I. About Our School

School Mission and Overview

WELCOME FROM THE PRINCIPAL

Dear Families,

On behalf of the entire school staff and myself, I want to take this opportunity to welcome you to Leopold Elementary School. Whether you have been a part of the Leopold Elementary family for many years, or are new to us, we look forward to working with you.

Leopold Elementary School serves students in kindergarten through fifth grade. The entire staff is committed to challenging all children to reach academic excellence and social and emotional competence. While we continue to focus efforts on language literacy and math instruction, we also continue to offer a full educational program including social studies, science, PE, art, music, library, and computer. For students new to the English language, we offer bilingual programming as well as English as a second language support. Because Leopold continues to be a full participant in what is known as the SAGE program, we are able to keep class sizes in K-3 classrooms to an average of 15 students.

The entire Leopold Elementary staff looks forward to establishing a strong educational partnership with you for the benefit of your child. We believe it is vital that the home/school link be strong so that your child will have every opportunity to be a successful learner. Clear communication between home and school is a necessary part of that link.

The handbook you are now holding contains important information about programs and district and school policies. Of course, you may contact the school office with any questions that you may have at any time throughout the school year. We look forward to working with you and your child during the 2011-12 school year. We hope that you will choose to be an active participant in the education of your child. Best wishes for a wonderful year!

Sincerely,

John Burkholder
Principal

MISSION STATEMENT

Our mission is to cultivate the potential in every student to thrive as a global citizen by inspiring a love of learning and civic engagement, by challenging and supporting every student to achieve academic excellence, and by embracing the full richness and diversity of our community.

BELIEFS

1. We believe that excellent public education is necessary for ensuring a democratic society.
2. We believe in the dignity, abilities, and life experiences of every individual in our community.
3. We believe in an inclusive community in which all have the right to contribute.
4. We believe we have a collective responsibility to create and sustain a safe environment that is respectful, engaging, vibrant and culturally responsive.
5. We believe that every individual can learn and will grow as a learner when expectations are high and clear, our approach is individual by individual, when strong partnerships exist between families, schools, and communities, and, effective educational practices are utilized.
6. We believe in continuous improvement informed by critical evaluation and reflection.
7. We believe that resources are critical to education and we are responsible for their equitable and effective use.
8. We believe that academic achievement is not predicted by race, class, disability, sexual orientation, gender or home language.
9. We believe in culturally relevant education that provides the knowledge and skills to meet the global challenges and opportunities of the 21st century.

Handbook information continues after the monthly calendars!
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- **May 2012**
- **Garage Sale**
  - 7:30 – 11:30 a.m.
- **PFO - Staff Appreciation Week**
- **PFO - Vitense Golf Weekend**
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<td>Fifth Grade Graduation 7:00 p.m.</td>
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</tbody>
</table>
II. Introduction

BOARD OF EDUCATION MEMBERS, 2011-12

Maya Cole
1818 Keyes Ave (11)
259-0549 (H) 239-1484 (Other)
mpcole@madison.k12.wi.us

James Howard, President
2102 Brentwood Pkwy. (04)
244-5278 (H) 231-9376 (Other)
jhoward@madison.k12.wi.us

Ed Hughes, Clerk
2226 Lakeland Ave (04)
241-4854 (H)
ejhughes@madison.k12.wi.us

Lucy Mathiak
716 Orton Court (03)
255-0939
lmathiak@madison.k12.wi.us

Beth Moss, Treasurer
2 Highgate Circle (17)
833-3166
bmoss@madison.k12.wi.us

Marjorie Passman, Vice President
3118 Todd Drive (13)
271-0645 (H) 334-2043 (Other)
mpassman@madison.k12.wi.us

Arlene Silveira
5760 Barbara Drive (11)
270-0435 (H) 516-8981 (Other)
asilveira@madison.k12.wi.us

Filippo Bulgarelli
Student Representative

Merrideth Paker, Alternate Student Representative

BOARD OF EDUCATION MISSION AND MMSD STRATEGIC PLAN

OUR MISSION

Our mission is to cultivate the potential in every student to thrive as a global citizen by inspiring a love of learning and civic engagement, by challenging and supporting every student to achieve academic excellence, and by embracing the full richness and diversity of our community

BELIEF STATEMENTS

1. We believe that excellent public education is necessary for ensuring a democratic society.
2. We believe in the abilities of every individual in our community and the value of their life experiences.
3. We believe in an inclusive community in which all have the right to contribute.
4. We believe we have a collective responsibility to create and sustain a safe environment that is respectful, engaging, vibrant and culturally responsive.
5. We believe that every individual can learn and will grow as a learner.
6. We believe in continuous improvement informed by critical evaluation and reflection.
7. We believe that resources are critical to education and we are responsible for their equitable and effective use.
8. We believe in culturally relevant education that provides the knowledge and skills to meet the global challenges and opportunities of the 21st Century.

PARAMETERS

1. The district’s highest priority is to create and sustain a learning environment that enables all students to maximize their potential.
2. All individuals are treated with dignity and respect.
3. Expectations are high and clear for all.
4. Community input is valued and actively sought.
5. Families, schools, businesses, organizations and communities work as partners.
6. Communication is timely and accessible.
7. Data informs decisions.
8. Decision-making processes are transparent.
9. The district’s culture is one of accountability for work, actions and results.
11. A culture of creativity and innovation is nurtured.
12. Leadership and collaboration are fostered at all levels.
13. Our practices are held to an environmentally ethical standard.

STRATEGIC OBJECTIVES

1. Student:
We will ensure that all students reach their highest potential and we will eliminate achievement gaps where they exist. To do this, we will prepare every student for kindergarten, raise the bar for all students, create meaningful student-adult relationships, and provide student-centered programs and supports that lead to prepared graduates.

2. Curriculum:
We will improve academic outcomes for all students and ensure student engagement and student support by strengthening comprehensive curriculum, instruction, and assessment systems in the District.

3. Staff:
We will implement a formal system to support and inspire continuous development of effective teaching and leadership skills of all staff who serve to engage and support our diverse student body while furthering development of programs that target the recruitment and retention of staff members who reflect the cultural composition of our student body.

4. Resource/Capacity:
We will rigorously evaluate programs, services and personnel through a collaborative, data-driven process to prioritize and allocate resources effectively and equitably, and vigorously pursue the resources necessary to achieve our mission.

5. Organization/Systems:
We will promote, encourage, and maintain systems of practice that will create safe and productive learning and work environments and that will unify and strengthen our schools, programs, departments, and services as well as the district as a whole.
Welcome From Superintendent 

July, 2011

Dear Parents and Guardians,

Welcome to the 2011-12 school year. This time of the year is an exciting time for families and for our school district. More than anything, we hope your child is looking forward to the new school year. Our commitment as a school district must be to ensure we do all we can to welcome your child back to school and to make the school year a successful one for him/her. Working with you, we know we can make this happen.

Our mission as a school district is “to cultivate the potential in every student to thrive as a global citizen by inspiring a love of learning and civic engagement, by challenging and supporting every student to achieve academic excellence, and by embracing the full richness and diversity of our community.”

This mission is grounded in a belief that all of our students have vast potential to achieve great things. For us to be successful as a school district, we must do all we can to ensure your child develops well both as a learner and as a citizen of our democracy.

As a staff, we are dedicated to working with you to ensure these outcomes happen for your child. We know, though, our work is incomplete without you as partners. When we work together, greater things can happen for your child. As this new school year begins, let us recommit to making this happen.

The following are things that we can both do to help your child do well in school:

- **Have high expectations for your child.** When we believe children can do well, they more often than not, will.
- **Support your child’s learning at home and at school.** Our responsibility is to provide a quality learning experience for your child. Don’t underestimate the great things you are doing to help your child. Talk about school. Show support for what your child is learning. Ask your child what s/he learned in school and find ways to build on these experiences. Also, offer to help in any way you can with school work.
- **Get to know each other.** When we know each other and have a relationship in support of your child, great things can happen. The more your child sees us working together, the better. Part of this involves contacting each other when there are concerns.

We hope you have had a great summer and we truly look forward to the start of the new school year. If you have questions about your child’s education, contact your child’s teacher. If more help is needed, your child’s principal is available to assist you.

Thank you for the opportunity to serve your child. Let’s have a great school year!

Sincerely, 

Daniel A. Nerad, Ed.D., Superintendent of Schools
III. General Information

ANIMALS AT SCHOOL

The presence of animals in schools provides many opportunities for addressing academic standards and supporting the social/emotional growth of students. Animals are part of our natural environment and can be used effectively as teaching aids. The positive benefits of the human-animal bond are well established.

The presence of animals in schools may also pose a safety or health risk for some children when they are exposed to allergens that activate allergy and/or asthma symptoms. Other students may be afraid of animals and feel emotionally unsafe in their presence. The purpose of this policy is to allow animals in the classroom while providing for the health and safety of school staff, students, and animals. Animals will be removed from the classroom and/or the school when this cannot be achieved.

ANIMALS ON SCHOOL PREMISES POLICY SUMMARY

School Board Policy 4615 adopted on August 7, 2006
(Refer to www.mmsd.org for the entire Board Policy)

The purpose of the Animals on School Premises policy is to allow animals in the classroom while providing for the health and safety of school staff, students and animals. The policy identifies five (5) categories of animals and the procedures to be followed in order to bring animals on school premises. It specifies conditions under which animals must be removed from school premises.

ATTENDANCE

There is a powerful link between attendance and academic success in school. To give students the best opportunity to reach their potential both academically and socially, they must attend regularly. When students are tardy or absent, they miss out on valuable learning and social experiences that cannot be replaced.

Wisconsin requires that any person having control of a student enrolled in Kindergarten and up to age 18 is required to cause the child to attend school regularly until the end of the semester in which the child becomes 18 years of age.

Students are expected to attend school every day unless they are ill. A significant number of absences will require the school to initiate procedures outlined by Wisconsin State Statutes and school district policy regarding attendance. These procedures are outlined in this section.

The following attendance definitions and procedures apply to all Madison students, unless otherwise specified.

Excused Absences

The following absences can be excused as per Board of Education Policy:

A. Physically and/or emotionally unable to attend:
   A student may be legally excused from school if s/he is not physically or emotionally able to attend school. This includes:
   (1) A pupil who is ill to the extent that he/she is not in proper physical or mental condition to attend school.
   (2) Absences related to dentist, doctor, chiropractor, psychologist and other medical appointments that cannot be scheduled at any time other than school time. (Absences related to a student’s medical appointments should be arranged to fit the student’s school schedule whenever possible).
   (3) Serious illness or medical condition of a member of the immediate family, when the student is definitely needed at home.
   (4) Bereavement due to death in the immediate family.
   (5) Inclement weather (Parent(s)/guardian(s) may choose to keep their children home during extreme weather conditions, when a concern for safety is a factor).
   (6) Religious instruction-religious holidays. When a student has more than 10 excused absences, a doctor/physician written excuse may be required.

B. Other Absences:
   The following reasons for absence are also allowed under state
statute:
(1)Serving as an elected official/pollster (the student must have at least a 3.0 GPA or equivalent).
C. Pre-approved Planned Absences:
Pre-approved planned absences are absences in which any child shall be excused in writing for up to 10 days by his/her parent or guardian before the absence. A child excused pursuant to this provision shall complete any course work that was missed during the absence.

Absence Procedure
For each day a student is absent for reasons listed above, except C above, the following should occur:

1) The parent/guardian should call the school’s Attendance Line by 7:45 a.m. to explain the absence, or
2) If no contact is made on the day of the absence, upon returning to school, the student must bring a written excuse signed by the parent/guardian to the appropriate school secretary. The note must list the date(s) of the absence and explain the reasons. Excuses that are submitted late and do not contain exact dates, times and reasons for absence will not be honored and the absence(s) will be unexcused.
3) The principal will determine if the reason for the absence is excusable based on Board of Education Policy. The determination of whether an absence from school is excused or unexcused must be made on the day the student returns to school so that the school can notify the parent(s)/guardian(s) if the absence is unexcused.
4) The Principal is responsible for confirming and determining whether the reasons for absences are valid. To that end, the Principal and/or student services staff may ask the parent/guardian of a child to obtain a written statement from a licensed medical provider as sufficient proof of the child’s physical or emotional condition. Except as otherwise provided by law and/or Board Policy, if a parent/legal guardian fails to cooperate with a school’s request to provide specific information about an absence, and/or if the principal believes the reason for the absence is not valid, the absence may be recorded as unexcused or changed from excused to unexcused. If a request of a parent is denied, the parent should be advised by the Principal of the probable consequence.

Pre-approved Planned Absences Procedure
For planned absences under C, parent(s)/guardian(s) should make every effort to plan vacations, trips, medical appointments, dental and orthodontist appointments, and campus visits, etc., outside of the school calendar or outside of the school day. To do otherwise has an adverse effect on the student’s opportunity to learn.

However, from time to time it is necessary for a student to be absent for reasons other than those listed above. Pre-approved planned absences should occur only for special circumstances and only after the student or parent has completed the procedure outlined below.

a. For all pre-approved planned absences, a Parent Request for a Planned Absence form must be completed and submitted to the student’s principal before the scheduled absence. This form can be obtained from the school’s office and requires the signatures of parent(s)/guardian(s), teacher(s) and the student’s principal.

b. The absence shall be included in the student’s permanent record.

c. Up to 10 days per school year is the maximum time period for which a parent/guardian can excuse a student from school attendance by excusing the student in writing before the absence.

d. Arrangements shall be made for the completion of schoolwork missed over the course of the absence(s).

Unexcused Absences
In accordance with Board Policy, a student’s absence will be recorded as unexcused when there is not good cause or recognized legal grounds for the absence as described above. In deciding whether to record an absence as excused or unexcused, the school principal is responsible for confirming and determining in some cases whether the reasons for absences are valid. To that end, the principal and/or student services staff may ask for documentation. Except as otherwise provided by law and Board Policy, if a parent/legal guardian fails to cooperate with a school’s request to provide specific information about an absence, and/or if the principal believes the reason for the absence is not valid, the absence may be recorded as unexcused or changed from excused to unexcused.

Habitual Truancy
When a student’s attendance meets the legal definition for habitual truancy, MMSD is required to initiate interventions that can include interviewing, conferencing, on-going monitoring of attendance, contracting and/or referral to Dane County Municipal or Juvenile Courts. These requirements are based on Wisconsin Statute 118.16 which defines an habitual truant as “a pupil who is absent without an acceptable excuse under sub. (4) and s. 118.15 for part or all of 5 or more days on which school is held during a school semester.”

In order to prevent students from becoming habitually truant, MMSD has developed a comprehensive attendance improvement approach. Students, and/or their parent(s)/guardian(s), are strongly encouraged to contact the student’s principal or a member of the school’s Student Services Team (Nurse, Social Worker, School Counselor, or Psychologist) as soon as attendance becomes a problem, and schedule a meeting to discuss the causes of the student’s attendance problems, and work together to find solutions that address these causes. When patterns of problematic attendance become evident, contact with the student and family can also be initiated by members of the school staff.

For those students that become identified as habitually truant, a number of interventions will be attempted including interviewing, reviewing attendance history and problem-solving. The parent/guardian and the student will be invited to attend a Habitual Truancy conference and a case coordinator will be assigned to further examine the obstacles to attendance for the student. The purpose of these interventions will be to identify the cause(s) of the attendance problems, develop an appropriate attendance improvement plan, and identify supports within the school and community that can assist the student and family.

All students who are classified as being habitually truant are in violation of Wisconsin law, and as such the student, and his/her parent(s)/guardian(s), may be required to appear in court. Depending upon the age of the student and circumstances related to the absences, the court may levy sanctions, and require that the parent/guardian cause the child to attend school. In addition, the court may require that the student receive counseling and/or perform community service.

Tardy

Students are expected to be on time for school at the start of the school day and for their classes throughout the school day. A student is considered tardy if they arrive at school up to 15 minutes after the designated start time.

In addition to missed learning opportunities for the tardy student, tardiness to class or to school causes disruption to the learning environment for all students. Patterns of severe tardiness call for intervention by the teacher, the principal, and/or the school’s student services staff.

Questions about your school’s absence procedures can be directed to your school administrator.

Last Revised June, 2011

CHILD CARE – BEFORE AND AFTER SCHOOL ON-SITE PROVIDERS

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<td>East YMCA</td>
<td>Elvehjem Elem.</td>
<td>All Johnson</td>
<td>711 Cottage Grove Rd. 221-1574 x3018 before and after school childcare</td>
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<td>Gompers Elem.</td>
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<td>MSCR</td>
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<td>Jean Gascho</td>
<td>3802 Regent St. 204-3008 ** Safe Haven childcare &amp; Community Learning Center (CLC)</td>
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<td>Marquette Elem.</td>
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<td>Huegel Elem.</td>
<td>Olson Elem.</td>
<td>before and after school</td>
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<td></td>
<td>1201 Mc Kenna Blvd.</td>
<td>276-9782 x15</td>
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Updated for the 2011-12 School Year.  Leopold is one of 16 schools in the city with an After School Day Care Program located within the school itself. Care is provided for children from the time school is out until 5:30 p.m.

The program is sponsored by the Wisconsin Youth Company, and children are registered in it through its central office by calling 276-9782.

- Woods Hollow Children’s Day Care at 5470 Research Park (By Promega) 273-4433
- LaPetite Academy at 5574 Lacy Road, 277-8388
- Early Childhood Learning Center at 833 Hughes Place - 251-8172
- Dane County Boys & Girls Club - 257-2606
- Legacy Academy – 270-9977
- Greenway Crossing Montessori – 274-6475
- Neighborhood House – 255-5337
- Leopold bus routes include drop-offs at these daycares.
- These centers provide transportation. These are not school sponsored activities and the Madison Metropolitan School District does not support these programs and personnel. Permission to distribute this information is not a recommendation or endorsement by the school district.

**DIRECTORY INFORMATION**

Wisconsin law allows the District to disclose directory information about students unless parents/legal guardians desire that all or any part of this information not be released. If parents/legal guardians wish to have information about their child(ren) withheld they must complete the “Request to Withhold Directory Information” form for each child. This form is available in all school offices.

Directory Data/Information means those pupil records which include the pupil’s name, present address, telephone listing (unless the number is unlisted), date and place of birth, major field of study (e.g. 3rd grade elementary education at Leopold School), dates of attendance, dates of attendance, participation in officially recognized activities and sports, weights and heights of members of athletic teams, student’s photograph, the most recent previous school attended by the student, and degrees and awards received.

**Census Verification**

Parents/legal guardians are reminded of the importance of Census Verification which is available online for all students information can be updated and verified prior to August enrollment dates. Information on this verification is very important, since it is the only way for school personnel to locate a student’s parent/legal guardian or alternative contact person in the case of illness or emergency.

**Change Of Address/Phone**

For your child’s safety, please inform the school whenever you have a phone or address change or if your alternative emergency contacts change. Please inform us if you will be temporarily out of town and your child will be staying with someone else.

**Instructions for Family Information**

The Madison Metropolitan School District believes that it is important for both parents/legal guardians to be informed about a student’s progress. If your child does not live with both parents/legal guardians, we strongly urge you to provide the names of all persons with legal rights to information to the school so that we can communicate with them.

Follow these instructions for the family information section:

1. If parents/legal guardians live apart, fill out both sides of the household form, indicating which household is the primary household. If the parent/legal guardians live apart be sure to list both households when filling out the online household information piece of the registration or enrollment form.
2. The primary household should be the household the student declares as primary household for enrollment purposes. The primary household is the household the student declares as primary household for enrollment purposes, this establishes the attendance area the student resides in.
3. The online registration and census form allow for additional contact people should to be added, if the student has a secondary household that information can also be added. If someone other than the parent has rights to records it needs to be indicated on the form:
   a. LEGAL CUSTODY OF THE STUDENT and/or
   b. LEGAL ACCESS TO THE STUDENT’S RECORDS.
4. In addition to the people with legal custody or legal access to records, you may include the names of other adults or other student with whom the student lives. Please indicate the relationship of each adult to the student.

FOR EXAMPLE, if each of the following applies in a family situation:
- Parents/legal guardians are divorced; Parent filling out form should include the other parent as a secondary address either household or mailing.
- Student lives with mother and stepfather, mother would have to sign rights to records for stepfather to have rights.

**Student Records**

All student records maintained by the Madison Metropolitan School District are confidential, as required by federal and state law.

Parents/legal guardians should be sure to read the brochure on student rights that children bring home during the first week of school. This brochure explains the rights of parents/legal guardians and eligible students to have access to student records.

Several types of educational records are maintained for MMSD students. They are:

1. “Behavioral records” means those pupil records which include psychological tests, personality evaluations, records of conversations, any written statement relating specifically to an individual pupil’s behavior, tests relating specifically to achievement or measurement of ability, the pupil’s physical health records other than his or her immunization records or any lead screening records required under s.254.162, law enforcement officers’ records obtained under s.48.396 (1) or 938.396 (1)(b)2 or (c)3 and any other pupil records that are not progress records.

2. “Progress records” means those pupil records which include the pupil’s grades, a statement of the courses the pupil has taken, the pupil’s attendance record, the pupil’s immunization records, any lea
Fees

School Activity Fee Waiver

To encourage all students to participate in all school activities regardless of the student’s financial situation, it is the policy of the Board of Education to waive the payment of part or all of student fees if the student or the student’s parent/guardian demonstrates an inability to pay such fees, and to notify students and parent/guardian of this fee waiver policy.

Student fees for the purpose of the waiver policy include fees for school day field trips and fees that are on the yearly student fee schedule, except for library and textbook fines.

Fee Waiver/Reduction request forms are available at all schools, and may be completed by the parent/guardian each school year in which a waiver or fee reduction is requested. If a fee waiver or reduction is granted, it shall be for the entire school year unless the student or the student’s parent/guardian subsequently demonstrates the ability to pay such fees.

Field Trips

Teachers frequently plan field trips and excursions to provide students with educational experiences, which are extensions of the classroom. These trips are essential to the educational program, and all students are expected to participate.

Parents/legal guardians will receive written notification in advance about field trips and should take care to sign all forms and send money to school if requested.

Scholarship money is available if payment of field trip fees creates a hardship for a student’s family. In such cases parents/legal guardians should contact their child’s teacher or the school office.

Medications which are normally given to students during the school day will be given by school staff during field trips. No additional permission is required. If your child needs medication on an overnight or extended day field trip which is NOT regularly given at school, Board policy requires written parent permission and a written order from the health care practitioner. This includes over the counter, non-prescription medication. The medication permission forms are reviewed by the school nurse before the overnight or extended day field trip. Some medications (such as inhalers) may be self-administered but a school staff person will give most medications.

When riding a school bus as part of a field trip, students are expected to obey all rules governing school bus transportation (see “Bus Transportation”).

Food & Nutrition

Breakfast and Lunch Program and Schedules

Our Breakfast Program is offered to all students beginning the first day of school. Students may enter through the doors to the front lobby for breakfast at 7:25 a.m. The serving time for breakfast ends promptly at 7:40 a.m. Only students who are eligible for a free or reduced price lunch are eligible for a free or reduced price breakfast. Students who choose not to participate in the lunch program may participate in the breakfast program.

Menus are sent home monthly or can be viewed on Cable TV 10, or found on the district’s website.

Payment envelopes are available in the school office. Completed envelopes should include teacher and student name, grade and the amount. Monthly payments by check are preferred, but will be accepted any school day. Payments received are deposited into the computer accounting system. Students who have negative account balances will not receive a lunch until payment is received. Students will not be allowed to receive a meal unless money has been previously deposited into their accounts. Families will receive notices of negative account balances weekly.

If your child will be arriving late to school, please contact the office by 7:45 a.m. so a lunch can be ordered for your child. Lunches are prepared at the main kitchen on Pflaum Road and delivered to Leopold and we cannot get any added lunches after this time.

For Additional Information, please visit our website at www.foodsvcweb.madison.k12.wi.us

Dear Parents & Guardians,

The MMSD Food & Nutrition Department welcomes you to the 2011-2012 school year. We are eager to provide your family with healthy and nutritious options for Breakfast and Lunch at all of our Elementary, Middle and High Schools. We strive to meet nutritional requirements as well as cater to the likes of young children.

As your child progresses into Middle and High School, they will have more selections for their meal choices. All of our menus in the USDA Breakfast and USDA Lunch programs are designed to meet nutritional standards. Each menu is analyzed to ensure it meets 8 specific nutritional targets. Five different vitamins and minerals are analyzed as well as monitoring the fat content, providing no more than 30% of the calories from fat, while no more than 10% of the calories come from saturated fats. There are specific guidelines for calorie ranges for each of the different menus we offer. Meeting the
above mentioned guidelines ensures that our meals provide students with one third of their dietary requirements for lunch and one fourth for breakfast. Studies have shown that eating balanced meals, in combination with physical activity, will help with child development. What better way to establish healthy eating patterns than as a participant of our meal programs!

Sincerely, Your FAN Team

Food & Nutrition

Our Food & Nutrition Program Serves...

Nutrition
Value
Quality
Safe Food
Convenience

Feeding Appetites for Learning

Food Safety
MMSD Food & Nutrition Department operates under regulations from the FDA Food Code, the State of Wisconsin Food Code and the Public Health Department. We are committed to providing safe food for our customers at every step of our process including standards for ordering, receiving, storage, preparation, cooking and serving. Each school and our central kitchen are inspected twice a school year by Public Health Madison Dane County.

All school sites as well as the Food Production Center operate under comprehensive written “School Food Safety” plans. Plans are based on the principals of HACCP (Hazard Analysis & Critical Control Points), a systematic preventive approach to food safety.

Our FAN Team includes a Quality Assurance Specialist to ensure that the 20,000 plus meals served daily are served safely. All of our staff receives initial and on-going training using the National Restaurant Association’s “ServSafe” Food Safety Course materials.

Breakfast Program
All schools in the Madison Metropolitan School District offer breakfast daily. Breakfast is served 15 ~ 20 minutes prior to the start of the school day. A school breakfast generally consists of milk, fresh fruit or 100% fruit juice, and an entrée that includes grains and/or a protein source. Families may qualify for free breakfast as determined by their financial situation. For more information, please see the section on Free & Reduced Meals.

Please note: USDA regulations require that we serve a complete meal. Individual items, such as milk, can not be provided free to supplement a meal from home.

Lunches To Go
Let us help with Field Trips with our ‘Lunches To Go’. Cold lunches are available and may be ordered ahead and sent to your child’s school. For more information, please go to our website and check out our Menus.

Free and Reduced Price Meal Information
The Madison Metropolitan School District participates in the National School Lunch and Breakfast Program. Your children may qualify for free meals or for reduced price meals.

To apply for Free and Reduced price meals please complete either:

- A paper application available at registration
- An online application at http://lunchapp.madison.k12.wi.us.

If you do not have access to a computer, they will be available at registration or Madison Public Libraries.

If you have other questions or need help, call (608) 204-4001.

Office hours beginning August 18th are 7:00 am to 2:30 pm.

Meal Prices

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<th>Reduced and Free</th>
<th>USDA Breakfast</th>
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<tr>
<td>Elementary Full Pay</td>
<td>No Charge</td>
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<tr>
<td>Middle School Full Pay</td>
<td>$1.25</td>
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<tr>
<td>High School Full Pay</td>
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<td>Adult at Elementary</td>
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<td>Adult at MS &amp; HS.</td>
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<td>Adult at Elementary</td>
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<td>Adult at MS &amp; HS</td>
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Milk may be purchased for 50 cents.

Please note: USDA regulations require that we serve a complete meal. Individual items, such as milk, can not be provided free to supplement a meal from home.

Payment Options
MMSD Food & Nutrition Department has implemented an online payment option called MealPayPlus. Use www.MealPayPlus.com to check account balances online. Make payments to your students meal account. Monitor breakfast and lunch purchases. Receive email reminders when your student’s balance is low. You can even set up auto-replenish payments. You will need your child’s MMSD student ID number in order to set up a MealPayPlus account. If you do not know the account number for your child, please inquire at your child’s school, or call Food & Nutrition at 204-4001.

Please Visit Our Website
For more and up to date information, please visit our website. Our website can be found on the MMSD website or by entering www.foodsvcweb.madison.k12.wi.us
General Information (continued)

**Gifts for Staff (Board Policy 8254A)**

In accordance with Board of Education policy 8254A, staff members are not permitted to “accept or solicit for personal use a gift worth more than token value from a pupil or parent...[however,] the Superintendent may make exceptions in extenuating circumstances such as cases of bereavement, illness or death.”

Because many children enjoy giving things to their teachers, the District suggests that gifts take the form of a book, tape or game for the classroom or Library Media Center. In this way, all students can benefit from gifts given to teachers and other staff members.

**Guest Speakers**

Occasionally, teachers invite guest speakers into their classrooms. Teachers planning to use outside resource personnel must clear this with the principal prior to their “guest” appearance. Guest speakers report to the main office upon arrival at school.

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**Help With a Concern**

**How to Get Help with a Concern**

The Board of Education and the Superintendent expect that all concerns be treated with respect. All persons will be assisted by the best person to help them with their concerns, including parental concerns, regarding their children’s and their schools. The flowchart explains some general guidelines.

Not all concerns may be resolved exactly as all persons involved desire, but district staff will be open to considering all concerns and providing any assistance possible.

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**Kindergarten Screening for Early Entrance**

Board of Education Policy states that a child who becomes five years of age between September 2 through December 31 may enroll in kindergarten only after satisfactory completion of preliminary student assessments. A child being assessed for early entrance into kindergarten should have superior intellectual growth and language skills and must demonstrate the social, emotional, physical and mental maturity normally expected for successful participation in kindergarten. Parents who have concerns about school readiness should contact the school psychologist. They will be asked to complete a request form for placement on the early entrance evaluation schedule. If you need further information on the early entrance procedure, please contact your school’s psychologist or see www.mmsd.org. Children born after December 31 may not be screened for early entry. (Wis. Statute).

BOE Policy 4011

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**LARC**

LARC stands for Leopold Area Resource Coalition. The purpose of this long standing committee is to identify and respond to Leopold community needs by partnering and networking with neighborhood...
agencies. More specifically, LARC agency representatives include the school, local businesses, police, fire, the neighborhood association, the local government/churches, and a variety of nonprofit programs. JFF (Joining Forces for Families), EvenStart, Vista, and RSVP are examples of nonprofit agencies involved in LARC.

The LARC goal priority for the 2006-07 school year was to establish a community resource center for Leopold families. Through LARC efforts, an apartment site has been obtained at the Fairways for use as a resource site. A JFF social worker was hired to serve the neighborhood from this apartment site. The priorities for 2011-12 will be to continue to support Leopold children and the community.

**Parent/Legal Guardian Involvement (Board Policy 4500)**

All elementary schools have committees and PTO/PTA groups that provide opportunities for parents/legal guardians to participate actively in their children’s school. Through these activities parents/legal guardians can become better informed about, and can influence and gather community support for local school programs and policies.

Parent participation in the School Improvement Plan (SIP) process is encouraged. Through their involvement in SIP, parents contribute to the identification of school goals and the action plans for implementation.

Many parents/legal guardians share their talents and interests by assisting teachers with classroom projects and activities. Other parents/legal guardians provide leadership for enrichment programs to enhance the school’s curriculum.

The Board of Education also forms occasional task forces and/or committees to advise the District on specific issues. In recent years these groups have examined such school-related issues as racial integration, family change and space utilization. Citizens, parents/legal guardians and non-parents alike share information by becoming involved in the schools as part of these advisory groups. Please contact 663-1659 for further information.

Research has shown that children whose parents/legal guardians are involved with the school are more likely to achieve and to feel good about their school experiences. MMSD elementary schools encourage parents/legal guardians to become involved in their children’s educational programs in whatever way is most comfortable and interesting for them. The most important way for parents/legal guardians to be involved with their child’s education is by spending time each day with their child and by reading to them.

**Parent Faculty Organization**

Leopold School has an active Parent-Faculty Organization (PFO). The PFO holds six (6) meetings during the school year, typically on the 2nd Tuesday of the month. A schedule of the PFO meetings is available during registration as part of our school-wide calendar. The goals of the PFO are to support and speak on behalf of the children, families, teachers, and staff of our school; encourage family involvement in our school; provide information relative to current topics affecting our school community; and support our school through various fundraising efforts. Please consider becoming involved with this important organization.

**Visitations to School or Classrooms (Board Policy 4005)**

We welcome and encourage parents/legal guardians to visit their children’s school. However, when you come to school be sure to secure a visitor’s pass from the school office when you arrive. This allows us to keep your children safe as unauthorized persons or visitations are prohibited. Should unauthorized persons enter or remain on school premises, the principal or his/her representative may request assistance from the appropriate police department to remove such unauthorized persons.

**Parent/Teacher Communications**

**Scheduled Parent/Teacher Conferences**

Parents/legal guardians receive formal reports on their children’s progress four times during the school year. All elementary schools schedule parent/teacher conferences at the end of the first quarter to give parents/legal guardians and teachers an opportunity to share information about the child.

Written reports are sent home at the end of the second quarter, third quarter, and at the end of the year. When parents are divorced or separated both parents/legal guardians have the right to receive information about their child’s school progress, unless the court has ruled otherwise. Please stop at the school office to confirm if duplicate information is needed.

It is vital that parents/legal guardians and teachers be in communication with each other frequently so that the child understands that everyone is working together. If you have any questions about your child’s progress or educational program, do not hesitate to call your child’s teacher or the school principal.

**School Newsletter**

The Leopold School Newsletter called “Backpack News” is published periodically throughout the school year. This is our way of communicating with you about upcoming events, announcements about meetings, PFO activities, current events at school, in the classroom, and in the community. The Newsletter is sent home with your child. The PFO also sends home a newsletter about its activities monthly.

**Return from Discipline**

There are two forms of student discipline that involve an interruption of a student’s attendance at school; the first being an out-of-school suspension and the second being an expulsion. The District’s procedure for a student to return to school for each of those disciplinary interruptions includes a meeting involving the Principal, parent/guardian, and student. During the meeting those attending discuss strategies to enable the student to successfully re-engage with the school community. The specific procedures regarding out-of-school suspensions can be found in Board of Education Policy 4043 and for Expulsion, in Board of Education Policy 4045.

**Positive Behavior Support Plans**

All MMSD elementary schools aim to be positive places where students, staff, and families feel good about school and where important learning occurs.

Each school has been working on developing a school-wide system that helps children understand behavioral expectations, teaches social skills and creates a sense of belonging or community, and provides positive recognitions and celebrations. The Positive Behavior Support Plans also provide more consistent responses to misbehaviors and processes that aim to help students grow in responsibility for their actions.

A critical aspect of this response is the communication with the home and the home’s support of the school’s behavioral expectations. For this reason we have built home communication into our plan of procedures that the school staff will follow.

Through our plan staff aim to communicate clear boundaries for behaviors and work in a coordinated way to help students make good decisions.
Please take a moment and review the ideas of “above the line” behaviors (positive behaviors) as well as “below the line” and “bottom line” behaviors with your child. This will be the common language used across all elementary schools in the district. You will often see this common language posted in charts around the school. Each classroom may further clarify these ideas and provide examples for students. Working together, staff and families can partner to help all students experience school positively by creating safe environments while supporting growth in responsibility.

If you have further questions about our school’s plan, please contact your child’s classroom teacher, principal, or other staff.

**Leopold Elementary School**

**ABOVE THE LINE**
Positive behaviors that are conducive to a sense of community in a classroom and a school

**BELOW THE LINE**
Misbehaviors that detract from a sense of community in a classroom and a school

**BOTTOM LINE**
Serious misbehaviors that make a school unsafe

Our school will work to help all of our students stay “above the line” through specific programs, engaging learning experiences, and the relationships we foster each day.

When students “fall below the line” staff and principal will work together with the student to address issues through consequences and a “fix-it” plan. Depending on the severity, frequency, and other factors, parent/guardians may be contacted.

When students fall to “bottom line” the principal will determine consequences and “fix-it” plans in light of the district’s Code of Conduct. At this level of behavior, parent/guardians will be contacted.

**LEOPOLD SCHOOL RULES AND DISCIPLINE PROCEDURES**

To insure an orderly and safe learning environment at Leopold School, we will use the following procedures. Please review these expectations with your children.

Classes will begin at 7:45 a.m. For those students who walk to school or ride with parents, we ask that they arrive at school no earlier than 7:25 a.m. Staff supervision will begin at 7:25 a.m.

Before School - There are three reasons for students to enter school before the official starting time:

1. To eat breakfast – students must enter through the doors to the front lobby.

2. Students have a pass from their teacher.

3. Bad weather – After 7:25 a.m. students may enter the building before school when the weather is bad. (Very cold, heavy rain and heavy snow).

**Dismissal** – All students will be dismissed at 2:32 p.m. We encourage you to try to schedule your child’s doctor and dental appointments around school hours. If this is not possible, you must come to the main office first to check your child out. For your child’s safety, the teacher will not release a child to anyone.

**Telephone use** - Students are permitted to use the telephone in the school ONLY for school-related needs. In case of an emergency, a staff member will call a parent or guardian. Each outside call increases the telephone cost of the school system.

Because MMSD’s elementary schools do not have public telephones, parents are urged to help their children make arrangements in advance for after-school activities. Emergency or last minute messages to students should be called into office or their classrooms at least a half-hour before school is dismissed.

Teachers will not be called to the telephone during class time unless an emergency exists. They can usually be contacted during the half-hour after school is dismissed. All staff members have telephones in their classrooms with voice mail.

**THE CAFETERIA**

In order to keep the cafeteria clean and attractive, the following rules must be observed.

1. Talk in a normal voice.
2. Walk.
3. Clean up dropped food.
4. Empty all trash and unwanted food into waste containers.
5. Keep cafeteria lines orderly.
6. Eat at tables.
7. Remain seated during lunch and leave when dismissed by cafeteria duty personnel.
8. Raise hand if you need something.

**High Five Awards**

Leopold’s High Five Award program is built around five behaviors that are important for success in school (and in life). The behaviors are:

- Be Respectful
- Be Safe
- Be Responsible
- Be There Be Ready
- Be Kind

Teachers help all students learn the behaviors appropriate for their age and grade level. The school social worker and psychologist also work with children in classrooms and in small groups.
General Information (continued)

School Supplies
All children should bring their supplies the first day of school, unless the teachers request them earlier.
Field trip monies are collected for each trip by your child’s teacher.
School supplies are also available from the school social worker at no cost for students whose families can not afford them.

Student Services

Health Services
The school health office is staffed by a nurse and nursing assistant. The health office is fully staffed from 7:45 a.m. – 2:00 p.m. Monday through Friday. This is primarily a time for health consultation with students, parents and staff. Additional time is available for health screenings, health-related issues and home visits in the community. If you need their assistance, call Lori Zinck, nurse 204-4246 or the nursing assistant at 204-4247.

Group Health Cooperative Supports Leopold
As part of their commitment to our community, Group Health Cooperative of South Central Wisconsin (GHC-SCW) has developed a partnership with Leopold School. Through this program, students who do not have health insurance are able to receive primary and preventive health care. This includes annual physical exams, office and urgent care visits, eye exams and glasses, prescription medication, and medical interpreters for appointments. These services are provided free of charge and are available to children all year round while they are enrolled at Leopold School. This is a wonderful opportunity for your child to have access to health care! If you would like more information regarding this program, please call the school nurse, Lori Zinck at 204-4246.

Psychology
The school psychologist at Leopold works with students, parents, and teachers to aid in the social-emotional and academic growth of the students. This may involve consultation with teachers and parents, direct teaching with groups of students, assessment with individual students and intervention/treatment with individual and small groups. The psychologist may be involved in assessing learning style, cognitive strengths and weaknesses, and behavior. Evaluation may include observation, diagnostic testing and interpretation, and interviews. Recommendations are shared with the person making the referral and with the parents. If you need to contact the psychologist, call Rob Lucas at 204-4248.

Social Work
The school social worker works with teachers and parents to help children learn more from the enjoy school. She is involved with children individually and in groups. In particular, she focuses on the development and maintenance of good social relationship skills. Also, she helps children with behavior concerns, which prevent them or their peers from enjoying school, as well as problems the parent is concerned with at home. The social worker works with other members of the teaching and support staff to plan for children with special needs. This may require a home visit to include the family in planning. If you need to contact our social worker, call Sandra Rivera at 204-4249.

Speech Clinician
The speech and language clinician sees children individually or in small groups who have some difficulty in the areas of articulation, voice, language fluency, or hearing. The clinician working with children at Leopold Elementary is Susan Robinson. If you have questions or concerns, regarding the speech therapy program, please contact Charlie Wilder or Karen Windels at 204-4259.

Internal Transfers
An internal transfer can be requested by parents to allow their student(s) to attend a MMSD school while not living in that school’s attendance area. If granted the student may continue to attend the school to which the transfer was granted and other MMSD schools in the normal progression without filing another Internal Transfer Application Form. Completed transfer form should be turned into a school or enrollment office. The transfer will be forwarded to transfer in, transfer out, and Asst. Superintendent for approval/disapproval. Appeals of the decision of the Principal/Assistant Superintendent must be filed with the Assistant Superintendent in writing within ten days of the denial. The superintendent shall make final determination of an appeal within ten days of the receipt of the appeal. For all students attending school on an internal transfer, the parents are responsible for transportation of the student.

By change of residence:
a. Upon a change of residence from one attendance area to another attendance area within the MMSD, including homeless families who establish a permanent residence during the school year, a pupil may enroll in his/her new school of residence immediately, or
b. The parent may complete an Application For Student Internal Transfer Form requesting that the pupil remain at the school in which the pupil has been enrolled. Such requests shall automatically be granted.

Internal transfer request by parents for the current school year:
a. Parents requesting a transfer to have their student attend a school outside of their current MMSD attendance area. Each request will be considered on an individual basis.
b. In judging an internal transfer request, the enrollment office will use the following major criteria:
   1. Whether granting the internal transfer will exceed the pupil-teacher ratio and/or school/program capacity as defined and approved by the Board of Education for external transfers by using actual enrollment numbers and actual staffing positions.
   2. Options for special education students.

For criteria used for requesting a transfer on a priority basis, or criteria used for an Assistant Superintendent to grant a transfer based on specific circumstances, refer to instructions for completing the Internal Transfer Form or refer to board policy 4023.

Internal transfer request of parents for the next school year:
a. Parents requesting a transfer to have their student attend a school outside of their current MMSD attendance area. Each request will be considered on an individual basis.
b. Annual application for an Internal Transfer will be accepted for the next year beginning on the 1st Monday in February. Internal applications that are filed on or after the 1st Monday in February and before 4:00 p.m. on the 3rd Friday in March shall be given preference over applications filed under the Open Enrollment Policy.
c. In judging an internal transfer request, the Enrollment office will use the following major criteria:
   1. Whether granting the internal transfer will exceed the pupil-teacher ratio and/or school/program capacity as defined and approved by the Board of Education for external transfers by using projected enrollment numbers and projected staffing positions.
   2. Options for special education students.

For criteria used for requesting a transfer on a priority basis see the instructions for completing the Internal Transfer Form or refer to board policy 4023. If after giving priority as set forth, there are still more internal transfer requests than the receiving school has space available, then a lottery will be held to determine who gets selected. If a student is not selected, the parent will be given the option to notify the Enrollment office to have their child added to the waiting list. Parents will be notified before the start of the school year if space becomes available.

Revocation of an Internal Transfer
A principal may revoke an internal transfer for reasons related to discipline, absenteeism, tardiness, and/
or academic performance of the student. If a transfer is revoked, the elementary student shall immediately be enrolled in his/her school of residence. For middle and high school students, the revocation becomes effective at the end of the term. If the transfer was granted under specific criteria by an Assistant Superintendent then that Assistant Superintendent has the discretion to revoke the transfer.

**TRANSPORTATION**

**Bikes**
A pupil under the age of ten shall not ride a bicycle to school.  
• The PRINCIPAL may make exception upon written request of a parent.  
• The PRINCIPAL may forbid bicycles on school grounds.  

Leopold School permits fourth and fifth grade students to ride bicycles to school, and others as approved by the principal. A bicycle permit must be obtained before a child may ride his/her bicycle to school. Permits may be obtained in the office or online at http://www.madison.k12.wi.us/leopold/Bike%20Permission%20Form.pdf. The following rules must be followed.

1. Do not ride bicycles in the parking lot.
2. Do not ride bicycles on sidewalks and school grounds.
3. Bicycles must be kept in the bicycle racks.
4. Bicycles must be licensed.
5. Bicycles must be locked.

If the student does not obey the above rules, he/she may not be allowed to ride a bicycle to school for a period of time. The school assumes no responsibility for lost/stolen bicycles.

**Skateboards And In-line Skates**
Roller Blades need to be carried and scooters are discouraged.

Skateboards are not allowed on school property. Wheelies/heelies may not be used within the school. Students who use wheelies/heelies in the school must remove them. Parents must come to school to collect the wheelies.

**Bus Transportation**

Again this school year, our bus carrier at Leopold will be Badger Bus – telephone number 255-1511. For bus schedules, you may go on line to http://transportweb.madison.k12.wi.us/transroutes or call MMSD’s Transportation Department 663-5287. Bus route information will also be available at enrollment.

**Bus Transportation**

STUDENT RULES, RESPONSIBILITY AND DISCIPLINE

Bus transportation is provided free of charge for all elementary students who live more than 1.5 miles away from their school or who are on a hazardous route, as determined by the city and the county Board of Education views transportation to and from school as part of the school day. Parents and students must assume that bus transportation is a privilege to the student, not a right. Pupils who do not conform to the rules relating to safe transportation may have their riding privilege withdrawn by the bus company.

The following actions have been identified by the Board of Education as justification for refusing a pupil the privilege of riding a school bus:

1. Yelling, cursing, obscene language;
2. Throwing objects within the vehicle or out of the windows;
3. Extending head, arms or hands out of the windows;
4. Fighting, scuffling, smoking in the vehicle;
5. Moving about in the vehicle while it is in motion;
6. Damaging property;
7. Any other conduct which might jeopardize the health, safety, welfare or rights of other people and does not align with the MMSD Code of Conduct.

Drivers are responsible for the maintenance of order among children being transported and are instructed to use every reasonable means necessary to maintain order on the bus. The District supplies a three-  

**Guidelines for action to be taken in conjunction with the bus company if a student violates the rules for safe bus riding are as follows:**

1. First Incident--Discuss appropriate behavior with student and forward a copy of incident report to parent/guardian;
2. Second Incident--Confer with parent(s)/legal guardian(s) and student(s). Students may be refused transportation for one to three days.
3. Third Incident--Student may be suspended from transportation for a period of four to seven days. Parents/ legal guardians must be notified in writing of their right to a hearing and/or appeal.

Severity of offense may dictate acceleration of progression outlined above. Parents/legal guardians may appeal this decision to the Assistant Superintendent for the area involved. However, students whose bus riding privileges have been suspended are required to attend school, and parents must assume responsibility for alternate means of transportation. Continued refusal to abide by established rules may result in suspension of bus riding privileges for the remainder of the school year.

If an adult supervisor from the School District is on the bus, a student may be subject to discipline in accordance with the Student Conduct and Discipline Plan.

The Madison Metropolitan School District is concerned about the health, safety, welfare, and rights of your child. Please go over appropriate school bus riding practices with your child. Student behavior on the school bus and the driver’s management of the behavior are two key elements to a safe and enjoyable bus ride for all students. Your child’s bus may or may not be equipped with video monitoring equipment. The video camera is an aid used to monitor bus discipline. It does not replace the discipline policy, the driver’s authority, or the responsibility of the school officials. If you have any questions, including questions regarding the use of video equipment on board buses, please call the District’s Transportation Office at 663-5286.

**UNIDAD LATINA DE LEOPOLD**

The purpose of creating a Hispanic parent group within Leopold School is to express our concerns, ideas and thoughts about our children’s education in the United States. Our intention is to resolve problems and find solutions that will help our children to be successful in school.

El propósito de formar un grupo de padres hispanos dentro de la escuela Leopold, es el de expresar nuestras preocupaciones, ideas y pensamientos sobre la educación de nuestros hijos en los Estados Unidos. Nuestro intento es resolver problemas y encontrar soluciones que ayuden a nuestros hijos a tener más éxito en la escuela.

**UNITY**

The Unity Organization is comprised of Leopold parents of African American and bi-racial students. The group’s primary goal is to improve student academic success through increased parental participation. As a result of the Unity Organization, members have become significantly more visible in school activities, including the PFO and Black History Month projects. The Unity Organization will continue to recruit parents and focusing on student success.

The Unity Organization will participate in projects such as PFO and Black History Month projects.
IV. Health, Safety, Security

**Emergency Situations**

**Fire drills - Tornado Drills** -- Fire drills are conducted every month, and a tornado drill is conducted in the Spring.

**Lock Down** -- Every school will conduct a lockdown drill each semester. Drills are conducted to prepare staff and students in the event of an emergency.

**Safety Plans**

Every classroom in all of our schools has an Emergency Procedures pamphlet, which provides directions on responding to a variety of emergencies that may be encountered at the school.

**Supervision of the Building and Grounds**

In conjunction with the Office of Security of MMSD, Leopold has developed an Emergency Plan. If the students and staff need to be evacuated, they will walk to the Fairway’s Leasing Center on Traceway Drive. The Safety Officer for MMSD has worked with Leopold staff to prepare for emergencies and to undertake daily practices to reduce the likelihood of an emergency. For example, all outside doors except the parking lot entrance are locked during school hours. Teachers cover the glass on their classroom door.

There are telephones in each classroom. In the case of a health or other emergency, staff may access 911 from these telephones. There is also an emergency telephone number that rings in the office if any classroom needs assistance.

The nurse and nurse’s assistant are trained in CPR.

**School Entrances/access**

In order to ensure the security of our schools, entrance will be restricted to one main door, as well as to a handicapped entrance. Please check with your school for the appropriate designated entrances.

**EMERGENCY - WEATHER**

When weather conditions appear dangerous, district staff members review the situation beginning early in the morning. They talk with the City Streets Department, Police Department, bus companies and the National Weather Service to see if buses will be able to travel safely to and from school. Building Services staff advises whether all buildings are adequately heated and accessible for students. The decision to close schools is made by 6:30 a.m. and radio and television stations are given that information. If you have a question about whether schools will be closed, please listen to local media instead of calling the school office.

If a tornado or other storm threatens our area during the school day, students will be kept at school in the safest area of the building until the “all clear” message is sounded by Dane County emergency government officials.

**HELPING HANDS**

MMSD elementary schools participate with the Madison Police Department in the Helping Hand program. This program has been developed to help children travel safely on the streets to and from school. A child in distress, whether she/he is lost, injured or needing protection from a threatening situation, can get help from any home which displays a Helping Hands sign.

**ILLNESS**

**Is Your Child Well Enough To Go To School?**

It is not always easy to decide if your child is sick enough to stay home or well enough to be in school. Children who come to school are expected, with few exceptions, to participate fully in school activities.

Here are some guidelines that might help in a parent’s decision-making:

1. Fever: a fever of 100 or higher is a sign of more serious illness. Children who have fever can still go to school when the fever is under 100 and they are comfortable.
2. Vomiting, Diarrhea or Severe Nausea: These are symptoms that a doctor should be consulted by the child when these symptoms are severe or the child is experiencing any discomfort.
3. Infectious Diseases: Diseases such as impetigo, pink eye with thick drainage, and strep throat require a doctor’s health care provider examination and prescription for medication. Contacting the doctor and following the recommended treatment is necessary.

**Medication Policy**

1. Students who take daily or as needed medication at school must have the following in place with the school nurse before any medication can be given:
   - Written Order for Medication Administration from the prescribing practitioner
   - Parent/Guardian Medication/Procedure Consent Form
   - Medication provided in the original pharmacy labeled container supplied by the parent/guardian

2. Non-prescription (over the counter) medication must be supplied by the student’s parent/guardian.

3. The student will take the medication at the designated time supervised by authorized school personnel.

4. Only limited quantities of any medication should be kept at school.

5. All medication administered at school will be stored in a locked cubicle, drawer, or other safe place.

6. Parents/legal guardians must notify the school when the drug is discontinued and/or the dosage or time is changed. If the medication is changed, a new order must be received from the prescribing practitioner.

7. No over-the-counter medication will be administered to students unless the above process has been completed.
Health, Safety & Security (cont.)

8. New written permission from the prescriber and parent/legal guardian must be received each year for students who take medication on a long-term basis.

The practitioner Order for Medication Administration and the Parent/Guardian Medication/Procedure are both available on the district website: http://stusvcweb.madison.k12.wi.us/node/101

Expanded Health Services for Emergency Situations
All schools provide expanded emergency treatment for serious asthma problems and serious allergic reactions when the school nurse is in the building. This includes (1) nebulizer treatments for serious breathing problems and (2) injection of epinephrine for students who have serious allergic reactions. The goal is to initiate treatment before 911 responders arrive. Look for more information in your child’s school newsletter or talk with the school nurse. Information is also available on the school district’s website at http://stusvcweb.madison.k12.wi.us/node/102

Medical Insurance
The Madison Metropolitan School District does not carry student medical insurance. Parents/legal guardians are, therefore, responsible for medical expenses for pupils injured on school premises.

Even with the best safety precautions, there is an element of risk to children during normal school activities such as recess and physical education. Parents/legal guardians are encouraged to consider the adequacy of their medical insurance.

Immunization Law
For the health and safety of all students, Wisconsin law requires that students in grades pre-kindergarten through 12 have at least minimum protection against certain communicable diseases. Required immunizations include:

- diphtheria-tetanus-pertussis vaccine (DTaP, DT, Td, Tdap),
- polio vaccine,
- measles-mumps-rubella (MMR) vaccine,
- Hepatitis B vaccine, and
- varicella vaccine or a history of chicken pox disease.

The age and grade specific requirements can be found at http://stusvcweb.madison.k12.wi.us/node/101 The vaccine doses required by state law are minimum requirements. Additional vaccines may be recommended for your child. Please check with your clinic or the public health department for complete recommendations. You can submit new immunization data electronically by going to the MMSD website: http://stusvcweb.madison.k12.wi.us/node/101

After the 30th school day, the district is required to exclude elementary and middle school students who do not meet the minimum requirements as established by the State of Wisconsin.

The Wisconsin Immunization Registry (WIR) stores a child’s immunization records electronically in a secure system. The WIR is maintained by the Immunization Program of the Wisconsin Department of Health Services (DHS). When your child receives health care, your health care provider can access this information to (1) determine which, if any, immunizations are due at that time; and (2) update your child’s immunization records as needed. Parents and legal guardians can also access this information via the Internet. More information on parent access is at http://dhs.wi.gov/immunization/WIR.htm. (Revised June 2011)

**Protecting Your Child’s Health and Safety**

Your child will not be released if appropriate identification or verification of authority cannot be obtained.

4. Your child’s teacher will notify the office to send your child to the office.

To ensure the safety of your child, we will ask that any authorized adult (including parents) picking up a child will do so in the school office under the supervision of an office staff person.

Once school is in session, no non-school staff (including parents) will be allowed to go to a classroom unaccompanied and pick up a child.

Traffic Safety

School Safety Patrols
At Leopold School our fifth grade students serve as safety patrol members and are on duty for one week at a time. Patrols are stationed before and after school at street crossings. The streets are Trace Way and Todd Dr.

The School has provided the patrols with raincoats and needed materials to conduct the program. The parental support and good behavior of the children from all grade levels will help to insure a safer and more enjoyable school environment for everyone.

City Crossing Guards
The Madison Police Department provides adult crossing guards to ensure the safety of school children at busy intersections. The Leopold crossing guard is located on Post Road at the crosswalk near the center of the school.

Student Drop Off/pick Up
No drop off/pick up at the parking lot entrances or in the parking lots. No drop off/pick up in the circle drive during posted hours. Student drop off and pick up is in front of the school on Post Road within posted areas. Also, there is a drop off/pick up across from school. The driver must remain in the vehicle. Both areas are posted for stopping and standing only.
Wellness Policy On Physical Activity And Nutrition
(Refer to www.mmsd.org for complete BOE Policy 4610)

Children and adolescents need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive. Good health fosters student attendance and education. The Madison Metropolitan School District (MMSD) is committed to providing school environments that promote and protect the health and well-being of all students by supporting healthy eating and physical activity which are important for their ability to learn. It is the policy of the Madison Metropolitan School District Board of Education that:

- Schools shall provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and shall establish linkages between health education and school meal programs, and other activities that occur within the school day.
- All students in grades K-12 shall have opportunities and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school during the school day, at school sponsored events and in MSCR programs for students shall meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans, 2005.
- To the maximum extent practicable, all schools in the MMSD shall participate in available federal school meal programs.

Wellness Policy
The “Wellness Policy on Physical Activity and Nutrition” has been approved by the BOE. (For detailed information see BOE Policy 4610)

The purpose of the policy is to ensure that all students have “access to healthful foods and opportunities to be physically active in order to grow, learn and thrive.” The intent of this document is to provide highlights within each of the five areas covered by the policy.

### I. School Nutrition Education Goals

| Elementary Schools | Nutrition competencies will be integrated into existing curriculum/programs. Grades 1 and 3 are targeted for implementation. Teaching and Learning will develop and pilot nutrition activities/curriculum during the 2006-07 school year with full implementation expected in 2007-2008. |

### K-12

| Elementary Schools | Classes meet for 30 minutes three times a week all year. |

### II. Physical Activity Goals

| Elementary Schools | Increased emphasis in the curriculum on physical fitness and life time sports skills. |

### III. Establishing Nutrition Standards for all foods available on School Campus during the day

### Beverages Portion Size

| Elementary: | Up to 8 oz. |

### Snacks

| Elementary: | List of suggested snacks will be developed annually. (List follows) |

### Candy

| Candy | Cannot be given or sold to students during the school day. After 9/1/2008, candy cannot be used as item for school fundraising. |

### Candy/Food as Reward

| Candy/Food as Reward | Cannot be used as a reward or manipulative. |

### Food Allergies

| Elementary: | No peanuts or peanut products provided by MMSD Food Services. Classroom projects should not contain peanuts, tree nuts or edible seeds. |

| All schools: | Food containing peanuts or tree nuts should not be prepared at home or at school and served to students. General info on food allergies (milk, eggs, fish, shellfish, wheat, soy) should be included with food prepared at home and served to others at school. |

### Meal Times

| Breakfast: 10 minutes. Lunch: At least 30 minute break. Eat in a clean healthy environment. |

### Where Food Eaten

| Staff is encouraged to limit consumption of food in classrooms. Food can be eaten in classrooms as long as eaten on table or at a desk. Students are responsible for cleaning up after eating in classroom. |

### Food at MSCR After School Programs, MSCR Summer Programs, MSCR Field Trips or MSCR School Sponsored Events

When MMSD provides food to students outside of Food Services program during the school day, during an after school or summer program or at school sponsored event, the food must adhere to nutritional standards listed above.

### Pot Lucks

| Sponsors of any events that are open to the public must contact the local health department to get appropriate permit; state law exempts parent teacher organizations from obtaining permits for pot lucks--other groups may need permits and should consult with the local health department before scheduling an event. |

### Class parties or celebrations

| Are allowed. Principals are encouraged to limit the number of parties and celebrations that involve food and to promote non-food based parties and celebrations. |

### Classroom Food preparation

| Classes can prepare and eat food during class when it is directly related to the curriculum; no peanuts or nuts, and adhere to safe food handling practices. |

### Food safety

| Prepare food in accordance with School Potluck Food Safety Guidelines. |

### Sustainable food practices

| Are to be strongly encouraged. |

### Nutrition Education

| Education and marketing regarding nutrition and physical activity that supports students making healthful choices for food and beverage items. |
**MMSD Wellness Committee**

**Recommended Snack List for Classroom or Program Snacks**

Snacks containing peanuts or other nuts may not be served at school. This includes snacks with almonds, Brazil nuts, cashews, hazelnuts, macadamias, pecans, pine nuts, pistachios, and walnuts. Items on this list have been selected because, at this time, they do not contain peanuts or nuts products and the fat content meets the standard set by the Board of Education Policy. The intention of this list is to provide guidance to parents about snacks that are peanut and nut free. Parents whose children have peanut or nut allergies should check product labels every time to be sure that the products are peanut and nut free, free from cross contamination during processing and safe for their child to eat. Checking manufacturer web sites may also provide helpful information.

Food prepared at home to be served at school should be accompanied by a general list of ingredients or sent with a checklist indicating whether any of the following ingredients are included: milk, eggs, fish, shellfish, wheat, soy. Along with peanuts and tree nuts, these ingredients are responsible for 90% of all food allergy reactions in children.

**Fruits/Vegetables**
- Fresh fruit (any, such as oranges, apples, bananas, grapes, pears, plums, tangerines) that has been thoroughly washed
- Sun-Maid Raisins, and other dried fruits – prepackaged (except Eileen’s brand)
- Fruit in individual cups (applesauce, pears, peaches, etc.)
- Fresh vegetables that have been thoroughly washed, with low fat dips
- Ocean Spray Craisins

**Fruit Snacks**
- Betty Crocker Fruit Roll Ups , Fruit Snacks, Fruit by the Foot, Fruit Gushers
- Kellogg’s Fruit Streamers, Fruit Twists, Fruit Snacks
- Nabisco Fruit Snacks
- Welch’s Fruit Chews

**Juices**
- 100% fruit or vegetable juices
- Frozen 100% juice pops

**Dairy**
- Yogurt in individual cups or tubes
- Jello brand pudding in individual cups or tubes
- Hunt’s Snack Pack Puddings (vanilla, chocolate)
- String cheese or other individually packaged cheeses (1 oz)
- Frozen yogurt bars
- Wal-Mart “Great Value” brand pudding and gelatin cups
- Kellogg’s Yogos

**Crackers/Snack items**
- Nabisco/Kraft:
  - Crackers (Wheat Thins, Triscuits or Vegetable Thins)
  - Cheese Crackers (like Ritz Crackers)
  - Ritz (original, whole wheat, roasted vegetable, honey butter, sticks) Ritz Mini Smilin’ Snack Saks (NO Ritz bits/sandwiches)
  - Cheese Nips or Better Cheddars
  - Teddy Graham Crackers or Teddy Graham character brands
  - Nilla Wafers, Barnum’s Animal Crackers
  - Nabisco Bug Bites Graham Crackers
  - Nabisco Twigs
- Nabisco Premium Saltines
- Ritz Dinosaurus
- Newtons and Newtons Minis (Fig, Strawberry, Raspberry, Apple)
- Red Oval Farms Stoned Wheat Thins
- Keebler:
  - Wheat Thins (wheat or honey flavors)
  - Club Crackers Original
  - Town House Crackers Original
  - Scooby Doo Cheddar Crackers and Graham Cracker Sticks
  - Grahams (original, honey and chocolate)
- Golden Vanilla Wafers (regular and mini)
- Saltines (Zesta Originals)
- Toasted Crackers
- Cheddar Sandwich Crackers
- Munch’ems Baked Snacks (original and cheddar)
- Sunshine
- Cheez-It (Original, Sponge Bob, Cheddar Jack, Twisterz, Cheddar)
- Cheez-It Paryt Mix
- Saltine Crackers (Krispy Originals)
- Shur Fine at Woodman’s
- Graham (honey or cinnamon)
- Woven Wheats
- Wheat Snacks
- Cheese Cracker
- Great Value (Wal-Mart)
  - Animal Crackers (Original)
  - Double Cross Snacks (like triscuits)
  - Cheese Crackers
  - Crackies butter crackers
  - Snack Crackers
  - Honey or Cinnamon Grahams
- Pepperidge Farm
  - Goldfish and Giant Goldfish Crackers (NO Sandwich Snackers, party mix or peanut butter flavor)
  - Goldfish Chips
- Rold Gold Pretzels (NO Bucky Badger, Schulz, Snyder’s or Great Value as they are no longer nut free)
- Rold Gold Cheddar Tiny Twists
- Rold Gold Honey Mustard Tiny Twists
- Rold Gold Braided Twists
- Rold Gold Butter Crackers
- Rold Gold Snack Mix and Munchies

**Aldi’s Store Brands**
- Cambridge Brand
  - Wheat Crackers (look just like Triscuits)
  - Cheese Crackers (like Cheez its)
  - Gourmet Crackers (like Club Crackers)
  - Saltines
  - Cinnamon Grahams
  - Snack crackers (like Ritz Crackers)
- Mercer Brand
  - Animal crackers
  - Vanilla wafers
- Clancy’s Brand
  - Pretzel Rods

**Cheerios (EXCEPT Honey Nut)**
- Tris, Lucky Charms or Kix
- Rice Chex, Corn Chex, Wheat Chex or Multigrain Chex
- Multi-Groats
- Apple Zings
- Frosted Mini Spooners
- Honey Buzzers
- Cinnamon Toasters
- Coleslaw Crunch (regular or berry)
- Tootie Fruities
- Coco Roos
- Marshmallow Malters
- Kellogg’s
  - Apple Jacks
  - Fruit Loops
  - Mini Wheats
  - Crispix
- Mom’s Best Naturals (at Woodmans)
- Toasted Wheat-fuls
- Mallow Oats
- Honey Grahams
- Honey-ful Wheats
- Great Value (Wal-Mart)
  - Toasted Rice
  - Corn or wheat squares (like Chex)
- Shur Fine
  - Toasted Oats
  - Crunchy Corn Cereal
  - Crunchy Corn and Rice
- Value Time at Woodman’s
  - Toasted Oats Original (not Honey Nut)
  - Corn Flakes
  - Frosted Fruit
  - Crisp Rice

**Cereal Bars**
- Kellogg’s Nutrigrain Bars
- Kellogg’s All Bran Honey Oat Bars
- Kellogg’s Special K Bars (strawberry, blueberry, vanilla or chocolate)
- Rice Krispies Treats (original)
- Rice Krispies Treats Split Stix
- Nabisco Honey Maid Soft Baked Bars

**Other**
- Small bagels (Lenders and Thomas brand) with cream cheese (no nut types)
- Popcorn (no or low fat, plain white with no added flavorings)
- Baked Tortilla chips and salsa (Tostitos brand) with no added flavorings
- Jello snacks (individual cups)
- Popcorn (POP-Secret brand)
- New York Bagel Chips
- Slim Jim beef jerky

Please remember that in order to be candy and nut-free, these items are not acceptable as daily classroom snacks:
- Peanut butter, nuts or other nut butters
- Candy
- Bakery items
- Bulk bin items

**Updated June 2011**
V. District Policies & Guidelines

ALCOHOL & OTHER DRUG POLICY (BOARD POLICY 4235)

Board Policy 4235 provides that no student shall possess, consume, sell, give away or be under the influence of and dependency on alcohol and other drugs. No student shall possess, consume, sell, give away or be under the influence of alcohol and/or other drugs in the school, on school grounds, in motor vehicles used by the school, or at school-sponsored events or activities on or off school grounds.

The Madison Metropolitan School District shares with the community the responsibility to provide an optimal school environment for the intellectual, emotional, and physical development of its students and recognizes that alcohol and other drug use/abuse seriously affects that school environment. The Madison Metropolitan School District will join family and community efforts in providing necessary information, skills, role models, incentives, and experiences, which discourage alcohol and other drug abuse and dependency as well as discourage enabling behaviors in its schools, and will strive to make the school environment supportive to students who are experiencing problems related to alcohol and other drugs.

ADA/504

Regarding Madison Metropolitan School District’s Responsibilities Under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973 and the ADA are Federal legislation and regulations which prohibit discrimination against persons with a disability in any MMSD program.

A person with a disability is someone who:
1. has a mental or physical impairment which substantially limits one or more major life activities (e.g., caring for one’s self, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working); or
2. has a record of such an impairment; or
3. is regarded as having such an impairment.

In order to fulfill its obligations under these laws, the Madison Metropolitan School District Board of Education and the Madison Metropolitan School District recognize a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the Madison Metropolitan School District.

If the parent or legal guardian disagrees with the determination made by the professional staff of the Madison Metropolitan School District, she/he has the right to file a complaint with the State of Wisconsin Department of Workforce Development, the City of Madison Equal Opportunity Department, or the United States Equal Employment Opportunity Commission.

If there are any questions, please contact:
ADA Coordinator - Level/Area Special Education Coordinators:
Ted Szalkowski – East/La Follette elementary schools
Joanne Grassman – Memorial/West elementary schools
Noelle Sapiro – Middle & high schools
MMSD
545 West Dayton Street
Madison, WI 53703-1995
608/663-8442

To file a complaint, contact: Affirmative Action Officer
Amos Anderson
MMSD
545 West Dayton Street
Madison, WI 53703-1995
608/663-1530
Fax: 608/204-0343 TTY: 608/204-0344
Email: acanderson@madison.k12.wi.us

ANTI-BULLYING POLICY

Schools must create a culture in which bullying is not tolerated. We must encourage students to take a part in this culture by reporting known bullying and being helpful to classmates who are bullied.

We must support and assist the person being bullied, giving him/her tools to empower him/herself and overcome the negative effects of bullying and we must also intervene with the student who engages in bullying behavior to ensure the bullying behavior stops by (1) teaching new skills of communication and empathy, (2) communicating with parents and (3) providing appropriate, gradual discipline. Students, parents or guardians, and other persons who become aware of bullying incidents are encouraged to make a verbal or written report. Written reports may be made on the form entitled “Report of Bullying Incident” and submitted to any teacher, student services staff or administrator. This form can be found on the MMSD website or in the school office.

[For more detailed information, refer to: A Policy Guide for Families & Students of MMSD Elementary Schools.]

CONTROVERSIAL ISSUES (BOARD POLICY 3170)

Board Policy states that the study of and teaching of controversial issues shall be in an academic atmosphere as free as possible from bias and prejudice. In the teaching of controversial issues, a teacher must, among other things, respect and withhold the expression of his/her personal opinions unless asked by a direct question, develop a classroom atmosphere in which pupils feel free to express opinions and to challenge ideas; and choose suitable instructional materials presenting data on varying points of view on issues being discussed.

A citizen of the school community may register a protest with the Principal and request that he/she change the way in which a controversial issue is being handled.

04/04 (Revised 2/7/05)

DRESS CODE (BOARD POLICY 4211, 4600)

The Board of Education has the following policy regarding student behavior, dress and grooming:
1. Reasonable rules of conduct shall prohibit behavior which disrupts, hinders, or interferes with the education of other pupils and conduct which endangers the health, safety, or welfare of students, faculty, and staff.
2. The BOARD will support the action of any teacher, custodian, supervisor, or administrator which is necessary to prevent disruption of any function of the school system.

Pupils found to be guilty of such conduct shall be suspended by the PRINCIPAL and may be expelled by the BOARD. (See Student Code of Conduct – Suspension Code 107)

ELECTRONIC DEVICES (BOARD POLICY 4403)

Possession of a Personal Electronic Device

1. Pupils are permitted to possess a cellular phone, personal digital assistant, personal music/video/gaming device, camera, or other personal electronic device with communications functions or the capability to capture/record voice or image information, (collectively within this Policy, “Device” or “Devices”), provided that the Device remains stored, powered off, and unused (1) throughout the entirety of the educational day that has been established for the applicable school, (2) in a school bathroom, locker room, or other dressing area at any time, and (3) at such other times as have been identified in advance by a school-issued policy, rule or directive. Such a Device shall be considered stored if it is outside of view and reasonably secured in a locker, backpack/purse, or pocket. Any headphone, ear piece, or
similar equipment associated with a Device shall also be stored and not worn.

2. Any pupil who possesses or uses a Device and/or associated equipment that is not stored, that is not powered off, or in a manner that violates this Board Policy or any other policy or school rule shall be subject to consequences, including but not necessarily limited to disciplinary action, required surrender of the Device, and/or potentially having his/her right to possess a Device at school further restricted by the school PRINCIPAL or his/her designee. In any case where a Device is confiscated by a school, the Device shall be returned to the pupil or to a parent/guardian at an appropriate time.

3. Pupils who possess a Device do so at their own risk to possible loss, damage or liability.

4. The following situations represent limited exceptions to Paragraphs 1 and 2 of this Policy:
   a. If a school PRINCIPAL or his/her designee determines that a Device was used appropriately by a pupil in an emergency situation, the school shall not discipline the pupil for such possession/use.
   b. An individual pupil, or parent or guardian on behalf of an individual pupil, may request permission in advance from the pupil’s school PRINCIPAL or his/her designee to possess and use a Device for a medical, educational, or other legitimate purpose that the PRINCIPAL/designee determines is necessary for the pupil’s education. This shall include one-time permissions that are granted by a staff member with authority from the PRINCIPAL/designee to an individual pupil to make a specific telephone call or other specific communication.
   c. For an educational or other legitimate purpose, a PRINCIPAL or his/her designee may authorize in advance the limited use of a Device by pupils during the school’s educational day in a manner that is otherwise be prohibited under Paragraph 1 of this Policy, with the following limitations:
      i. No exception to Paragraph 1 may be authorized under Sub-paragraph 4.b or under Sub-paragraph 4.c with respect to the possession or use of any Device in a school bathroom, locker room, or other dressing area.
      d. The PRINCIPAL or his/her designee shall determine whether the possession and use of a Device is within the scope of any advance authorization.
      e. The school PRINCIPAL, an ASSISTANT SUPERINTENDENT, or the SUPERINTENDENT shall have discretion to prospectively revoke any prior authorization that operated as a limited exception to Paragraph 1 and Paragraph 2 of this Policy.

5. Pupils shall annually be provided with a copy of the rules that govern the possession and use of the Devices covered by this Policy.

6. Nothing within this Policy shall be construed to limit a pupil’s ability to use a Device in a manner that functions as assistive technology necessary for a pupil’s education and that is required under an Individualized Education Plan or a Section 504 agreement.

6/2/2008

**STUDENT COMPUTER & INTERNET USE: POLICY, PROCEDURES & RULES**

The Acceptable Use Policy of computer use by students will be included in the *Elementary Handbook: A Policy Guide for Families & Studies of Madison Metropolitan School District Elementary Schools* that is distributed in early September, 2011.