Leopold Elementary School
School Supplement to the District Policy Guide
2018-2019
Dear Leopold Families and Community,

Welcome to the 2018-19 school year at Leopold Elementary! As the new principal, I am excited to lead and learn at our school this upcoming year. There are so many possibilities here at Leopold and the diversity in our families, students and staff make it a wonderful place to work and play.

During this school year, we will continue creating a positive, safe and inclusive culture that fosters our children’s academic and social emotional growth and well being. We will collectively ensure that all of our children’s stories, strengths and needs are considered using a lens of equity and social justice so that we develop the knowledge, skills and relationships needed for them to thrive. We will closely monitor our children’s learning and engagement throughout the year and continuously plan for their achievement. Together we will celebrate when we see our students growing in their learning. In addition, when we notice that our children are not meeting the high expectations that we set for them, we will collaboratively plan how to address their needs in creative ways that consider both strengths and areas to develop.

Collaboration among all staff to support student learning and a sense of belonging will set our children up for success throughout the school year. Strong partnerships with you, our community and families, will further assist in serving our children in the best ways possible now and into the future.

It is clear that the Leopold staff are committed and ready for a great year ahead. I look forward to all that is in front of us during this new school year.

Sincerely,

Peg Keeler
Principal

About our school
As our mission states, Aldo Leopold Elementary School is a community that is driven to setting the foundation for our students to become global citizens who possess a love of learning.

Our school serves students in 4 Year Old Kindergarten through Fifth Grade. We offer a comprehensive program that focuses on the developing literacy and mathematical thinking skills. Our program is rounded out with courses in social studies, science, physical education, art, music, information literacy, and computer technology.

For interested families entering Kindergarten, we offer a Dual Language Immersion program through which students develop both English and Spanish language biliteracy and bicultural learning in a program that continues through high school.
**Community School**

A Community School is a welcoming and inclusive place that builds on the assets of the community to help serve the identified needs of the students, families and community through well integrated and coordinated strategic partnerships.

Community schools integrate programming and services that students, families and community members feel are needed. Over the past two years, we have built a strong Community School Committee made up of members of our school staff, family members and representatives from our community partners. We set three priority areas – expanded offerings for students during out of school time; additional academic support for students of color, ELLs and students with Special Needs; and increasing positions of power for people of color within Leopold. We also established our Committee Mission:

Leopold CSC is a dynamic group with a focused goal to harness the power of community to ignite the inherent talents and greatness of everyone within the Leopold community.

Over the past two years we made much progress in our options for students for their time outside of regular school hours. We provide multiple leadership teams and now have many clubs for students to participate in, such as two outdoor/nature-based clubs, dance club, Disney Musicals in the Schools, Girls on the Run and more. This summer, in partnership with the Fitchburg Public Library, there will be three days of programming offered for our community at Leopold Park. We look to fortify our other two priority areas with expanding partnerships this year.

**School equity vision and mission statements**

Our school’s equity vision states, “Leopold is a Community School where we believe all members will be successful. Members feel welcome, safe, respected, supported and are responsible for continually growing and uplifting the Leopold Community.”

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**

- We believe that excellent public education is necessary for ensuring a democratic society.
- We believe in the dignity, abilities, and life experiences of every individual in our community.
- We believe in an inclusive community in which all have the right to contribute.
- We believe we have a collective responsibility to create and sustain a safe environment that is respectful, engaging, vibrant and culturally responsive.
- We believe that every individual can grow 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.
- We believe in continuous improvement informed by critical evaluation and reflection.
- We believe that resources are critical to education and we are responsible for their equitable and effective use.
- We believe that academic achievement is not predicted by race, class, disability, sexual orientation, gender or home language.
- We believe in culturally relevant education that provides the knowledge and skills to meet the global challenges and opportunities of the 21st century.
Telephone
OFFICE: (608) 204-4240
FAX: (608) 204-0451
ATTENDANCE / SAFE ARRIVAL: (608) 204-4241

Address
2602 Post Rd
Madison, WI 53713

Web address
https://leopold.madison.k12.wi.us
facebook.com/MMSDLeopold

School Hours
Mondays 7:45 a.m. - 1:10 p.m. (Early release)
Tuesdays-Fridays 7:45 a.m. - 2:42 p.m.

Important School Contact Information
Main Office 204-4240
Safe Arrival/Attendance Calls 204-4241
Principal, Peg Keeler 204-4242
Assistant Principal, Becky Peterson 204-4244
School Nurse, Holly Raymond 204-4246
School Psychologist, Lauren Powers 204-4259
Social Worker, Meredith Newby/Sarah Kluesner 204-4249
Spanish Bilingual Resource Specialists, Gelos Alderson, Nayda Gonzalez, Graciela Laguna 204-4262
Arabic Bilingual Resource Specialist, Ghufran Kanan 204-4262
Family/Community Liaison, Linda Johnson 204-4275
Community School Resource Coordinator, TBD 204-4275
Key Policies and Guidelines

Child Care/After-school Information
There is 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.

Other organizations that provide care to many of our families are:
- 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 *
- Greenway Crossing Montessori – 274-6475 **

* 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.

Traffic Safety, Parking, Pick Up/Drop Off Information
Parking maps are available in the school office. The school parking lots are reserved for staff only. Parents should not enter the school parking lot for the purpose of dropping off or picking up students. There is short-term visitor parking located in the upper parking lot and is marked for this purpose. With the new organization of our parking lot, anyone who enters should drive straight through the visitor parking area and then exit through the staff lot. When you drop-off your students across from the school, it is critical that you remind them to cross the crosswalk, which has lights and an adult school crossing guard. Our student Safety Patrol also offers guided crossing on the north side of Post Road.

Supervision of building/grounds
Classes begin at 7:50 a.m. For those students who walk to school or ride with parents, we ask that they arrive at school no earlier than 7:30 a.m., when playground and cafeteria supervision begins. Breakfast service also begins at 7:30 and ends promptly at 7:45 a.m. In the event of bad weather (very cold temperatures, heavy rain or heavy snow), supervision is provided outside of classrooms inside the building between 7:30 and 7:45 a.m. when classes begin.

Our number one priority at Leopold is the safety of your child/ren. To ensure that we have a secure building, we require every visitor to sign in at the office. Outside of drop-off and pick-up hours, you will need to use the intercom to let the office know you are coming into school. You will be asked to come to the office and sign in, after which you will get a visitor’s badge. Please be sure to follow this protocol, since not only does it keep our entire Leopold community safe, it also means that you won’t be stopped multiple times to be asked if you need help finding the main office! Thank you in advance for working with our team to focus on safety.

Field Trips
Our teachers plan field trips that enrich the educational experience we provide, as well as ones that help to build community and celebrate our successes. Parent volunteers/chaperones are very much appreciated!
Family Engagement
There are many ways that Leopold families are engaged in our school community. We have room parents who help with class communications, field trips, room organization and more. We have many special events throughout the year where families can volunteer, such as Literacy Night, Black History Celebration, Multicultural Night, the Fall Fiesta, and the Timberwolf Trample. Additional volunteers help around the school, such as in the library, assisting at lunchtime and recess, organizing our Little Libraries, and prepping teacher materials. There are also leadership opportunities for our families. Leopold’s very active Parent-Faculty Organization supports many improvement projects and community events. General monthly meetings typically focus on an area of learning about how Leopold and MMSD function, with presentations from classroom teachers and updates from the principal. Our Community School Committee is a driving force behind our Community School designation. This committee, made up of parents, staff and community partners, meets monthly and determines our next steps as a Community School. As well, we began a new family group, Black Parents for Progress, which meets monthly.

Parent teacher conferences
Conferences occur twice a year, in November and April. Your child’s teacher will send home available times to sign up for conferences as the conference date approaches. Some of our instructional and grade-level teams use a model called Madison Parent Teacher Teams (MPTT), which has classroom teams – made up of the classroom teachers and all the parents in the class – meet as a group 2-3 times a year. At these meetings, the teacher reviews and explains class-level academic data. The teacher then provides parents with data about their own child’s performance and helps them set 60 day SMART (Specific, Measurable, Attainable, Realistic and Time-Bound) academic goals. Teachers also model and provide materials for activities that parents can do with their children at home, giving them time to practice with each other in a small-group setting and share tips with each other.

Student Personal Property
To help us preserve the academic environment, and to avoid possible problems, please ensure that your child leaves items unrelated to learning at home, including all toys. We ask that students leave cell phones at home. In the case of an emergency, students are allowed to use the phone in the main office. If your student needs to bring a cell phone to school, the device may not be used during the school day.

School Improvement Planning
We are committed to the work of continuous school improvement. We ask that you take time to read through our School Improvement Plan as partners with us in your child’s education and we welcome your feedback and input. You can find our school profile on our website at: https://leopold.madison.k12.wi.us

Behavior
We believe optimal student achievement, both academically and behaviorally, can be achieved by taking a positive and proactive approach for creating and maintaining a safe and effective learning environment. We use the Proactive Behavior Support (PBS) practices to both teach students about expectations and recognize when they are “caught doing good.” Every classroom teacher also uses Second Step, a social-emotional learning curriculum to help students meet our district social-emotional learning standards (SELS). Along with this curriculum, teachers integrate the SELS throughout the academic day and also utilize the Zones of Regulation, which provides students easy language to be metacognitive about their feelings and many strategies for keeping themselves “in the green.”

Picking up your child during the school day
To ensure the safety of your child, please send a note in advance to your child’s teacher or the office. We require parents to come into our office and sign out the student. We will call the classroom to have the student sent down to the office to meet the parents. Please remember anyone picking up a student must be authorized and listed in Infinite Campus. Once school is in session, no non-school staff (including parents) will be allowed to go to a classroom unaccompanied and pick up a child.

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