Dear Leopold Families and Community,

Welcome to the 2019-20 school year at Leopold Elementary! As a Community School, we are a hub of resources, supports and opportunities for our children and families. We are a beautifully diverse community of people who learn from each other while learning every day. The resources within our community are assets that we leverage for the success of all at Leopold.

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 wellbeing. 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 and families to support student learning and social emotional wellbeing will set our children up for success both now and into the future. 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
Leopold Elementary Community School has wonderfully diverse children, staff, families and community members. Our school serves students in 4-Year-Old Kindergarten through Fifth Grade. We also have Birth to 3-year-old “Play and Learn” program offered at Leopold. Leopold has a well-rounded program that is rigorous and builds on our students’ strengths and interests. Our comprehensive program focuses on developing literacy and mathematical thinking skills and is rounded out with courses in social studies, science, physical education, art, music, technology, and outdoor learning.

We offer a Dual Language Immersion (DLI) program through which students develop both English and Spanish language biliteracy and bicultural learning in a program that continues through high school for students entering kindergarten. The DLI program is also available in the first semester of first grade. More information about the DLI program is available in the main office.

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 7:50 a.m. - 1:15 p.m. (Early release)
Tuesdays-Fridays 7:50 a.m. - 2:47 p.m.
Our 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 three 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.

Over the past three 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
Leopold is a thriving Community School where all members belong, have a voice, and are successful. We are committed to anti-racism and achievement through alliance building with our students, staff, families and community.

School Motto: “TOGETHER WE CAN! --- JUNTOS PODEMOS!”

We believe:
• that excellent public education is necessary for ensuring a democratic society
• that academic achievement is not predicted by race, class, disability, sexual orientation, gender or home language - and that all children have the potential to learn at high levels
• in culturally relevant education that provides the knowledge and skills to meet the global challenges and opportunities of the 21st century
• that families are the first teachers of our children - and the partnership between families and school is integral to the success of our students
• in the dignity, abilities, brilliance and life experiences of everyone in our community
• in an inclusive community in which all have the right to belong and contribute
• that together we can create and sustain a safe environment that is respectful, engaging, vibrant and culturally responsive
• in restorative practices that teach positive behavior and support repairing harm when it occurs

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
Assistant Principal, Jessica Awe 204-4335
School Nurse, Holly Raymond 204-4246
School Psychologist, Lauren Powers 204-4259
Social Worker, Meredith Newby/Sarah Kluesner 204-4249
Spanish Bilingual Resource Specialists, Nayda Gonzalez, Graciela Laguna, Dinka Souzek 204-4303
Hmong Bilingual Resource Specialist, Lincoln Vang 204-4303
Family/Community Liaison, Linda Johnson 204-4275
Community School Resource Coordinator, Rosie Gittens 204-4275

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

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.”

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 *

* Leopold bus routes include drop-offs at these daycares.
** This center provides 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.

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 Trampoline. 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 have family groups Black Parents for Progress, which meets monthly, and a Latino Group which meets several times a year.

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!

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.

**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.

**Safety & Security**
Families play a key role in school safety. At [leopold.mmsd.org/safety](http://leopold.mmsd.org/safety), you can read about school-specific resources for helping keep students safe. You’ll find more information on district safety and security, including how we communicate with you in an emergency, at [mmsd.org/safety](http://mmsd.org/safety).

**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](http://https://leopold.madison.k12.wi.us)

**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 must be “Off and Away” at all times during the school day. As a result, cell phones should remain out of sight (i.e.- kept in lockers or backpacks) and powered off during the school day.

As a technology forward school, we want to teach and promote appropriate digital citizenship, as well as help students stay more present and engaged in their learning. The intent of this policy is to support students in their academic success by removing a major distraction and promoting face to face social interactions and connections.

Students who “forget” the “Off and Away” policy will be warned the first time. The second time we collect the phone for student to pick-up from the main office at the end of the day and a parent will be notified. The third offense and beyond, a parent has to pick it up from the main office. Thank you for supporting the cell phone policy and our children's engagement in the learning and face to face connections with people around them.

**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 7:35 a.m., when playground and cafeteria supervision begins. Breakfast service also begins at 7:35 and ends promptly at 7:50 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 7:35 and 7:50 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. If the teacher is expecting you, you will be allowed to go to the classroom without an escort. Please be sure to follow this protocol since it keeps our entire Leopold community safe. Thank you in advance for working with our team to focus on safety.

**Traffic Safety, Parking, Pick Up/Drop Off Information**
Parking maps are available in the school office. Student drop off/pick up is in the circle drive (drop and go). The school parking lots are reserved for staff only except for the short-term visitor parking located in the upper parking lot which is marked for this purpose. When you drop-off your students across from the school, it is critical that you remind them to cross and 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.