School Overview

On behalf of our entire school community, I’d like to welcome you to Muir Elementary School, home of the Jaguars! As you view information in our handbook and begin the school year with us, you will quickly find that Muir is an established and collaborative community working hard to attend to the specific learning needs of every child.

The staff at Muir value strong partnerships with each other, our families and the greater community. These relationships allow us to share resources and learn from one another to promote learning for all. We work hard to provide student centered curriculum and instruction that draws on our students’ background knowledge and exposes them to new experiences applicable to our educational standards.

Supporting our strong focus on academics, we also are centered on enhancing our student’s education through a whole child perspective. Our garden and outdoor learning spaces allow students to extend their experiences to the outdoors. We are currently completing plans to build an outdoor classroom on our grounds. Muir’s School-Wide Positive Behavior Support plan focuses on teaching and supporting positive social behaviors and include being safe, respectful, responsible and kind. We encourage Muir classroom treats provided by families to be healthy, nutritious and nut-free. We also have our annual Walk or Wheel (WOW) to school, Muir Mile event and Bike to School Day. Muir offers Muireka (our Science Fair), SCRATCH CLUB (computer coding course) and has increased student exposure to clubs. In April of this past year our school community observed our dream for a new playground come true. This may be the first thing you see when you drive by our school on Inner Drive.

I encourage you to take an active role in Muir’s Home-School Partnership with the specific goal of communicating and interacting with your child/children at home about school. Research shows that partnerships between home and school have a direct effect on student success in school. Muir is looking to increase communication and events with this in mind.

Traditionally, Muir Elementary families have been very active in school affairs and we are looking to create increased diversity through having involvement of our Early Childhood through 5th grade families. The best way to become familiar with our school is to become involved in our activities and programs. Our Parent-Teacher Organization meets on the second Tuesday of each month and this year we ask all our parents to join their classroom teacher in attending at least one meeting this year. We welcome your involvement and look forward to another year working and learning with our students. Together we can continue to keep Muir Elementary School a wonderful place where each child has a positive and successful learning experience.

Andrea Kreft
Principal
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Address
6602 Inner Dr
Madison, WI 53705

Web address
https://muir.madison.k12.wi.us
facebook.com/MMSDMuir

School Hours
Mondays 8:30 a.m. - 1:55 p.m. (Early release)
Tuesdays-Fridays 8:30 a.m. - 3:27 p.m.

School Equity Statement
We embrace diversity as an asset and have a collective responsibility to promote equity in education among our students, staff and families.

School Support Services
Muir has a skilled Student Support and Intervention Team (SSIT) that is available to students, staff and families as a whole team or in their individual specialized roles. This team consists of the principal, social worker, psychologist, interventionist, advanced learner program support teacher, special education student support teacher, nurse and speech/language clinician. As a group, the team meets weekly to support and extend resources for identified students, staff and/or families who have needs in the areas of academic, social, emotional and/or behavioral support. Their work is to collaborate with classroom teachers and families to improve specific aspects of a child’s school experience.

For more information about available support services, please talk to your child’s teacher.

Attendance and Late Arrival
Attendance and timeliness is important at Muir! Our school bell rings at 8:30. Students who arrive after the 8:35 bell are considered tardy. If your child arrives after the 8:35 bell, please check them in at the office. Students will be given a card to give to their teacher to let her/him know their attendance was recorded.

If your child will not be at school for any reason you must call the SAFE ARRIVAL number, 608-663-8173 or enter the absence in Infinite Campus (IC) for each day he/she will be absent. If we do not hear from you each day, we need to make a safe arrival call. The office staff would greatly appreciate the communication with you for each absence that occurs. It is also helpful if you contact your child’s teacher on Bloomz in regards to appointments, late arrivals, early dismissals, or absences.

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.
Volunteers
We benefit from having adult volunteers at Muir! If you have an interest in any of the following areas, please contact the school.
• Tutor
• Reading Friend
• Lunch/Recess Supervision
• Mentor
• Clubs
• Special School Events
• Traffic Safety
• School Garden
• Classroom or Library Helper

Classroom Visits
Classroom visits are scheduled 24 hours in advance through the classroom teacher and office staff. We ask that upon arrival, please check in the main office to sign in and receive a visitor badge. You will be given information and specific guidelines so that your visit is successful for all involved. We welcome individuals to view our classrooms and impress upon our visitors that the class’s normal routine and flow is a priority. Classroom visitors silently observe and are welcomed to share their experiences afterward by setting up a meeting with the teacher at a time outside of his/her day with our students.

School Safety
All Muir doors are closed and locked daily. The main entrance is the only door we use to welcome our community into the school. Staff utilize our pin pads during the day to move in and out from the playground, use of the garden or possible field trips. All visitors are welcomed through our main doors (#2) and need to be buzzed in by office staff. All community members, to include parents, then go directly to the office to communicate about their visit so our office staff can assist. All visitors who plan to go beyond our office are asked to sign in and wear a visitor badge. All volunteers working outside in our garden, flowerbeds, woods, etc... will be asked to wear an orange vest to identify themselves as school volunteers.

Traffic Safety, Parking and Pick Up/Drop Off Information
Muir has a Traffic Safety Program that supports families to actively participate in walking, biking and scootering to school. While encouraging a healthy lifestyle, it also is the best way to decrease traffic congestion and improve student safety to and from school.

We want our families to know that drop off/pick up is NOT permitted in the Muir Staff Parking Lot for the safety of our school community. Our parking lot is only for staff and MMSD employees, along with special transportation vehicles for the students we serve.

Muir provides a curbside location right on Inner Drive for families to drop off or pick up their children. Look for the yellow signs that support this convenience for families. This is NOT a place where drivers can park their car or leave it unattended, so remember to make a plan with your child for pick up if you are waiting in this area.

For the safety of our community, we ask all families to always use the crosswalks by Muir and to NOT cross Inner Drive mid-street. This is dangerous pedestrian behavior before and after school with the number of people present. School Zones also do not allow for U-Turns. Please do not make a U-Turn to gain a parking space or when leaving from dropping your child off. Let’s keep Inner Drive a safe place for our community!
Before and After School Outdoor Supervision

Students arrive to school and go directly to our playground to begin their school day. This is a good time to socialize and be active prior to the school bell at 8:30 a.m. Muir’s four buses arrive by 8:10 and are greeted by a staff member in an orange vest to be able to exit the bus. Supervision on the playground begins at 8:15 (teacher contract time). Families who drop off their children are asked to wait until they see an adult in an orange vest prior to sending their child to our playground. We provide breakfast to students who need one. If your child wants a breakfast, they enter our school doors from the playground and go to our cafeteria gym.

At our 3:27 dismissal (1:55 on Mondays) all students are transitioned to the front of our school on Inner Drive by their classroom teachers. All student MUST be picked up by 3:35 in this location. Students are not allowed to go to our playground after school unless they are with a parent or supervised adult. Our staff in orange vests supervise students until our buses leave. At that time, if there are any students staff walk them to the office to phone their families.

After-School Child Care

Wisconsin Youth Company provides after-school child care on site, from dismissal until 5:00 p.m. Their phone number is 608-276-9782 and website is [www.wisconsinyouthcompany.org](http://www.wisconsinyouthcompany.org).

The Lussier Community Education Center on 55 S Gammon Rd. also supports Muir students in a very supportive and inclusive after school program. They can be reached at (608)833-4979 for more information.