Elvehjem Elementary School 2019-2020

School Supplement to the District Policy Guide
Welcome to Elvehjem Elementary School!

Dear Families,

On behalf of our entire school community, I’d like to welcome you to Elvehjem Elementary School. Whether you have been a part of the Elvehjem Elementary family for many years, or are new to our school, we look forward to working with you.

At Elvehjem we work hard to provide positive learning experiences, relationships and engagement for all of our students. We have long standing traditions that include high-quality academic programs paired with a strong sense of community among families, staff and students. As we continue to strive to create a warm and welcoming environment, we encourage all of our families to become active participants in the learning process. The entire Elvehjem staff looks forward to establishing a strong educational partnership with you for the benefit of your child. Staff members are committed to challenging every student academically in an environment that is child-centered, safe, culturally responsive and supportive of learning. Clear communication between home and school is a necessary link to the learning process.

I encourage you to become involved in our Parent Teacher Organization (PTO) for more information about our school community. There are numerous opportunities to volunteer and be active in the education of your child. We welcome your involvement and look forward to working and learning with our students. Together we can continue to make Elvehjem a wonderful place where each child has a positive and successful learning experience.

Sincerely,

Sarah Larson
Principal

School mission statement

We believe we need to create learning environments that allow for building deep relationships, recognizing unique needs and talents, and providing supports for each student to successfully engage in learning to maximize their potential.

Telephone
OFFICE: (608) 204-1400
FAX: (608) 204-0396
ATTENDANCE / SAFE ARRIVAL: (608) 204-1406

Address
5106 Academy Dr
Madison, WI 53716

School Hours
K - 5, Mondays 8:40am - 2:05pm (Early release)
K - 5, Tuesdays-Fridays 8:40am. - 3:37pm
4K T - F, 8:30am - 11:42am and 12:23pm - 3:37pm

Web address
https://lvm.madison.k12.wi.us
facebook.com/MMSDElvehjem
About our school
Elvehjem Elementary School is a four-year-old kindergarten through fifth grade school located on Madison’s east side. Elvehjem Elementary is a microcosm of society, reflecting the diverse needs found in many large school systems today. Through hard work and commitment by teachers, support by parents and utilization of strategic district resources and programs, the overall academic performance remains high. More importantly, we believe our students will have the academic foundation necessary to be college, career and community ready.

School calendar
September 3      K–5, 8:40 a.m. – 2:05 p.m. 4K a.m 8:30 –11:42 and 4K p.m. 12:23 –2:05
September 4      K–5, 8:40 a.m. – 2:05 p.m. 4K a.m 8:30 –11:42 and 4K p.m. 12:23 –2:05
September 5      Regular schedule, K-5, M - 8:40 - 2:05, T-F - 8:40 - 3:37,
                  4K AM 8:30 - 11:42 & PM 12:23 - 3:37
September 10     PTO Meeting, LMC, 6:30 p.m.
October 1        School Pictures
October 8        A Principal Experience
October 15       Open House w/ PTO Chili Cook-off, 5:30 - 7:00 p.m
October 25       NO SCHOOL, Staff day only

Find more upcoming events on our website at [https://lvm.madison.k12.wi.us/calendar](https://lvm.madison.k12.wi.us/calendar).

Key Policies and Guidelines

Behavior
Positive Behavior Support (PBS) is a system for teaching and reinforcing positive school behavior. As part of PBS, students are expected to follow the school-wide expectations of being Safe, Respectful and Responsible. How that looks in places like the cafeteria or hallways is captured in the Elvehjem Behavior Matrix. Those specific behaviors found on the matrix are taught to students yearly. Using Bobcat Bucks, students are acknowledged and reinforced when they make good behavior choices. By meeting school-wide behavior goals, students also earn school celebrations such as Pop n’ Rock, Popsicle and music in the cafeteria. Positive behavior is also celebrated and reinforced at all-school assemblies.

Childcare/after-school information
YMCA is at Elvehjem from 7:00 - 8:40 a.m. every morning and 2:00 - 6:00 p.m. on Mondays and 3:30 - 6:00 p.m. Tuesday - Friday. The other daycares drop off and pick up.

<table>
<thead>
<tr>
<th>EAST YMCA</th>
<th>PLAYHAVEN</th>
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<tbody>
<tr>
<td>711 Cottage Grove Rd.</td>
<td>1 Atlas Avenue</td>
</tr>
<tr>
<td>221-1571</td>
<td>221-0110</td>
</tr>
<tr>
<td>(Elvehjem School)</td>
<td>(After school only)</td>
</tr>
<tr>
<td>222-8284</td>
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<tr>
<th>CAMPUS FOR KIDS</th>
<th>KINDERCare</th>
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<tr>
<td>4909 E. Buckeye Rd.</td>
<td>6169 Monona Dr.</td>
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<tr>
<td>221-1529</td>
<td>222-6333</td>
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Family engagement
We encourage all of our families to take an active role in their child(ren)’s education. We have an active PTO which meets monthly and hosts events throughout the school year. Families can also participate in family nights and/or volunteer in classrooms and field trips.

Field trips
Teachers frequently plan field trips and excursions to provide students with educational experiences, which are extensions of the classroom. These trips are essential to the educational program, and all students are expected to participate.

Parents/legal guardians will receive written notification in advance about field trips and should take care to sign all forms and send money to school if requested. Scholarship money is available if payment of field trip fees creates a hardship for a student’s family. In such cases parents/legal guardians should contact their child’s teacher or the school office.

Medications which are normally given to students during the school day will be given by school staff during field trips. No additional permission is required. If your child needs medication on an overnight or extended day field trip which is NOT regularly given at school, Board policy requires written parent permission and a written order from the health care practitioner. This includes over the counter, non-prescription medication. The medication permission forms are reviewed by the school nurse before the overnight or extended day field trip. Some medications (such as inhalers) may be self-administered but a school staff person will give most medications.

When riding a school bus as part of a field trip, students are expected to obey all rules governing school bus transportation.

Parent/teacher conferences
Student progress is communicated through a combination of written reports and parent-teacher conferences. You can anticipate either written or verbal feedback at least once each quarter. Report cards are sent home Quarters 2, 3 and 4. We attempt to give you feedback about your child’s progress on an ongoing basis through informal notes and telephone calls. If you feel you need more information about your child’s progress at any time, please call us so that we can help you get the information you need to support your child’s learning.

Picking up your child during the school day
To ensure the safety of your child, please send a note in advance to your child’s teacher or the office. We require parents to come into our office and sign out the student. We will call the classroom to have the student sent down to the office to meet the parents. Please remember anyone picking up a student must be authorized and listed in Infinite Campus. Once school is in session, no non-school staff (including parents) will be allowed to go to a classroom unaccompanied and pick up a child.

Safety & Security
Families play a key role in school safety. At lvm.mmsd.org/safety, you can read about school-specific resources for helping keep students safe. You’ll find more information on district safety and security, including how we communicate with you in an emergency, at mmsd.org/safety.

School improvement planning
We are focused on:
• Creating a welcoming community
• Monitoring student learning of reading through writing
• Black Excellence
School support services
You can reach:

- Sarah Urban, Psychology  204-1460
- Social Worker    204-1461
- Amy Kane, Advanced Learning  204-1463
- PST     204-1434
- Laurel Cornelius, Nurse  204-1408

Student personal property
The Lost & Found is located behind the library. Students are encouraged to leave any valuables at home so they are not lost or stolen.

Supervision of building / grounds
There will be supervision beginning at 8:25 a.m. Children can arrive at school at 8:25. The bell rings to come into school at 8:37. Students will be dismissed at 2:05 on Monday and 3:37 Tuesday - Friday. Students who are not picked up by 3:50 will be taken to the office to call parents.

Traffic safety, parking lot, pick up/drop off information
Families who are dropping off and picking up students can refer to the map provided at registration or ask in the office. For the safety of our students, the parking lot is for staff only, not to be used for pick up/drop off. Families can park on neighborhood streets following posted signs or pull up in the designated drop off/pick up zone on Academy, just past the bike racks (see posted signs).

Find more information in the district policy guide, found at [www.mmsd.org/policy-guide](http://www.mmsd.org/policy-guide).