is dressed appropriately, *including shoes and socks*, for physical activity and outdoor weather.

Emergency Cards

Please fill out and return an emergency card (Annual Student Emergency Contact Form) for each child in your family attending Longfellow. It is very important that these forms are complete. Unlisted phone numbers will remain confidential, but this information is critical so we are able to reach you if your child becomes sick or in case of emergency. Contact information on the card must be current, so please notify the office of any changes.

Emergency Drills

Specific plans for evacuation and routes are posted in each room. Fire drills are practiced monthly. Tornado drills or crisis drills will occur a minimum of once a year. Longfellow School and the West Allis – West Milwaukee School District continually update crisis plans and procedures to insure the safety of those in our schools in case of emergency.

Extra-Curricular Programs

Band: Band is available to students in fifth grade. Students participating in Band will have a weekly large group rehearsal before school (30 minutes) and individual lesson (15 – 20 minutes) during the school day. Lessons and rehearsals at school for band participants are free of charge.

Students may provide their own instrument by purchase or rental from a music store or by rental through the West Allis - West Milwaukee Music department when available. Flutes, clarinets, alto saxophones, trumpets and drums (ask for drum kit) must be obtained at a music store. The District has a limited number of instruments available for rental. Available woodwind instruments include: oboes, bassoons, alto clarinets, bass clarinets and tenor saxophones. Available brass instruments include: French horns,

baritones, trombones and tubas. The cost of instrument rental through the District is \$25.00 per school year. Additional expenses to participate in Band are the cost of lesson books, music stand and reeds (reeds are needed only for woodwinds).

Band members will perform in two concerts; one in winter and one in spring. Those interested in joining Band may sign up at the beginning of the school year. Questions regarding the Band program may be directed to the Band teacher or building principal.

Chorus: Chorus is offered as an additional vocal music experience for students in third, fourth and fifth grades. Students participating in chorus will have weekly rehearsals, two concert performances at Longfellow and one District performance. Students interested in participating in chorus may sign up at the beginning of the school year. Participation in rehearsals is mandatory for chorus members and requires a commitment to meeting before school.

Orchestra: Orchestra is available to students in fourth and fifth grades. Students participating in Orchestra will have a weekly large group rehearsal before school and individual lesson once weekly during the school day.

Students may provide their own instrument by purchase or rental or rent an instrument through the West Allis - West Milwaukee Music department, as available. Cost to rent from the District is \$25.00 per school year. Orchestra instruments include: violin, viola, cello, and bass. Larger and more expensive instruments; viola, cello, or bass are available on a very limited basis.

Additional expenses associated with Orchestra include; lesson book, rosin, strings, and music stand. Please speak with the Orchestra teacher for more information on accessories or alternative solutions.

Orchestra members will perform in two concerts; one in winter and one in spring. Those interested in joining Orchestra may sign up at the beginning of the school year. Questions regarding the Orchestra program may be directed to the Orchestra teacher or building principal.

Suzuki: The Suzuki program was created by Dr. Shinichi Suzuki in Japan. Suzuki incorporates the use of smaller sized string instruments; violin, viola, cello and bass.

Suzuki is available to students in 5K through third grade. Students participating in Suzuki will have one individual, 15 minute lesson weekly. Suzuki players will also participate in one group lesson per week. Parent attendance at Suzuki lesson is required and lessons at school are provided free of charge.

Scouts: Scouting troops are formed at the beginning of the school year. Information regarding participation in Scouts for parents and children is available at the beginning of the school year. If you are interested in leading a scout troop at Longfellow School, please contact the appropriate office:

Boy Scouts
330 South 84th Street
Milwaukee, WI 53214-1468
(414) 774-1776
www.milwaukeeboyscouts.org

Girl Scouts
131 South 69th Street
Milwaukee, WI 53214
(414) 476-1050
www.girlscoutsmilwaukee.org

Fees

School fees at the elementary level include workbooks, textbook rental, and other instructional materials. School fees must be paid within the first week of school. There are district procedures established for a waiver of fees. A waiver for school fees is directly related to the approval of the Free / Reduced Lunch Application. The application for the free or reduced lunch is available in the school office and must be completed **during the first week of school**.

Students in 4K have a school fee of **\$40.00**.

Students in 5K through fifth grade have a school fee of **\$60.00**.

These fees *include* a \$10.00 technology fee.

Field Trips

Field trips are an important part of student learning. They help students apply what's been learned in the classroom and add knowledge about the community where we live.

Each student will need written permission to attend field trips. Parents are notified when field trips are scheduled. Students without "official" completed permission slips will not be able to attend the trip. If slips are lost, please ask the classroom teacher or school office for a replacement. Field trips may require a fee. Parents are encouraged to contact the classroom teacher if they need assistance covering the cost of the trip.

Some trips require parent volunteers to act as chaperones. In many cases, the District requires parents who will supervise groups of students to supply the school with a Volunteer Application and Consent Form. These are available in the school or District offices.

Field trips are designed to extend classroom learning. Student responsibility for behavior is expected at school prior to the trip and during the trip. Students who have discipline problems may need to remain at school and miss future trips.

Health Concerns and Health Room Procedures

Injury or Illness: If a student becomes ill or is injured at school, first aid or care will be provided by office staff. Rest in a quiet place is made possible for children with minor injuries or reports of illness. Parents will be informed of the child's condition in serious cases. If the parent cannot be reached, emergency contacts provided by parents will be called to find someone to pick up the child. Please use local emergency contacts to minimize the wait time for a pick up. *Please remember to update contact information, including phone numbers, as needed.* When picking up a sick or injured child from school, please report to the main office where the child will be released on your signature.

Medication: If your child requires administration of medicine, prescription or non-prescription, during the school day, a Medication Administration Form must be completed and filed with the school office. This form will be included in registration packets and will be available in the school office. Medication Administration forms must be renewed yearly and any time a medication or dosage is changed. Completed forms, for both prescription and non-prescription medication, will be maintained in the Health Room. Students should *not* bring their own medicine to school. We insist that parents or guardians deliver medications directly to the school office.

Asthma: Students with asthma must have a completed Asthma Care Plan on file, as well as the Medication Administration Form. With parent permission, the student may store the inhaler in the health

room or keep it in their possession. Regardless of the inhaler's location, both forms must be completed and returned to the Longfellow office.

Labeling and Storing Medication: Medications to be administered at school must have the following information visible on the container:

- Child's full name and grade
- Name and dosage of medication
- Frequency of medication
- Doctor's name (prescriptions only)

All prescription medication must be in a pharmacy container. Please store non-prescription medicine in original container of purchase. Baggies or other unsafe containers are not allowed for storage or transport of medication. Medications will be kept in a locked container in the Health Room.

Unused Medication: Unused medication will not be returned to the student. Parents or guardians should report to the school office to collect medicine. This procedure will be followed at all times, including the end of each school year.

Snacks and Treats: A healthy snack is part of the daily routine in each classroom. What a terrific way to satisfy hunger, get valuable vitamins and nutrients, and maintain high levels of energy. Teachers will provide specific, scheduled times for students to enjoy healthy snacks. Snack time is often a quick break, so please send snacks that can be eaten quickly and easily, and won't create a mess or distraction. Acceptable snacks and the time of the break are at the teacher's discretion. If your child brings an unacceptable snack, the child will be asked to not bring that particular snack in the future. Try these healthy choices:

- Fruits and vegetables (apples, raisins, carrots, dried apricots, grapes, cucumber slices, tomatoes, bananas...)
- Nuts (peanuts, mixed nuts, pumpkin seeds, sunflower seeds...)
- Low fat cheese or cheese sticks
- Low salt pretzels or baked tortilla chips
- Plain bagels or unbuttered popcorn.

Candy, gum, and salted chips are *not* considered healthy snacks and should be left at home. When possible, avoid the *imposters*, snacks that seem healthy but are high in fat, sugar or salt:

- Pop-tarts
- Pudding
- Fruit roll-ups or gummy fruit snacks

Birthdays are exciting celebrations for students at all grade levels. The highlight of this special day is often sharing a tasty treat with classmates. Parents, it's so tempting to send cupcakes, brownies, cookies or cake, but please consider healthy alternatives. Many students have health conditions that prevent them from enjoying those sweet and sugary snacks. If you are interested in sharing a treat to honor your child's birthday, please consult with the classroom teacher before doing so.

Health Department – Vision and Hearing Screening: Hearing and vision screenings will be completed annually for students in the following grades; 4K, 5K, first, third and fifth. These are only screenings and parents will be notified if follow-up is needed.

Homework

Homework is designed to be a constructive tool in the teaching / learning process. Homework is an aid to learning. We encourage parents to:

- Show a positive interest in homework and school work.
- Provide a suitable place and quiet time for homework completion.
- Act as an encourager and consultant. Please avoid doing the homework for your child.
- Read (or ask your child to read to you!) with your child daily.

Quality homework falls into several general categories:

- Completion of unfinished class assignments
- Practice, review, test preparation or special projects
- Assigned or recreational reading
- Make-up for absence

When a child is absent from school, please indicate if someone will be picking up the student's work when calling in to report the absence. Early notification is necessary in order that the teacher will have sufficient time to prepare the materials and have them ready by the end of the day. Your cooperation is truly appreciated.

Inclement Weather

Students will be allowed in the building at 8:15 a.m. and will have indoor recess in the event of inclement weather. Inclement weather situations are rain, when the temperature is below ten degrees Fahrenheit or the wind chill is below zero. Students must enter the building through the gym door. Students arriving after 8:30 a.m. must enter through the main entrance on Grant Street.

As residents of Wisconsin, we all recognize the need to make special preparations for the safety and welfare of students in the event severe weather conditions develop. School personnel will attempt to take every precaution in planning for the well-being of your children.

When it appears that severe weather conditions are developing, please listen to area radio and TV stations for early announcements regarding the possible closing of schools. The announcements will be made periodically starting about 6:00 a.m. over the following local radio and TV stations:

WTMJ AM.....620	WKTI FM.....94.5	CBS-58
WOKY AM.....920	WMIL FM.....106.1	TMJ4
WEMP AM.....1250	WLTQ FM.....97.3	FOX 6
WXSS FM.....103.7	WMYX FM.....99.1	WISN-TV 12
WLZR FM.....102.9	WKLH FM.....96.5	W.A. CABLEVISION

Make arrangements as to where your children should report if you will not be home in the event that classes are dismissed early. A decision to dismiss early will only be made on those rare occasions when dismissing at the regular time will result in our inability to get large groups of students home safely. In such instances, radio stations will be asked to make early announcements of the time of dismissal.

On those few winter days when a decision is made to conduct classes as usual, but as a parent or guardian you believe it is in the best interest and safety of your child to remain at home, we encourage you to make that personal decision.

Information Hotline

The Longfellow Information Hotline is a tool for parents to gain quick and complete access to school information at times most convenient for them. A recorded message identifies a number of different options for information from which to choose. Options are activated by pushing the appropriate number on a touch-tone phone. Upon hearing the recorded greeting for Longfellow School Hotline (604-4300) a caller may activate the following information by pressing the appropriate number.

Attendance	Press 1 – indicate a student absence
Lunch Menu	Press 2 – weekly hot lunch menu
School Events	Press 3 – monthly calendar of school-wide events
PTA Events	Press 4 – list of PTA events and meeting schedule
Weather	Press 5 – information on weather and school closings
Classroom Information	Press 0 – further office or classroom information

If a caller requires personal assistance, the regular office telephone (604-4300) will operate from 7:45 am until 4:00 pm. Telephone calls made outside of office hours will automatically be transferred to the information hotline. Messages cannot be left in the information boxes. If a message must be left, a general delivery voice mailbox is available after the information hotline recording. Messages may be left for staff members using four-digit extensions. Check the Longfellow website for current list of staff members and phone extensions.

http://www.wawm.k12.wi.us/Our%20Schools/Longfellow_Folder/Longfellow.htm

Lost and Found

Every year many items belonging to students are left unclaimed at school. Many children are unable to identify items that they have lost. Please label the items your child brings to school such as his/her backpack, lunchbox, shoes and boots, and outerwear (sweatshirts, coats, mittens, hats, etc.). Lost items are placed in a wooden box that is labeled as Lost and Found. Small or valuable items that are turned in to the office are kept in the office. The Lost and Found box is located in the front lobby of the school. Parents are welcome to check the Lost and Found box for missing items. At the end of the winter season, all unclaimed items are donated to a charitable organization.

Moving

Students attending Longfellow School must live within the Longfellow neighborhood attendance area. Parents must provide proof of residency by showing a current utility bill or lease that states the address. Any questions regarding neighborhood boundaries may be asked in the school office.

Out of Longfellow Neighborhood: Families that leave our neighborhood but remain in the city of West Allis must attend the new neighborhood school. Families that move after the start of the school year may choose to keep their children at Longfellow until the end of that school year. Parents will be responsible for transportation. Upon completion of that school year, the child must attend the new neighborhood school. Please stop in the office for more information on transfer paperwork.

Out of the West Allis – West Milwaukee School District: Families that move out of the West Allis – West Milwaukee School District boundaries may choose to keep children at Longfellow by completing open enrollment paperwork. Parents must submit an open enrollment application to the non-resident district (West Allis – West Milwaukee) during the month of February. Late applications cannot be accepted. Applications for open enrollment can be obtained from any district school or the Wisconsin Department of Instruction starting in mid-December. <http://dpi.wi.gov/sms/oeformz.html>

Under certain circumstances, non-resident districts may deny an open enrollment application.

- Space is not available
- The student requires a special education program that is not available in the non-resident district, or space in the program is unavailable.
- The student has been referred for a special education evaluation, but has not yet been evaluated or does not have a current IEP.
- If the student has been expelled during the two proceeding school years for certain acts of violence.

Once a student is accepted into the non-resident district, the student may continue to attend without annual reapplication, **except**:

- The non-resident district may require reapplication as the student starts intermediate school or high school.
- Under certain circumstances, a student who needs special education may be required to return to the district of residence.

A student who is attending a non-resident school district under open enrollment may return to the resident district at any time. However, once the student returns to the resident district, the student may not return to the non-resident district unless the student reapplies during the February application period.

Office Hours

The school office is open from 7:45 a.m. until 4:00 p.m. when school is in session.

Parent – Teacher Association (PTA)

PTA Board: The PTA Board is comprised of the following officers: President, Vice President, Secretary and Treasurer. The PTA officers are nominated by other parents or school staff members. Potential officers may also volunteer. Elections for these two-year positions are held during odd-numbered calendar years. Voting for officers is done by ballot. A voice vote may be held if one candidate is running for an office. Elected officers begin terms on July 1 of the election year. For more information on Wisconsin's PTA, visit: <http://www.wisconsinpta.org/>

Meetings: PTA meetings are held monthly, traditionally on the second Wednesday. The meetings are held in Longfellow's IMC at 6:00 p.m. Meetings last approximately one hour and all Longfellow parents are encouraged to attend. When attending PTA meetings, please enter the building using the maintenance door (W4) near the parking lot.

Membership: All Longfellow families are encouraged to become members of the PTA. Most members join as each year begins, but membership is open during the entire year. Look for a PTA membership table at dances, concerts, and special events.

Personal Items

Please check backpacks and pockets for inappropriate items prior to your children leaving for school. Personal items such as toys (cars, charms, super balls, action figures...), stuffed animals and dolls, electronics (iPods, cell phones, MP3 players, hand-held games...), playing or trading cards, perfume and cologne, make-up, playground equipment and balls are not allowed at school. We also request that large amounts of money and valuable items be left at home. These items can easily be lost or damaged and

Longfellow School and the West Allis – West Milwaukee School District are not responsible for broken, misplaced, or stolen items.

Unless special permission has been granted by a teacher to bring such items, please keep them at home. If you are uncertain if your child has permission from a teacher, please do not send the item until you've received confirmation from the teacher. If students do bring these items to school without permission, staff members will collect and return them to the student when appropriate or contact a parent.

Recess

All Longfellow students have a scheduled outdoor recess each school day unless inclement weather forces us to stay inside. Younger students will eat lunch, then have recess. Older students have recess before eating. Recess for both groups is 20 minutes. Students in grades 5K through second grade may have an additional 15 minute outdoor recess. Please make sure students are dressed to play outside. This includes cold-weather clothing and proper shoes (avoid sandals, please!).

Report Cards

Progress Reports: Progress reports will be sent home with students halfway through each grading period. Teachers send progress reports to communicate academic and social progress. Progress reports are sent to families whose children are not meeting proficiency in social or academic areas. Teachers will write brief descriptions about the area in need of improvement, as well as suggestions and strategies to make those improvements. Teachers will also send reports home to families that can celebrate achievement and progress at that point in the quarter. When you receive a progress report, please view it as a valuable tool to support the learning of your children. Please take teacher suggestions seriously and contact that teacher if you have questions or suggestions.

Quarterly Report Cards: Each school year is split into four nine-week grading periods. At the end of each quarter, all students in first through fifth grades will receive report cards. Students in 5K will receive two report cards, one at the end of each semester.

Quarterly report cards are based on Wisconsin State Academic Standards and achievement benchmarks established by the West Allis – West Milwaukee School District.

Performance descriptors used on the report cards are:

- **4 = Advanced** Demonstrates in-depth understanding of academic knowledge and skills.
- **3 = Proficient** Demonstrates consistent competency in academic knowledge and skills.
- **2 = Basic** Demonstrates some competency in academic skills and knowledge.
- **1 = Minimal** Demonstrates limited academic skills and knowledge.

Schedule and Office Hours

7:40 a.m.	Teacher Preparation and Collaboration
7:45 a.m.	Office Opens
8:00 a.m.	Breakfast
8:20 a.m.	Student Arrival
8:25 a.m.	First Bell
8:30 a.m.	Tardy Bell
11:10 a.m.	End of a.m. 4K

11:50 a.m.	Grades K-5 transition to lunch and recess
12:35 p.m.	Recess ends
12:40 p.m.	School begins for the afternoon session
12:50 p.m.	Start of p.m. 4K
3:30 p.m.	All children are dismissed
4:00 p.m.	Office Closes

School Spirit

We are proud of our school! All Fridays are declared School Spirit Days. Students and Staff show their school spirit by wearing Longfellow T-shirts or clothing that depicts our school colors; royal blue, white and orange. Our school mascot is a lion with the motto: *Longfellow Lions Take Pride in Doing Their Best*. Fridays are also a great day to wear gear that represents your favorite sports teams. Remember that all of your clothing choices must meet the expectations detailed in the [Student Rights and Responsibilities Handbook](#).

School Supplies

Students need specific supplies to complete daily assignments and activities. In most situations, these items should be kept at school so they are available when needed. School supply lists are sent home with each year's final report card. Lists can also be obtained in the school office or at Longfellow's website: http://www.wawm.k12.wi.us/Our%20Schools/Longfellow_Folder/Longfellow.htm Please make sure your children start the first day of school with the appropriate supplies and that they come to school daily with any supplies that were taken home. At times during the year, certain supplies may need to be replenished. Please contact a classroom teacher with questions or needs.

Smoke-Free Policy

Staff, parents, visitors and groups requesting building permits are reminded that there is NO SMOKING or use of other tobacco products in any District buildings or on any part of school or District grounds, including the playground and sidewalks. This policy extends to school concerts, dances, and special events. The policy includes those actively chaperoning field trips or school-related functions off District grounds. Your cooperation is greatly appreciated!

Student Services

During the summer of 2009, Student Services team members developed the Comprehensive Student Services Curriculum. The first year of implementation is the 2009 – 2010 school year. The lessons in this curriculum focus on a child's personal/social, academic and career development. Content topic themes include: academic success, careers, citizenship, communication and social skills, diversity of our community, safety and wellness, self-understanding and personal management, and transitions. These lessons all meet the Model Academic Standards for School Counseling established by the State of Wisconsin.

Longfellow students in Kindergarten through fifth grade will receive two-30 minute lessons each week. Lessons will be taught by Student Services staff members, including social workers, counselors and psychologists.

Staff Roster

Please view the current staff directory on Longfellow's website at:

http://www.wawm.k12.wi.us/Our%20Schools/Longfellow_Folder/Longfellow.htm. Included in the roster of names are titles and positions held, phone extensions and voice mailboxes. Email addresses can be found on the same site using the appropriate link and search tool. Names marked with an * are part-time staff members at Longfellow, and in most cases they are spending time assigned to other buildings in the District. An updated staff roster will be available at the beginning of each school year.

Telephone Calls and Messages

School telephones may be used by students to contact family members only when a staff member deems it necessary. In most situations, students are not allowed to call home and request forgotten items. School supplies, books and homework, lunch money, band or orchestra instruments, etc. are the responsibility of each student. Please encourage your children to accept and learn this responsibility. Students will not use school phones to call home to make arrangements with friends. Cell phone use is not permitted in West Allis – West Milwaukee Schools.

Please plan ahead and make arrangements with your children before sending them to school. Students cannot be called from classrooms to receive messages and messages should not be left with our secretary. If you must leave a message, inform Mrs. Mueller, our school secretary, and she will connect you to the appropriate teacher's voice mail. Teachers will do their best to deliver the information. It is not always possible for staff members to accept parent calls. Calls made between 8:30 and 3:30 will be forwarded to voice mail. Teachers will check messages after each school day and respond when needed.

Technology

All students in grades 5K through 5 may be given a password and user ID to use during weekly computer instruction. It is the responsibility of the student to learn, remember and safeguard this information. Students are not allowed to share user IDs or passwords. Teachers will provide this information at the start of each school year.

Parent permission is required for computer use. Parent and student signatures indicate understanding and compliance of the District Computer Use Policy. The complete policy may be viewed at:

<http://www.google.com/search?q=computer+use+policy&domains=wawm.k12.wi.us&site=search=wawm.k12.wi.us>

Transportation

Daycare Buses and Vans: Daycare vehicle drop off and pick up is located on Grant Street, directly in front of Longfellow's main doors. Parents that drop off children in personal vehicles are reminded to obey the "No Parking" signs located in this area.

Bicycles, Scooters, Skateboards, Rollers Blades and Heelys: Students who use bikes, scooters or other types of self-propelled transportation are not allowed to use or ride these objects on the playground or in the school.

"Upon entering the playground" indicates the fence and gates surrounding the playground and parking lot. Bikes and scooters must be walked to the bike rack and locked up for the remainder of the school day. We ask that skates, skateboards and Heelys be left at home.

Parent Vehicles: Parents who drive to drop off or pick up students are asked to help keep 60th, 61st and Grant Streets free of congestion. When temporarily stopping vehicles on these streets, never double-park. Please keep cars off the playground from 8:00 – 8:30 before school and from 3:00 - 3:45 after school. **The alley south of the playground should not be used before or after school. The playground is reserved for staff parking and is not a designated drop-off zone or parent parking lot.** Use 61st Street or Grant Street as safe places to drop off your children.

All drivers are asked to keep careful watch for children crossing streets. Some students are dropped off curbside opposite of the school or playground. Children are reminded to cross at corners and look both ways before crossing, but may forget and cross streets in the middle of blocks. The intersection of Grant and 61st Streets is monitored by student Cadets, not adult crossing guards.

Visitors

In an effort to maintain a safe school environment, please follow these guidelines when visiting Longfellow School:

- All visitors **must** enter through the main doors on Grant Street. Please do not follow children into the building at the start of the day.
- Wait for office staff to unlock doors to office. Please do not ask students to open doors.
- Sign in at the main office and wear the appropriate badge for your entire stay in the building.
- When leaving, return the badge and sign out at the main office.
- When possible, please contact a teacher or the school office to schedule your visit.

We make every effort to know who is visiting our school. Please do not be offended if a staff member asks to see a badge or requests that you return to the office to sign in and obtain a badge. Even if you frequently visit Longfellow, some staff members may not recognize you. Thank you for your help securing a safe environment for your children.

Volunteers

Parents and guardians are encouraged to volunteer at Longfellow School. We are always looking for quality classroom helpers, supervisors, chaperones, event organizers, tutors, translators,... Please contact your child's teacher, the school office or a PTA officer if you are interested in volunteering. The School District of West Allis – West Milwaukee requires that all potential volunteers complete a brief application that will be filed with the District office. Copies of the current [Volunteer Application and Consent Form](#) are available in the Longfellow School office. Volunteers are reminded that students' right to privacy is a priority. Volunteers are bound to the same terms of confidentiality as those who work in the school. All volunteers must sign in and out of the building in the school office. Volunteers will be given badges to wear while in the building.

Website

http://www.wawm.k12.wi.us/Our%20Schools/Longfellow_Folder/Longfellow.htm

Please visit our school website. This should be your first resource for Longfellow information. Check links for:

- Classroom sites
- Supply lists
- School and staff phone numbers
- Email addresses

- Calendars
- PTA news
- Lunch menus
- Lions' Pride, monthly newsletter
- Special program information

UNDERSTAND THAT THIS DOCUMENT IS A DETAILED OUTLINE OF SOME SCHOOL AND DISTRICT EXPECTATIONS. REFER TO THE STUDENT RIGHTS AND RESPONSIBILITIES HANDBOOK FOR A COMPREHENSIVE LIST OF DISTRICT REGULATIONS. IN AN EFFORT TO BEST MEET THE NEEDS OF OUR STUDENTS WHILE ABIDING BY FEDERAL, STATE AND DISTRICT POLICIES AND PROCEDURES, THE CONTENTS OF THIS HANDBOOK ARE SUBJECT TO CHANGE WITH APPROVAL OF THE SCHOOL ADMINISTRATOR. ANY MODIFICATIONS WILL BE SHARED WITH LONGFELLOW FAMILIES AND STAFF MEMBERS AS THEY OCCUR. CHANGES WILL BE SENT HOME IN WRITING AND UPDATED TO THE HANDBOOK LINKED TO OUR SCHOOL WEBSITE. THIS HANDBOOK WILL NOT BE REPRODUCED IN ITS ENTIRETY TO REFLECT THESE CHANGES. A CURRENT COPY OF THIS TEXT IS AVAILABLE ON THE LONGFELLOW WEBSITE:

[HTTP://WWW.WAWM.K12.WI.US/SCHOOLS/LONGFELLOW/INDEX.HTM](http://www.wawm.k12.wi.us/SCHOOLS/LONGFELLOW/INDEX.HTM)

PLEASE REFER ALL QUESTIONS, COMMENTS AND CONCERNS REGARDING THIS HANDBOOK TO THE LONGFELLOW SCHOOL OFFICE.