Dear Families,

We are very pleased to welcome you and your child to the Hawthorne School community and the 2018-2019 school year. We look forward to working with you to help make your child’s and family’s experience in our learning community truly outstanding.

On behalf of the students and staff at Hawthorne Elementary, I invite you to partner with us in your child’s education. You are your child’s 1st teacher. You know your child best, your child’s unique interests, learning strengths and needs, and ways we can best support your child’s success in school.

Ready Set Goal conferences at the beginning of the school year with your child’s classroom teacher will be an important time to share that information and your hopes for your child’s progress for this school year.

Our first Parent-Teacher conference during which time teachers will share updates regarding student’s progress to date in the school year is in November.

Our first report card home is at the end of the 1st semester, toward the end of January 2019.

Our PTA and After School staff also host special family events throughout the school year for us to come together as a school community.

Family events are typically hosted each month and include things such as: Back to School Night, Literacy Night, Culture Night, Game Night, Science Night, Movie Night & concerts/musical performances.

We have a weekly Morning Sing at Hawthorne in our gymnasium just before the start of the school day on Mondays.

Our morning sing includes a student lead drumming circle, singing and an affirmation. Everyone is invited and welcome to attend Hawthorne’s Monday Morning Sing.

We hope you will consider becoming a member of our Hawthorne Parent-Teacher Association (PTA) and participate as an active Hawthorne PTA member in various PTA initiatives throughout the school year.

Other ways to partner with us in your child’s education can include reading together daily with your child or talking about books your child/children are reading in school, keeping a friendly response journal together, and talking about things your child is learning at school. Doing this will greatly encourage your child to do his/her best.

Your interest, support, and close partnership with us in your child’s education make a great difference.

It is our intention to provide child-centered, standards driven, personalized instruction, helping each student meet their next level of challenge in all subject areas.

Together in partnership with you, we know your child will thrive and make great gains in learning throughout the school year at Hawthorne.

The purpose of this handbook is to provide an overview of Madison Metropolitan School District and Hawthorne School policies and procedures. The information is organized in the Table of Contents at the front of this handbook.

We’re looking forward to an outstanding 2018-19 school year.

Together we can make it a truly great exceptional year for your child and our entire school’s learning community at Hawthorne Elementary School.

Sincerely,

Beth Lehman, Principal
School Overview

Telephone
OFFICE: (608) 204-2500
FAX: (608) 204-0423
SAFE ARRIVAL: (608) 204-2506 (Leave a message 24/7)
ATTENDANCE: (608) 204-2522 (During SCHOOL HOURS: Monday 7:45–1:10; Tues-Fri 7:45–2:42)

Address
3344 Concord Ave
Madison, WI 53714

Web address
https://hawthorne.madison.k12.wi.us
facebook.com/MMSDHawthorne

School Hours
Mondays 7:45 a.m. - 1:10 p.m. (Early release)
Tuesdays-Fridays 7:45 a.m. - 2:42 p.m.

About Our School
Multicultural, anti-biased education is fundamentally a perspective. It is a point of view that is incorporated in all subject areas, and addresses the histories and experiences of all people. Its purpose is to help us deal equitably with the diversity that exists in our human family. This diversity includes race, culture, gender, sexual orientation, language, socioeconomic level, age, health, physical and mental, ability, physical, religious, family structure and other differences. This philosophy is grounded in an appreciation and respect for all people.

It is our goal that all members of the Hawthorne school community will play a positive role in ensuring each of our children a multicultural, anti-biased education. We are a country of many races and cultures.

The Hawthorne School community (students, parents, guardians, staff, and volunteers), respects this country’s diversity, both historically and in our vision of the future. We are a rich multi-cultural tapestry that is strengthened by our differences. We embrace a global perspective, sharing our common humanity and addressing the concerns that bind all peoples. We are each an important part of our community, country and world.

We are a school of many races and cultures.
The Hawthorne School community respects all of its members. We, as African-Americans, Asian-Americans, European-Americans, Hispanic/Latino-Americans, Native Americans, and others, contribute our knowledge and experience to strengthen the community as a whole. We foster acceptance of all cultures. We strive to provide a vision of a multicultural community.

We are individuals of many races and cultures.
The Hawthorne School community encourages everyone to be proud of their racial, family, and cultural heritage. Each person brings richness to the community; everyone has something to offer. We recognize the importance of developing a strong sense of self-esteem as a foundation for intellectual and personal growth. We strive to overcome social stereotypes and prejudices that prevent this growth.

We can change the world.
The Hawthorne School community strives to recognize and combat bias, prejudice, racism and discrimination, and to find ways to include all people on an equal footing. We recognize and accept our responsibility to work toward a just world.
School mission statement
The mission of Hawthorne School, a diverse, inclusive community of learners committed to fostering collective work and responsibility and mutual respect, to ensure that all students acquire the academic, social and other skills to create a better world; experience success by working at their potential, while always striving to achieve their best; and consistently encourage and inspire their curiosity and love for learning. Our intent is to provide a challenging, multicultural curriculum which integrates the arts and responds to each child's interests, learning needs and style; and gives a voice to the ideas and cultural experiences of all members of the Hawthorne community.

Important Dates

EARLY RELEASE – These are days where the staff have Professional Development, etc.

School Day ends at 10:50 am (Please note that ALL Mondays end at 1:10 pm)
- 9/4/18
- 9/5/18
- 11/9/18 Parent teacher conference planning
- 4/5/19 Parent teacher conference planning
- 4/11/19 Parent teacher conference

NO SCHOOL on these dates:
- 10/26/18 Staff only day
- 11/15/18 Parent teacher conference
- 11/21/18 Teacher compensation Day
- 11/22-23/18 Thanksgiving Holiday
- 12/10/18 Staff only day
- 12/24/18-1/4/19 Winter break
- 1/21/19 Martin Luther King day
- 1/25/19 Grade reporting
- 2/8/19 Staff only day
- 3/18/19 Staff only day
- 3/25-29/19 Spring break
- 4/26/19 Staff only day
- 5/27/19 Memorial day
Childcare/after-school information

**Madison School & Community Recreation (MSCR)** provides engaging after-school opportunities for Hawthorne Elementary School students. The MSCR @ Hawthorne (Safe Haven) program provides quality child care daily after school and is open to all interested families on a first-come, first-served basis. The Dolphins Scholars program provides academic and enrichment programming for students needing a boost in math and/or literacy (enrollment by invitation only). Additionally, MSCR is able to provide a number of family nights throughout the school year.

MSCR Director: Ericka Brown  
Office: 608.204.2507  
Email: Ebrown2@madison.k12.wi.us  
Program Hours: M 1:05 pm-5:30 pm, T-F 2:37-5:30 pm

**SALVATION ARMY** - Call 1-5pm to 250-2232  
Address: 3030 Darbo Dr., Madison WI 53714  
Regular Hours: M 1:30pm-5:30pm, T-F 2:30-5:30pm  
Fees: Afterschool $15 per child per year  
Transportation: Provided from Hawthorne

**GOODMAN CENTER** - 241-1574  
Address: 149 Waubesa St, Madison WI 53704  
Regular Hours: M-Th: 6am-9pm | Fri 6am-8pm | Sat & Sun: 8:30am-6pm  
Fees: Call center for information on fees.  
Contact: Angela Tortorice, Elementary Programs Manager  
Email: angela@goodmancenter.org  
Phone: 241.1574 x 8035  
Pick up and drop off to: Northside (Lakewood Gardens. Sherman Terrace, Brentwood) & Darbo Worthington neighborhoods, Priority to Lowell & Emerson students and families, but all are welcome based on availability.

**PLAY HAVEN** - 249-8722  
Address: 4111 East Towne Blvd 53704  
Regular Hours: 6am-6 pm  
Fees: Please contact Center for information.  
Transportation provided mainly to/from Sandburg, Hawthorne and Emerson schools.

**EMCC** - John Harmelink 249-0861  
Address: 8 Straubel Ct Madison, WI 53704  
Regular Hours 9am-8pm M-F. 11am-5pm Sat, closed Sundays  
Summer Hours: 9:30-4:30pm  
Pre-Teen camp 7-10 yrs old:  
1st session: from 6/22-7/17 from 9:30am-4:30pm  
2nd session: from 7/20-8/14  
No transportation provided; open to all families/students.  
No programming from 7am-8am. No cost to families.

**Sunny Ridge Kids** - 244-7222  
Address: 3245 E. Washington Ave., Madison WI 53704  
Regular Hours: 6am-5:30pm  
Fees: Call center for fee information  
Transportation: Provided from Hawthorne
Traffic safety (parking lot, pick up/drop off information)
To make the parking lots and drop-off/pick up areas safe for children, we ask that you adhere to the following rules:

1. To drop off or pick up children while you stay in the car, use the circular drive on Concord Avenue; traffic must keep moving to avoid congestion; please do not drop off children in either of the parking lots.
2. To park your car and walk your child into school or pick up your child at the end of the day, you may park your car in the Concord or Lexington Street parking lots or on a side street near school.
3. When parking in the Lexington Street parking lot, do not park in the areas marked in yellow or block the entrance to this parking lot; traffic must be able to move in and out of this parking lot.
4. Please DO NOT use the circular drive on Lexington Street to pick up your child; this area is for vans and buses ONLY.

PLEASE DO NOT PARK IN HANDICAP OR BUS PARKING SPACES.
Tickets of $150.00 or more will be issued to violators by the City of Madison Parking Enforcement. Please note any fire lanes and signs. Drivers who leave their cars parked and unattended in this space will be ticketed by the City of Madison Parking Enforcement.

Supervision of building / grounds
In order to reduce congestion in our hallways, bus lanes and designated drop-off points and to keep students safe, we have put into place the following dismissal procedures:

• If you pick up your child on the Lexington side of the building, we ask that families wait outside for their children at the end of the day; please meet your child at the gazebo on the back playground.
• If you pick up your child in the front of the school you may park your car in the parking lot or on the street (please don’t park your car and leave it in the circle driveway); families can wait in the front foyer by the office for their children but should not go to their child’s classroom.
• At 1:05 (MONDAYS) We have a “warning” bell.
• At 1:10 (MONDAYS) is the dismissal bell.
• At 2:37 (TUESDAY-FRIDAY) we have a “warning” bell; at this time children get their belongings from their lockers and line up inside their classrooms.
• At 2:42 (TUESDAY-FRIDAY) the dismissal bell will ring; teachers walk all of their children to the Lexington Street exit; children who are picked up by their parents in the front entrance will be dropped off at this entrance as their classroom passes this entrance (students who are in classrooms on the ground level should be picked up on the Lexington Street exit).
• As children leave the building they go to their bus line, to the gazebo to meet up with families or to the basketball court area nearest the gazebo to meet up with siblings and/or friends to walk home.
• Once the teachers have walked students outdoors, additional Hawthorne staff remain at the exits to assure that all students are delivered safely.

If you have information that you need to tell your child during the school day:
• If you know you will be late picking up your child(ren);
  ◦ you must call the office 204-2500 before the end of the school day (by 12:30 on Mondays; and 2:00 on Tuesday-Friday) to let us know.
• Most calls received during the school day will be routed to your child’s teacher’s voicemail – they will listen to voicemail before the end of the day.

Family engagement
The Hawthorne Elementary Parent Teacher Association (PTA) provides a forum for parents and teachers to work together to improve the school community by sponsoring programs and activities that enhance learning and promote family involvement in student achievement. The PTA is a local affiliate of the National PTA and as such embraces the mission of the National PTA. The mission of the National PTA is:
• To support and speak on behalf of children and youth in our school, in the community, and before
government bodies and other organizations that make decisions affecting children;

• To assist parents in developing the skills they need to raise and protect their children; and
• To encourage parent and public involvement in the public schools of this nation.

So how does PTA support this mission?
Hawthorne PTA sponsors a variety of programs and fundraisers throughout the school year that encourage family support for the school. PTA meetings will be held on the third Tuesday of each month. Meetings are in the Hawthorne Elementary library and begin promptly at 6:30 p.m. Childcare is provided.

Who is eligible to be a member of the Hawthorne PTA?
All family, teachers, staff, community members, and local businesses interested in supporting Hawthorne Elementary School are eligible for membership.

So why should you join PTA?
The PTA is a great way to connect with the school, network with families and teachers, and support the educational mission of the school. Please come and share your time and talents by volunteering with the PTA.

Parent Resource Room
Room 112, across from the Main Office is available for use by members of the Hawthorne Community. The room is open 7:30 am – 5:00 p.m. Please just sign in at the office first. The LOST & FOUND rack & bins are located in this room—we encourage you to check there when your child is missing an item of clothing, shoes, etc. There are computers available for your use. They have internet access, Microsoft office and a printer. The Parent Resource Room can be used for answering emails, writing letters, working on a resume, applying for jobs, finding information on community resources, and finding parenting resources. Plus there are books, magazines, puzzles, and games for learning and playing with your children.

Washer/Dryer Room
A washer and dryer are available for families to use in the room across from the Parent Resource Room. Do a load of laundry and spend time in your child’s classroom! Sign-in at the front office AND in the laundry room. You MUST stay at Hawthorne while washing clothes. Laundry detergent is provided.

School support services
**A message from the health office:** Summer vacation is over and we are beginning a new school year. We are happy to be working with your child once again!

If your child has been diagnosed with any health problem, it would be helpful if you would let us know as soon as possible. Even if it is a known problem, we would still like to hear from you regarding your child’s progress over the summer and his/her present status and concerns.

We would especially like to hear from you if your child has asthma, allergies (especially food allergies), seizures, hearing or vision concerns, diabetes or other chronic illness; or if your child is taking medication for an illness or condition.

If your child should get a communicable disease (like strep, chickenpox, fifth disease) during the year, please let us know. Since head lice (pediculosis) has been common in most schools, it is a good idea for you to periodically check your child’s head for lice and eggs. If your child should get head lice, please let the health office staff know.

We encourage you to encourage your family to consume 5-9 servings of fruits and vegetables daily. Please send snacks that are low in fats and sugar. Please do not send soda pop in your child’s lunch or peanut containing products for classroom snacks (some children have life-threatening peanut allergies). Remember to have your child drink milk and eat dairy products for strong bones and teeth.
At Hawthorne we would like to encourage our students and staff to make decisions that promote health and fitness. One way is to limit foods that are high in sugar and fat. The Hawthorne Wellness Committee would like you to consider choosing Healthy class Celebrations. We would like to celebrate how your child is unique, there are many ways to do this besides cake!!

Suggestions include:
Food: treats of fruit or vegetables, low fat popcorn, cheese or yogurt
Activities: Dance parties, craft activities, extra recess time, bring in their favorite book to be read to the class, being first in line, lunch outside, sharing a new school supply with the class

Examples:
https://www.healthiergeneration.org/_asset/nvgd8g/13-6162_HSPHealthyCelebration.pdf
https://fns-prod.azureedge.net/sites/default/files/tn/dmp_tgcelebrations.pdf

If you have any questions or concerns throughout the year, you may contact:
• Nurse Assistant, Michelle Benedict, Room 111B, at 204-2505
• School Nurse, Solvei Adams, Room 111A, at 204-2504.

You can also email them at mbenedict@madison.k12.wi.us or sadams@madison.k12.wi.us

The School Health Office hours are 7:30 am until 1:00 pm on Monday and 7:30 am to 2:30 pm on Tuesday through Friday.

Please remember to keep us informed of your current work and home phone numbers for your child’s emergency contacts in the event of any emergency or urgent care concern.

A message from the Support Services Team: There are several support services offered to you and your child at Hawthorne School. Everyone is aware that stresses occur in our lives. Parenting can be a rewarding and stressful experience that involves many responsibilities. We know and see our Hawthorne parents taking very seriously the responsibility to be involved with their child’s/children’s education. We look forward to working together to ensure a successful school experience for your child.

Our school has many support staff available to help coordinate the efforts of home and school to best meet the needs of your child. The following are brief descriptions of our roles:

School Social Worker, Maria Loy, 204-2528
• Participates in educational evaluations (IEP process).
• Teaches safety in classrooms.
• Works with parents, teachers, and community agencies about behavioral and mental health needs
• Connects community resources to students and families
• Coordinates UW BASES (Building Academic Social Emotional Supports) Program
• Facilitates Natural Circles of Support groups
• Member of Hawthorne SSIT – Student Support & Intervention Team
• Counsels individual students or in small groups on a short-term basis
• Homeless liaison
• Foster Care liaison

School Psychologist, Patty Hoppe, 204-2508
• Consults and collaborates with parents and school staff about specific student learning and/or behavior concerns.
• Conducts individual student educational evaluations which may include such areas as intellectual functioning, achievement, social, behavioral and emotional concerns.
• Counsels individual students or in small groups on a short-term basis.
• Collaborates with families about community resources.
• Coordinates Mentor Program
• Member of Hawthorne SSIT – Student Support and Intervention Team
• Teaches safety lessons in classrooms
• Coordinates Natural Circles of Support
• Provides social/emotional interventions for students
• Principal designee when principal is out of the building

It is our sincere hope that we can serve the needs of your child well by encouraging and facilitating a positive working relationship between home and school.

**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.

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