October 2014
Calendar Dates
Tuesday, Oct. 14
Principal Experience
PTO Meeting, 6:30—8 pm, LMC

Monday, Oct. 6
Fundraiser Assembly, 1:15

Tuesday, Oct. 21
Fire Prevention Week, K-2
"Prevent Kitchen Fires Tour".

Wednesday, Oct. 29
Picture retake day

Tuesday, Nov. 11
PTO Meeting, 6:30—8 pm, LMC

Friday, Nov. 14
NO SCHOOL
Professional Development Day

Wednesday, Nov. 19
Early Release @ 11:35 a.m.
Parent/Teacher Conferences
Book Fair in the LMC

Wednesday, Nov. 26
NO SCHOOL
Teacher Comp Day

Nov., 27 & 28
Closed for Thanksgiving Holiday

MESSAGE FROM THE PRINCIPAL

Dear Parents,

I can’t believe it’s already October! Students and staff have been busy this past month building relationships, establishing expectations and learning. From the first day of school, teachers and students have been hard at work. Bobcat Days provided our teachers the opportunity to work with students one on one. During Open House the halls were alive with families and students eager to show off their work. La Noche Familiar was a huge success! I can’t thank parents and staff enough for your involvement in our community. The way we partner together has a direct impact on our students.

There is a lot of excitement about learning and smiling faces throughout the building. I frequently visit classrooms and students are engaged in a variety of learning activities; from Shared Reading to Math to Wind Direction Maps to Bach...there is so much to learn this year. I hope you had a chance to review our School Report Card that was released last month. I am proud to see the successes we have had and look forward to focusing on our School Improvement Plan (SIP) this year to make Elvehjem even better! I invite parents who are interested in learning more about our SIP or the School Report Card to join me in the library on October 14, 2014 from 6:00-6:30 (right before the PTO meeting).

I am excited to announce that we are adding a 4th 2nd grade classroom. We have been working diligently and quick to prepare for this to happen and I am happy to announce that we have hired a teacher for the classroom. Her name is Courtney Hoffman. Courtney grew up in Madison and is excited to be teaching in the Madison Metropolitan School District. She brings many talents and strengths to our building including, but not limited to, certifications in Elementary Education, Special Education, and English as a Second Language. Her knowledge and skills will be an asset to our entire school community. Courtney will start on Monday, October 6, 2014. Please help me to welcome Courtney to Elvehjem.

Enjoy the beautiful weather.

Sarah
You can never be too prepared!
We would like to urge all families to send an extra change of clothes to school with their children. These clothes should stay in your child’s locker at school. Here are a few reasons why it is nice to have a change of clothes at school:
- Clothes are wet from rain or snow
- Spilled food
- Mess from paint or markers
- Accidents that might make clothes dirty
- Rips or tears from playing

Also the health office is always looking for clothing donations, especially in small sizes. Items we could use are gently used coats, hats, mittens/gloves, scarves, small pants with elastic waistbands, small shirts, small sweatshirts, socks & winter boots.

Do your children get enough sleep?

<table>
<thead>
<tr>
<th>Age</th>
<th>Total Sleep</th>
</tr>
</thead>
<tbody>
<tr>
<td>0—3 months</td>
<td>14—16 1/2 hours</td>
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<tr>
<td>3—9 months</td>
<td>14—15 hours</td>
</tr>
<tr>
<td>1 year</td>
<td>13 3/4—14 hours</td>
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<tr>
<td>2 years</td>
<td>12 3/4—13 hours</td>
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<tr>
<td>3 years</td>
<td>12—12 1/2 hours</td>
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<tr>
<td>4 years</td>
<td>11 1/2—12 hours</td>
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<tr>
<td>5 years</td>
<td>11 hours</td>
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<tr>
<td>6 years</td>
<td>10 3/4—11 hours</td>
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<tr>
<td>7 years</td>
<td>10 1/2—11 hours</td>
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<tr>
<td>8 years</td>
<td>10 1/4—10 3/4 hours</td>
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<tr>
<td>9 years</td>
<td>10—10 1/4 hours</td>
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<tr>
<td>10—12 years</td>
<td>9 3/4—10 hours</td>
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<tr>
<td>13—24 years</td>
<td>9—9 1/2 hours</td>
</tr>
<tr>
<td>25 and older</td>
<td>8—8 1/2 hours</td>
</tr>
</tbody>
</table>

BIKE PERMITS
Students must be 10 years old to ride their bike to school. Stop at the office to fill out the bike form.

SUPPORT SERVICES SCHEDULES
New schedules for the 2014-2015 school year, this is when you can find us:
- Annie Chiles, Nurse 204-1408, is in the nurse’s office all day Tuesday and Friday. When she is not at Elvehjem, she can be reached at Kennedy School @ 204-3432.
- Laurie Mathews, Nurse’s Assistant 204-1409, is in the nurse’s office every day.
- Kim Miller, School Psychologist 204-1460, is here Monday through Thursday.
- Jenny Markwiese, School Social Worker, 204-1455, is here everyday.

BIKE PERMITS
Students must be 10 years old to ride their bike to school. Stop at the office to fill out the bike form.
VISION AND HEARING SCREENING
We will be doing vision and hearing screenings for all Kindergarten classes on Tuesday September 30th. 3rd and 5th grade vision screenings will take place Tuesday October 15th. If your child wears glasses please be sure they bring them that day for the screening. We will be contacting parents if students need follow up visits for hearing or vision.
--(Please include the part from last years newsletter re: if parents have questions or need help with follow up visits...)

Cold and Flu season is upon us!
The best way to protect yourself against the Flu is to get a Flu vaccine for you and your child. The best way to protect yourself against respiratory viruses is to wash your hands frequently. Please also remind your children to cover their cough or sneeze using their sleeve, not their hands. This way they do not spread their germs with their hands when they touch things or shake another person’s hand. Thanks!
Andrea (Annie) Chiles, RN, BSN

Updating information for your students
Please update information for your child, go to the Parent Portal; madison website, >for families, >IC, >parent/student login. You can update the phone numbers, address, emergency people and their phone numbers, fill out the free/reduced form or waiver form, etc.

Lost and Found!
Did your child come home without his or her coat? Check out the Lost and Found in the room behind the library. Jackets, hats, lunchboxes, shoes, etc. can be found there.

MMSD Lost/Damaged Library Fee: 2014-15
If your child has lost or damaged any library materials during the 2013-14 school year, you will soon be receiving up to 3 emails indicating what is missing or damaged beyond repair. If arrangements have not been made with your child’s current school librarian by Monday, November 3 (end of first quarter) the cost will be turned into a fee in Infinite Campus. Once that happens, the librarian no longer has the ability to resolve the issue. All library fees in Infinite Campus will be collected through the usual district fee process.

VOLunteering in MMSD
At Elvehjem School we are following the district policy related to volunteer disclosure statements. The responsibility the MMSD has to its school children and community necessitates gathering information from all volunteers regarding arrest and conviction records.

If you plan to volunteer on a regular basis or go on field trips, you must fill out a Volunteer Disclosure Statement that is provided in the school office. This form only needs to be filled out once, not every year. Failure to complete this form accurately and completely will disqualify a volunteer from consideration for volunteering or will be cause for removal from volunteer assignments. If you have any questions, please see Sarah Larson, Principal of Elvehjem School.
PLEASE NO PETS ALLOWED!
In accordance with board policy and to maintain the safety of all students and adults at Elvehjem, dogs and other pets should not be brought onto the school grounds or into the school building before or after school. If you are picking up or dropping off your child with an animal in tow, please arrange to have your child meet you on the sidewalk across or down the street. If you wish to obtain special permission for your pet to visit your child’s classroom during the school day, please speak to your child’s teacher or the school office. We appreciate your help in maintaining school safety by complying with this policy.

STUDENT DROP-OFF/PICK-UP
Whenever possible, we encourage families that live within our walk zone to walk to help eliminate traffic congestion. Please observe the No Standing, Stopping or Parking signs in front of the school (little yellow guys). Also, please do not use the back parking lot to drop off students behind school. It is essential that you do not stop in the middle of the road to drop off or pick up your child/ren. All children have been explicitly taught crosswalk safety. Especially during our peak traffic times, children have been encouraged to remind adults and other kids “it’s only safe to cross in the crosswalk.” Parents need to wait for their child outside at dismissal time. We are counting on all of you to obey established safety procedures and practices.

FALL HARVEST PARTIES
We will hold Fall Harvest Parties. Your child’s classroom teacher will communicate with you about any activities that may be planned.

NEWS ABOUT SAFETY PATROL
What our Safety Patrols do:
- Safely cross students at intersections
- Help primary students at lunch walk to recess
- Set a good example for younger students
- Role models in the classroom
- Report unsafe behaviors to teachers/principal

Parents, please help our Safety Patrols by:
- Going to a Safety Patrol intersection to cross the street. PLEASE help set the example for all by waiting with your child to be crossed by a safety patrol. Safety Patrols are specifically trained NOT to stop traffic and wait for a safe opening to cross. Only an adult crossing guard or police have that authority.

Family Directory
A Family Directory will be coming home with your child shortly. Staff and PTO thought this would be a great way to schedule play dates, birthday parties, etc.
**POSITIVE BEHAVIOR SUPPORTS PROGRAM**

Positive Behavior Supports (PBS) is a nationally recognized program that has been adopted by Madison Metropolitan School District and that has been in place at Elvehjem Elementary since 2009. PBS programs help students learn behaviors that are expected of them at school. This is accomplished by purposely teaching school behaviors just like teaching academic skills. School-wide behavioral expectations at Elvehjem revolve around being SAFE, RESPECTFUL, and RESPONSIBLE learners. Students are instructed in what safety, responsibility and respect looks like across all settings at school (i.e. classroom, hallways, lunchroom, playgrounds and bathrooms). School staff acknowledges positive student behaviors as they are observed at school with the use of specific praise and by using "PAWS". PAWS are tickets that represent our school mascot, the Bobcat, and are given to individual students or classrooms that demonstrate appropriate school behaviors. Students and classrooms accumulate PAWS for individual privileges and classroom celebrations. Ask your child how PAWS work in their classroom. Outcomes for schools utilizing PBS practices include decreased discipline problems, increased academic achievement and improved school safety.

![Diagram](image.png)

**ELVEHJEM ELEMENTARY SCHOOL**

*Our plan as members of the Caring Majority*

- Respectful
- Responsible
- Safe
- Caring

Above the Line:

- Disrespect
- Bullying
- Fighting

Below the Line:

- SERIOUS behaviors that make Elvehjem School unsafe

Bottom Line:
Anti-Bullying Policies, Procedures, and Practices
Frequently Asked Questions - Parents

What can I do if my child is being bullied at school?

Parents/guardians can access “Report of Bullying/Harassment Incident” forms in their school’s main office or online at: www.madison.k12.wi.us/node/925. The forms can be submitted to any staff member at your school and they will turn it in to the principal.

Parents/guardians can also verbally communicate concerns about bullying incidences to any staff member, who will then complete a “Report of Bullying/Harassment Incident.” If you’d like your child to receive support form a Student Services professional at school, contact your school’s Social Worker or Psychologist.

Parents/guardians of students that are gay, lesbian, bisexual, transgender, or questioning can seek additional support through MMSD’s GLBTQ Coordinator, Liz Lusk at 663-8449.

If my child is being bullied outside of school and/or cyber-bullied via computer or cell phone, what is the school’s responsibility?

MMSD’s Anti-Bullying Policy prohibits bullying on “all school and district grounds and in all school and district buildings; at all school and district-sponsored activities; and on all vehicles used for transportation to and from school and school sponsored/district-sponsored activities.”

While it is not the responsibility of school staff to respond to incidences of bullying that occur outside of district grounds and during activities not sponsored by the district, these incidences often can carry over and have an impact at school. Student Services staff are available at each school to assist individual students with challenges outside the school environment and provide conflict mediation.

If I file a “Report of Bullying/Harassment Incident” with the school, what follow-up communication can I expect?

You will be notified following the investigation of the determination that was made – meaning, whether the report was determined to be unfounded or founded and, if founded, whether the incident was determined to be bullying or bullying/harassment.

You will be notified of the possible interventions available to your child and provided with a description of steps taken to assist your child including a safety plan, if appropriate. The school can NOT share information regarding disciplinary action and/or intervention implemented with other students (i.e. the student engaging in the bullying behavior) due to policies around confidentiality.

If I am not satisfied with the school’s response after filing a “Report of Bullying/Harassment Incident,” what next steps can I take?

Students and/or parents/guardians can appeal the determination made regarding the incident. To make an appeal, file a written letter of complaint, including the date and a signature, with MMSD’s Affirmative Action Office, District Administration Building, 545 West Dayton Street, Madison, Wisconsin 53703. For more information call Amos Anderson, 663-1530.
Spotlight on Anti-Bullying Practices in MMSD

The Madison Metropolitan School District strives to provide an environment where every student feels safe, respected, and welcomed. Bullying can have harmful social, physical, psychological and/or academic impact on students who engage in bullying behaviors and bystanders that observe acts of bullying.

The 2010-2011 school year marked the first year of implementing the district’s Anti-Bullying Policy. The start of the 2011-2012 school year comes with renewed energy to ensure students and parents are aware of effective, more thorough bullying reporting procedures as well as enhanced anti-bullying practices in our schools.

District policy defines bullying as: “the intentional action by an individual or group of individuals to inflict harm when there is an imbalance of real or perceived power.”

How Families Can Report Bullying

In the event that your child shares that bullying has taken place, families are encouraged to access: “Report of Bullying/Harassment Incident”

The one-page form is available in your school office and online at: www.madison.k12.wi.us/node/925

Anti-bullying practices are part of each school’s system of Positive Behavior Support (PBS) and include:

- Training staff to prevent and intervene in bullying behavior
- Building community in classrooms and schools
- Teaching students strategies to intervene in bullying behavior
- Preventing bullying behavior through enhancing social and emotional capacities of students
- Group and individual interventions for students in need of more support

Bullying is...
- Harmful
- Intentional
- Imbalanced in power

Bullying includes...
- Physical harm
- Spreading rumors
- False accusations
- Manipulating friendships
- Cyber-bullying
- Harassment based on protected class

Schools have outlined procedures for...
- Reporting bullying behavior
- Investigating the incident
- Determining whether acts of bullying were verified
- Carrying out interventions, and disciplinary action if appropriate.