Dear Families,

I want to take this opportunity to welcome you to Lowell Elementary on behalf of the entire Lowell staff and myself. Whether you have been a part of the Lowell Elementary family for many years, or are new to us, we look forward to working with you. Lowell Elementary serves students in kindergarten through fifth grade residing in our attendance area. In addition, a 4K classroom is housed within the building. The entire Lowell staff is committed to challenging all children to reach academic excellence and social and emotional competence. While we continue to focus efforts on literacy and math instruction, we also offer a full educational program including social studies, science, PE, art, music, library, and computer. At Lowell Elementary, we believe in the creativity and uniqueness of every member of our community, whether student, staff member, parent, or community partner. Combining this creativity and uniqueness with material supports results in a rich stream of resources that allows us to tailor educational programming to the individual needs of our students.

The entire Lowell Elementary staff looks forward to establishing a strong educational partnership with you for the benefit of your child. We believe it is vital that the home/school link be strong so that your child will have every opportunity to be a successful learner. Clear communication between home and school is a necessary part of that link.

This Policy Guide contains important information about programs and district and school policies. Of course, you may contact the Lowell office for any questions that you may have at any time throughout the school year. We look forward to working with you and your child during the 2018-2019 school year. We hope that you will choose to be an active participant in the education of your child. Best wishes for a wonderful year!

Sincerely,

John Burkholder
Principal

About Lowell Elementary
Located on the near eastside of Madison near Olbrich Park and Lake Monona, Lowell Elementary is a neighborhood school serving nearly 400 students from 4K through fifth grade. Lowell Elementary enjoys a storied history, first opening its doors to students on January 3, 1916 as the New Irving School.

Lowell mission statement
Our Mission at Lowell Elementary follows that of our district as a whole. Specifically, our vision is that Lowell Elementary will be a thriving school that prepares every student for middle school and eventual college, career and community success.

Lowell calendar
The 2018-2019 school year begins on September 4. School begins each day at 7:45am. The first two days of school are early release days with students going home at 1:10 pm. Throughout the school year, students go home at 1:10 pm on Monday and 2:42 pm Tuesday through Friday, unless otherwise communicated. Dates and times of school events are communicated through our school’s monthly newsletter and on our school website.
Key Policies and Guidelines

**Childcare/after-school information**
An MSCR Afterschool program currently operates at Lowell Elementary, providing an after-school program for interested families (204-6616). Many Lowell families also take advantage of off-site after school programming provided by the Salvation Army (250-2275), Goodman Community Center (241-1574), St. Bernard’s (249-9256), and Play Haven (221-0110).

**Traffic safety, parking, pick up/drop off information**
Buses drop children off on Maple Ave. in front of Lowell. Parents who drop children off by car are encouraged to do so on Center Avenue or Ludington Avenue (not Maple Avenue). At the end of the school day we ask that parents follow the same directions for pickup of children. Students intending to eat breakfast at Lowell should plan to arrive no later than 7:40 am. If your child will be late, please call the Safe Arrival line at 204-6602.

**Supervision of building / grounds**
Students should not arrive to the Lowell campus prior to 7:30 am. Supervision begins at 7:30 am each school day. School releases at 1:10 pm on Monday, and 2:42 pm Tuesday through Friday. Lowell Elementary does not provide supervision of students following the end of the school day unless students are participating in a Lowell sponsored activity or in a program as provided by after school fee for service organizations.

**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 will receive written notification about field trips and should take care to sign all forms and send money if requested. Scholarship money is available if payment of field trip fees creates a hardship for a student’s family.
**Family engagement**

Lowell Elementary, working in conjunction with the Lowell Community Organization (LCO), provides many opportunities for family engagement. Newsletters, Facebook page, Open House, Ready Set Go conferences, parent-teacher conferences, and report cards all provide vehicles for communicating student progress. Events such as picnics, monthly LCO meetings, movie and science nights, rummage sale, carnival, and our annual Lowell Talent Show are just some of the ways families can become engaged in our community.

**Parent/teacher conferences**

Lowell Elementary schedules parent/teacher conferences at the end of the first and third quarters to give parents and teachers an opportunity to share information about the child. Written report cards are sent home at the end of each semester in February and June. When parents are divorced or separated, both parents have the right to receive information about their child’s progress. Please stop by our office to confirm if duplicate information is needed.

**School improvement planning**

Each year, Lowell Elementary goes through a process of writing and rewriting its School Improvement Plan, or SIP. The SIP focuses on instructional goals, services that extend beyond the classroom, and family and community engagement. There are several opportunities during the year for parents and community members to give feedback and input to the Lowell SIP.

**Student personal property**

Each student is provided a locker to store personal property. Cell phone use is not allowed during the day. Students who require cell phones for before or after school communication purposes must store their phones in their lockers and keep them turned off during the school day. Use of roller blades, scooters, skateboards, and wheelee shoes is not allowed at Lowell. Students using these items for transportation purposes must have a plan to store the items upon arrival to Lowell.

**Support services**

Lowell Elementary employs a school psychologist and social worker who work to support students and families with needs that extend beyond the classroom. Lowell Elementary also employs a variety of special education and English language service providers who work to meet the identified needs of students qualifying for these types of services. Lowell staffs its nurse’s office for the entire school day with a nurse and/or nurse’s assistant.

**Behavior**

Lowell Elementary works to assist students to develop positive social and emotional skills through specific programs, engaging learning experiences, and relationship building. When students struggle with their behavior, appropriate staff members work together with students to address issues through identification and reinforcement of desired behaviors, and at times through consequences. When students exhibit behaviors that jeopardize the ongoing safety of themselves or others, parents will be contacted and consequences up to and including suspension can be considered.

**Picking up your child during the school day**

When your child’s end of day plan changes (i.e., child is to go home with a friend), please send a note in advance to your child’s teacher or the office. When picking up a child during the school day, parents need to come to the main office to sign out the student. Office personnel will call the classroom to have the student sent to the office (parents are not allowed to go to a classroom unaccompanied to pick up a child). Please remember that anyone picking up a student must be authorized by the parent.

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