



Shorewood

ELEMENTARY SCHOOL

FAMILY HANDBOOK

Principals:
Alejandra Ovalle-Krolick (Lake Bluff)
Janice Carter (Atwater)

Atwater and Lake Bluff, our neighborhood elementary schools, provide learners with nurturing environments that serve the diverse needs of our students.

Shorewood's 4K and 5K program introduces students to a learning environment that is relaxed, safe and welcoming. Children grow emotionally and intellectually as they learn with others in a diverse and socially interactive classroom. Kindergarten is the place where they get their first taste of art, music and physical education.

As students progress into first grade and beyond, their world begins to expand as they learn, investigate and explore. During this time, they develop relationships with other students who may become lifelong friends. Parents quickly realize our elementary schools provide a strong foundation for their children and provide a positive base for a lifelong love of learning.

The District defines seven commitments that will serve as guiding principles for each school in assessing systems and creating teams to focus on meeting the needs of all learners.

- 1. Eliminating inequities requires continuous self-reflection, growth and action to hold ourselves and others accountable.*
- 2. The system, and everyone in it, is responsible for creating successful outcomes for all learners.*
- 3. Staff collaborate to create, implement and assess a cohesive instructional model.*
- 4. Learners are intentionally and proportionally represented in all learning environments.*
- 5. Staff work collaboratively to build our collective capacity.*
- 6. Staff use identity-relevant teaching and learn to create, implement and assess curriculum in heterogeneous learning environments.*
- 7. District policies, procedures, hiring practices and funding align with our CCE.*

In its work to eliminate inequities comprehensively across all schools, the Shorewood School District continues to engage with Integrated Comprehensive Systems for Equity to build the capacity of all educators and transform systems. The work is grounded in the District's strategic framework, which identifies among its primary goals social justice curriculum, anti-racist pedagogy, and addressing work-culture barriers that can prevent staff and administrators from addressing inequity and injustice.

SCHOOL HOURS

Monday, Tuesday, Thursday, Friday
5K through 6th Grade - 8:15 AM-3:25 PM
4K (AM) - 8:15 AM-11:05 AM
4K (PM) - 12:35 PM-3:25 PM

Wednesday Early Dismissal
5K through 6th Grade: 8:15 AM-2:25 PM
4K (AM): 8:15-10:35 AM
4K (PM): 12:05-2:25 PM

LAKE BLUFF LUNCH / RECESS HOURS

Grade Level:	Lunch Time	Recess Time:
5K, 1st, 2nd	11:15-11:35	11:35-12:00 (5K in the little playground)
3rd and 4th	11:45-12:05	12:05-12:30
5th and 6th	12:15-12:35	12:35-1:00

ATWATER LUNCH/RECESS HOURS

Grade Level:	Lunch Time:	Recess Time:
5K	11:00-11:20 (East Playground)	11:20-11:45
1st & 2nd	11:30-11:50	11:50-12:15
3rd & 4th	11:55-12:15	12:15-12:40
5th & 6th	12:20-12:40	12:40-1:05

The Shorewood School District does not discriminate on the basis of sex, race, color, national origin, religion, age, sexual orientation, creed, ancestry, pregnancy, marital or parental status, gender identity or expression, veteran status, physical, mental, emotional or learning disability, or any other legally protected status in its educational programs, activities, or employment with the District. The District also provides equal access to the Boy Scouts and other designated youth groups. The following designee handles inquiries regarding non-discrimination policies: District Compliance Officer, 1701 E. Capitol Drive, Shorewood, WI 53211, 414-963-6902, complianceofficer@shorewood.k12.wi.us

ACCIDENT REPORTS

Whenever a child is injured significantly while at school, an accident report will be completed following the incident (in consultation with the school nurse) by the teacher, playground supervisor, or witnessing adult. The school nurse or designee will contact the classroom teacher and will be responsible for making sure that families are called. Families may receive copies of accident reports upon request.

ALLERGY INFORMATION

Expectations related to serious, adverse allergen conditions:

Family Responsibilities:

- Notify the school of the student's adverse allergen condition (i.e. life threatening allergies).
- Provide history and background information about a student's adverse allergen condition. Work with the district registered nurse and school staff to develop written plans, including prevention strategies and action steps in case of an emergency. These plans should address the student's needs throughout school including, but not limited to, the classroom, the cafeteria, after school programs, and school sponsored activities that require transportation. If possible, include a photo of the student on the written plan.
- Complete "Release of Information" form, allowing district registered nurse permission to clarify specific orders and/or directions for the student's health plans.
- Provide properly labeled medications, as directed by the health care provider, and replace medication(s) after use or upon expiration. Complete medication consent form(s).
- Educate the student in the self management of his/her adverse allergen condition including:
 - safe and unsafe foods; products with latex; insect stings, etc.
 - strategies for avoiding exposure to allergen
 - symptoms of allergic reactions
 - how and when to tell an adult s/he may be having an allergy related problem
 - how to read food labels (age appropriate)
- To the extent possible, based on volunteer protocol, and based on age of child, accompany students on field trip(s).
- Review allergy action plans with the school district staff, the student's health care provider, and the student (if age appropriate) after a reaction has occurred.
- If possible, have students wear a medical alert bracelet.
- Provide emergency contact information and update as needed.
- Parent(s)/guardian(s) share responsibility with district staff to provide allergy information and medication(s) for school sponsored activities outside of the regular school day (i.e. Sports, Music, Clubs, Family Nights, Activity Nights, etc.).

Student Responsibilities:

- Identify yourself to the teacher(s) and other school staff as a student with a serious adverse allergen condition.
- Assist with medication preparation/availability when participating in off campus, school sponsored activities, if appropriate based on age.

Food Allergies

- Should be proactive in the care and management of their food allergies and reactions based on student age and developmental level.
- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.
- Food sharing is prohibited.
- Should not eat anything with unknown ingredients or known to contain any allergen.

Insect Allergies

- Should notify school staff of an insect sting allergy.
- Should keep food covered outdoors and stand/sit away from garbage cans, gardens and other areas that insects tend to collect.
- Should not wear brightly colored clothing, perfume, hair spray, or any heavily scented soaps/shampoos.

Latex Allergies

- Should notify school staff of a latex allergy.
- Should not have contact with latex gloves and other products.
- Should avoid areas where latex gloves are worn by others.

Medication Allergies

- Should notify school staff of a medication allergy.
- Should not take any prescription medication, unless your healthcare provider has prescribed the medication.
- Should not take any over the counter medication, unless your parent has given permission.

ABSENCE

- A. **BELL SCHEDULE:** The first attendance bell rings at 8:15 AM. Teachers will come to collect students outside the building at that time. All students need to be in their classrooms by 8:20. Any students not present at that time will be marked tardy. Students arriving after 8:20 must check in at the office for a pass.
- B. **UNPLANNED ABSENCE:** Students will sometimes miss school due to illness or other unplanned reasons. Families are responsible for reporting to the attendance secretary if their child is going to be absent from school. Families may call Atwater at 414-963-6962 or Lake Bluff at 414-963-6972 x1 and leave a voicemail message on the attendance line. An automated communication may be sent to families of students marked "Unknown Absent" after 8:45 AM each morning. If you communicate your child's excused absence by 8:45 AM, the excuse will be recorded, and you will not receive unneeded communication. Please remind your students that if they arrive after 8:20 AM, they must check into the office and get a pass. If you prefer to communicate the absence via email, please copy the classroom teacher and the [Atwater office attendance email](#) or [Lake Bluff office attendance email](#)
- C. **PLANNED ABSENCE/VACATIONS:** In this case, a parent/guardian must call the office, email or submit to the office, a dated and signed note for the absence or request for early release of the student. Any time a student is leaving from school during the instructional day, she/he will be required to have a note, email or attendance line message before 8:45 a.m. from a parent/guardian. The student will report to the office where she/he will wait for the approved adult providing transportation to come into the office and sign out their student. For safety purposes, no student will be allowed to wait outside, nor without an approved adult signing them out in the office. For all known extended absence/vacation times, please reach out to the student's teacher for guidance on resources and make-up work. Per state guidelines, families are allowed to excuse up to 10 days of school each year. This includes appointments, funerals, and vacations or other family events. Absences to observe religious holidays or to obtain religious instruction will be excused by the school. Additionally, if you bring in a doctor's note, appointments or absences will not count toward the 10 day total. After 10 absences, the parents should be consulting with their student's teacher and/or the principal to determine if an additional absence from school is appropriate for the student's education. Please refer to the Shorewood School District calendar on our website: www.shorewoodschooldistrict.org.
- D. **TARDIES:** The only accepted excused tardies are for illness, medical appointments or pre arranged family events. A student's arrival between 8:20 a.m and 8:45 a.m. will be marked Unexcused Tardy. A tardy arrival after 8:45 a.m. is considered an Unexcused Absence. A few tardies are understandable and should not be of concern. Chronic tardiness will be addressed with letters to parents for information and, if necessary, request for discussion on resolving chronic tardiness.

BICYCLES, SKATEBOARDS, SKATES, & SCOOTERS

Students may ride their bikes, scooters, or skateboards to school with family permission. Bikes should be

registered with the police department and locked in the racks on the west side of the school. Scooters can be stored outside the student's classroom. Students are required to walk their bikes, scooters, or skateboards while on school property from 8:00 to 8:20 AM and 15 minutes after dismissal.

Children who show disregard for the safety of others will not be allowed to have scooters, bicycles, skateboards, roller skates, or roller blades on school property.

BIRTHDAY & CLASSROOM TREATS

In the interests of promoting student health and sound nutrition, we employ a healthy snack policy for snacks that are brought to school to share. We trust families to abide by these general guidelines, and this policy will only work with your general cooperation. Birthday treats are an exception to this. You are also welcome to consider nonfood treats (such as stickers, fun pencils, or board games) for birthday celebrations. If you do bring a food treat or snack, please make sure that it is ready to serve AND abides by any classroom food allergies. You may confer with your classroom teacher if you have additional questions.

BULLYING POLICY

The District is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The District encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The District will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy, and the District's Student Code of Conduct, apply to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment.

Bullying is prohibited by District Policy 5517.01 – Bullying. It is defined as deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. Bullying need not be based on any Protected Class. Bullying behavior rises to the level of harassment when the prohibited conduct is based upon the student's sex (including transgender status, change of sex, or gender identity), race color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights. Complaints brought under this policy that are more appropriately handled under the Bullying policy shall be referred for investigation consistent with the procedures in that policy.

"Bullying" is defined as deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may involve repeated behavior, and often involves an imbalance of power. Bullying may be motivated by an actual or perceived distinguishing characteristic, including, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Some examples of Bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking, and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.

- B. Verbal – taunting, malicious teasing, insulting, name-calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. "Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone, and pager/text messages, instant messaging (IM) and/or chat, defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

The conduct identified above is not intended and should not be construed as an exhaustive or comprehensive listing of conduct/behavior that may be deemed bullying by the District.

Any student who believes they have been or are the victim of bullying should immediately report the situation to the building principal, student services staff (Examples include: counselor, school psychologist, student services specialist, or dean).

All District employees who observe or are informed of bullying must report it to the building principal or his/her designee in accordance with established procedures. Upon receipt of a bullying report, the principal or designee will conduct an investigation.

All reports of bullying shall be taken seriously, properly investigated and documented. The District prohibits retaliation against individuals who report or participate in an investigation of bullying. Individuals engaging in prohibited retaliatory behavior are subject to disciplinary action.

If it is determined that bullying or retaliatory conduct occurred, the school district administration may take disciplinary action, including: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Student support staff will provide support services for all students involved in the incident as deemed necessary and appropriate. For additional information, please review the full [Student Anti-Harassment](#) and/or [Bullying Policy](#) on our website..

BUSING FOR OUR STUDENTS

Outside of school sponsored field trips, bus service is not provided for students.

Busing Safety Rules

When your child rides the bus during a field trip, he or she must follow these rules:

- Hold the handrail when entering or leaving the bus.
- Obey the driver.
- Fasten the seat belt if one is provided.
- Stay seated; stand only when entering or leaving the bus.
- Keep hands and feet in windows.
- Do not shout.
- Keep the aisles clear.
- No eating and drinking on the bus.
- Treat fellow passengers and the driver with respect.
- When waiting for the bus, remain three feet back from the curb, until the bus is fully stopped.

CANDY

We discourage children from bringing candy to school and it should only be enjoyed during pre-arranged classroom events. Large amounts of candy will be confiscated, and the family will be notified. Candy is not allowed during recess times. Please consider snacks other than candy for snack time. Lunch time treats should

be small and infrequent.

CELL PHONES

Students may bring cellphones to school, but they must keep them turned off and in their backpacks during the entire school day. If a child needs to use the phone during the day, he/she must ask permission of the teacher or secretary to use a school phone. If a child uses a cell phone during the school day, the phone will be confiscated, and the family will be required to pick it up in the office. We do this to maintain an environment conducive to learning and face to face socialization. SMART watches are permitted unless they become a distraction to learning. SMART watches are not to be used for texting, calls, video or audio recording or emailing during school hours.

CHARACTER EDUCATION & EXPECTATIONS

Philosophy

Children thrive in a kind, engaging, respectful, nurturing environment. They will enthusiastically create such an environment, if adults set clear expectations and collaborate with the children to develop the guidelines. Moreover, school staff recognize how important it is for adults to model and teach appropriate behavior. At each school, we have a code of character that focuses around the core virtues of PARK (perseverance, advocacy, responsibility, and kindness) or PERKS (perseverance, empathy, responsibility, kindness and self discipline)

Respect for oneself and others is also a bedrock value at Shorewood School District. We strive to imbue the virtues of good character through modeling and also through example and discussion of what it means to be a person of character. We especially look for those "teachable moments" during the day when we find situations that allow us to define courses of action that exemplify good character. Each classroom has regular class meetings called "crew" times, where students can share news and concerns they may have about situations in school. These times can also be used for team building or problem solving. We have all-school assemblies, where we highlight character traits, and utilize student plays/skits that help define core virtues. We hold cross age crew meetings, where older grades and younger classrooms are matched up together. This allows us to extend those character discussions, address issues, and continue to build relationships across the entire school.

All members of the School Community will be expected to show respect for others by embracing differences and working together in collaborative ways. When a disagreement occurs, individuals will be encouraged to work out a solution together. Peers may attempt to mediate and facilitate an acceptable solution. When a disagreement or conflict cannot be solved cooperatively, it is the responsibility of the individuals involved to seek an adult mediator. Supervisors, teachers, parents, or the principal will be apprised of the situation and asked to help. If the problem can be solved in this manner, and does not repeat itself, no disciplinary action needs to be taken. When the problem continues, disciplinary action is taken. Our teachers will use restorative justice rather than punishment to address problem situations.

Desirable physical and verbal behavior will be communicated through rules that have been established for the playground, cafeteria, restrooms, hallways, and classrooms. All students who choose not to follow the rules at school will be held responsible for their behavior.

1. Audience Etiquette: When students attend performances of any nature, it is expected that the following guidelines be observed:
 - Visit the restroom and get a drink before arrival.
 - During an evening performance, children must remain seated with their families.
 - Arrive in plenty of time to be seated.
 - Keep hands, arms, and feet to oneself.
 - Do not talk during the performance.
 - Provide appropriate appreciation of the performance.
 - When the performance is over, wait patiently for one's turn to exit.
2. Respect Our School Property All members of the School Community will be expected to take care of

our school environment. Damage to either personal or public property will be cause for possible suspension. Food or drink outside of the cafeteria or classroom area will not be allowed.

3. Rules for the Hallways:
 - Walk.
 - Keep noise to level zero.
 - Keep bodies and objects to yourself.
4. Rules for the Restrooms
 - Clean up after yourself.
 - Wash hands.
 - Do not bother others in the restroom.
 - Use facilities appropriately.
5. Rules for the Cafetorium
 - Walk in the cafeteria.
 - Stay seated while eating (no table hopping.)
 - Talk quietly with friends at the table (Indoor Voice.)
 - Use appropriate table manners.
 - No touching others' food or sharing of food.
 - Keep the table and floor clean.
 - Raise hand to be dismissed.
 - Take no food outside.
 - Always obey the directions of supervisors.

CONSEQUENCES FOR VIOLATION OF RULES

There are consequences for violating rules at school. In general, the child's maturity, seriousness of the offense, and frequency of the offense are considered in determining an appropriate action for misconduct. Learning to work and play with others is an important aspect of a child's education. We do our best to find ways to help a child learn and grow from their mistakes. In general, we try to avoid punishment for minor offenses; rather we want the child to recognize how his/her behavior has affected others and to be intrinsically motivated to change their behaviors. For serious offenses like fighting, stealing, bullying, bringing a weapon, the consequences are more severe, as these offenses endanger others. Please reference the district Code of Conduct that can be found on the Shorewood Schools website. [Elementary Level Code of Conduct](#)

Children are informed of school rules and consequences within the first week of school by student services and teachers. Corporal punishment or cruel or unusual measures, which may harm children, are never used in disciplining children.

COMMUNICATIONS

Student work and most student related notices will go home on Thursdays, including our electronic newsletter The Scoop (Atwater) and the Beagle Bulletin (Lake Bluff). Families are asked to make it a habit to spend time with each child reviewing the work sent home, looking for notices, and returning communications and other necessary items to the teacher on Friday.

CONFERENCES

Two formal family/caregiver/teacher conferences are scheduled during the year. Please see the School Calendar for scheduling. Families/caregivers or teachers may arrange additional conferences, as needed.

CONTACT WITH TEACHERS AND SCHOOL STAFF

We encourage close communication between families and school staff. If you have a question for your child's teacher or other staff member, feel free to call the school office or email. If class is in session, you will be asked to leave a message, and the staff member will return your call when able. For particularly sensitive issues, problems outside the classroom, or unresolved concerns or issues, feel free to email the Principal at jcarter@shorewood.k12.wi.us (Atwater) aovallekrolick@shorewood.k12.wi.us (Lake Bluff).

CREW

Character education is a core component of Shorewood's philosophy to educate the whole child. Both Lake Bluff and Atwater Elementary are committed to developing strong, reflective students that live as ethical people. To develop a strong sense of community and build relationships with one another, students meet in several different Crews. From whole-school Crew meetings, to class-sized Crew every morning, to regular multi-age Crew where students from a variety of classes and grade levels meet, our students develop relationships with a wide variety of peers.

CROSSING GUARDS

- Whether driving or walking, always obey the crossing guards.
- When the crossing guard is in the crosswalk or intersection, all traffic in all directions must stop. Do not proceed until the guard signals to you to proceed or has stepped out of the crosswalk and back on the curb. Pedestrians should not enter the crosswalk until the guard signals to them.
- *Crossing guards are hired by the Shorewood Police Department* and are scheduled to be on duty at the following locations from 7:30-8:30 AM and 2:45-3:45 PM:

1) Lake Bluff Blvd & Oakland Dr., 2) Lake Bluff Blvd & Newhall St, 3) Lake Bluff Blvd & Morris Blvd for Lake Bluff

2) Maryland Ave & Capitol Dr., 2) Murray Ave & Capitol Dr, 3) Murray Ave & Elmdale Ct. for Atwater

- It is always possible that a situation may occur where there is no guard to help children cross. It is the joint responsibility of the family and the school to instruct students how to cross the street if this situation was to occur. At the crosswalk that has a light, students should know how to read the signal and cross with caution. If no crossing guard is present at an assigned intersection, please call the police department at 414-847-2610.

CURRICULUM CONCERNS

Families who object to curriculum content, library materials or classroom instruction, may voice a concern to the principal. The principal will consider the concern and respond in writing. If the family is not satisfied with the resolution to the concern, the matter may be raised to the district's Director of Teaching and Learning. Families may excuse their child from specific instruction, such as human growth and development classes. Please speak to your student's teacher or the principal if you have concerns, and we will help with the necessary procedures.

DRESS CODE

It is important to dress for school in a manner that reflects the focus on instruction and student performance that Atwater and Lake Bluff value. The following dress code is designed to reduce distraction and disruption and maintain an academic focus in the classroom and on school grounds. Examples include, but are not limited to the following:

Shirts/Blouses/Tops/TShirts: No shirt displaying words or symbols that reference alcohol, drugs, vulgar, obscene, violent or demeaning messages, or product logos that target an adult age group market will be allowed.

DRIVING, PARKING, & PEDESTRIAN SAFETY

Keep in mind the following rules:

- Remember that pedestrians always have the right of way.
- Drive within the posted speed zone of 15mph.
- Park legally on streets adjacent to the school. The school parking lot is for staff use and/or those needing an accessible entrance. Please call the office if you have extenuating circumstances.
- When the crossing guard is in the intersection, all traffic in all directions must stop. Do not proceed until the guard signals to you to proceed or has stepped out of the crosswalk and back to the curb.
- Unload children on the sidewalk side of the vehicle.
- Do not double park in the school zone.
- Do not block driveways and crosswalks. Please do not park in neighbor's driveways.

- Pay attention and be alert to all children in the school zone.
- The parking lot and driveway may not be used as drop off or pick up areas.

DROP OFF ZONES

We encourage children to walk to school. If they must be driven, we ask families to use the drop off zones. This is designated for loading and unloading passengers only. Drivers must stay in their vehicles at all times. Drivers who must get out of their cars to help children out, should park in legal parking spots. When using the Drop Off Zones, please follow these simple rules:

- Signal when pulling into the curb.
- Pull up as far as possible.
- Stop to drop or pick up.
- Signal to pull away from the curb.
- Pull away into the driving lane.
- This zone is NOT intended for extended time parking.

Pedestrian Safety

For their own safety, pedestrians (both adults and children) should:

- Cross only at crosswalks. Never cross between vehicles or at midblock.
- Exit vehicles from the sidewalk side.
- Take "safe routes" to school.
- Obey the crossing guard or light signals.

EARLY DISMISSAL

Each Wednesday, school will dismiss at 2:25 PM to allow ongoing teacher education and collaboration. As with all dismissals, no supervision will be provided after school. Please pick up your child promptly and/or arrange for after school supervision.

EMERGENCY EVACUATION

Some emergency events would require that we evacuate the building with our students. Emergencies of this type could include gas leaks or other environmental hazards. In the event of such an emergency, all teachers and staff will be notified that we will walk to Shorewood High School. All classes have pre-assigned locations in the auditorium.

Families will be called to pick up their children. Student excusal from the high school will need to be orderly so that all students may be accounted for.

ENTRANCE AND EXIT DOORS

All doors to the school will be locked at all times. All students are assigned specific doors to be used when entering or leaving the school building. At 8:15 AM, your student's teacher will meet their class at their assigned door. Please remember to use the front doors as entrance to the school, and then immediately check into the office to sign in. You will be greeted and given a visitor's sticker. The parking lot is designated for school district employees and school visitors.

EQUITABLE MULTI-LEVEL SYSTEMS OF SUPPORT (eMLSS)

The Shorewood School District (SSD) believes in providing interventions to students who are not meeting the standards that the District believes are necessary in order to be college and career ready upon high school graduation as well as supporting our high achieving students through Advanced Learning programming. In order to support these standards, all schools participate in a Multi-Level System of Support (MTSS) which includes academic, social, emotional and behavioral support and enrichment opportunities.

Research has shown that approximately 80% of students are successful with the general education classroom approach and materials; however, some students' learning styles or processes require different strategies and/or materials in addition to those used in the general education class. All children have individual strengths and weaknesses and may learn better given one approach over another. For example, some students learn by hearing, some by reading, some by doing and some by watching. Each of us learns

differently and at different rates than another person would.

To provide the most effective education for ALL students, we believe we must provide an effective education for EACH student. As introduced above, in SSD, we utilize a three-level approach (called eMLSS) with varying levels of support beyond general education, or core curriculum. In the first level (Level 1), the classroom teacher will use different strategies and may use additional or different materials to ensure your child's progress and growth. All students will participate in Level 1 as it is the core academic and behavior curriculum.

Many students will also receive Supplemental Services (Level 2). In Level 2, we employ a grade-level team approach where school staff meet to review your child's progress and to tailor an individual academic or behavioral support plan that provides supplemental instruction to your child in the area of need (or enrichment). The Level 2 interventions are applied for a minimum of 8 weeks. During this period we give your child additional instruction using scientifically-based materials and strategies to allow your child to achieve the educational standards that are necessary for educational and behavioral success in the District. At this level, your child's schedule may need to be altered so that appropriate interventions can occur; however, because students will move in and out of groups as they master skills, parental permission to participate in groups will not be obtained. Many children respond well to Level 1 and Level 2 interventions and will not require any additional supports beyond these Supplemental Services in order to meet academic and behavioral standards.

In the event that your child needs additional support in order to meet the standards, we utilize a third level of Intensive Services (Level 3) which provides additional and more frequent interventions and supports. At this level, it may be necessary to again alter your child's schedule and make some choices regarding subjects and provision of courses so that educational or behavioral interventions may occur. As an example, it may be necessary to excuse your child from music class in order to receive more reading instruction. Please understand that, first and foremost, we want your child to be able to master skills in reading, math, writing and behavior. This is our educational priority. Level 3 is used for a minimum of 4 weeks and a minimum of 30-60 minutes (1-2 sessions) per day.

As always, you will be informed of your child's educational progress over the course of the school year. If your child requires a Level 3 intervention, you may be invited to come to a Student Support Team (SST) meeting to review the progress of your child during the intervention period(s) and problem-solve in order to better address your child's academic and/or behavioral needs. We encourage you, as the person who knows your child the best, to join school staff as a member of the meeting.

Throughout all three tiers, your child may be screened and their progress may be monitored in order to better assess academic or behavioral performance, measure student improvement or responsiveness to instruction and to evaluate the effectiveness of instruction. Progress monitoring can be formal (quantifiable, norm-referenced tools) or informal (teacher-developed formative tools) and can be implemented with individual students or an entire class. The frequency and formality of progress monitoring will increase with the intensity of an intervention or additional challenge.

Students who continue to require Level 3 interventions for an extended period of time, may be referred for a special education evaluation by the SST. If a parent requests an evaluation for special education, a meeting will be held to discuss the request; however, a student may not be found eligible to receive special education services under the Specific Learning Disability (SLD) rule if they have not received Level 3 intensive instruction. Likewise, as a student moves further toward a process of a SLD determination, by rule, the criteria of progress monitoring tools becomes more stringent to ensure strict consistency, fidelity and reliability (Wisconsin RTI, 2010).

We are very excited about EMLSS being in our schools and district! We strongly believe that by teaching and assessing specific skills explicitly and systematically, students will make academic and behavior gains. Teaching will become more precise and concrete data will be used to make decisions about instruction. We believe that we have the responsibility to make ALL students successful and we do that one child at a time.

FEES

The Shorewood School District charges a yearly fee for instructional materials which includes (but is not limited to on any given year) manipulatives, workbooks, textbook rental, and technology fee. School fees are paid at our school wide registration in August. Pencils, crayons, erasers, notebook paper, and other consumable supplies are not provided for students.

FIELD TRIPS

Parents are informed of all essential data of scheduled field trips on a field trip permission slip, which children take home for parental signature. Bonded, public carriers provide transportation for field trips. We work closely with the carrier to ensure that the children and teachers are provided the safest ride possible. Vetted parents may be invited by the teachers to accompany the children as chaperones. Parents will pay their own admission fee, if there is one

FILMS

Commercially rated films having educational value may be included, when appropriate, to the subject being studied. Teachers will discuss the viewing of all G rated full length commercial films with the principal in advance of showing them. Parents will be notified of the showing by the teacher at least one week in advance. Parents will be asked to provide written approval for their child to view the film.

HEALTH SERVICES

The health aides at school provide basic first aid for injuries and illness, which happen during the day. The health office is open from 9:45a.m. - dismissal (Atwater) and 8:30a.m. - dismissal (Lake Bluff). The health aide will consult with the district nurse when questions or problems occur which are not routine events. Please note that the health office is not a clinic, and therefore, is not a substitute for the child's own physician or health care provider.

We work hard to ensure the health and welfare of all of our students. If a student becomes ill or injured during the school day, the student should report to the health office. If the health aide is not in the office, the student should go to the main office. In some cases, it may be necessary to contact the family using the emergency numbers you have provided. Please make sure that we have the most current phone numbers, so we can reach you immediately. For more information refer to the [District website](#). If you have any questions, please call the District Nurse at (414) 961-2888 or the Health Aide at (414) 963-6972 ext 7976 (Lake Bluff) or (414) 963 - 6962 ext 5121 (Atwater).

HOMEBOUND INSTRUCTION

School Board Policy 2412 states that Homebound Instruction may be provided to serve students during the time they are physically and/or mentally incapable of attending school. Homebound Instruction is available to students as part of a program or curricular modification and can be considered as the need develops. Homebound Instruction is designed to help the students maintain educational progress during the time they are incapable of attending school for a medical reason and is considered an alternative service to be provided only during specific periods of time when the student cannot attend school. It is subject to approval by the Superintendent and shall be provided in accordance with State law, as delineated in the administrative guidelines.

HOMEWORK

Homework in all grades one through three generally consists of additional drill and practice sessions on material such as basic math facts, reading, vocabulary, and/or spelling. Students should be expected to spend some time each night on such activities (10-30 minutes) to develop these skills. Regular assignments in all fourth through sixth grade will include additional practice, as well as specific homework projects. At this level, students are expected to average 30-60 minutes per night of homework, beyond the school day. Your student's teacher will explain his or her homework procedures and expectations at the parent orientation held in the Fall. Questions that arise during the school year may be directed to your student's teacher.

INSURANCE

The School District does not carry insurance to cover student accidents.

LOST & FOUND

The school has a Lost & Found area in the school's first floor main lobby. Any "lost" clothing found in the buildings or on the grounds should be put in that area. Families are invited to look through it at any time. All other items that are found (money, jewelry, eyeglasses, etc.) should be turned in to the school office. Students may inquire in the office about such items. Due to the volume of students and items, it would help immeasurably if families marked their children's belongings with the owner's name. The lost and found area is emptied, and the contents are donated to charity, several times during the year.

LUNCH/BREAKFAST PROGRAM

Our lunch program provides a safe, comfortable, and convenient place for students. The lunch program is open to any student whose family wishes him/her to remain at school during this period of time.

- Hot lunch for students is available for \$2.80. Online payments can also be made through the "payments" section of your Infinite Campus Parent Portal account. We strongly encourage weekly or monthly payments to your student's account. All checks should be payable to the Shorewood School District and have the student ID number written on them.
- The need for learning about health and nutrition is recognized as a responsibility of the school; however, nutritional choices of what and how much a child eats at school rest primarily with the family.
- Lunch supervisors working directly with children during the noon hour program will have professional assistance and support inservice training to develop their potential and ensure high quality performance.
- Conduct at all times should show consideration for others and respect for people and property. Cafetorium/lunch rules are shared and reinforced with the students.
- Students who persist in violating the standard for good conduct will be denied lunchroom privileges and parents will be so informed.

We offer breakfast for students from 7:55-8:10 each morning in the cafeteria for a cost of \$1.50. There are a variety of options for breakfast each morning.

Waiver or Reduction: Hot Lunch & School Fees

If you currently qualify for free or reduced-price meals, you must [reapply](#) for the 2023-2024 school year. You may apply online by logging in to your parent Infinite Campus portal. Click the "More" button on the left side of your screen. Click the "Meal Benefits" link and start the online registration.

We understand that many families have been experiencing changes in income, and even if you have not qualified for free/reduced meal status in the past, you may be eligible moving forward. We welcome all families to complete the confidential application process if you believe you may require assistance due to changes in your employment or income status.

If your family qualifies for free or reduced-price meals, you also qualify for reduced or waived school fees, athletic fees, and Recreation & Community Services fees. However, you must give Shorewood School District permission to reduce your child's fees by selecting the "sharing" button in the "other agreements" section of the application, or you may complete this form and return it to your child's school at your convenience.

MESSAGES TO STUDENTS

If you need to get an important message to your student, you may call the school office. Please try to communicate all messages as early in the day as possible for several reasons: 1) to allow time for the school administrative assistant to relay the message; 2) to allow time for the teacher to get their email or voicemail messages; 3) to allow us time to locate children who may not be in their classrooms. If at all possible, try not to call with messages for students from 3:00 P.M. to 3:15 P.M. Children are sometimes in specials until 3:15, and it is the busiest time of the day.

PARENT ORIENTATION

Parent Orientation is scheduled in early Fall for all parents of grade K-6 students (See your District Calendar for specific dates). Parent Orientation is designed as an adult only event. The purpose of Parent Orientation is to offer teachers the opportunity to present an overview of the year's instructional program to parents at an evening meeting.

PERSONAL GAMING DEVICES

Children may not bring personal gaming devices to school. We have no way of monitoring the appropriateness of the music or video games that children bring. Moreover, that media, when brought to school, is often shared between our young people. We also wish to encourage play and communication between our young people during their free time and personal gaming devices do not always contribute to appropriate social interaction.

PLAYGROUND SUPERVISION

The playground is not supervised before or after school. Students are well supervised during scheduled recesses. Lunch supervisors working directly with children during the lunch hour will have professional assistance, supportive inservice training, and supervision to develop their potential and ensure high quality performance. Supervisors will see that conduct at all times shows consideration for others and respect for property.

PTO

Our schools have a well organized, hard working PTO, which shares in the faculty's and administrator's goals of creating and maintaining a fulfilling, challenging school environment for the students. The PTO's contributions include publication of the PTO newsletter, sponsorship of youth programs, picnics, "Artist in Residence," and a wide variety of informative, enjoyable programs and events throughout the school year. We would love your support in this great group. Please consider joining! Be an active member. Take advantage of the several opportunities it provides for closer involvement with your school and its service to children. PTO meetings are held at the school. The meetings are open to all families. The times and dates of the meetings are shown in the PTO's School Calendar and on their website. For names and phone numbers of current PTO officers and committee chairpersons, please see the Lake Bluff website or the [PTO website](#) or the Atwater website or the [PTO website](#).

RECESS

All K-6 students receive a 25 minute lunchtime recess. Individual teachers and/or grade levels determine additional recess periods. Generally, students in primary grades receive an additional 15-20 minute recess each day. Students in upper grades are occasionally given an additional recess, at the teacher's discretion. Recess is always outdoors, unless the weather is inclement. We have found that students perform better, academically, when given the opportunity to play and get some fresh air. It is important that you dress your student in a manner appropriate to the seasons. Please note the weather information section at the end of this handbook.

Playground Rules

- Games need to be safe and respectful of others. Games or play that involves pushing, pulling, or holding of another person are not allowed. All sports must be non contact except for tag and football (one hand touch). NO TACKLING is allowed in any game.
- Bullying, in any form, acts of aggression, and swearing/inappropriate language will be reported immediately to Student Services.
- Students will be respectful to supervisors and follow directions the first time they are asked.
- Students will be respectful of peers (no name calling or insults.)
- Students may not exclude anyone from a game. However, students may limit play to a certain grade level (e.g. 4th grade only) and all children from that grade must be allowed to play. If even one student from another grade is allowed to play, all students from that other grade must be allowed to play (e.g. if 4th graders allow one 5th grader in, all 5th graders must be allowed to play.)

- Outside steps should remain clear (except students put on the steps by a supervisor.)
- Students will be asked to stay off the grass/playing field if icy, wet, slippery, or muddy conditions apply.
- Students may not go in areas that are not visible to the supervisors (e.g. behind the warming house, in nooks of the building.)
- Big swing: Only 4 students are allowed on the tire swing at a time.
- Swings: Students must swing front to back, sitting only. No twisting or sideways swinging. No flipping off the swings. No standing on swings. Swings must be shared if others are waiting.
- Slides: Do not climb up the slide; use the stairs to climb up. One person on the top platform at a time. Slide feet first all the way down - no stopping in the middle or sliding down poles, or jumping off midslide.
- Jump ropes are to be used only for jumping rope.
- The school cannot assume responsibility for athletic equipment brought from home.
- No climbing on fences.
- The tennis court is for after school use only and is not supervised.
- During the winter, throwing snow (even if it is not at anyone) is not allowed.
- If the temperature is 32 degrees or below, children must wear a jacket.
- Students who are not wearing boots must stay on the blacktop only.

Students who do not follow the above rules may be given a warning, asked to take a break, or walk for five minutes as designated by the supervisor or sent to the Dean of Students, depending on the severity of the behavior. Those showing aggression towards others will be sent immediately to the Dean of Students.

Lunchroom Rules

- Students are to wait their turn in line (may not join up with friends at the front).
- Only students working the cafeteria line are allowed behind the serving line.
- Students are to get permission from a supervisor before getting out of their seats or to leave the lunchroom for any reason.
- Students are to stop talking immediately when the supervisor speaks on the mic and listen for directions.
- Students are to clean their table area before leaving.
- Cell phones are to be kept in student's backpacks during the day.
- If a child has a cell phone out during the school day, it will be taken.
- Food of any kind is not allowed outside during recess times.

RECORDING & PHOTOGRAPHY

Families must state their recording and photo preferences when registering their students through Infinite Campus. This can also be updated at any point during the year through your Parent Portal. All staff members have a copy of the "No Media" list. Please do not post or share photos/videos of students other than your own, without permission from that student's family. You need not obtain permission to record your student in school performances. If you have additional recording/photo needs or questions, please contact the building principal.

RELIGIOUS OBSERVATIONS & HOLIDAY OBSERVANCES

The Shorewood School District's commitment to culturally responsive education and the recognition of diversity requires sensitivity in planning the District's calendar of school activities. It is acknowledged, therefore, that students may be absent from school on religious holidays.

State law also requires the District to provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. The District will accommodate absence requests related to religious holidays. Parents should follow attendance protocols (see ATTENDANCE above) for their child's absence from school for a religious holiday.

Any school activity that relates to holidays associated with religion shall have a secular educational purpose,

shall not advance or inhibit religion, shall avoid excessive entanglement with religion, and shall not violate the Wisconsin Constitution's prohibition of religious or sectarian instruction.

REPORT CARDS

Report Cards will be uploaded to Infinite Campus three times a year for all grades. The specific dates will be indicated on the district yearly calendar. The reporting system consists not only of the progress reports, but can also involve conferences, informal feedback, calls/notes home, and newsletters.

Progress is based on the district/state standards and benchmarks. The curriculum achievement grades are not to be influenced by the behavior or social skills of the student; rather, they are to be based on assessment and daily assignments. Report Card grades indicate achievement levels at the time of the report.

SCHOOL BOARD

The Shorewood School Board consists of five members elected from the District at large. They hold office for three years, and until successors have been duly elected or appointed. The number of Board members elected each year is distributed, so that two are elected one year, two the next year, and one the next year, after which the rotating plan is repeated.

School elections in Shorewood are held annually on the first Tuesday in April. The polling places, election officials, and hours of opening and closing of the polls are the same as for the Village election on the same day.

School Board meetings are held every 2nd and 4th Tuesday. Your attendance at School Board meetings is encouraged. Board member names and phone numbers are listed on the district website at www.shorewood.k12.wi.us.

SCHOOL CLOSINGS

Our superintendent will make the final decision regarding school closings. This may occur due to extreme weather conditions or unexpected building concerns (ex: lack of heat, water main break, etc.). The announcement of the closing decision will be made on the following radio/TV stations by 6:30 AM

- TV Channels 4, 6, 12, and 58
- WISN (1130 AM)
- WTMJ (620 AM)

Complete information about school closing may be found on the Inclement Weather Closing Procedure page on the district website.

If you have elected to receive notifications through Infinite Campus, you may also receive a text/email/phone call. These preferences can be modified at any time through your Infinite Campus Parent Portal.

SHOW AND TELL or ITEMS FOR CLASS PRESENTATIONS

- Pets will be brought only by pre arrangement and need to be approved by the teacher.
- Dangerous items (e.g. any items that could potentially threaten safety) must be approved by the principal and the following procedure followed:
 - o Parent escorts the student to school with the object.
 - o Object is brought to the office by the parent.
 - o Object is given to the classroom teacher who keeps the object locked up until presentation time.
 - o After the presentation, the classroom teacher delivers the object to the office where it is secured again until picked up by a parent.

SPECIAL RESOURCES

Advanced Learning Program

The District is committed to programming for advanced learners (gifted and talented). Children are identified

each year using multiple criteria. Classroom teachers are responsible for seeing that each child in the class is engaged and challenged. A support program for providing challenge and enrichment to children is conducted by an advanced learning specialist. A variety of options are provided to students including: Battle of the Books, Spelling Bee, classroom projects, and individual work with specialists. Families are urged to work with their student's teacher if questions or concerns arise surrounding their student's academic program.

Art

All children in grades 5K-6 receive art instruction from our art teachers on a weekly basis. The art room is well equipped and offers a broad based art experience for students. The teacher's goals are to help students demonstrate, use, and appreciate their creative abilities.

The program also gives students opportunities to identify and develop their capacities for insight, thought and innovation.

Instrumental Music (Band and Orchestra)

Band classes in woodwind, brass, and percussion are offered to students in Grades 4-6. The elementary school instrumental music specialist teaches the classes, composed of small groups, once a week during the school day. Orchestra classes are also offered to students in grades 4-6. Classes are offered once each week during the school day. The instrumental music teachers visit classrooms during the first week of school in fall to speak with students about the program. Parents may receive additional information at an evening meeting held early in the school year.

Library

Students in grades 1 - 6 visit the library every other week. Kindergartners make periodic visits.

Math

The District's Math specialists coordinate the schools' Math program in kindergarten through Grade 6. This responsibility includes assisting teachers in all aspects of Math instruction. Through workshops, they offer classroom teachers new techniques and materials. This information, and recommendations that arise from the testing, are given to the child's teacher. The elementary schools have a Math specialist. Students with math challenges are referred to the specialist who then works with them in small groups to improve their math skills.

Music

The general/vocal music program uses a generative approach. Performing, listening, analyzing, reading, and creating skills in the arts are developed through a wide range of experiences.

Emphasis is placed on the coordination of the Fine Arts with other curricular areas.

Physical Education

Students in grades 5K through 6 have physical education class two times a week. The curriculum is based on a progression from acquisition of individual motor skills in the earlier grades to more team participation in the upper grades. Gym shoes are required for all students.

Reading / Language Arts

The District's language arts specialists coordinate the schools' reading and English program in kindergarten through Grade 6. This responsibility includes assisting teachers in all aspects of reading and English instruction. Through workshops, they offer classroom teachers new techniques and materials. This information, and recommendations that arise from the testing, are given to the child's teacher. The elementary schools have a L.A. specialist. Students with reading challenges are referred to the specialist who then works with them in small groups to improve their reading skills.

Student Services Specialist/Counselor

We have a full time school student service specialist position. The student service specialist function in the elementary schools is twofold: 1) coordinates the developmental guidance programs for the various classrooms; 2) conducts small group and individual counseling. This program is referred to as SEL (Social Emotional Learning)

School Psychologist

We have school psychologists in each building. The school psychologist supports students' ability to learn and teachers' ability to teach. School psychologists apply expertise in mental health, learning and behavior to help children and youth succeed academically, socially, behaviorally, and emotionally. School psychologists partner with families, teachers, school administrators, and other professionals to create safe, healthy, and supportive learning environments that strengthen connections between home, school, and the community.

World Language Program

Students at the elementary level learn to communicate through the Spanish language program in grades 4-6. Students are also exposed to aspects of French culture at grades 4-6. The instructor meets with each class twice each week for 30 minutes.

Special Education

The Cross-Categorical Special Education Teachers and Speech and Language Pathologists work with students on a small group or individual basis. See school website for further information.

Technology

Each school has a variety of technology resources available for staff and student use. This technology is integrated into the instructional program within the classroom. Grades 5-6 use school provided Chromebooks.

TARDINESS

Being on time is important for each child and the class. Students who come late require the teacher's attention to catch up with the class and that takes away from all. Please help your student understand the importance of being on time. In order for us to provide the best quality program, we need your student here, on time, and ready to work.

TITLE IX

As mandated by the current provisions of Title IX of the Education Amendments of 1972 and under the regulations set forth in Chapter 106 of Title 34 of the Code of Federal Regulations ("the federal Title IX regulations"), the Shorewood School District does not unlawfully discriminate on the basis of sex in any education program or activity that the District operates. Title IX's requirement not to discriminate in any education program or activity extends to cover, but is not limited to, District students, certain admissions processes, and District employment. Inquiries regarding how Title IX and the federal Title IX regulations apply to the District may be referred to a District Title IX Coordinator (as designated below), to the Assistant Secretary for Civil Rights at the U.S. Department of Education, or to both.

Any student (or the parent/guardian of a student) who believes he/she has been subjected to sexual harassment or sexual violence by another student, District employee or other person should immediately report the incident. The complainant may report the alleged sexual harassment or sexual violence to any principal, teacher, counselor, or other District employee who shall be responsible for forwarding the complaint to the District's Title IX Coordinator for review and action as necessary. Complaints can be made orally or in writing.

Title IX Coordinator - Staff & Student

[Kate Harder](#)

Director of Special Education and Student Services

1701 E. Capitol Drive, Shorewood, WI 53211

414-961-2884

VALUABLES

Students are encouraged to not bring expensive toys, video games or large amounts of money to school. While our school is characterized by trust and is almost totally free of theft, expensive items are not necessary and often provide unnecessary distractions.

VISITING POLICY

Each school welcomes parents to visit the school. For everyone's safety, you are required to only enter through the main entrance to sign in at the main office upon arrival and sign out when you leave. A quick run to the classroom to drop off items is not allowed unless specifically requested by the office staff. You will be greeted and receive a visitor's sticker. Please notify the teacher or office, in advance, if you wish to observe classes. This will enable us to inform you whether or not your child will be in the classroom or attending another class or program.

VOLUNTEER

The District Volunteer Policy requires that volunteers that work with children [complete background checks](#) which are to be completed every two years. Anyone who volunteers as a tutor or classroom aide, who is a potential field trip chaperone, or who will be coaching or working directly with students on school projects, must have an active volunteer application on file before they begin their volunteer service. This application may be completed online under "Volunteer" of the Get Involved section of the school district website and is processed and monitored by the Recreation Department. Please allow at least five business days for your application to be processed.

Students in the Shorewood School District have the right to expect that volunteers and visitors to the District's schools will keep information about them confidential. Shorewood School district Policy 341 outlines the District's expectation that all classroom visitors will abide by all applicable laws (FERPA, WI Pupil Records Law), District policies and guidelines. When you sign in and obtain a visitor's badge, you are agreeing to protect student's rights to privacy and maintain the confidentiality of information seen or heard. Any questions/concerns you may have should be directed to the building principal.

WEATHER CONDITIONS

It is our policy to allow students to go outdoors each day, if at all possible. We expect all students to come dressed properly for the day. In cold weather, students should arrive at school with: 1) a heavy jacket or several warm layers; 2) warm gloves or mittens; 3) a warm head covering; 4) snow pants or a change of clothing; 5) boots or a change of shoes (students without boots will need to remain on the plowed blacktop area).

It is possible that rain or cold weather may prevent students from going outdoors for recess. Many children do not come to school with rain gear, so if it is actively raining, they will be kept indoors. If the wind chill falls below 0°F, inside alternatives will be made available, as outdoor recess will be canceled.