



# 2020-2021 Shorewood Hills Elementary School

School Supplement to the  
District Policy Guide

# School Overview

Dear Shorewood School Families,

The Shorewood Hills Elementary School staff and I would like to extend a warm welcome to all families for the 2020-21 school year! I am excited about connecting with each of you. If you are new to our school, I invite you to stop by and chat. If you are a returning family, I hope you will come and see me as well! We value our families, and we are always looking for ways to involve and engage you in your child's learning experience. We are all excited to partner with you to support our children and the Shorewood School Community.

Our "Little United Nations" is a place of learning, compassion and community – and we are so pleased to have you with us! Together we will continue to take our school to new levels of excellence. At Shorewood School, we have an equity-focused culture, where every member of our community has a voice in the decision-making process. We intentionally elevate the voice of families and students of color in our decisions. In order to achieve this goal, we actively encourage and support our families in getting to know one another and becoming advocates for all children. Our Family and Community Engagement Center provides a space for us to do this work together. Please come visit the center and see what it has to offer!

Our equity culture is rooted in and thrives upon our commitment to the idea that every child is an asset to our school community. We live that value by engaging in culturally responsive teaching practices and the District's Welcoming Schools Program. We work to create a sense of belonging for all kids by getting to know them as individuals, and by partnering with them in their learning. We listen to them, support them, and push them to achieve at high levels in a loving, safe, and inclusive classroom environment. Students of all races, abilities, LGBTQ+ identities, genders, linguistic, ethnic, and socioeconomic backgrounds are expected to grow and pushed to excel.

We believe that a culturally responsive classroom and LGBTQ+ inclusive classroom is one that is caring, demonstrates high expectations for each student, pushes each child to achieve excellence, and stretches students beyond their comfort zones. This is our mission and passion at Shorewood School – and we hope you will join us in achieving great things for our students.

Fondly,

Principal Gillespie

**Telephone**

OFFICE: (608) 204-1200

FAX: (608) 204-0505

ATTENDANCE / SAFE ARRIVAL: (608) 204-1206

**Address**

1105 Shorewood Blvd

Madison, WI 53705

**Web address**

<https://shorewood.madison.k12.wi.us>

[facebook.com/MMSDShorewood](https://www.facebook.com/MMSDShorewood)

**School Hours****Grades K-5**

Mondays 8:40 a.m. - 2:05 p.m. (Early release)

Tuesdays-Fridays 8:40 a.m. - 3:37 p.m.

**4K Hours**

AM: 8:30 a.m.-11:42 a.m.

PM: 12:23 p.m.-3:37 p.m.

**About Our School**

Shorewood Hills Elementary School is known affectionately as “The Little United Nations,” because of its international student population. Many of its 480 students are citizens of countries other than the United States. Approximately half of the students reside in University of Wisconsin housing, Eagle Heights or University Houses; other students live in the surrounding Village of Shorewood Hills, the city of Madison or a neighboring city.

The school community takes tremendous pride in its racial and gender diversity. Therefore, we implement the Welcoming School Gender Spectrum Program to ensure that all of our students, staff, and families have a sense of belonging at our school.

Students at Shorewood Hills demonstrate high levels of achievement in academic, artistic, and athletic areas. We provide the tools and environments necessary to accelerate student learning. For example, we are a 1:1 school for digital technology which is used for meaningful personalization of learning for both students and staff.

Coupled with a rigorous curriculum, Shorewood Hills Elementary School supports the social and emotional growth of every student. Curricula such as Second Step, Welcoming Schools, and Zones of Regulation along with race and equity dialogues are integrated into the classrooms.

Shorewood Hills’ teaching staff includes a healthy blend of experienced professionals and enthusiastic, skilled teachers who are newer to the field. These dedicated teachers contribute substantially to student successes. Families provide a tremendous amount of support for learning. Their involvement creates an essential partnership between home and school and results in deep and rich learning for Shorewood Hills School children. Please visit our Family Resource Center to learn more about how we can partner together to take learning to high levels for our students.

**Equity Vision**

“Creating a greater sense of belonging for all through learning partnerships.”

# Key Policies and Guidelines

## Arrival and Dismissal Procedures

**Arrival** -- Students eating breakfast at school may arrive at 8:10am. Students not eating breakfast at the school may arrive at 8:25am on the playground when staff supervision is available. Starting at 8:32 a.m., students may begin to enter hallways to go to their rooms. All students should be in the school building by 8:35a.m and in their rooms by 8:40 a.m. If a student arrives to their classroom after 8:40 a.m., they must obtain a pass.

**Dismissal** -- School dismisses at 2:05 p.m. on Mondays and 3:37 p.m. on all other days. There are a few early release days during the school year. Please see the district and school calendars for these dates and times. All classes dismiss at the scheduled time and exit the doors nearest their classrooms. Please adhere to all posted signs. Private child care vehicles only park and pick up at the Shorewood Boulevard turnaround. Please make sure your information on how your child gets home is updated in the school records and with the classroom teacher.

## Attendance

**Please Report Absences Online at <https://www.madison.k12.wi.us/attendance-information> or call Safe Arrival at 204-1206 to report an absence.** Consistent school attendance is one of the most important factors that can lead to school success for students. Our goal is that all students attend school at least 96% of the school year. We want to ensure every child is safe and accounted for each school day. Please call the school attendance line and leave a message if your child will not be at school. Teachers will notify the office by 8:55a.m. of all absentees. If we do not hear from you, someone will be calling you, so please be sure the telephone information we have is current.

## Behavior

Student leadership is a big part of the Positive Behavior Support work at Shorewood. We believe that when we are Safe, Responsible, Respectful, and Allies, all of us can learn! Student behaviors are addressed through a progressive and restorative approach as outlined in MMSD's Behavior Education Plan.

## Child Care/Before School and After-school Information

Wisconsin Youth Company provides before-school and after-school care in our gym weekdays until 5:45pm. You get more information at [www.wisconsinyouthcompany.org](http://www.wisconsinyouthcompany.org). Eagles Wings has childcare/after-school program as well, and they can be reached at 608-262-3407. There are several other after-school programs offered by private vendors. Please check the weekly school newsletter for more information.

## Family Engagement

Shorewood is a Welcoming School where we celebrate family diversity. Meaningful two-way communication and partnerships between the school and families is essential to students' success. Therefore, we host several family nights and conferences to share information between the school and families. Families also receive a school newsletter on a weekly basis and information about the school is available on our website. Additionally, teachers also send weekly newsletters updating families about the learning that is happening in the classroom and providing tips about how you might support your children at home. Please be sure to read these newsletters as they contain valuable information.

## 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 school by buzzing in through the front door. Please sign in at the 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.

## **Problem-solving**

Please discuss student-related issues with the classroom teacher first. If the issue isn't resolved, please contact Anne Gillespie, Principal.

VACANCY, Nurse	204-1204
Mya Collins, Psychologist	204-1208
Rachael Nachtwey, Social Worker	204-1195

## **Safety & Security**

Families play a key role in school safety. At [shorewood.mmsd.org/safety](http://shorewood.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](http://mmsd.org/safety).

## **School Improvement Planning**

The School Based Team is responsible for the development, implementation, and monitoring of our School Improvement Plan (SIP). This team is focused on using data to drive the improvement process and monitor progress toward goals outlined in the plan.

## **Student Device Agreement**

Shorewood Hills Elementary School is a digital technology school where devices will be used for purposeful learning. All students and families will be required to complete a Student Device Agreement.

## **Student Personal Property**

Lost and Found items are located near the north playground entrance or main office and donated to charity monthly. Please check lost and found for missing items. Unclaimed items will be donated.

## **Supervision of building / grounds**

The school does not provide supervision before 8:25am in the morning or after 2:05pm Mondays and 3:37pm Tuesday through Friday. Therefore, families are expected to drop off and pick up their students on time. Leaving your child unattended on the playground could put them in harms way.

## **Traffic Safety (Parking Lot, Pick up/drop off information)**

Students should be dropped off opposite the school unless using kindergarten turnaround on Columbia Rd. as per Shorewood Village. Vehicles should not be left unattended in turnaround. Please consider walking or biking to school. MMSD does not provide transportation at Shorewood Elementary School because children who live in our attendance area are within walking distance.

## **Volunteers/Field Trips**

All volunteers must complete a background check online at <https://appgarden6.app-garden.com/VolTrackWI3269.nsf>. Families may serve as chaperones on field trips and siblings will not be allowed to accompany the chaperone on the field trip.

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