

SCHENK ELEMENTARY



2021-2022 School Supplement to the District Policy Guide

SCHOOL OVERVIEW

Welcome to Schenk Elementary School!

Dear Schenk Families,

I want to take this opportunity to welcome you to Schenk Elementary School. Whether you have been a part of the Schenk Elementary community for many years, or are new to our school, we look forward to working with you.

At Schenk Elementary we proudly serve approximately 415 students in grades K-5. Valuing bilingual and bicultural education, we are fortunate to be able to offer a Spanish Dual Language Immersion program in grades K-5 this year, in addition to our English Language instruction. Beyond our academic programs, we have been recognized as a Welcoming School with the Seal of Excellence for our work to embrace family diversity, engage in inclusive practices, and end bullying.

As a school community, we pride ourselves on providing a welcoming environment where we empower students and support their personal growth and academic success. Our dedicated staff embraces this charge every single day creating strong relationships and engaging students in high quality, culturally relevant instruction.

We believe partnering with our families is critical to the success of our students. To aid in this, we have put together this handbook outlining important details specific to Schenk Elementary. We encourage you to review the information, and keep it on hand throughout the year as a reference.

Together we will ensure all of our Schenk students learn and thrive!

Amy Engelkins
Principal



School mission statement

The vision at Schenk Elementary School is that we will be a thriving school that prepares every student to graduate ready for college, career and community.

Core Values

At Schenk, we ground our work in our core values of Anti-Racist Teaching & Learning, Belonging, and Collaboration.

Telephone

OFFICE: (608) 204-1500
FAX: (608) 204-0539

Web address: schenk.mmsd.org

Email: schenk@madison.k12.wi.us

Address

230 Schenk St
Madison, WI 53714

School Hours

Mondays 8:40 a.m. - 2:05 p.m.

(Early release)

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

Child Care

There are many child care providers in the Schenk Elementary area that provide before and after school care. The YMCA is one of these child care providers and has services at the school. If you need child care for your K-5 child this year, please contact the office for a list of child care providers. This list will also be available on our school website: schenk.mmsd.org

Key Policies and Guidelines

Attendance

Call the school at 204-1500 and select the attendance option 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 94% of the school year. We also want to make sure 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 8:45 a.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.

Parking

There are limited parking spaces in the Schenk and Whitehorse parking lots and the parking lots are not a student drop off location. In addition, most of the curb spaces around the school on the school sides of the streets are not legal parking spaces during school hours. In order to avoid a parking citation, it is recommended that parents and guests use the curb spaces across the street and on side streets near the school. When dropping off students in the morning, it is best to drop off students near the front of the school across the street on the curb, then either accompany or allow your child to cross Schenk Street using the crosswalk and be supervised by the adult crossing guard. Please adhere to all signs including handicap parking spaces.



Arrival and Dismissal Procedures

Arrival -- Student entry is at 8:25 a.m. It is recommended that students do not arrive at school any earlier than they need to in order to be in class ready to learn by 8:40 a.m., when school begins. School buses arrive around 8:20 a.m. and breakfast service is available. Students will get their breakfast and take it immediately to their classroom. Bus students are dropped off on Tulane Street on the side of the school. There is no supervision after school; all students are to be picked up when school dismisses.

Dismissal -- School dismisses at 2:05 p.m. on Mondays and 3:37 p.m. on all other days. There are a few other 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 students riding the bus are brought to the doors facing Tulane Ave. Buses pick up off of Tulane Ave. Students who are being picked up or walking will exit the front door on Schenk St. There are a few pick up spaces for private vehicles on the western side of Tulane Ave. Please adhere to all posted signs. Please make sure your information on how your child gets home is updated with the classroom teacher.

Family Communication

The Schenk Elementary Family Newsletter will be distributed electronically on a monthly basis. We are also working to increase the amount of valuable information contained on the school website. Please go on-line and check it out. We value your feedback regarding how we can improve our communication with our families and community.

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 during the school day. Student(s) will not be released without a legal guardian signature or authorized adult. 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 schenk.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.

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