

Gaenslen

Family–School Guidebook 2026-2027



1250 East Burleigh, 414-267-5700
School Website:

Richard Walker
Principal

This guidebook is updated annually. You will find the most recent version on our website at <https://mps.school/gaenslen/>

For in-depth information regarding district policies, please refer to the
MPS Parent/Student
t Handbook on Rights, Responsibilities, and Discipline at mpsmke.com/rights.

Family & Community Engagement Framework

MPS honors the essential role of families in students' academic journeys. Partnerships among the home, our schools, and the wider community are the foundation of success.



HOME

Families have the tools and knowledge to actively take part in the education of their child at home and at school.

SCHOOL

Teachers and school staff foster a welcoming environment where families feel engaged in developing their children as lifelong learners.

COMMUNITY

All members actively work to bring their unique resources to enhance learning and build a connected community.

Welcome to the 2026-2027

Families play a vital role in the education of their children. Milwaukee Public Schools is dedicated to fostering strong relationships among home, school, and the wider community. These connections are built on mutual respect, shared leadership, and all efforts that support and empower students academically and personally. The Office of Family, Community, and Partnerships (OFCP) includes the Family and Community Engagement (FACE) team. This team promotes family and community involvement throughout MPS by facilitating school-based and district-level engagement and advocacy, as well as, offering direct support to leadership, district staff, and MPS Parent Coordinators.

Each MPS school has a Parent Coordinator (PC). The Parent Coordinator acts as a reliable liaison between home and school. Their main duties involve facilitating communication through various platforms, supporting family leadership initiatives, coordinating volunteers at the school, ensuring Title I federal compliance, and more.

The OFCP also has **families** as they navigate proceedings, resolution, as well as, education and English

milwaukeepublicschools.org/families/support



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specialized staff to assist
school discipline
dispute/disagreement
support with special
language learning needs.

As an MPS family, you are invited to engage in school and district discussions & decisions through your School Engagement Council (school-based), the District Advisory Council (district-wide) and the Board of School Directors. milwaukeepublicschools.org/about/directory/board-governance

After reviewing this Family-School Guidebook, we invite you to take the next step in becoming an #MPSproud and engaged family by connecting with your Parent Coordinator:

Parent coordinator: Austin, Tawana 414-267-5740, email: elimtc@milwaukeepublicschools.org

Thank you for being a Milwaukee Public Schools family!

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1: SCHOOL PROCEDURES

Welcome to the 2026–2027 School Year

Dear Gaenslen Families,

Welcome to Fredrick J. Gaenslen School and the 2026–2027 school year! We want every parent and guardian to feel welcomed, heard, respected, and connected to our school community. Your voice matters, and we value your ideas, questions, concerns, and feedback. Throughout the school year, we look forward to creating more opportunities for families to connect with our staff, participate in school activities, and be active partners in their child's education.

As we move forward this year, we will focus on three important priorities: **academic growth**, **improving student attendance**, and **student safety**. We are committed to providing engaging instruction and meaningful learning experiences that help every student make progress. We also recognize that consistent attendance is essential for academic success, and we ask families to partner with us in making school attendance a priority.

The safety and well-being of our students will remain at the heart of everything we do. We are committed to maintaining a school environment where students feel safe, supported, respected, and ready to learn.

Please take a moment to review our school handbook, which contains important information about school expectations, policies, procedures, and opportunities available throughout the year.

Thank you for entrusting us with the education and care of your children. We are excited about the year ahead and look forward to building a strong partnership with each of you.

Together, we can make 2026–2027 a year of connection, growth, safety, and success for every student at Gaenslen School.

Cordially,

Richard Walker
Principal

School Vision and Values

Mission

- To **provide** a safe environment that nurtures students' academic, social, and emotional needs.
- To **empower** all students, no matter the disability, to achieve their full potential through individualized support and inclusive learning environments.
- To **expose** all students to high schools, college and the world of work through field experiences so they can see themselves as the workforce of tomorrow.
- To **advocate** for the rights and needs of all students, ensuring they receive the appropriate support and accommodations.
- To **collaborate** with families, educators and the community to create a comprehensive system of support for all students.

Vision

To create a safe, inclusive, and caring school community where every student feels valued, respected, and supported. We empower all students to grow academically, socially, and emotionally, discover their strengths, and develop the skills and confidence they need to succeed in school, in their community, and in the future.

Values

- Respect – We treat everyone with kindness, dignity, and understanding.
- Inclusion – We make sure every student feels welcomed, valued, and included.
- Belonging – We create a school community where everyone feels safe and connected.
- Growth – We encourage every student to learn, improve, and reach their potential.
- Empowerment – We help students build confidence, independence, and self-advocacy skills.
- Compassion – We care about the academic, social, and emotional well-being of others.
- Equity – We provide each student with the support and opportunities they need to succeed.
- Collaboration – We work together with students, families, educators, and the community.
- Responsibility – We encourage students and adults to take ownership of their choices and actions.
- Future Readiness – We prepare students for high school, college, careers, and life beyond school.

EXPECT GREAT THINGS

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District Calendar

District Calendar - printable "days-off" calendars. milwaukeepublicschools.org/about/calendar



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mpsmke.com

Switchboard
(414) 475-8393

2026-27 Districtwide Calendar

July 1-2 Central Services closed* July 3 District and all Central Services closed July 6-30 Summer Academy; Camp/CLC/Safe Places open July 31 Summer Academy – Staff Record Day Aug. 25-28 Professional Development/ Organizational Days Aug. 31 Organization Day Sept. 1 First Day of School Sept. 7 Labor Day Oct. 23 Parent-Teacher Conference Day Oct. 26 October Break Nov. 3 Professional Development Day Nov. 24 Professional Development Day Nov. 25-27 Thanksgiving Break Dec. 21-31 Winter Break	Jan. 1 New Year's Day/Winter Break Jan. 4 Classes resume Jan. 18 MLK Jr. Day Jan. 22 Professional Development Day Feb. 22 February Break Mar. 25 Parent-Teacher Conference Day Mar. 26-Apr. 2 Spring Break Apr. 30 Professional Development May 31 Memorial Day June 15 Last Day of School June 16 Record Day June 21-22 Emergency makeup days (if needed) June 28-30 Central Services closed* Note: ACT testing dates to be determined.
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EVERY DAY COUNTS!
 176 STUDENT DAYS
 191 STAFF DAYS

July 2026

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

30 SUMMER ACADEMY DAYS
31 TEACHER DAYS

August 2026

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

8 STUDENT DAYS
3 TEACHER DAYS

September 2026

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

21 STUDENT DAYS
23 TEACHER DAYS

October 2026

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

20 STUDENT DAYS
21 TEACHER DAYS

November 2026

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

16 STUDENT DAYS
17 TEACHER DAYS

December 2026

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

14 STUDENT DAYS
14 TEACHER DAYS

January 2027

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

18 STUDENT DAYS
18 TEACHER DAYS

February 2027

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

19 STUDENT DAYS
16 TEACHER DAYS

March 2027

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

18 STUDENT DAYS
19 TEACHER DAYS

April 2027

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

19 STUDENT DAYS
20 TEACHER DAYS

May 2027

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

20 STUDENT DAYS
21 TEACHER DAYS

June 2027

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

11 STUDENT DAYS
12 TEACHER DAYS

Red = First and last day of classes/classes resume for students – Staff and students report

Blue = Parent-Teacher Conference Days – Staff and students do not report

Yellow = Staff and students do not report

Green = Teacher Organizational Day – Staff report and students do not report

Pink = Professional Development (PD) and Record Days (RAM-APM) – Most staff report and students do not report

Calendar dates may change due to inclement weather, etc. Please stay in touch with your school for updates. Some teacher workdays are shaded. Individual schools may have additional non-attendance days that do not appear on this calendar. Also, methods and dates for distributing report cards may vary from school to school. STAFF: Refer to staff calendars for details on non-student attendance days. *Some offices open; Milwaukee Recreation offices and classes including Camp/CLC/Safe Places are open.

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MPS Parent/Student
Handbook on Rights, Responsibilities, and Discipline at mpsmke.com/rights.

EXPECT GREAT THINGS

MILWAUKEE PUBLIC SCHOOLS

School Calendar

Please stay up to date with school events by visiting our school website (subject to updates and changes).

Gaenslen School 2026-2027 Calendar @ A Glance	
Aug. 25 August 31	Welcome
Aug. 25	½ day administration ½ staff time
Aug. 26	District PD all day
Aug. 27	Open House 4pm-6pm
Aug. 27	Teacher Planning day
Aug. 31	½ day administration ½ staff
Sep. 1	First Day of School for Students
Sep. 1-4	Staggered Attendance (Grades K-3 K-5)
Sep. 4	Back to School Assembly
Sep. 7	No School Labor Day
Sep. 5-9th	Double Good Popcorn Fundraiser
Sep. 14	Grandparent's Day 8:30-10:30 (Community)
Sep. 14-18th	Spirit Week
Sep. 18th	School Picture Day/ 3rd Friday Event All School Movie
Sep. 24	School Engagement Council Meeting (Community)
Sep. 24-25th	School Movie Day
Oct. 6	Betty Brinn (TBD)
Oct. 8	Ropes Course 6th Grade Room 214 (Team Building)
Oct. 7, 14, 21 & 28	Every Wednesday wear Pink (Breast Cancer Month) Whole school
Oct. 13	IEP Training Event (For Families)
Oct. 15	School Engagement Council Meeting (Community)
Oct. 20	P/T Conferences (Community)
Oct. 22	P/T Conferences (Community)
Oct. 23rd	District Wide P/T Conference Day (No School)
Oct. 26	October Break (No School)
Oct. 26-30	Spirit Week
Oct. 27	Picture Makeup Day
Oct. 29	Alphabet Runway (K-3rd & Comp Units)
Oct. 30	PBIS Incentive (Fun Fall Festival & Harvest Parade) Community
Nov. 13	PBIS Event (K-3rd) TBD
Nov. 3	No School for Students
Nov. 16	Carmel Apples (Attendance)
Nov. 18	Wonderful Woman Event (TBD)
Nov. 19	SEC meeting (Community)
Nov. 20	Skate Van PBIS (4th-8th)
Nov. 19-26	Staff Only Silent Spirit Week
Nov. 22	Staff VS Student (Basketball Game)
Nov. 23	Thankful Grams
Nov. 23-27	Spirit Week
Nov. 24	Professional Development
Nov. 25-27	Thanksgiving Break
Dec. 3-4	Movie Days
Dec. 10	Bowling Field Trip PBIS (4th-8th)
Dec. 11	Comp Unit Day Program

EXPECT GREAT THINGS

MILWAUKEE PUBLIC SCHOOLS

Gaenslen School 2026-2027 Calendar @ A Glance	
Dec. 11	Comp Unit Day Program
Dec. 14 - 18	Spirit Week
Dec. 15	Holiday Program (K-3rd)
Dec. 16	Holiday Program (4th - 8th)
Dec. 17	Hot Coco Celebration (Attendance)
Dec. 18	Holiday Games (4th - 8th)
Dec. 18	Elementary Bash (K-3rd)
Dec. 20	Last Day With Students
Dec. 21 - 1	Winter Break (No School)
Jan. 4	Return to School with Students
Jan. 8	PBIS Assembly
Jan. 18	MLK Jr. Day (No School)
Jan. 21	SEC Meeting Community
Jan. 21	Bowling Trip (K-3rd) PBIS
Jan. 22	Professional Development No Student Attendance
Jan. 28 - 29	Movie Days
Jan. 25 - 29	Spirit Week
Feb. 10	Family Talent Showcase
Feb. 12	Skate Van PBIS (4th - 8th)
Feb. 22	Winter Break
Feb. 18	SEC Meeting
Feb. 25	Black History Program TBD
Feb. 22 - 26	Spirit Week
Mar. 10	Career Day
Mar. 12	Career Vision Board Due (4th - 8th)
Mar. 12	Forward Exam Test Prep Assembly
Mar. 17	SEC Meeting
Mar. 22 & 24	Parent/Teacher Conferences
Mar. 25	District Wide P/T Conference Day (No School)
Mar. 26 April 2	Spring Break (No School)
Apr. 30	Professional Development No Student Attendance
Apr. 14	Career Day
May TBA	Spring Open House
May 3 - 7	Staff Appreciation Week
May 31	Memorial Day Break (No School)
June 14	Completion Ceremony 8th Grade
June 15	Last Day for Students/8th Grade Class Trip

Daily Schedule

Grade Level	School Begins	School Ends	After school CLC
K4-8	7:15am	2:15pm	2:20 pm-6pm

School

Office:

Breakfast:

School starts:

Dismissal:

CLC

Hours

7:15am -4:00pm

K-2 7:00am-7:15am

3-8 7:15am-7:30am

7:15am

2:15pm

2:20pm-6:00pm

For in-depth information regarding district policies, please refer to the
MPS Parent/Student
Handbook on Rights, Responsibilities, and Discipline at mpsmke.com/rights.

Our school procedures are, first and foremost, designed to ensure the safety and well-being of all children. We need your cooperation, assistance, and support to ensure the safety of our students, especially during arrival and dismissal.

Arrival Procedure

All students will enter the school building through cafe exit 5 doors.
Students grade K-2 will enter through the south cafe exit 5 doors.
Students 3-8 will enter through the North cafe exit 5 doors.

Dismissal Procedure

Student dismissal is 2:15 p.m.

Student Attendance

Daily attendance is critical to a strong sense of belonging & academic growth. Students are expected to be in school each day and on time for all learning activities and instruction. Families should do their best to plan appointments and vacations in a manner which does not disrupt school attendance.

Late Arrival

Students arriving after 7:45 am shall enter *through the main door Exit 1* and report to the attendance desk for a late pass.sign in and receive a tardy slip before going to class..

Absence

When a student is absent, a parent must call the school attendance line at **(414)-267-5760 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 further result in a referral to the district attorney, which could require a court appearance or fines.*

Early Dismissal

Appointments and vacations should be scheduled on non-school days as often as possible. If you need to pick-up your student before the end of the school day, you will report to the Main Office, your student will be called down and you will sign them out. *Please note that early dismissals are heavily discouraged within the last 30 minutes of the school day.*

Parking at School

- 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, guardian, volunteer or visitor.
- Please respect our neighbors and do not block their driveways.
- The school parking lot is restricted during the school day and is not open to the public.
- **We ask that parents do not park in front of the school on Burleigh, in the school bus drop off spots, nor in the staff parking lot. These areas must be accessible for emergency vehicles and staff. Parking is available on Dousman and Humboldt.**

Yellow Bus Transportation

Assigned Bus Stops and Routes: Students may board and leave only on the specified route and at the stop to which they are assigned. *Traffic delays are to be expected on days of inclement weather. Please be sure that your child is dressed appropriately and practice patience.*

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.

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.

Changes of Address Impacting Transportation: 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. *Please be reminded that it can take up to two weeks to adjust bus service. Parents/guardians should notify the child's school of the change of address before the move takes place whenever possible.*

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. If your student utilizes a Milwaukee County Transit System bus pass, please review the city-bus schedule together to determine the best route and departure time to ensure your student arrives at school on time.* ridemcts.com

Breakfast and Lunch

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 in our new student meal account School Café. *This portal will be available in mid-August, 2026 on the district website.*

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. (Even on “special occasions.”)

Breakfast Procedures

When students arrive in the cafeteria, they will be seated at the designated table in the cafe.

- All Comp Units will eat breakfast in their classrooms.
- 7:15-7:25 Students K4-K5 will eat breakfast in the classrooms.
- 7:15-7:25 Students 1-3 will eat breakfast in the cafe.
7:25-7:30 Transition to classroom.
- 7:30-7:40 Student 6-8 will eat breakfast in the cafe.
7:40-7:45 Transition to classroom.
- 7:35-7:45 Students 4-5 will eat in the cafe.
- 7:45-7:50 Transition to classroom.

Students will be responsible for discarding all trash in the garbage and then escorted by staff to their classroom by specified times.

Procedures for Lunch

Gaenslen School Wide Procedures 5I'S

Panthers Cafe

Panthers Cafe is a shared space that ensures students have a safe place to be fed every day. Eating lunch should be the priority during lunchtime. Students can also use this time to be social with their peers and take a brain break throughout the school day.

WHY: This procedure will ensure the cafeteria is a safe shared space. It also reminds students that this is a time to focus on fueling their brains and eating. It also will ensure that any student that needs to use the restroom has an opportunity to do so during lunch rather than during learning/class time.

Teachers/Lunch Staff	Students
1. I will escort students to the Cafeteria during designated times 2. I will arrive to duty on time and stay until the designated end time 3. I will seat students, calm students, and model for students the correct cafeteria behavior before lining them up to eat ("1, 2, 3 Eyes On Me", students reply, "1, 2 Eyes On YOU") 4. I will teach and model the noise level 1 expectations in the Cafeteria before students are escorted to lunch. 5. I will follow lunchroom dismissal procedures: a. Students Attention: ("1,2, 3 Eyes On Me", student reply, "1,2 Eyes On You") b. Provide Direction: ("Please gather all trash we are about to transition.") c. Time: (countdown 10 seconds to stand and line on blue line) d. What to check for: (clean tables; all student gather trash thrown in correct trash can) e. Positive Comment: "You guys were great in the café!", "A little more work and you guys will be great in the café!" f. Feedback: share cafeteria experience with teacher	• I will enter the lunchroom, be seated at my table and wait to be called to enter the lunch line. • I will line up to get my lunch, milk, condiments, and proceed to my assigned lunch table. • I will talk quietly and politely, raise my hand and ask permission before leaving the table. • I will remain seated until instructed by a staff member to dismiss me from the lunchroom. • I will when directed pick up items, clean the area, and return to my seat

- Garbage cans will be placed to the left of the lunch tables behind the students.
- When instructed by a staff member students will proceed
 - in a single file line,
 - dump their garbage,
 - then follow the teacher out of the cafe.
- Students are responsible for leaving their tables cleaner than when they arrived at the cafe.
- Staff will refer to disciplinary procedures when dealing with students out of compliance.
- Remember students have 20 minutes to eat their lunch.
- The delay or prevention of students eating is prohibited; when in question please consult school administration.

Medication for Use at School OTC/Rx

Please be sure to complete and submit all appropriate forms to the school for any over-the-counter or prescription medications that need to be administered during the school day.

We have six nurses on staff at Gaenslen, all of whom are knowledgeable about medication administration. If you have questions regarding medications at school, please call 414-267-5700, and you will be directed to the school nurse.

milwaukeepublicschools.org/students/support/nursing-health-services

School Supplies (PreK – Grade 8)

All students should feel prepared for school on day one.

The Gaenslen supply list includes items such as backpacks, pencils, notebooks, folders, headphones, water bottles, and other classroom supplies. Gym shoes are also included for K3–8. For students in K3–K5, the list includes a change of clothes and a resting mat may also be required; families should check with their child's school for specific information.

If you have concerns about obtaining school supplies or ensuring your student has what they need for learning, please reach out to your school's Parent Coordinator. MPS is committed to partnering with families to help every student begin the school year prepared for success.

Milwaukee Public Schools does provide a suggested school supply list which is outlined by grade level. This list can be found on the MPS website:

milwaukeepublicschools.org/families/resources/supplies

Please reach out to your school's Parent Coordinator if you have concerns regarding school supplies and ensuring your student has the supplies needed for learning.

Dropping Items at School

Did your student forget their gym shoes? Instrument? School project? Lunchbox? Please enter at the Main Entrance, report to the security desk &/or main office. Students will be called to the office to pick up their item.

Dressing for the School Day

Our school is committed to providing a safe and effective learning environment. At Gaenslen, we expect that students dress in a way that is appropriate for the school day and during any school sponsored activities. Clothing choices shall be school appropriate and promote the health and safety of our whole school community.

Student Dress Code

WHAT TO WEAR

The best attire for school is clean clothing that promotes a sense that school time is learning time. Individual rights to style and taste in clothing are respected, but clothing that detracts or disrupts learning is not permitted. Keeping in mind that students have outside recess, clothing should be chosen with concern given to the weather and the student's health and safety.

The following dress code rules apply:

- No low cut, halter, off the shoulder, or one shoulder tops or dresses.
- No spaghetti straps of any kind.
- No open back on tops.
- No cleavage showing.
- No torso showing-whether side, back or middle. This rule applies to both boys and girls.
- No sleeveless undershirts or tank tops.
- No bandanas.
- No hats of any type.
- No baseball style caps, scarves, skull caps, or rags.
- No hoods, hooded jackets or gloves worn in the building. **Hooded items (ex. fleece/sweat jackets, sweatshirts, sweaters) may be worn; however, the hood is to be removed from the head when entering the building.**
- No t-shirts or apparel that mentions or promotes sexual themes, drugs, tobacco, alcohol, vulgar language, or violence. No inappropriate pictures.
- No pants that “sag” below the top of one’s buttocks. **Pants should be pulled up to the waist.**
- No short skirt or short shorts. They must reach mid-thigh.
- No coats are to be worn during the school day.

Board Policy 5511 DRESS AND APPEARANCE approved July 2026

[PDF document](#)

Will be published at milwaukeepublicschools.org/about/board/policies (mid-August 2026)

At all times students are expected to adhere to our Milwaukee Public Schools Student Code of Conduct - milwaukeepublicschools.org/families/policies/handbook/student-conduct

Backpacks & Other Student Carried Equipment

Students may bring backpacks, book bags, lunch bags, athletic bags, musical-instrument cases, and other equipment to school as necessary for academic, athletic, or extracurricular activities. All student-carried items must comply with school safety requirements and may be subject to inspection in accordance with school and district policy.

Cell Phones/Communication Devices

State law, 2025 Wisconsin Act 42, effectively prohibits all Wisconsin students from using personal wireless communication devices during instructional time. This state law is to be enforced “bell to bell.” While on premises controlled by MPS, students are not allowed to activate, use, or display electronic communication devices, including but not limited to mobile phones, ‘smart’ watches and tablets, for any purpose other than an approved educational purpose.

Violation of this rule will result in discipline according to the Administrative Policy further outlined here milwaukeepublicschools.org/families/policies/handbook/technology. If devices

are activated, used, or displayed in violation of this policy, they may 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. *Additionally, 'meta' style glasses, recording or streaming devices are prohibited and "AngelSense" technology use should be disclosed to school administration.*

Please review our school procedure regarding cellular phones/electronic communication devices:

Staff members will address violations consistently and respectfully.

1. First Violation: The student will be reminded of the policy and directed to turn in the cell phone or electrical device. The incident will be documented.
2. Second Violation: The device may be collected by a staff member and submitted to the designated school location. The student may receive a disciplinary consequence in accordance with school procedures.
3. Repeated Violations: The device may be held for parent/guardian pickup, and additional disciplinary consequences may be assigned.
4. Serious or Defiant Violations: Refusal to comply, repeated unauthorized use, or misuse of a device may result in additional consequences consistent with the school's student conduct policy

Students are expected to:

- Keep cell phones or electrical devices to include headphones powered off and stored and turned in to the teacher, and it will be placed in a secured location until the end of the school day.
- Not use cell phones during instructional time, passing periods, lunch, assemblies, or other school activities unless permission has been granted.
- Not use cell phones to take photographs, record video or audio, access social media, communicate with others, or engage in other unauthorized activities while on school grounds.
- Follow staff directions regarding the storage and use of cell phones.
- Take responsibility for securing personal electronic devices. The school is not responsible for lost, stolen, or damaged devices.

If students are exhibiting or using these items during the school day outside of the procedures explained above, these items can be confiscated by school staff, turned into the office and parents will be contacted to pick up these items. Violations can result in further discipline according to district policy.

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.

Contacting Students During the School Day

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 you, a parent/guardian, needs to communicate with your child during the school day, please call the school [414- 262-5700](tel:414-262-5700) and 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.

Lost & Found

Lost items *may* [be found in the closet next to the parent coordinators office](#). Take note that several times per year the items collected in the lost and found may be donated to reduce clutter. Please make a habit to label your student's sweaters, hoodies, coats, boots, snowpants, mittens, hats, and any other item they may remove during the school day to improve the chances of the 'lost' being 'found!'

Prohibited Personal Property

Maintaining a safe and welcoming school environment for all is a priority for every MPS campus. Students, staff and visitors should not be in possession of the following items while in school, on school grounds or during any school sponsored event:

- Weapons of any kind
- Weapon facsimiles (such as but not limited to "Orby" gel blasters, NERF style weapons, fake or toy guns, knives, etc...)
- Illegal or abused substances including but not limited materials used for smoking &/or vaping, illicit drugs, alcohol, chewing tobacco and related paraphernalia

Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others such as food, beverages, laser pointers, electronic and communication devices, all toys, games, cards, large amounts of money, expensive jewelry and jackets should not be brought to school. *The school is not responsible for any lost or stolen items.* All students are expected to adhere to our *Student Code of Conduct* - milwaukeepublicschools.org/families/policies/handbook/student-conduct

Recess and P.E. 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.

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.

Field trip fees will be communicated to families in advance and will include the cost of transportation, admission, meals, and other applicable expenses. Payments should be submitted by the stated deadline using the payment method provided by the school.

Students should not be excluded from a field trip solely because of an inability to pay. Families experiencing financial hardship may request a fee waiver or reduction by contacting the school office or designated staff member. Requests will be handled confidentially and reviewed in accordance with the school's established eligibility guidelines.

Additional assistance may be available through school-sponsored funds, scholarships, or community resources, when applicable. Families should contact the school as early as possible if financial assistance is needed so that alternative arrangements can be considered before the payment deadline.

Celebrations at School

We love celebrating our students and the special moments that make them feel valued and included! To help keep classroom celebrations enjoyable, safe, and manageable for everyone, please keep the following in mind:

- Birthday treats: Families are welcome to send a small birthday treat for the class. Please check with your child's teacher ahead of time and follow any school allergy and nutrition guidelines. Individually packaged, simple treats are always appreciated.
- Birthday invitations: To help all students feel included, please distribute party invitations outside of school unless the entire class is being invited.
- Balloons and decorations: We ask that families leave balloons, confetti, and large decorations at home. If you have a special idea for celebrating your child, please connect with the teacher first so we can help make it work within the classroom.
- Gifts: Please keep birthday gifts at home. We want the focus at school to be on celebrating your child with their classmates rather than exchanging presents.
- Classroom celebrations: Teachers will share information about special classroom celebrations and any opportunities for families to participate.

Thank you for helping us make birthdays and celebrations at school joyful, inclusive, and easy for everyone. We truly appreciate your partnership in creating special memories for our students!

Before- and After-School Programs

After-school programs provide students with a safe, supportive environment during out-of-school time. These programs offer engaging academic and recreational enrichment activities, schoolwork assistance, and exposure to STEM (science, technology, engineering,

math) programming, reading enrichment, art, music, and dance. Students are also given healthy snacks and meals.

Community Learning Center (CLC):

Our school's CLC offers educational, recreational, and social activities for students. Parents/guardians may register their child/children at any time with the CLC site coordinator. There is a registration fee of \$__.00. *(The school will add a dollar amount.)* However, fees cannot be a barrier to participation. Parents/guardians who are authorized for W-2 (Wisconsin Shares) can designate the school's CLC as a childcare provider. To become authorized for W-2, you must go to their W-2 region office. For information regarding fees, Wisconsin Shares, or transportation options (if available), please contact the CLC site coordinator at **414-267-5775** for more information.

2: FAMILY ENGAGEMENT

MPS Family–School Partnership Pledge

For in-depth information regarding district policies, please refer to the
*MPS Parent/Student
t Handbook on Rights, Responsibilities, and Discipline* at mpsmke.com/rights.

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

School-Family Compact

Each school with a Title I designation develops, in collaboration with parents/guardians, a [School-Family Compact](#). *This compact serves as a series of agreements which outline how parents/guardians, the entire school staff, and students will share the responsibility for a positive school culture, climate and improved student academic achievement.* This compact will serve as the school's family and community engagement guidelines for the year.

FREDERICK J. GAENSLER ELEMENTARY SCHOOL **School-Parent Compact**

Frederick J. Gaensler School is dedicated to educating the mind, body and spirit of each child. We stress acceptance of differences, we emphasize cooperation with and concern for others, and we encourage a sense of commitment towards the larger community. Above all, we prize the unique worth of each individual. This agreement is a promise to work together to help our children learn.

Student Agreement It is important that I work to the best of my ability. I will

1. Be responsible for my class work and for completing and returning homework.
2. Use my Gaensler Assignment Notebook daily.
3. I have my books and supplies everyday.
4. Attempt all given assignments.
5. I arrive at school on time everyday, unless I am ill.
6. Be responsible for my behavior and make quality choices.
7. Be a cooperative student in and out of the classroom.

Student Signature/Date

Teacher/Administrator Agreement It is important that students achieve. Therefore I will strive to:

1. Provide a positive learning environment which builds self-esteem and academic knowledge.
2. I have high expectations for myself, students and other staff.
3. Respect the cultural differences of students and their families.
4. Explain the school's expectations of all students.
5. Share appropriate materials and suggestions for learning at home (library books, learning games, vocabulary lists and math facts).
6. Provide homework assignments for students when appropriate, checking their Gaensler Assignment Notebook daily.
7. Provide necessary assistance to parents so that they can help with assignments.
8. Provide information about student progress.

Principal Signature/Date

Teacher Signature/Date

Parent/Guardian Agreement I want my child to achieve. Therefore, to encourage my child,

I will:

1. Have my child ready to start the school day; well rested, appropriately dressed and fed.
2. Send my child to school on time every day unless he/she is ill; and provide the teacher with an excuse for my child's absence. Telephone 414-267-5711.
3. Each day I will review school happenings with my child. I will check his/her back pack and the Gaenslen Assignment Notebook.
4. I will assist with and review my child's homework daily.
5. I will provide a means for the school to communicate with me (phone number, work phone number, neighbor, and relative).
6. I will make every effort to attend Parent Conferences, Open House, Gaenslen Parents meetings and other school events. _____

Home & School Communications

Our school believes that it is important to keep parents informed of school news, services, activities, and events and we send regular correspondence to families.

Our school believes that keeping parents and families informed is an important part of building a strong home-school partnership. We regularly share school news, important information, services, activities, and upcoming events through several communication methods.

- **Monthly Newsletters:** Families receive regular newsletters with important school updates, announcements, and information about upcoming events and activities.
- **ParentSquare:** We use ParentSquare, a unified family engagement and communication platform, to connect administrators, teachers, and families through one central system. Important announcements, reminders, and school communications are shared through ParentSquare.
- **Thursday Folder:** Information and materials are also sent home with students in the Thursday Folder. Families are encouraged to check the folder each week for important notices, forms, and other school information.

We encourage families to check all communication channels regularly to stay informed about school news, activities, events, and important deadlines.

If you wish to contact your child's teacher/s or other staff members, please send them an email or call the main office at 414-267-5700 to leave a voice message. Staff will return the call within 24 hours.

Classroom teachers, club and athletic advisors and other school staff may implement additional methods to communicate with families such as the Band App, email lists, etc... They

will inform you on how to connect.

Open House

Save the dates and do not miss our School-wide “Open House” events which are held twice per year: [August 27, 2026, and May 2027](#)

Conferences (Parent/Teacher &/or Parent/Teacher/Student)

It is important that parents/guardians plan ahead to attend parent–teacher conferences. Conferences are held in October and March annually and families have the option to participate in person or virtually. [Tuesday October 20, 2026 and Thursday, October 22, 2026 at 3:30 to 7:00pm. Monday March 22, 2027 and Wednesday March 24, 2027](#)

Resource: [Making the Most of Your Parent-Teacher Conference](#)

Current & Accurate Contact Information

The *Census Verification Report* is a print out of your household and student demographic information as it is within our student information system known as Infinite Campus. This report is provided to parent/guardians at the start of the school year and during the spring Parent Teacher Conferences in an effort to verify current parent/guardian, household, and non-household contact information. It is also used to identify any person listed in the household or non-household who **should or should not** be able to pick up a student. This form should be reviewed by parents/legal guardians and all changes and updates provided to the head secretary.

It is up to parents/legal guardians to ensure household, demographic, and health information is accurate and that you make appropriate changes and return the Census Verification Form to the school at the start of the school year. *When there is a change of address, phone number, or guardianship at any time during the school year, these changes should be communicated to the school secretary in a timely manner for update in the Infinite Campus system.*

Connect to your Campus Parent Portal

MPS uses Campus Parent Portal to help families stay informed. With an active *Parent Portal* you will have 24-hour access to view your child’s: schedule, assignments, attendance, grades, transportation information, immunization records, connect to the WheresTheBus™ app and more. Campus Parent Portal can be accessed online and via the “Campus Parent” app available for both iOS/Apple and Android devices. With an active Parent Portal you will also receive real-time updates and alerts such as weather closings and important reminders from both the school and the district.

Current Parent Portal users:

milwaukee.infinitecampus.org/campus/portal/milwaukee.jsp

New to the Parent Portal? Contact your Parent Coordinator for information or email parentportal@milwaukeepublicschools.org

New users will be asked to verify their identity to gain access to their unique GUID code.

Campus Parent Portal Technical Support

To recover a username/password: Parents or legal guardians should email parentportal@milwaukeepublicschools.org. Include the parent or guardian name, parent or guardian birth date, child's name, child's birth date, and a contact number. Response times may vary throughout the year. *Please allow for additional processing time during the Summer months.*

Campus Parent Portal support is also available from 8:30 a.m. to 4:30 p.m. Monday through Friday by visiting Student Services in room 133 at the MPS Central Services Building, 5225 W Vliet St. 53208.

WheresTheBus App

The WheresTheBus app lets you know in real time when your child's bus will arrive by tracking the bus location through GPS and providing up-to-the-minute arrival times.

Parents with an activated Parent Portal account can add the WheresTheBus app by logging into their Parent Portal and downloading the application, available for both iOs/Apple and Android devices.

Learn more milwaukeepublicschools.org/students/transportation/bus-app

For issues accessing WheresTheBus, contact the Department of Business and Transportation Services at busing@milwaukeepublicschools.org.

Visiting School

Visitors are welcome in MPS. Because the safety of all children is important to us, MPS has visitor procedures in place which follow Board Policy 9.09

milwaukeepublicschools.org/about/board/policies.

All individuals will walk through a metal detector and may also be subject to handheld wand. Visitors are required to clear the scanning process before entering the building. Lack of cooperation may constitute trespassing. All visitors must:

- Use the designated main entrance.
- Report to the office/security desk.
- Show a form of identification. Everyone age 14 and older must present a school ID or state issued identification.
- Sign in on the MPS Visitor Record.
- Wear/display the MPS Visitor Pass at all times while in the school.
- Be escorted to and from the requested location.
- Return the Visitor Pass to the office/security desk and sign out.
- Visitors are limited to TWO per student for meetings, conferences, and classroom visits unless approved by the building administrator or designee.

Family members looking to meet with specific staff must schedule meetings in advance. These meetings should occur during non-instructional time to avoid disruptions to the school day.

Failure to follow the above guidelines may result in the issuance of a no-trespassing order by the school leader.

Volunteering at School

Our school administrator or their designees are responsible for determining the volunteer needs within a school and with that the opportunities which are available for volunteer placements.

Anyone interested in volunteering in an MPS school must follow the district's volunteer policy and procedure. MPS defines a volunteer as a person over 18 years of age who provides services on an ongoing or one-time basis. If you are looking to serve on an ongoing basis or for an overnight field trip, you must complete an online volunteer application, pass a criminal background check, and receive a volunteer assignment and additional guidelines from the school administrator &/or parent coordinator. If you are planning to volunteer during a daytime field trip or other one-time activity you must complete a volunteer waiver form. Please connect with our parent coordinator to learn more about volunteer opportunities at our school. You may further review the district's volunteer procedures and the VicNet background check system here: milwaukeepublicschools.org/community/help/volunteer-opportunities or by contacting the MPS Volunteer Associate at 414-773-9823 or volunteer@milwaukeepublicschools.org

At Gaenslen, we encourage friends, family, and members of our community to become Panther Volunteers. We believe it truly takes a village to raise a child, and our students benefit greatly when caring adults come together to support their learning, growth, and success.

Through our Partner Volunteer program, students benefit in the following ways:

- Building positive relationships with caring adults in their community
- Receiving additional support and encouragement in their learning
- Developing confidence, communication, and social skills
- Being exposed to new experiences, perspectives, and opportunities
- Knowing that their school community believes in and supports them
- Strengthening their connection between school, family, and the community

If interested please contact the School Parent Coordinator at 414-267-5700.

School Engagement Council

At Milwaukee Public Schools (MPS), School Engagement Councils (SEC) bring together families, staff, students, and community members to increase student achievement. School Engagement Councils support and inform shared leadership, equity, and cultural relevance.

Responsibilities of the SEC

- Serve as a representative advisory group to the school leader to ensure a collective vision for the school and for strategies to support student achievement and school improvement.
- Assist in the development and implementation of school improvement plans.

- Discuss and review the success of school improvement strategies.
- Provide a voice for families, community members, students, and staff on major school decisions and how to be involved and support student achievement.
- Discuss the use of resources and budget priorities resulting in the submission of a budget signature page.
- Work with the school leader to develop, conduct, and report the results of an annual survey of parents/guardians, and teachers on issues related to school climate, culture, and conditions.

SEC Membership

Councils must have a minimum of 11 members, unless a school does not have middle school grades, in which case a nine-member minimum must be maintained. This number includes the school leader and PC and must be made up of 51% family and community representatives with at least three family members. *Council participation is on a voluntary basis via a school-based election process. Council meetings are subject to open meeting rules and anyone, regardless of membership, is welcome to attend.*

SEC Meeting Schedule

We will host seven SEC meetings this year — September, October, November, January, February, March, and April — though more may be scheduled at the request of the council or school leader.

Our School Engagement Council/SEC

(SEC) meets in person and virtually every third Thursday of the month from September through May, from 9:30–10:30 a.m.

District Advisory Council

Milwaukee Public Schools convenes a monthly District Advisory Council meeting. The DAC is a diverse group of families committed to meet monthly to learn about and advise on district strategies and programs impacting families. *While these meetings are open to the public and anyone can attend; our school is required to have two parent delegates officially registered for regular attendance.* If you are interested in representing our school on the DAC, please contact a school administrator or our Parent Coordinator. Learn more about the DAC meeting schedule, agendas and more:

milwaukeepublicschools.org/families/involvement/district-advisory-council

The District Advisory Council is established 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. The Department of Strategic Partnerships and Customer Service is responsible for the oversight of all DAC functions.

Family Leadership Organization

Parent & Family Center

Gaenslen Parent & Family Center

Location: Main Office Rm: 100P

Hours: Monday – Friday, 7:30 AM – 2:30 PM *(or by appointment)*

Contact: Family Engagement Coordinator | Phone: (414) 267-5740

Center Resources & Services

- **Educational Materials:** Books, learning games, informative pamphlets, and videos focused on child development, specialized support strategies, and homework guidance.
- **Technology Access:** Desktop computers and high-speed internet available for parents to check grades via the Parent Portal, research academic topics, and communicate directly with teachers.
- **Workshops and Training:** Regular seminars on navigating school curriculums, understanding IEP/504 planning, and implementing effective study habits at home.
- **Staff Guidance:** On-site Parent Coordinator available to answer daily school questions, guide system navigation, and connect families with essential district resources.
- **Community Partnerships:** Direct referrals to local Milwaukee partners offering family counseling, healthcare resources, food assistance, and language translation support.

Fundraisers

Fundraisers may be conducted by our school and parent organization to raise money for the benefit of our students and school. *Student participation is voluntary with parent/guardian 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. All fundraising activities must be pre-approved by the principal or designee.

Parent Rights for Noncustodial, Foster, Special Education, English Learning

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

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 and are encouraged to work with the child's case manager to discuss the enrollment/transportation process. For more information, please refer to dpi.wi.gov/foster-care. Contact the Department of Student Services for details.

If you believe your child may have **special education** needs, you have the right to have

him/her evaluated. Request an evaluation by contacting the teacher or principal of your child's school. If your child does not attend an MPS school, you can contact the principal of a nearby MPS school or call Child Find at (414) 874-8493.

If your child is identified as an **English Learner**, you have the right to ask for a school that provides language assistance services. MPS offers the English as a Second Language program to all English Learners as well as a bilingual dual language program. For enrollment procedures and program placement, contact the Lau Compliance Center at (414) 475-8525.

Handling of School 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.

Parental Dispute Resolution System “PDRS”

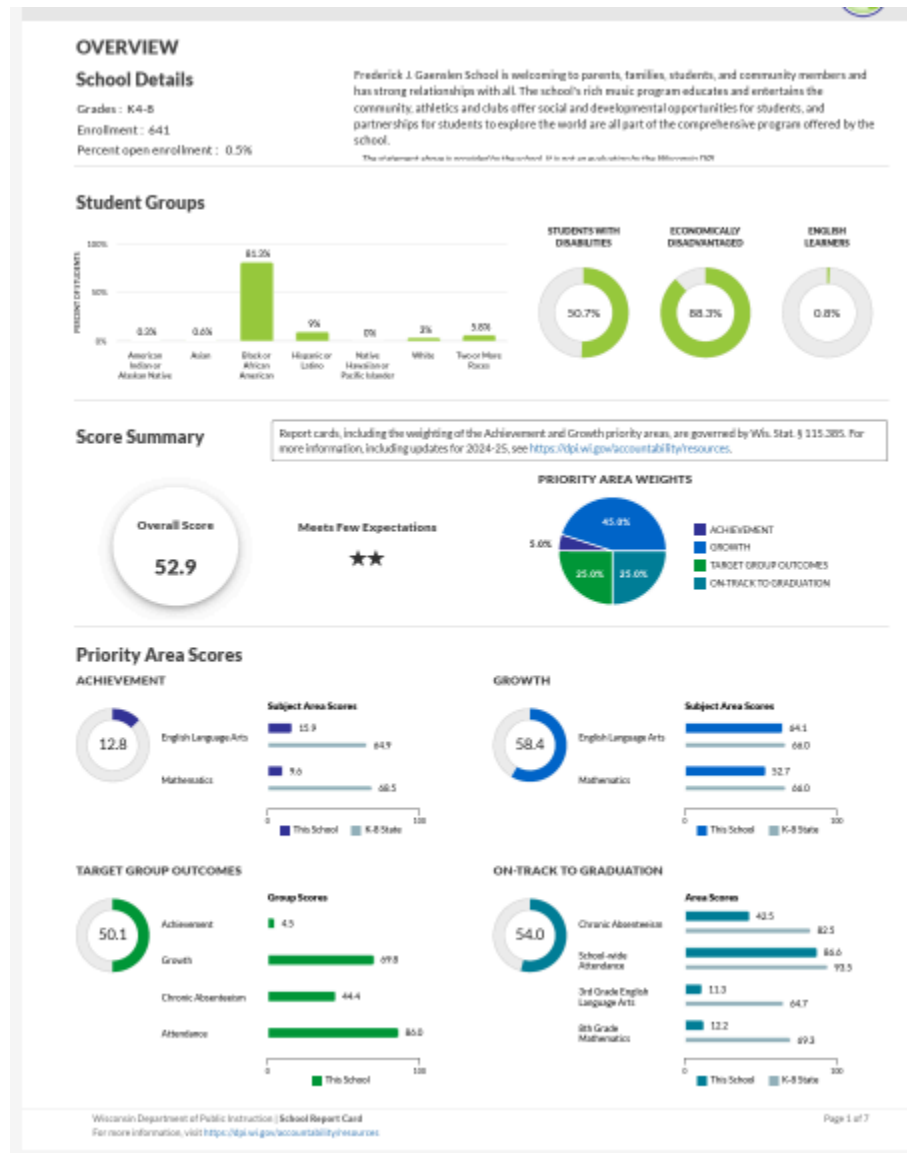
MPS wants to help parents and families find solutions when there is a problem or disagreement about their child's education. The process is called “dispute resolution.” By working in partnership with your child's school, parents and school staff can quickly find solutions. *All MPS staff members working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

STEP 1	
<i>Where should I start my dispute?</i>	Contact the school principal or leader to make a verbal or written complaint. An attempt will be made to address the complaint within five business days at the school level. If the school leader cannot address the complaint within five days, the school leader should inform the parent of the expected timeline 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 a resolution.
STEP 3	

<i>What if I am not satisfied with the resolution of my complaint by the school or other district personnel?</i>	If you received a resolution at Step 1 or 2 of the complaint process but you remain unsatisfied with the resolution, you may ask for a follow up. Reach out to the Welcome Center staff to discuss additional options available next steps. The MPS Welcome Center is inside MPS Central Services, 5225 W. Vliet St., Milwaukee, WI 53208. (414) 475-8204
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3: CURRICULUM AND INSTRUCTION

Wisconsin Department of Public Instruction (DPI) Report Card



Continuous School Improvement Plan (SIP/CSIP)

Literacy Gr. 1 to Gr. 8 Word Recognition / Word Study	By the end of the 2026-2027 school year, 75% of Gr. 1 to Gr. 8 students will meet grade level cut scores in the MPS Spelling Inventory (Reading Foundational Skills - Word Recognition). The MPS Spelling Inventory will be administered in the Fall, Winter and in the Spring.
Literacy Grades 2-8 Language Comprehension (Reading Comprehension)	By the end of the 2026-2027 school year, 50% of Gr. 2 to Gr. 8 students will meet grade level proficiency in the MPS HMH End of Module Reading Assessment. The MPS HMH End of Module Reading Assessment will be administered at the end of every unit. Every Unit. Group Administration. Scores to be uploaded into centralized data repository.
Math Grades K - 5	By the end of the 2026-27 school year, (iReady) 25 students of the 172 students scoring 3 or more grade levels behind will decrease by 20% by spring.
Math Grades 6 - 8	By the end of the 2026-27 school year, (iReady) 144 students scoring 3 or more grade levels behind will decrease by 20% by spring.
Attendance	By the end of the school year, we will increase the percentage of students regularly attending by 5%, from 83.7 % to 88.7% for all students.
Behavior	By the end of the school year, we will reduce the number of behavior referrals by 10% (from 483 to 435) for all students, as measured by discipline referral number as compared to month-over-month data.

Top Grade Completion

Students who are promoted from fourth to fifth and eighth grade to ninth grade will be required to meet at least one of three criteria for each of the six content areas:

Criterion #1 –Academic performance is defined as proficiency levels in reading, writing, English/language arts, mathematics, science and social studies that are measured and defined by classroom assessments based on district-adopted standards.

Criterion #2 –Test results are a proficiency level of basic or above, which is measured and defined by the Wisconsin Knowledge and Concepts Exam, in reading, writing, English/language arts, mathematics, science and social studies.

Criterion #3 –Recommendations of teachers shall be determined by a school-based team that includes the classroom teacher(s) and uses district guidelines (guidelines and forms follow the next section, Explanation of Promotion Requirements for 4th and 8th Grade Students).

The criteria must be met in the following manner in each of the six content areas:

(a) Criterion #1 will be considered first.

- (b) When a student meets criterion #1, criterion #2 and criterion #3 are not considered.
- (c) When a student does not meet criterion #1, then either criterion #2 or criterion #3 must be met.

High School Graduation Requirements

Students need “whole child” support to become aware of the pathways to their careers of interest, they must be academically ready to follow those pathways, and they must be prepared with the life skills needed to navigate their chosen pathway. MPS coordinates available resources, including community organizations and postsecondary institutions, to support MPS faculty, families, and students in fostering a college-going culture. This department includes college and career planning, career and technical education, extended learning opportunities, and school counseling and academic planning. A listing of the current graduation requirements can be accessed on the MPS website at this link:

milwaukeepublicschools.org/academics/graduation/requirements

Standards-Based Report Cards and Progress Reports

MPS uses a report card that is directly connected to the Common Core State Standards to better communicate what students are expected to learn at each grade level—and provide information about a student's work habits, behavior, and effort. Grades are to be regularly updated within the Infinite Campus system and made available for families to review via the Campus Parent Portal and Campus Student Portal applications.

For more information about grades, the grading periods and more see our *Family Guide to Grades & Report Cards*:

milwaukeepublicschools.org/academics/teaching-and-learning/common-core/report-cards

Grade Level Academic Guides

These guides provide a detailed look at what students are learning in reading, writing, and mathematics at each grade level. Tips are included to help support your child's learning at home.

milwaukeepublicschools.org/families/resources/academic-guides

Homework

Homework can be part of the learning process that should be viewed as an opportunity for students to practice new skills and reinforce classroom lessons. More detailed information about homework, practice work and evidence of learning will be provided by classroom teachers as applicable.

Gaenslen Homework Procedures and Expectations

|Practice Makes Progress!

When the first homework assignment is turned in, it is a good time to let students know the procedures for checking homework and your policy for late work. Often these policies and procedures will also be outlined in your class syllabus.

Common homework procedures include:

- The classroom will provide students with a designated bin to turn in work for each period. This helps keep you and your students organized, and helps you track and assess student work daily.
- Completed assignments
- Feedback from staff during a data chat meeting.

Common late work policies include:

- Notify students of late assignments and provide them opportunities to turn it in.
- Contact parents and inform them of missing assignments. And provide another opportunity for students to turn in.
- After three assignments missed during semester a letter will be generated, signed by teacher and school administrator, then sent home to parents.
- The administrator will meet with the parents to discuss this matter.

Homework Expectations include:

- I will do my best on my homework and turn it daily
- Provide a quiet place and time for them to do their work
- Check to see that papers are neat, well done and returned.
- Offer encouragement, without doing the work for them.

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:

milwaukeepublicschools.org/about/directory/academics/research-assessment-data/assessment

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 may 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. *Fees may be assessed for lost or damaged instructional materials.*

Chromebook replacement fees average \$250.00 per unit. **Encourage your student to use all school materials with care to avoid *potential fines or replacement fees*.** [Review \(Administrative Policy 7.27\) for additional information about lost or damaged school materials.](#)

4: MAINTAINING SAFE LEARNING & RELATED ENVIRONMENTS

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.

High Expectations

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 do their part in maintaining a safe school environment conducive to learning.



Frederick J. Gaenslen School

PBIS Matrix at a Glance						
PLAYGROUND	CAFETERIA	HALLWAY	BATHROOM	CLASSROOM	ASSEMBLY	BUS
Be Safe - Keep hands and feet to self - Stay within boundary - Tell staff if there is a problem - Use equipment in the intended manner - Leave snow, ice, and sticks on the ground - School is a rough-play/teckle-free zone Be Respectful - Take turns and share school property - Follow rules of game played - Use polite words in a kind voice - Be a good sport - Listen to teacher's directions Be Responsible - Dress appropriately - Return equipment when finished - Quickly line-up when you hear the signal and enter the building at a voice level 0 - Keep hallway clean and clear	Be Safe - Walk - Face the table with feet under the table - Hands to yourself Be Respectful - Use positive manners - Use positive words-please, thank you - Use silverware, napkins, and eat with your mouth closed - Wait patiently in line - Respond when spoken to Be Responsible - Make room for classmates - Pick up any wrappers or garbage - Food is meant to be eaten - Voice Level 1 whisper - Stay in seat until dismissed	Be Safe - Stay on the right side - Keep pacing at an arm's length - Face forward - Smile and wave to say hello - Voice Level 0 - Stay in line - Walk Be Respectful - While moving respect others - Keep hands and feet to self - Voice level 0 Be Responsible - Keep hallway clean and clear - Enter school at 7:00 a.m. (unless eating breakfast)	Be Safe - Walk Be Respectful - Honor the privacy of others - Voice Level 1 - Appropriate language Be Responsible - Have Good Hygiene - Flush the toilet - Wash your hands - Use Time Wisely - Go, flush, wash, dry, leave - Keep Bathroom Clean - Make sure water stays in the sink - Report any damage to teacher - Use Materials Appropriately - Use only one pump of soap - One pull on towel dispenser	Be Safe - Sit in assigned seat - Keep hands, feet, and objects to oneself Be Respectful - Listen to and follow directions - Focus attention - Stay on task - Keep hands and feet to myself - Use self-talk before you speak or act - Be assertive - Use kind words and kind tone when talking to friends and teachers - Be supportive of others - Voice level 2 Be Your Best - Transition in a timely manner - Complete assignments on time, and to the best of your ability - Get started right away, and work the whole time	Be Safe - Walk keeping hands and feet to self Be Responsible - Follow directions Be Respectful - Applaud to show appreciation - Aligner clap - Standing ovation - Participate when asked - Voice level 0 for audience	Be Safe - Wait for the bus to stop before standing - Remain in your seat facing forward Be Respectful - Voice Level - 2 - Make room for others as they board the bus - Follow directions from driver - Keep hands and feet to self - Appropriate language Be Responsible - Report vandalism - Food and drink free zone - Help clean up litter/garbage

Lunch Expectations

Gaenslen School Wide Procedures 5I'S

Panthers Cafe

Panthers Cafe is a shared space that ensures students have a safe place to be fed every day. Eating lunch should be the priority during lunchtime. Students can also use this time to be social with their peers and take a brain break throughout the school day.

WHY: This procedure will ensure the cafeteria is a safe shared space. It also reminds students that this is a time to focus on fueling their brains and eating. It also will ensure that any student that needs to use the restroom has an opportunity to do so during lunch rather than during learning/class time.

Teachers/Lunch Staff	Students
1. I will escort students to the Cafeteria during designated times 2. I will arrive to duty on time and stay until the designated end time 3. I will seat students, calm students, and model for students the correct cafeteria behavior before lining them up to eat ("1, 2, 3 Eyes On Me", students reply, "1, 2 Eyes On YOU") 4. I will teach and model the noise level I expect in the Cafeteria before students are escorted to lunch. 5. I will follow lunchroom dismissal procedures: a. Students Attention: ("1,2, 3 Eyes On Me", student reply, "1,2 Eyes On You") b. Provide Direction: ("Please gather all trash we are about to transition.") c. Time: (countdown 10 seconds to stand and line on blue line) d. What to check for: (clean tables: all student gather trash thrown in correct trash can) e. Positive Comment: "You guys were great in the cafe!", "A little more work and you guys will be great in the cafe!" f. Feedback: share cafeteria experience with teacher	• I will enter the lunchroom, be seated at my table and wait to be called to enter the lunch line. • I will line up to get my lunch, milk, condiments, and proceed to my assigned lunch table. • I will talk quietly and politely, raise my hand and ask permission before leaving the table. • I will remain seated until instructed by a staff member to dismiss me from the lunchroom. • I will when directed by staff collect items, clean the area, discarding trash and return to my seat

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Playground Behavior Expectations

Gaenslen School Wide Procedures 5I'S

Recess/Playground Procedures

Research demonstrates that students in school reap cognitive, social, emotional and physical benefits with an anticipated break from academic work. Therefore, all students will get recess at least once a day. Lunch recess will be 20 minutes for all grade levels.

WHY: This procedure will keep recess a safe time for students to build their social skills and have fun. Adult engagement will also help to ensure students are remaining supervised and active during this time.

Teachers	Students
- I will escort students to the playground. - I will engage students in activities and stay in a reasonable proximity to the areas of activity. Keeping all students easily in sight. (If one of the staff cannot see the students, the students are not being properly supervised) Refrain from becoming distracted from duties. - I will monitor student's behavior and interventions. Being knowledgeable and consistently enforcing school rules & policies to promote school safety. Restricting students from roughhousing, horseplay or other inappropriate behaviors on or near any apparatus. Constantly controlling the play environment is prudent. - I will respond appropriately to emergencies handling emergencies that occur on the playground properly to reduce potential injury and damage. By reporting and filling-out referral or incident reports reflective of occurrences. (Immediately) - I will have students line up in order to be escorted from the Playground or Gym.	- I will engage in activities, share equipment and remain in my assigned or designated area. - I will use playground equipment for its intended use and leave pebbles, weed chips, snow and ice on the ground. - I will keep my hands and feet to myself. - I will report any incidents to the playground staff and classroom teacher that occur during recess. - I will line up immediately for dismissal in the designated area when the whistle is signaled.

- Students will proceed to the playground using Exit 3.
- Students will line up on the west side of the playground for dismissal.
- Students walk in a **4 S** line from the playground to the classroom.
- Staff will escort student  playground through Exit 3 doorway.

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Classroom teachers will communicate with families their classroom-specific expectations and procedures.

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 expectations and safety guidelines with your child:

- Remain seated at all times.

- Follow any directions given by the school bus driver.
- Respect your fellow riders and drivers.
- 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.
- Use a soft voice (loud noises and yelling distract the driver).
- Respect your neighbor's property when waiting for the bus.

Bus Disciplinary Procedures

Students who do not follow the bus expectations will be subject to the same disciplinary actions as at school. If the student violates the bus expectations, the driver will file a written report with your child's school. Parents will be notified when riders do not meet the expectations of the driver. 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.

At the Bus Stop & Preparing for your Bus Stop

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 the 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.

Rider Behavior Concerns

If you feel that your child's safety is being jeopardized by the behavior of other riders, you should contact the school and discuss the situation with the principal or school leader first.

Driver Behavior

If you suspect that your child's bus driver is engaging in inappropriate behavior, you should first contact your child's school principal or designee. 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 Cooperation 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 or disembark the bus before speaking to the driver.
- Do not board your child's bus unless *authorized*.
- Do not request route changes with the driver.
- Be kind to the driver or other riders at the bus stop or on the bus.

5: MPS EMERGENCY PROTOCOLS

Inclement Weather

Heavy snow or other overnight severe weather that makes travel to school difficult has the potential to require Milwaukee Public Schools (MPS) to close. When schools are closed for weather, the decision is communicated on the MPS website, MPS social media platforms, WYMS-FM (88.9) radio, and most major local television and radio news outlets. You may also receive autogenerated calls and text messages from the school and/or district on the number connected to your Parent Portal account. *When MPS schools are closed prior to the start of the school day, all afternoon and evening recreation and interscholastic athletics/academics are also cancelled.*

For more information, visit mpsmke.com/weather.

Threats of Harm

Direct or indirect (through another party) verbal, written, or electronic (including social media) threat to do bodily harm directed toward others will not be tolerated. Threatening behavior may result in punitive consequences for students and may result in the issuance of a

no-trespassing order by the school leader for parents/guardians.

Safe Haven Resolution

The MPS Safe Haven Resolution designates every Milwaukee Public Schools (MPS) site as a "safe haven." We welcome individuals of all ethnicities, religions, cultural backgrounds, immigration statuses, and sexual orientations or identities. MPS believes in the equitable and fair treatment of all students and families. In this district, we are all valued, and no one is pushed aside.

Our MPS safety team continues to meet and review how we can keep our schools safe and welcoming.

Please review our Safe Haven page which is updated, as needed, and includes a wide variety of resources for our families and community:

milwaukeepublicschools.org/families/policies/safe-haven

School Safety, Security and Emergency Response Protocols

Milwaukee Public Schools (MPS) wants all students, families, and staff to be safe. We work to provide supportive, welcoming environments for all students to promote academic excellence. In addition, the physical and social-emotional well-being of students and staff is a priority. We believe that the safest schools are built on a strong foundation of respect, inclusion, and trust. Comprehensive safety measures are essential for both day to day safety and in emergencies.

Our Safety, Security and Emergency Measures Include:

- Robust school security including Open Gate technology at the Middle and High Schools
 - All persons on MPS properties are subject to security screening procedures & surveillance
- Behavior expectations for students and staff
- Clear incident response protocols
- Effective behavioral threat assessment and management procedures

What is the MPS Emergency Operations Plan?

The EOP is a districtwide framework that guides how schools prepare for, respond to, and recover from emergencies. It outlines roles, responsibilities, and response actions for a wide range of incidents—whether a natural disaster, medical emergency, or security threat.

What the EOP covers Procedures for:

- **Evacuation:** Safely leaving the building in emergencies like fires or gas leaks.
- **Lockdown:** Securing classrooms and limiting movement due to a threat on or near campus.
- **Hold:** Keeping students in classrooms to clear hallways for medical or administrative reasons.
- **Shelter:** Taking cover during severe weather or hazardous materials events.
- **Reunification:** Reconnecting students with families after a crisis.
- **Communication:** Coordinating timely, accurate messaging with families and staff.

We use the Standard Response Protocol (SRP)

For in-depth information regarding district policies, please refer to the
MPS Parent/Student

t Handbook on Rights, Responsibilities, and Discipline at mpsmke.com/rights.

MPS has adopted the Standard Response Protocol (SRP) across all schools to ensure clear, consistent actions in emergencies. These include:

- **HOLD** – Stay in your room. Clear the halls.
- **SECURE** – Get inside. Lock outside doors.
- **LOCKDOWN** – Locks, lights, out of sight.
- **EVACUATE** – To the announced location.
- **SHELTER** – Using appropriate safety strategies for hazards.

Posters outlining these actions are displayed in every MPS classroom and office.

Drills and Preparedness

To build confidence and readiness, schools regularly conduct safety drills, including:

- Fire evacuation drills
- Lockdown and secure drills
- Severe weather shelter drills
- Reunification drills (for staff)

Staff also receive ongoing training in crisis response and safety procedures.

Emergency Communication

In an emergency, MPS will communicate with families through: Phone, text, and email alerts (ParentSquare), updates on mpsmke.com and social media as well as the local news media.

How Our Families Can Help

- Keep parent/guardian contact information current.
- Review the SRP actions with your child to reinforce confidence and understanding.
- Watch for reunification instructions after any major event.
- Wait for instructions during emergencies, do not go to the school unless directed.

Speak Up, Speak Out (SUSO)

MPS partners with the Wisconsin Department of Justice's Speak Up, Speak Out (SUSO) program, a 24/7 confidential tip line that allows students, staff, and families to report threats, bullying, or safety concerns.

Website: speakup.widj.gov

Phone/Text: 1-800-MY-SUSO-1 (1-800-697-8761)

Available 24/7 – Anonymous & Safe

Learn more about school safety and review resources:

milwaukeepublicschools.org/about/directory/superintendent/school-safety
milwaukeepublicschools.org/families/policies/handbook/school-safety

6: EXTRACURRICULAR ACTIVITIES

To compete in interscholastic extracurricular activities, athletics, or academics, third- or fourth-year high school students must maintain a minimum 2.0 grade point average in addition to other eligibility requirements. First- and second-year high school students must meet only Wisconsin Interscholastic Athletic Association eligibility requirements. All students must meet

DPI and MPS academic requirements to be a full-time student and must receive no more than one failing grade in the previous grade reporting period. Students below the minimum 2.0 grade point average may continue to practice with their teams until they are recertified with a 2.0 grade point average. The eligibility requirements shall not apply to intra-school activities such as clubs, organizations, and related groups.

We offer the following sports:

- **Basketball**
- **Flag Football**
- **Volleyball**

7: ADDITIONAL ACADEMIC OPPORTUNITIES & RESOURCES for MPS Families

Extended Learning Opportunities (ELO)

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)

Grade 8 Promotional Program: provided for children with special education needs. 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)

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.

8: MPS Family Quick Reference Page

MPS Website mpsmke.com	MKE Rec Milwaukee Recreation milwaukeeerecreation.net
Milwaukee Public Schools Central Services, 5225 W. Vliet St. (414) 475-8393	Parent Portal Assistance parentportal@milwaukeepublicschools.org
Welcome Center Dept. of Strategic Planning & Customer Service Central Services, 5225 W. Vliet St. Room 142, (414) 475-8204	Department of Student Services Central Services, 5225 W. Vliet St. Room 133, (414) 475-8448
	WheresTheBus App Assistance busing@milwaukeepublicschools.org
Subscribe to MPS newsletters: milwaukeepublicschools.org/about/news/newsletters	
MPS Socials:	
 @MilwaukeeMPS	 @milwaukeeemps
 @MilwaukeeMPS	 @milwaukeepublicschools9520 (MPS School Board Channel)
 facebook.com/MilwaukeePublicSchools	

9: 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.

10: ACKNOWLEDGMENT of the Family–School Guidebook

Thank you for reading our Family–School Guidebook

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



MOST SCHOOLS distribute this document digitally (linking it to the school website &/or newsletter) and with that, SOME SCHOOLS CREATE A GOOGLE FORM and LINK IT HERE with a hyperlink or QR code so families simply click and complete a short form indicating they reviewed the document.

You could also use the opportunity to collect some information - about family engagement - volunteer needs, interest in the SEC, DAC &/or FLO... etc...> Here is a sample form:

<https://forms.gle/s6fU1SxseHYofHCQ8>

Maybe add an extra incentive like an option to win some school spiritwear, a sticker, etc... for completing the form.

We have reviewed and discussed the Gaenslen Family-School Guidebook and agree to abide by the outlined expectations and are looking forward to a wonderful school year.

Student Name _____ Room # _____

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____