

SANDBURG ELEMENTARY



2021-2022 School Supplement to the District Policy Guide

SCHOOL OVERVIEW

Welcome to Sandburg Elementary School!

Dear Families,

Welcome to Sandburg Elementary School, a school defined by continuous learning, improvement, and innovation.

In the last several years, we:

- Won over \$2 million in grants
- Opened a Community Learning Center after-school program
- Studied and integrated the Common Core State Standards
- Designed and piloted a Common Core-aligned report card
- Aligned our work to the Next Generation Science Standards
- Developed common, grade-level thematic units of instruction
- Dramatically expanded our school garden and outdoor learning opportunities
- Led the District with our 1:1 integration of tablets for students

We've been featured in the news repeatedly, from our project to have students buying the books for their classroom libraries to having lunch in the classrooms (dramatically decreasing lunch-hour behaviors, and being implemented now by other schools) to the new expansion of the school to innovations with kinesthetic learning and more.

There's a pretty simple reason behind all of this; there is a critical mass of people in our school community who want the student experience at Sandburg to be great. Of course, we want all students to achieve academically, but we also want elementary school to be fun, engaging, memorable, welcoming, and a place where students' dreams are discovered and developed.

Studies and our experiences show that the real test of school is the experience of the individual child. Like the old African proverb, we realize "It takes a village to raise a child." We organize our

school in teams to surround children with multiple, skilled adults who know them, and we collaborate with parents to find the best strategies to ensure a successful school experience.

We look forward to working with you to make your child's experience as inspiring and engaging as possible.

Brett Wilfrid
Principal

Telephone

OFFICE: (608) 204-7940

FAX: (608) 204-0491

ATTENDANCE / SAFE ARRIVAL: (608) 204-7945

School Hours

Mondays 8:40 a.m. - 2:05 p.m. (Early release)

Tuesdays-Fridays 8:40 a.m. - 3:37 p.m.

Address

4114 Donald Dr
Madison, WI 53704

Web address: sandburg.mmsd.org

Email: sandburg@madison.k12.wi.us

About our school

Some quick facts about our school:

- Sandburg currently has about 490 students.
- We have one 4K program and about 4 classes of each other grade (4 first grade classes, 4 second, etc.).
- In 5K through 5th grade, there is a DLI program (Dual Language Immersion in Spanish & English).
- Our student population is about 41% Latino, 27% White, and 19% African-American.
- Adult supervision begins indoors at 8:15 AM and outdoors at 8:25 AM. Breakfast is served starting at 8:15.
- Students have at least a 30-minute recess daily (usually before lunch).
- Lunch is eaten in the classrooms.
- All students except 4K have an hour of Art, Music, and REACH (kinesthetic learning) and 1½ hours of Physical Education weekly.

The school communicates via backpack mail, "robo-calling" for important events, through the MMSD Google Calendar, on the Sandburg Elementary Facebook page, and on the Sandburg Elementary School PTO Facebook page. All backpack mail, photos and videos of school events, and important school information is posted there as well. We value and strive for

effective home-school communication, and encourage parents to contact the school (usually the teacher first) with any concerns.

School mission statement

We create high achievers, global thinkers, and inspired citizens who leave prepared and inspired to achieve their dreams and contribute to the common good.

School calendar

Visit sandburg.mmsd.org/calendar for all upcoming events.

After-school information

MSCR provides two after school programs at Sandburg for students Kindergarten - 5th grade. MSCR Safehaven Childcare begins the first day of school and has programming every day school is in session--even early release days. Weekdays when there is no school parents may sign students up for "Kids Day Out." Our Community Learning Center (CLC), the second program offered, is by invitation only. We focus on academics and creative learning. This program runs October - May.

Key Policies and Guidelines

Behavior

A positive school climate and a safe learning and teaching environment are essential for students to succeed emotionally and academically in school. At Sandburg, through a process of modeling, practicing and reflecting we strive to teach children to be safe, be responsible and respectful. We have a few basic rules we expect everyone to follow (be safe, responsible, and respectful). One recurring lesson is about appropriate handling of misbehavior - if someone does something you do not like, you should say, "Stop" and tell a teacher.

Per the MMSD Behavior Education Plan, most behaviors are first handled by the classroom teacher, who usually communicates with parents, and depending on the behavior may result in a child being asked to fix it, asked to take a break, or a temporary loss of privilege. If the behavior is repeated, the teacher will consult with members of the student services staff (Social Worker or Psychologist) and office referrals will be made.

We also have been learning about and integrating the philosophy and practices of Restorative Justice. Rather than a 'retributive' model, where we inflict harm on those who caused harm to teach them not to harm others, restorative justice prioritizes our interrelatedness in community, how injustice towards another inevitably harms oneself, and cultivates empathy, helping people realize when they have caused harm, take responsibility for that action, and seek to restore the relationship and community.

Family engagement

We greatly value our families, and hope they feel it! We host a variety of after-school events (like our Quarterly Student Showcases and Carne Asada Night), and with the PTO, information

sessions (like what math instruction looks like these days). We try to make personal connections with families and encourage families to visit any time. We welcome feedback, questions and any level of involvement in the school's ongoing School Improvement Planning. Please connect with us if you'd like to be more involved!

Field trips

Field trips are part of the curriculum and are planned to augment learning in academic areas (social studies, science, etc.). We assume parents give permission for field trips unless we hear otherwise during the enrollment process. Parents will receive notification of field trip details, and may be asked to contribute to the cost of a field trip, but no student will be denied participation.

Parent/teacher conferences

Parent/Teacher Conferences are an important and formal opportunity for parents and teachers to discuss student progress and achievement in both academic and social/emotional realms. Teachers will communicate with parents about scheduling conferences. But we realize that it is even more important that parents and teachers have meaningful, ongoing, two-way communication. We count on open, clear, proactive communication to work effectively as a team with parents.

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 sandburg.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.

School Improvement Plan

Schools engage in a continuous cycle of improvement, and ours largely focuses on creating a coherent educational framework. That means we know what standard we're teaching, when (in which quarter), in which language, and how it will be assessed. We are building thematic units so student learning occurs within a context, and students have multiple pathways to reach the rigorous learning targets. Our goal is to be able to clearly communicate with parents what students are about to learn (at the beginning of the unit), what they're learning (during a unit), how parents can help at home, and then summarize the learning in our Quarterly Student Showcase. This will create an excellent foundation that might be replicated by other schools to ensure consistency and rigor for all.

School support services

Professional staff support students in a variety of ways. Our Social Worker and Psychologist provide emotional and social support and leadership in exploring our character trait focus and teaching to the Social and Emotional Learning standards adopted by the District. Other support service staff include Physical and Occupational Therapists, Speech/Language clinicians and other district staff who provide services to students with documented needs. Our School Nurse and Nurse Assistant administer medications and help develop plans to meet a wide range of health-related needs. All services are provided with parent permission and involvement.

Student personal property

As a general rule, we encourage students to keep toys and other non-school related materials at home. There is a chance that materials could get lost, broken, or stolen, and we can't miss valuable learning time. Cell phones are permitted at school, but students are expected to keep them put away during class time, and used appropriately at all times (following the District's policies regarding appropriate technology use).

Supervision of building / grounds

Students are supervised when outside by teachers who are usually wearing bright orange vests. Outside supervision starts at 8:25am (before school), and happens during recesses as well. We intentionally staff the playgrounds with licensed, bilingual teachers and treat recesses and important learning opportunities. We expect students to stay within the designated boundaries and say, "Stop!" and tell a teacher if another child does something they do not like.

Traffic safety

Student safety is always a priority. Our most challenging time of day is at dismissal. School buses, taxis and many cars quickly make the front of the school congested and unsafe. We encourage parents to review our traffic safety plan posted on our website. Please use the school side of the street for all student drop off and pick up to ensure student safety. If you have questions or concerns, please call the school office.

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