Dear Families and Guardians:

Welcome to Olson Elementary! Over the past several years we have developed an excellent instructional program where all students are challenged to reach their highest potential and experience the joy of learning. As a staff we approach our work with the ethic that we all do what’s best for our students and that it is critical to build partnerships with all of our families.

We acknowledge the importance of parental involvement in the success of the schools and we enjoy a strong relationship with our Parent/Teacher Organization and community volunteers. Their invaluable support has generated additional funding for programs and equipment purchases that have allowed us to maintain our high level of educational programming. The presence of volunteers in the classroom allows us to reach more students through individual interactions during learning opportunities. Again, welcome to Olson Elementary. It is our pleasure to serve the district, the community and our most valuable assets, the children.

I encourage you to take some time to review the information in this handbook and keep it handy for future reference. It contains a great deal of information that may be helpful in answering your questions as they arise through the year.

Sincerely,

Deborah Lyons
Principal

About Our School
As the newest elementary school in the district, we have close to 450 students in grades 4K – 5. We are fortunate to be equipped with wonderful technology and a beautiful building to teach our students in. Our goal is to provide a safe and optimal learning environment for all of our children. We look forward to working with you and your family!

Telephone
OFFICE: (608) 442-2600
FAX: (608) 442-2699
ATTENDANCE / SAFE ARRIVAL: (608) 442-2606

Address
801 Redan Drive
Verona, WI 53593

Web address
https://olson.madison.k12.wi.us
facebook.com/MMSDOlson

Find more information in the district policy guide, found at www.mmsd.org/policy-guide.
School mission statement
Through a school community based upon collaborative relationships, we are a school in which our students demonstrate growth in the following areas:
  • Citizenship
  • Living in Community
  • Relationship to Environment
  • Learning
  • Social/Emotional Needs

School hours
4K: Tuesday – Friday only (No 4K Mondays)
4K: AM session is 8:27-11:24    PM session is 12:05-3:27
Grades K-5:  Monday 8:27-1:55    Tuesday – Friday 8:27-3:27

School calendar
New Student Enrollment - August 16th 10:00a-1:00p
Returning Students - August 16th - 2:00p-6:00p

September 4th - Schools Open - Grades 4K-5 Early Release
September 5th - Early Release

Find more upcoming events at https://olson.madison.k12.wi.us/calendar.

Key Policies and Guidelines

Childcare/after-school information
Onsite day care is provided by the YMCA. Their number is 276-6606. The following offsite options are also available:

- Academy for Little Learners, 826-5437
  9649 Silicon Prairie Parkway
- Kids Express Learning Center, 845-3245
  3276 S High Point Road
- Kids Junction (Princeton Club West)
  827-5437
  8040 Watts Road
- KinderCare (Raymond Road), 271-0775
  6726 Raymond Road
- Legacy Academy, 270-9977
  2881 Commerce Parkway, Fitchburg
- Tanya’s Big House & King’s Kids Academy, 848-5437
  Verona & Madison
- Wisconsin Youth Company, 276-9862
  1201 McKenna Blvd

Traffic safety, parking, pick up/drop off information
In the parking loop:
  • Do not park/leave your vehicle unattended in front of the cement balls.
  • Keep the line of traffic moving and drop off or pick up students in front of the cement balls only. Allow students to get out of the car on the curbside only.
  • Make a right hand turn only when exiting.
If you need to park:

- Use marked parking stalls in front of loop, making sure to use safety patrols to cross.
- Park on the opposite side of the school on Redan Drive.
- Park on the opposite side of the school on Ancient Oak.

Thank you for adhering to these rules in order to keep our students safe!

**Supervision of building / grounds**
Olson Elementary opens its doors at 8:15 each morning for our Community Breakfast. Children are not allowed to be dropped off prior to that time. Our ending bell at Olson Elementary School on Mondays rings at 1:55 p.m. and on Tuesday through Fridays at 3:27 p.m. Supervision ends 10 minutes after school is dismissed as stated in School Board Policy 4233. It is imperative you make arrangements to drop off or pick up your child from school on time every day. School staff cannot be expected to provide child care/supervision outside of the stated times.

**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. In such cases parents/legal guardians should contact their child’s teacher or the school office.

When riding a school bus as part of a field trip, students are expected to obey all rules governing school bus transportation.

**Family engagement**
Research has shown that children whose parents/legal guardians are involved with the school are more likely to achieve and to feel good about their school experiences. MMSD elementary schools encourage parents/legal guardians to become involved in their children’s educational programs in whatever way is most comfortable and interesting for them. The most important way for parents/legal guardians to be involved with their child’s education is by spending time each day with their child and by reading to them.

All elementary schools have committees and PTO/PTA groups that provide opportunities for parents/legal guardians to participate actively in their children’s school. Through these activities parents/legal guardians can become better informed about, and can influence and gather community support for local school programs and policies.

Parent participation in the School Improvement Plan (SIP) process is encouraged. Through their involvement in SIP, parents contribute to the identification of school goals and the action plans for implementation.

**Parent/teacher conferences**
Parents/legal guardians receive formal reports on their children’s progress four times during the school year. All elementary schools schedule parent/teacher conferences at the end of the first and third quarter to give parents/legal guardians and teachers an opportunity to share information about the child.

Written reports are sent home at the end of the second quarter, and at the end of the year. When parents are divorced or separated both parents/legal guardians have the right to receive information about their child’s
school progress, unless the court has ruled otherwise. Please stop at the school office to confirm if duplicate information is needed.

**Student personal property**
Each year we acquire more lost items than you can imagine! Please label all of your child’s belongings and come to school often to check our Lost and Found as the children do not do a thorough job of looking for lost items. Items not claimed at the end of each quarter are donated to local charities.

It is very important that students bring to school only those things they need for learning. Items such as electronic games, personal CD players, trading cards, and toys should not be brought to school as students can easily be upset if such possessions are lost, stolen, broken, etc. while at school.

**School improvement planning**
Annually Olson Elementary develops a School Improvement Plan (SIP) that outlines strategies to meet the needs of all children. The SIP focuses on six key areas:

1. Curriculum Content
2. Instructional Practices
3. School Structure
4. School Climate and Culture
5. Well Rounded Access and Participation
6. Family and Community Engagement

For each of these areas, Olson has identified specific strategies. The SIP may be found on our school website.

**School support services**
Olson Elementary is fortunate to have multiple resources to collaboratively support all of our students. Olson Elementary has a school psychologist, social worker, nursing services, positive behavior support specialist, advanced learning resource teacher and special education teachers and assistants. Together, they work with all classrooms to ensure success for students.

**Behavior**
All MMSD elementary schools aim to be positive places where students, staff, and families feel good about school and where important learning occurs.

Each school has been working on developing a school-wide system that helps children understand behavioral expectations, teaches social skills and creates a sense of belonging or community, and provides positive recognitions and celebrations. The Positive Behavior Support model also provides more consistent responses to misbehaviors and processes that aim to help students grow in responsibility for their actions.

Working together, staff and families can partner to help all students experience school positively by creating safe environments while supporting growth in responsibility.

**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.