

Lane Intermediate School 2019-20
General Information
1300 S. 109th Street; West Allis, WI 53214
(p) 414-329-6600
<https://lane.wawm.k12.wi.us>

Welcome to Lane Intermediate School and the 2019-20 school year! Please review the following information and submit the necessary paperwork during Student Registration on August 15, 2019 from 9:00 a.m. - 6:00 p.m. Additional information and forms may be collected in the main office after August 15, 2019.

Student Registration: Please complete the forms at registration. Fees can be paid by cash or check at registration. For any questions, contact the front desk at 414-329-6600.

Rights & Responsibilities Handbook: Please complete the Verification Form [HERE](#) or use the computers at registration to verify that your son/daughter and you have read the [Rights and Responsibilities Handbook](#). It is each family's responsibility to read and review the entire handbook.

Skyward Student Information System: The West Allis-West Milwaukee School District uses [Skyward](#) for student schedules, homework, grades, and report card information. Please see the "Parents" tab on our website to access Skyward. If you are new to Lane or you need assistance with Skyward, please contact the main office.

Middle School Class Schedules: Schedules can be found online via Skyward Student Information within each student's "Schedule." Please print middle school schedules and have your child bring their schedule with them on the first day of school.

Staff Members: There are approximately 55 full and part-time staff members who work at Lane. Their names, email addresses, and current voicemail numbers are posted on the school website in the Staff tab.

School Hours: Our school day is 7:45 a.m. - 3:00 p.m.

- The drop off area and cafeteria is supervised beginning at 7:20 a.m. each morning. Students may enter the cafe doors to eat breakfast which is served starting at 7:20 a.m. If students are not eating breakfast, they may enter the building at 7:35 a.m. Students proceed to lockers at 7:35 a.m. and need to be in their rooms when class begins at 7:45 a.m. Students arriving late to school (after 7:45 a.m.) for any reason will be marked tardy and the students need to enter via the main office. The school office front desk is staffed from 7:00 a.m - 3:30 p.m. on school days. Upon dismissal at 3:00 p.m., students either take the bus, picked up by parents, or attend Action 300. School grounds are not supervised after buses depart.

How to Report an Absence: When you call the school to report an absence, please select extension #6608, the attendance line extension after the main greeting. You will be asked to leave your name, your child's name and grade, and the reason s/he will be absent. If it is an illness, please state symptoms.

School Calendar: The 2019-2020 school calendar is posted [HERE](#).

Hot Lunch/ Milk: To add money to your student's lunch account, either bring in a check payable to "WAWM School District" with your child(ren)'s names in the memo or pay online via Skyward. If your family may be eligible for free and reduced lunch, contact the Lane Intermediate school office.

Fast Food: We do not allow fast food drop offs for lunch or breakfast.

Allergy Aware Environment: There are several students at Lane Intermediate this year who have life threatening allergies to foods, especially peanuts. Please avoid sending foods containing peanuts, nuts and/or peanut/nut byproducts. There will be designated food free classrooms as well as an allergen safe table in the cafeteria. If you have any questions, please feel free to contact our district nurse at 604-4000 x1107 or the school office at 329-6600.

School - Home Communication: Please access the [Lane Intermediate School website](#) for weekly newsletter updates.

Bus Transportation: The West Allis-West Milwaukee School District provides bus transportation to eligible resident students via First Student. Please, contact First Student at (414) 643-8199 with questions.

Families that are eligible for transportation will receive bus cards in the mail the week of August 26, 2019, which will outline drop off and pick up times and locations. If they have questions about eligibility, they should contact their school secretary.

Traffic Guidelines: In order to increase safety and traffic flow, please follow the traffic guidelines for drop off and pick up below.

Here are some HELPFUL REMINDERS regarding student pick-up and drop-off:

- Ride the bus if your child is eligible
- Pick up and drop off is on 109th St.
- The parking lot is used for parents who need to assist their child inside the school building
- Keep students safe! Please exercise safe driving habits and caution while in the parking lot.
- Pedestrians have the right away in the crosswalk

- If the weather looks like students should not be outside, information will be posted by the cafe entrance to verify whether students will be inside or outside before school starts. During “inside days” students will wait in the auxiliary gym until 7:35 a.m.