

Frank Lloyd Wright Intermediate School

9501 W. Cleveland Avenue

West Allis, WI 53227

(414) 604-3400

www.wawm.k12.wi.us

Mr. Thomson, Principal

Mr. Fish, Assistant Principal

Mrs. Neils, Dean of Students

Mrs. Elahi, Academic Dean

Mrs. Marso, Lead Special Education Dean

Mrs. Barwick, Secretary

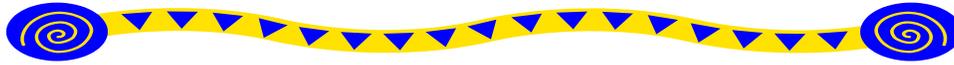
Mrs. Engnath, Secretary

Mrs. Olson, Secretary

Mrs. Farrell, Secretary

Parent Handbook

PLEASE KEEP THIS AS A REFERENCE FOR THE
2017/2018 SCHOOL YEAR



BELIEFS & VALUES of Frank Lloyd Wright Intermediate School

- *Our school and classrooms will be a safe place for students.*
- *We will seek a positive personal connection with students and families.*
- *Our teaching staff will see that your child succeeds in the classroom because ALL students can and will learn.*

QUESTIONS & CONCERNS

During the year questions and concerns often arise regarding your child's progress in school. When this happens please contact the **teacher** to resolve the situation. Each teacher has a voice mailbox which is checked daily. It is helpful if you include in your message a good time for the teacher to contact you along with a brief explanation of your concern. Our staff also has e-mail that can be used as a means of communication and they are encouraged to check this periodically throughout the day.

Teachers are happy to meet with parents to discuss issues. Please make an appointment to do so. Making an appointment in advance ensures you the teacher will be available to meet. **We encourage our staff not to have conversations with parents while students are in class** for instructional and confidentiality purposes.

Addressing concerns directly with your child's teacher allows all parties involved to have a clear understanding of the issue so that you can work toward a solution. If after working together, a solution cannot be found, feel free to contact Mr. Thomson to further help resolve the issue (604-3411).

WHAT ARE THE SCHOOL HOURS?

- Students can start arriving at Frank Lloyd Wright at 6:05 a.m. Students will be able to sit in the main entrance to our school. This is the area on the inside of our main exterior doors (Circle Drive) and the main doors allowing access into the building. Students will remain in this area, **without** adult supervision/ access into the actual building until 7:05.
- At 7:05, those students eating breakfast can have breakfast. The expectation is that students eat and then line up appropriately in designated outside area.
- Students not eating breakfast will wait outside in their designated grade level area. (6th grade is off to the left of the main entrance, 7th grade is on the WEST side of our building and the 8th grade is by the East parking lot by the grass field)

- 7:35 – Students enter building.
- 7:45 - students are expected to be in their classroom ready to learn, students entering after this time will be marked tardy. (**Backpacks in lockers, no hoods/hats, and phones powered down and in locker**)
- Our lunch hours run from 10:45 to 12:45 (10:45 is 8th grade, 11:30 is 6th grade, and 12:15 is 7th grade)
- 3:00 - all students are dismissed from school
- 3:10 - after school supervision ends, all students must be picked up by this time or be registered in the Action 300 (REACH) program. (3:30- Main Office/Student Services closes)

ACADEMIC EXPECTATIONS-

It is extremely important that a partnership occurs between home and school. Our staff at FLW will form relationships with your child so that we can learn their needs as a learner. I can assure you as the building principal, your student's needs will be addressed within the classroom and they will be challenged academically. If concerns or questions do arise involving a classroom situation, **I advise you to first contact the teacher.** If you are still not satisfied, I would be more than willing to get involved in the discussion at that point. Students are expected to complete ALL projects, assignments, and assessments. Teachers will provide homework time for students needing additional help or time to make up work. Students must complete course work to be eligible to participate in school events and extracurricular activities.

ADDRESS/PHONE CHANGES-

Parents are responsible for promptly notifying school officials when they have a change of **ADDRESS** or **PHONE NUMBER**. The District does request the Police Department to assist in school district residency verification if concerns arise. Parents also need to make address updates at the Enrollment Center located at 1205 S. 70th Street, level 4.

AFTER SCHOOL LEARNING PROGRAM-

Once again this year FLW will be offering our after school PASS Program. This program will run on Tuesday/Wednesday/ and Thursday immediately after school. This program is designed to provide intervention in the areas of **math** and **reading**. Students need to be picked up by 4:15. Students will be identified for this support from teacher recommendation and then invited to participate.

ATTENDANCE EXPECTATIONS-

Students are allowed by the state to miss **10 excused days of school each year**. Once a student reaches this number, **ANY absence after will require documentation of the absence** (Doctors note,

etc.) An absence is defined as any day or any PART of a day. This means that if a student comes to school late or is picked up early- it will count as an ENTIRE day against them without a written excuse (Doctor, Dentist note, etc.) documenting why they were late or why they left school early. If your student will miss school, please call 604-3401 to report the absence. FLW administration will monitor attendance and will take appropriate measures to address the situation (home visits, meetings, contracts, etc.). FLW administration will also monitor a student's hourly attendance. Any unexcused tardies to a class will impact their overall attendance. Attendance is taken hourly throughout the day. If a student is showing up to class late, they will be given TWO verbal warnings before a detention is assigned. On the THIRD tardy to class, a student will be assigned a 15 minute detention with the teacher whose class they were late to. If the student continues to show up late to class, on the FOURTH tardy a student will be assigned a 30 minute detention with their teacher. When a student accumulates FIVE tardies, or if they refuse to serve detention time with their teacher, they will be sent to administration on a MAJOR REFERRAL.

CELL PHONES

Per district school board policy, use of personal devices (cell phone, laptop, iPad, etc.) **in support of teaching and learning** to further the educational aims of the district are now permitted. Whether students are allowed to bring these devices to school is a family decision. **We are not responsible for lost, stolen, damaged or misused devices while at school.** Students can use personal devices during passing or during lunch. If a student is misusing a device during class instruction, the student's teacher will ask for them to put device away. If the student refuses to put the device away, administration will be called. Administration will take the device from the student and keep it in the office until the end of the day. If a student's device is taken on more than one occasion, the parent/guardian will be contacted to come pick the device up and a "plan" will be established for further use of electronic devices by the student during the school day. *Our expectation as a school is that students keep their cell phones in their lockers. Students have Chromebooks or desk top computers they can use in their classrooms.*

DISCIPLINE-

Students may be subject to school discipline for behaviors that endanger the property, health, or safety of others. Students are responsible for proper behavior at school and in the classroom. If problems arise, parents will be notified and enlisted for help. Steps that may be taken to address an issue at FLW are as follows- detention/ restorative practices/ in-school suspension/ out of school suspension/ pre expulsion contracts/ and expulsion hearing before an independent hearing officer. If a student is suspended out of school, parents are required to attend a reinstatement conference with their child before they can return to classes. **Please make sure you discuss the contents of our district's Rights and Responsibilities Handbook provided at the start of each school year.** If you would like to view the contents of this handbook, please refer to our school web page.

New this year, our classrooms will be implementing the use of "Buddy Classrooms." This will be an opportunity for a student to go into another teacher's room to take a 5-10 minute break from class to reflect or regain focus after being directed to use this by their teacher. After this brief

timeout, students can return to class. If the student's behaviors continue to interrupt the learning of others, they will be sent to room 116 to be addressed by an administrator. ONCE A STUDENT IS REMOVED TO ROOM 116, CELL PHONES CANNOT BE USED. IF A STUDENT IS ON THEIR CELL PHONE, ADMINISTRATION WILL REMOVE IT.

DRESS CODE EXPECTATIONS-

Students are expected to come to school dressed appropriately. Examples of dress that are inconsistent with **educational goals** include halters, short shorts, and t-shirts with obscene/inappropriate expressions. It is helpful for parents to assist the children in choosing proper clothing. Due to the changing Wisconsin weather conditions, students should be dressed appropriately for this on a daily basis as well. We appreciate your help in making sure your child is dressed appropriately each day. No headgear/hats can be worn in the school building between 7:45 and 3:00 p.m. More specific guidelines regarding dress code are included in the Student Handbook.

-Students cannot wear hoods, hats, etc. once in the building.

-Student backpacks must remain in assigned locker. Pull string bags are approved during school day.

-Cell phones need to be kept in student assigned locker. Students have Chromebooks that they will be using in the classroom. If a student is on their cell phone at an inappropriate time, staff will take the device.

ELECTRONIC GAMES/MP3 PLAYERS, ETC.

We ask that children **not** bring electronic games or personal music players to school. These items are distracting to children's learning. **We are also not responsible for lost or stolen items.** Students are bringing these items to school at their own risk.

INCLEMENT WEATHER-

Inclement weather situations are rain, or when the temperature or wind chill is **below ten degrees Fahrenheit**. When planning for unusual weather conditions, your assistance is appreciated. When it appears that severe weather conditions are developing please, listen to local radio and T.V. stations for early announcements regarding the possible closing of school. You can get information from WTMJ 620, WMYX 99.1, TMJ4, FOX 6, WISN 12, etc. Make arrangements as to where your children should report if you would not be home in the event that classes were dismissed early. It is the intent of the District to conduct a regular program of classes on every school day. On those few days when it is not possible, your planning, cooperation, and patience will be greatly appreciated.

On inclement weather days, students will gather inside the building before the start of the day. **Sixth graders will report to the cafeteria and our Seventh and Eighth grade students will report to the gymnasium.** This will occur on rainy days or when the temperature is **below 10 degrees Fahrenheit**.

Chromebook USAGE-

District leased Chromebooks are not a requirement for learning and may be taken away if a student is NOT following school/classroom expectations. District-leased Chromebooks are allowed in the classroom at the discretion of the teacher. This means that students should keep their Chromebook in designated storage area until teacher indicates it is time to use the Chromebook. **If as a parent you do NOT want your child issued a Chromebook, we need documentation of this request.**

MEDICATIONS

At times during the school year, it may be necessary for children to take various medications. These can be **prescription or non-prescription medications**. Parents are reminded that the School District has specific policies regarding school personnel administering medications during the school day. They are as follows:

1. For all **PRESCRIPTION** medications, a permission form signed by BOTH the parent and the child's doctor must be placed on file in the school office. Copies of the permission forms are in the school office. **Without this permission form, it will be necessary for the parent to come to school and administer the medication.**
2. For all **NON-PRESCRIPTION** medications, the same permission form must be signed by the parent and placed on file in the school office.

In both cases, this form should include all necessary information for properly administering the medication, including dosage, duration and time of administration.

There is also an asthma form that must be filled out for any student suffering from asthma.

PHONE MESSAGES TO STUDENTS

Unless you have an emergency, please do not call the office to convey messages to your children. **As a school, we are also asking that you don't text or call your child on their personal devices.** Information regarding rides, after school activities or appointments should be discussed before or after school hours. We will limit interruptions to the classrooms and our students during the school day.

Action 300/ (Previously REACH Program)

Our Recreation Department will again be offering after school care for students in the school. An application and the fee must be paid **BEFORE** the student can attend Action 300. All registrations received will be subject to a two day waiting period before the student will be able to attend Action 300. This program runs from 3:00 to 5:30. Students are **NOT** allowed on school grounds unsupervised beyond 3:10 P.M.

SAFETY FIRST

Parents . . . **Do not ask your child to cross the street in the middle of Cleveland Avenue.** We have instructed students to cross the street at the stop sign on 96th and Cleveland or with the crossing guards at 94th and Cleveland. This is a safety factor . . . Help us enforce the safety rule to cross at these locations only!!

Our School Website- (Contains contact information for staff, calendars, important information)

Go to the West Allis/West Milwaukee School District Site at: www.wawm.k12.wi.us

Then click on the words – OUR SCHOOLS

Next, click on Frank Lloyd Wright Intermediate School

Finally, click on “view our school site”

Communication is very important to me as the building principal. If as parents/guardians you ever have a concern/question/feedback, feel free to call my direct line at 604-3411 to have a discussion. I also want to make you aware of the **Student Handbook for FLW** which can be found under the student tab on our web page.