

# HAWTHORNE ELEMENTARY



## 2021-2022 School Supplement to the District Policy Guide

### **SCHOOL OVERVIEW**

*Welcome to Hawthorne Elementary School!*

Dear Families,

We are very pleased to welcome you and your child to the Hawthorne School community and the 2021-2022 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 2022.

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 periodically have a *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 -- watch for notes home regarding dates of the Morning Sing and join us!

We hope you will consider becoming a member of our Hawthorne Parent-Teacher Association (PTA) and join in various PTA initiatives throughout the school year such as our monthly meetings on the 2nd Tuesdays of each month, our fundraiser events like our Hawthorne Hustle, Spring Raffle, and monthly restaurant donation nights, and for other family night events sponsored by our PTA and/or MSCR team.

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 2021-2022 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

**Telephone**

OFFICE: (608) 204-2500  
FAX: (608) 204-0423  
SAFE ARRIVAL: (608) 204-2506 (Leave a message 24/7)  
ATTENDANCE: (608) 204-2559 (During SCHOOL HOURS: Monday 7:50–1:15; Tues-Fri 7:50–2:47)

**Address**

3344 Concord Ave  
Madison, WI 53714

**School Hours**

Mondays 7:50 a.m. - 1:15 p.m. (Early release)



Tuesdays-Fridays 7:50 a.m. - 2:47 p.m.

**Email:** hawthorne@madison.k12.wi.us

**Web address:** hawthorne.mmsd.org

## **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.

**EARLY RELEASE DAYS: School ends at 10:55 am**

These are days where the staff have Professional Development; are preparing report cards; or are having parent/teacher conferences

**On these days the School Day ends at 10:55 am**

***Please note that ALL Mondays are short days – school ends at 1:15 pm***

9/1-2/2021	Early Release at 1:15
9/6/2021	No School - Labor Day
10/22/2021	No School - Staff Only Day
11/5/2021	No School
11/24/2021	No School - Teacher Comp Day
11/25-26/2021	No School - Thanksgiving Holiday
12/6/2021	No School - Staff Only Day
12/20-31/21	No School - Winter Break
1/17/2022	No School MLK Day
1/21/2022	No School- Grade Reporting
3/18/2022	No School - Staff Only Day
3/28/22-4/1/22	No School - Spring Break
4/8/2022	Early Release at 10:55
4/14/2022	Early Release - Parent/Teacher Conferences
4/22/2022	No School - Staff Only Day
5/27/2022	No School - Staff Only Day
5/30/2022	No School - Memorial Day
6/9/2022	Last Day of School - Full Day
6/10/2022	No School - Staff Only Day

**Key Policies and Guidelines****Childcare/after-school information**

**Madison School & Community Recreation (MSCR)** provides engaging after-school opportunities for Hawthorne Elementary School students. The MSCR After School at Hawthorne 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: Samantha Brown  
Office: 608.204.2507  
Email: [sjbrown@madison.k12.wi.us](mailto:sjbrown@madison.k12.wi.us)  
Program Hours: M 1:15 pm-5:30 pm, T-F 2:47-5:30 pm

**SALVATION ARMY** - 250-2232 (1-5pm)  
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

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

**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](mailto: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.

**East Madison Community Center (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 1:10 (MONDAYS) We have a "warning" bell
- At 1:15 (MONDAYS) is the dismissal bell
- At 2:42 (TUESDAY-FRIDAY) we have a "warning" bell; at this time children get their belongings from their lockers and line up inside their classrooms.
- At 2:47(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.

**Family 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.-There are computers available for your use. They have internet access, Microsoft office and a printer. Family 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.





Our Community Schools Director, Ericka Brown and our Family Liaison, Rosario Vela, both have offices in our Family Room

### **Washer/Dryer Room**

A washer and dryer are available for families to use in the room across from the Family 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.

### **Hawthorne Food Pantry**

Plans are not yet in place for Fall 2021. Please contact Tang Yang, 204-2528, with questions.

### **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://www.healthiergeneration.org/_asset/nvgd8g/13-6162_HSPHealthyCelebration.pdf)

[https://fns-prod.azureedge.net/sites/default/files/tn/dmp\\_tgcelebrations.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](mailto:mbenedict@madison.k12.wi.us) or [adams@madison.k12.wi.us](mailto:adams@madison.k12.wi.us)

The School Health Office hours are 7:30 am until 1:15 pm on Monday and 7:30 am to 2:47 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 many 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, and 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, many of which overlap:

#### **School Social Worker, Tang Yang, 204-2528**

- Participates in educational evaluations (IEP process).
- Teaches safety lessons 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
- 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
- Attendance Point-of-Contact, facilitates truancy meetings



## **School Psychologist**

Mitchell Markham, 204-2508, [mamarkham@madison.k12.wi.us](mailto:mamarkham@madison.k12.wi.us)

- 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
- Member of Hawthorne MTSS - Multi-Tiered Systems of Support
- Provides guided mindfulness practices to promote student and staff wellness
- Teaches safety lessons in classrooms
- Provides social/emotional interventions for students
- Principal designee when principal and PBS coach are out of the building

## **Positive Behavior Support Coach**

Jill Skeans, 204-2554 [jskeans@madison.k12.wi.us](mailto:jskeans@madison.k12.wi.us)

- Works with students, teachers, and families around social, emotional, behavioral and academic needs.
- Provides social, emotional and behavioral interventions for individual students, small groups and classrooms.
- Provides mental health and behavior resources for families.
- Conducts Functional Behavior Assessments for Students.
- Facilitates school-wide acknowledgements and rewards for students.
- School Lead for implementing BEP - Behavior Education Plan.
- Member of MTSS - Multi-Tiered Systems of Support.
- Member of Hawthorne SSIT - Student Support and Intervention Team.
- Member of SBLT- School Based Leadership Team.
- Member of Core Leadership Team.
- Principal Designee, as assigned by Principal.

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. Check out our Student Support Team Website for additional support and resources:

<https://sites.google.com/madison.k12.wi.us/hawthorne-sst/home>

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

*When you are picking up a student for an appointment please allow enough time to follow the protocol below:*



To ensure the safety of your child, please send a note in advance to your child's teacher and 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, all non-school staff (including parents) will NOT be allowed to go to a classroom unaccompanied to pick up a child.

*When you receive a call from the Health Office that your child is sick/hurt and you need to come to school to get them, please come to the office to sign out the child. The nurse will bring the student to the office.*

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