Dear Families,

It is my pleasure to welcome you back to Nuestro Mundo for the 2018-2019 school year! If you are new to our school, let me extend a special welcome to our friendly, vibrant community of school staff and families. We have met and exceeded our academic and school climate goals for five consecutive years and Nuestro Mundo has had the highest attendance rate in the entire city of Madison for five years running! You as parents are an essential component to our school’s success.

To help prepare and guide you, we have put together this handbook outlining many important details of the school experience. It gives you information not only about Nuestro Mundo, but also district related information. We ask that you take some time to read it thoroughly, and keep it on hand throughout the year as a reference. If you have any questions, don’t hesitate to call or email.

We hope to build positive and effective means of support and communication between home and school. This can be best facilitated by regular, daily conversations with your child about what they accomplished in school, and the relationships they are forming with both students as well as staff members. Be sure to also be in contact with your child’s teachers about any questions or concerns.

Communication between home and school is essential to your child receiving clear and consistent messages and expectations. Watch for classroom and school newsletters throughout the school year to keep you updated on important information and upcoming school events.

We look forward to another fantastic year here at Nuestro Mundo Community School.

Respectfully,

Joshua Forehand
Principal

School mission statement
Our mission is to lay a strong foundation of knowledge and skills that allows our students to develop into young people with active and creative minds, a sense of understanding and compassion for others, the courage to act on their beliefs, and who are ready to meet the opportunities and challenges of a multilingual and multicultural world.

Our goal is that all students at Nuestro Mundo will leave our building each day feeling that all identities are valued, that all students are heard, allied, challenged, and accomplished.
Telephone
OFFICE: (608) 204-1079
FAX: (608) 442-2532
ATTENDANCE / SAFE ARRIVAL: (608) 204-1078

Address
902 Nichols Rd
Monona, WI 53716

Web address
https://nmcs.madison.k12.wi.us
facebook.com/MMSDNuestroMundo

School Hours
Mondays 8:15 a.m. - 1:55 p.m. (Early release)
Tuesdays-Fridays 8:15 a.m. - 3:27 p.m.

About our school
Nuestro Mundo Community School is a Spanish-English dual-language immersion charter school. The school follows a “two-way” immersion model in which children who speak English as a first language and children who speak Spanish as a first language learn to speak, think, read, and write in both languages together in the same classrooms. We also use a “90/10” program model in which roughly 90% of instructional time in Kindergarten is in Spanish and 10% in English. More English is added each year until 4th grade when students spend equal amounts of time learning in each language.

Nuestro Mundo strives to develop spoken proficiency and literacy in both languages. Our philosophy prepares students for success in an increasingly global economy, while promoting understanding and celebration of cultural differences and strengths.

A non-profit organization known as Nuestro Mundo, Incorporated (NMI), holds a charter (or contract) with the school district that must be renewed every five years. Nuestro Mundo is a free, public school. The charter merely allows for more flexibility with instructional programming. We are held to the same certification and accountability standards as any other school in the district, including state and district assessments, and state and federal regulations concerning the education of English Language Learners. NMI is made up of parents, teachers, and community members who are interested in ensuring the success of our school, as well as furthering the philosophy of bilingual and immersion education within the city of Madison.

Nuestro Mundo values parent engagement from families of all backgrounds. Our Family and School Alliance provides a forum for parents, teachers and the administration to enhance communication and build a sense of community by participating in the governance of the school. Such participation contributes to a sense of pride and ownership where families feel that they have a real voice and a stake in the school.

Nuestro Mundo seeks to honor, value, and learn from all cultural and linguistic heritages that are brought to our classrooms. We have many fun cultural events during the year that are coordinated through the Family and School Alliance. This group meets here at the school on a monthly basis. All parents are a part of Family and School Alliance and are invited to attend these meetings as often as you are able. This group also coordinates fund-raising and volunteer efforts that help make our school an engaging, unique place to be for our kids. Some meetings are conducted in English, others in Spanish, however interpretation is always provided. Meals and free childcare are provided to help make these nights stress free and fun for all. At Nuestro Mundo we believe that it truly takes a village to raise a child. We must work together to ensure the success of our school and of our students.
Key Policies and Guidelines

Childcare/after-school information
MSCR Afterschool is offered after school Monday-Friday from dismissal time through 5:45 pm. Nuestro Mundo and MSCR have also teamed up to manage a state grant called 21st Century Learning Centers. Through this grant, we have started the ‘Puma Scholars’ after-school program which targets students who may need a little extra academic support. This program offers academic enrichment and clubs free of charge for students who are invited to attend.

Traffic safety, parking, pick up/drop off information
Our school building was built to be a walk-to-school site. The parking lot is not big enough to accommodate all the buses and cars that drop off and pick up daily. You are encouraged to park on Maywood or Schluter and walk your child or allow them to walk to school from there. This will alleviate parking lot congestion and frustrations. Students may be dropped off directly from your vehicle, however, you are asked to pull up as far as you can before stopping in order to let your child out. The goal is to have as many cars letting out at the same time to move things along more efficiently. Please only let your child out of the car directly onto a curb. Please do not let your child out of the car in the middle of the parking lot into oncoming traffic. Please do not park and leave your car in the drop-off lane.

At dismissal, we ask that parents who will be picking up their child park and walk into the gym to sign their child out. Again, please consider parking on Maywood or Schluter and walking half a block to the school.

Please communicate any dismissal transportation changes by 12:00pm the day of. For example, if your child typically takes the Blue Bus, but you will be picking your child up from school that day, please call the office and notify the secretary no later than 12:00pm.

Supervision of building / grounds
Please do not drop your children off prior to 8:00 as there will be no one to supervise. If you pick up your child from school, we ask that you arrive a few minutes prior to dismissal at 1:55 on Mondays and 3:27 Tuesday-Friday and wait in the gym, not in the entryway or hallway.

Field trips
We follow all district guidelines for field trips and permissions. Parents are encouraged to chaperone field trips, however we ask that you pay your own entry fees. We also ask that siblings not attend field trips, to be in line with district policy. Please arrange for childcare for younger siblings if you are going to chaperone a field trip.

Family engagement
Our Family and School Alliance provides a forum for parents, teachers and the administration to enhance communication and build a sense of community by participating in the governance of the school.

Parent/teacher conferences
We will have Ready-Set-Go Conferences at the beginning of the school year. Please sign up on enrollment day in August or online. Additionally, there will be conferences at the conclusion of Quarters 1 and 3.
Student personal property
If your child is missing an item of clothing, our “Lost and Found” is located in the office. Please do not send electronics, toys, or any other personal items to school, unless your child’s teacher has provided special permission. Cell phones or any other electronic device should not be sent to school. Please speak directly with the principal if you feel that your child needs to bring a cell phone to school.

School Improvement Plan
The School Improvement Plan will be presented to parents at the first Family and School Alliance meeting and updates will be provided quarterly.

School support services
Health Office: 442-2514 Carolyn Chadderdon
Social Worker: 442-2486 Sandra Rivera
Psychologist: 442-2516 Kristi Nelson

Behavior
At Nuestro Mundo Community School, we work hard to establish and maintain school-wide expectations that promote safety, respect, and responsibility among staff and students. We value restorative practices over punishment, however when behaviors occur that require a disciplinary response Nuestro Mundo Community School adheres to the MMSD Behavior Education Plan.

Bullying behaviors are not tolerated. We work diligently to educate all students, teachers, and family members to join the effort to prevent bullying before it begins. We also emphasize empathy, assertiveness, and bystander training for students as necessary. We must work together to eliminate bullying at Nuestro Mundo. Please speak with your child’s teacher if you suspect a case of bullying at school or on the bus.

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.