Stephens
Elementary School
School Supplement to the District Policy Guide
2018-2019
Dear Families,

Welcome to the 2018-19 school year. Stephens Elementary is a thriving school with supportive parents and families, bright hard working students, and phenomenal teachers and staff! This handbook can be very helpful to answer a number of questions.

The calendar is current as of the beginning of the year, and we will let you know of any changes as they arise. The events calendar on the Stephens’ website will have the most up to date information. If there is anything that you cannot find be sure to call me or the office and we will try and find you the answers you need. There will be a monthly newsletter called the Eagle Eye that will be coming home with school wide information as well as newsletters and communication from your child’s classroom. Each week there is an electronic update called the Eagle Extra. Be sure your email is in the Infinite Campus system. It is important to stay updated on new school information and to communicate with the office and your child’s teacher important information at your home. The Stephens PTO and Stephens Facebook pages are also frequently updated. Be sure to “friend” them.

There are many ways to get involved at Stephens. Parents are encouraged to attend school events, help with homework, and read papers sent home. There are also opportunities to join the PTO, volunteer in your child’s classroom, chaperone a trip, assist in organizing a school event or help out with the annual fundraisers. All types of parent involvement are encouraged and appreciated.

We want all students to learn, have fun, and make friends here at Stephens. If there is ever anything I can do to help you with any learning or friends issues or if you have an idea of how we can add a fun event to the school year calendar at Stephens, please contact me at sgalanter@madison.k12.wi.us or 204-1902.

One unique part of our day at Stephens is Movin’ Minds Practice Time. We have a daily school wide mindful movement time where we explore breathing techniques, relaxation techniques, poses, exercise and movement all to help us be more focused. Stay tuned for more information.

One last note is that I have a very long last name. The last part is pronounced Goo-chef-ski. The students call me Ms. GG. My office is always open to you!

Sincerely,

Sarah Galanter-Guziewski
Principal

Telephone
OFFICE: (608) 204-1900
FAX: (608) 204-0516
ATTENDANCE / SAFE ARRIVAL: (608) 204-1908

Address
120 S Rosa Rd
Madison, WI 53705

School Hours
Mondays 7:45 a.m. - 1:10 p.m. (Early release)
Tuesdays-Fridays 7:45 a.m. - 2:42 p.m.
Office Hours: 7:15 a.m. - 3:30 p.m.

Web address
https://stephens.madison.k12.wi.us
facebook.com/MMSDStephens
About Our School
Glenn Stephens is a vibrant elementary school serving approximately 580 students in 4-year-old kindergarten through fifth grade. Our student population is both culturally and economically diverse, bringing together children from six distinct geographic neighborhoods on the west side of Madison.

Committed to student learning, a staff of nearly 90 works interdependently to achieve common goals that have student success at their core. In Kindergarten through fifth grades in addition to our classrooms taught in English, we have a developmental bilingual program where our native Spanish speakers are able to learn literacy in Spanish and English. This is an exciting and growing program bringing up bilingual members of our community! Because we believe that learning should be a joyful experience, we strive to create a school filled with laughter, play, and fun where everyone feels connected to the school community and committed to its direction.

School mission statement
The mission of the Glenn Stephens School Community is to engage all students in a developmentally appropriate and meaningful curriculum that leads to success in the areas of learning, behavior, and interpersonal relationships. Stephens puts the child first: culture, collaboration, core. Thru culture we focus on our Stephens climate as well as the many cultures that make up Stephens. We study race and equity and are learning to become a more culturally responsive school. Collaboration also has two meanings. We are working to collaborate as teacher teams to plan for our students as well as teaching students to collaborate in academic discussions. The core also has two meanings. The core are the academic standards to which we plan our lessons and the core is the child’s inner self that needs to learn our Movin’ Minds techniques.

We are working under the following theory of action and equity vision: Equity Vision: Each member of our school community: students, staff, and families, share a deep sense of belonging. We are committed to learning from one another in an inclusive, non-judgemental, and joyful environment with high expectations, high quality relationships, and differentiated meaningful work.

Find more information in the district policy guide, found at www.mmsd.org/policy-guide.

Key Policies and Guidelines

Attendance
If your child is sick or not going to attend school, you can report the absence on our website with the Absence Reporting Link https://www.madison.k12.wi.us/attendance-information.

If it is necessary for a student to be absent from school for a reason other than being physically unable to attend (i.e. a trip or special circumstances) please request for a pre approved absence at the same link. If you do not, your child will be marked with an unexcused absence. Five unexcused absences will result in a truancy conference with the principal and social worker. If your child is out sick more for more than ten days throughout the year, a health note is requested. If you do not have online access please call (608) 204-1908 and report your child’s absence. If we have not heard from you by 8am we will be calling you.

Beginning of Day
An important District and Stephens goal for each of our students is that they arrive at school on time every day. We understand that everyone is delayed occasionally, but arriving at school on time not only allows for healthy social interaction on the playground, at breakfast and in the halls, it also sets a positive tone for the day.

4k students line up in front of the building. All other students should walk around the building to the corresponding k/1, 2/3 or 4/5 doors or to the cafeteria. Breakfast is served in the cafeteria at 7:30. Students can come in the front door starting at 7:42.
The bell to be in classrooms rings at 7:45am. The tardy bell rings at 7:50. If your child arrives at or after 7:50 they need to stop in the office to get a late pass and will have a Tardy marked on their attendance record.

**Bus Transportation**
For bus stop information including times, and schedules, please visit the transportation link: https://transportation.madison.k12.wi.us/files/transport/uploads/stephens-bus-routes.pdf

**Childcare / After School in our attendance area**
The Afterschool Program by Wisconsin Youth Companies held in the gym from 2:42 p.m. - 5:30 p.m. : www.afterschoolwi.org, 608-276-9782
The Allied Learning Center: 608-204-6561
Kids Junction Learning Center: 608-827-5437
Black Belt America: 273-4111
Kindercare Old sau k Rd: 608-831-1223
Kings Kids Academy: 608-845-5464

**Lunch Accounts**
To view the lunch menu and pay lunch accounts online please go to: https://food.madison.k12.wi.us/. If you prefer to pay by check or cash please put payment in an envelope in the office.

**Visiting School**
When visiting Stephens, you must stop in the office to check in as a visitor before heading into the hallways or classrooms. If you would like to be a school volunteer, you may apply in the office.

**Traffic safety**
We have the most school buses of any school in the district. At the end of each day we check in every child onto the bus to be sure we know where they are! Parents should meet students on the school side of the street or have the students cross with the crossing guard. Please see the Stephens brochure regarding traffic. Please do not cross your child across Rosa road without the crossing guard.

**Supervision of building / grounds**
At Stephens, we have staff supervision starting at 7:30AM at all of the playground entrances and near the buses. Students should not arrive before 7:30AM.

**Field trips**
We believe field trips can enhance learning for all students. The PTO is very generous in supporting our field trips. You will get a permission slip to inform you of any cost of the trip and to let you know about the arrangements; however, all students are expected to participate in trips as they are connected to our curriculum.

**Family engagement**
At Stephens we have a very active PTO. Please join us in our activities! There are many ways for parents to get involved by participating in events, planning events, and being part of the PTO. We welcome all forms of participation. We have Bilingual Resource Specialists for Chinese and Spanish at most events. We encourage visits. It is important to schedule a visit first with the teacher or the principal.

**Parent/teacher conferences**
There are two parent/teacher conferences a year in November and March. This is a great opportunity for you to hear about how your child is doing and ask questions.

**Student personal property**
If your child is missing an item of clothing our “Lost and Found” is located in the support services hallway. It is highly recommended that you label all of your child’s things. If your child has a cell phone that they use for safety after school, it must be stored in his/her locker and powered off until the end of the day.
School Improvement Planning
Our School Improvement Plan (SIP) is our guide for improving the work we do around our school. We are focusing on our math curriculum, the common core standards in the area of reading, working on collaborative teaming, learning the behavior education plan and helping our students learn about mindfulness. Our main theme is to build in equity work throughout all our professional development.

School support services
Mandy Monson, our school nurse, is here each day for part of the day. She helps with prevention as well as addressing students who are sick or injured. We have an aide here in the office to help when she is not here. We have a part-time psychologist, Mark Ehrlich and social worker, Amy Bennett who help again with preventative issues and can address anything that comes up for your child throughout the year. We have several special education teachers and assistants who help students access the curriculum. We have a part-time advanced learning teacher who supports the teachers and advanced students. If you need some extra supports in any area please talk to your teacher or the principal for assistance.

Behavior
Our motto is BE A BUDDY NOT A BULLY! We celebrate PBS by teaching our students what it means to be safe, respectful and responsible. Then we award students with “Eaglets” for doing the right thing. When the whole school has earned enough “Eaglets” we have a celebration. We also use Second Step, the social emotional curriculum to help students learn how to name their feelings and calm themselves. We also use many strategies to work towards mindfulness with students to help resolve personal problems. If you have any questions about how behaviors are addressed please contact the office.

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.

Important Dates for Families and Staff for 2018-2019

AUGUST:
16 New Student Enrollment Day, 10 a.m. - 1 p.m.
16 Returning Student Enrollment Day, 2 p.m. – 6 p.m.

SEPTEMBER:
3 Labor Day (No School)
4 First Day of School, 4K p.m. – 5th Graders, Early Release at 1:10 p.m.
4 4K and Early Childhood a.m. classes – regular schedule
4 4K a.m. and Kindergarten Parent Coffee from 7:30 a.m. to 8:45 a.m.
4 4K p.m. Parent Coffee from 11:25 to 12:25
5 Early Release for Elementary K-5, 4K p.m. and Early Childhood p.m. only at 1:10 p.m.
17 PTO Meeting, 6:30 PM
25 Open House, 6 to 7:30 p.m.

OCTOBER:
5 Fun Run, 8 a.m. to 12 p.m.
9 Big PTO Meeting, 6:30 – 8:30 p.m.
12 Picture Day
19 Movie Night, 6:30 – 8 p.m.
26 No School – Staff Day Only

NOVEMBER:
2 End of 1st Quarter
6 Fall General Election
8 Picture Retake
9 Friday, Early Release at 10:50, 4k no AM or PM classes
13 PTO Meeting, 6:30 – 7:30 Fun Fair Interest and PTO Board Meeting
15 No School - Elementary School Parent Teacher Conferences
21 No School, Parent/Teacher Comp Day
22-23  Thanksgiving Break, No School
30 World’s Fair 6:30 p.m.

DECEMBER:
10  No School, Staff Only Day
11  PTO Meeting 6:30 p.m.
12  Geography Bee Prelims, 2:45 – 3:45 PM
13  Geography Bee, 1:15 – 2:15 PM
24  – Jan 4  Winter Break, No School (Return to school on Wednesday, January 7th)

JANUARY:
  7  School Resumes
15  PTO Meeting, 6:30 – 7:30 PM
21  Martin Luther King Jr. Day, no school
22  Spelling Bee - 8:15 a.m.
25  No School - Grade Reporting
   End of 2nd Quarter
31  Book Share 8 a.m. - 1 p.m.

FEBRUARY:
  1  Book Share 8 a.m. - 1 p.m.
  5  Science Fair 6 p.m. - 8 p.m.
  8  No School, Staff Day Only
12  Big PTO Meeting, 6:30 to 8:30 PM
15  Read Your Heart Out Celebration, All Day

MARCH:
  4  4K and Kindergarten Registration, 2:00 to 6:00 PM
  8  Talent Show, 6:30 p.m. - 8:30 p.m.
12  PTO Meeting 6:30 p.m.
16  Strings Festival, 10:00 AM
18  Monday, No School – Staff Day Only
25 – 29  NO School, Spring Break, Return to School on Monday, April 1st

APRIL:
  1  Spring Election
  5  End of 3rd Quarter
  5  Friday, Early Release at 10:50 AM, NO 4K AM or PM classes, P/T Planning
  6  Fun Fair 10 a.m. – 2 p.m.
11  Thursday, Early Release at 10:50 AM, NO 4K AM or PM classes, Parent/Teacher Conferences
16  Big PTO Meeting, 6:30 p.m.
26  Friday, No School, Staff Only Day

MAY:
  3  School Dance, 6:30 PM
  6  Note: 4k will have school on May 7 and/or May 14 if school has been closed for one or two days because of inclement weather
  6–10  Teacher Appreciation Week
13  Note: 4k will have school on May 7 and/or May 14 if school has been closed for one or two days because of inclement weather.
14  PTO Meeting, 6:30 p.m.
27  Memorial Day, No School

JUNE:
  7  Kindergarten Celebration 1:15pm
10  Field Day, 8:30 a.m.
11  Fifth Grade Graduation 8:00 AM
11  LAST DAY OF SCHOOL – FULL DAY
12  No School – Staff Day Only
24  Summer School Begins