Dear Parents and Scholars:

Whether you are a continuing family, or new to the Mendota community, we want to welcome you to what promises to be a terrific school year! We anticipate a year of excellence as we foster a learning community that is student-centered, safe and focused on providing rigorous, high quality instruction.

The 18-19 school year will mark our third year as a community school! As a community school we build on the assets of the community, to help serve the identified needs of our Scholars and families through well integrated and coordinated partnerships. Through our partnerships we are able to provide a host of opportunities, services and supports to ensure that our Scholars thrive in their classrooms.

We would like to extend an open invitation for you to participate in your Scholar’s learning experiences. We encourage you to visit/volunteer in your Scholar’s classroom, participate in community school activities/events and keep in touch with your Scholar’s teacher. We look forward to working in partnership to make 2018-2019 our best school year yet!

Carlettra Stanford
Principal
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About our school
One of the first community schools in MMSD, Mendota Elementary is a 4K through 5th grade school with a diverse student body. Our 330 Scholars come from a variety of neighborhoods, with the majority living within walking distance of the school. As a community school we build on the assets of the community to help serve the identified needs of scholars, families and community through well integrated and coordinated, strategic partnerships. In partnership with our families and community, our goal is to create a culture of college, career and community readiness for all!

School Mission Statement
Mendota is dedicated to becoming a high performing community school that engages all students in exemplary teaching and learning experiences that are rigorous, differentiated and take place in a positive and safe learning environment.

School Calendar
The Mendota school calendar is located on the Mendota Elementary School website (mendota.mmsd.org) and is updated as events are scheduled throughout the year. Also, be sure to like our Facebook page to receive information on upcoming events as well as highlights and pictures of the daily happenings at Mendota.
Key Policies and Guidelines

Childcare/After-school Information
Our MSCR Afterschool program offers tutoring and homework help as well as recreational activities. The after school program calendar generally follows the Madison Metropolitan School District calendar. Programs begin at school release time and end at 5:30 p.m. (including early release on Mondays). Activities include art, science, sports, enrichment clubs, structured games, playtime, and field trips. Rates vary depending on income, there are discounts for siblings and scholarships are available. Snack is provided.

Traffic Safety, Parking, Pick Up/Drop Off Information
A city crossing guard is available before and after school to assist students and encourage safe student behavior when crossing the street. If dropping students off on the east side of School Road, they must walk to the crossing guard for assistance to ensure everyone’s safety. If dropping students off on the west side of School Road, please do so in the designated drop-off areas marked accordingly. Students who live more than 1.5 miles from school are provided free transportation.

School parking lots are designated “Staff Only” from 7:00 a.m. to 5:00 p.m. and may not be used as a student drop off area.

Supervision of Building / Grounds
Staff supervision begins at 7:30 each morning. Students should not arrive prior to 7:30 a.m. Staff supervise during the day when students are participating in scheduled school activities until school is officially dismissed. School personnel do not supervise playgrounds after classes are dismissed at the end of the day.

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.

Family Engagement
Parent Engagement is an ongoing process that increases active participation, communication, and collaboration between parents, schools, and communities with the goal of educating the whole child. Mendota has a history of being a supportive and diverse educational community for students and families. At Mendota there are many ways that parents can be involved, including but not limited to, attending conferences, joining
the PTO (Parent Teacher Organization), joining the community schools committee, volunteering in classrooms and having consistent communication with their child’s teacher. Our school Parent Liaison is also available to provide support and assistance to families. Strong partnerships between home/school are essential for student success.

**Parent/Teacher Conferences**
All elementary schools schedule parent/teacher conferences at the end of the first quarter and during third quarter to give parents/legal guardians and teachers an opportunity to share information about student progress. Parents can set-up conferences during registration, via the classroom newsletter or by contacting their child’s teacher directly. At Mendota we have an “open door” policy, and encourage parents to have consistent communication outside of the formal communication that takes place during conferences.

**Student Personal Property**
We encourage parents of primary students to label backpacks and coats/jackets to eliminate confusion when items are misplaced. Any misplaced items are placed in the school lost and found where students have access to look for belongings. Students are discouraged from bringing personal items of value to school. If students choose to bring personal items from home, they will be instructed to take responsibility for their items by keeping them in a secure location.

**School Improvement Plan**
All staff work in collaboration with the School Based Leadership Team (SBLT) to develop a School Improvement Plan (SIP) that establishes goals for the school year. The SIP helps to focus the work of staff by targeting strategies that can be implemented to improve achievement for all and close opportunity gaps.

**School Support Services**
At Mendota we are pleased that there are several support staff members that are here to meet student needs. Our multi-tiered system of support includes our Social Worker, Psychologist, Positive Behavior Coach, Parent Liaison, academic interventionists, Behavior Health in Schools (BHS) Clinician, Advanced Learner Instructional Resource Teacher, Bilingual Resource Teacher, Speech and Language Clinician, Nurse and Cross Categorical teachers. Support staff collaborate in order to provide academic and social/emotional support for students and families.

**Behavior**
Mendota is a Positive Behavior Interventions and Supports (PBIS) school. PBIS is a research-based systems approach to behavior that uses school-wide systems of support that include proactive strategies for defining, teaching and supporting appropriate student behaviors to create a positive school environment. Much like we would for any academic subject, students are taught Mendota’s community expectations of being respectful, being safe and being responsible. Students are expected to demonstrate these behaviors in all environments including events that are off school grounds.

**Picking up your child during the school day**
To ensure the safety of your child, please call the office and/or send a note to your child’s teacher if they will be picked up early. If possible, please call when you are en route so that students can be ready and waiting in the office. Adults picking up students must be authorized and listed in Infinite Campus.

*Find more information in the district policy guide, found at [www.mmsd.org/policy-guide](http://www.mmsd.org/policy-guide).*