

# MENDOTA ELEMENTARY



## 2021-2022 School Supplement to the District Policy Guide

### **SCHOOL OVERVIEW**

*Welcome to Mendota Elementary School!*

#### **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 340 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!

#### **Mendota's Vision and Equity Statement**

Our school supports MMSD's vision that all students acquire the skills and abilities needed to be successful, including a mastery of content areas, growth mindset, self-knowledge, creativity, wellness, interpersonal skills, confidence, cultural competence, and community connection. Through these skills and abilities, our students will graduate college, career, and community ready. We believe that as anti-racist educators, we will provide all students with an equitable and liberating education, while privileging Black Excellence, as public education is a vehicle for social justice.

#### **School Calendar**

The Mendota school calendar is located on the Mendota Elementary School website ([mendota.mmsd.org](http://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.

#### **Telephone**

OFFICE: (608) 204-7840

FAX: (608) 204-0471

**Address**

4002 School Rd  
Madison, WI 53704

**Web address:** mendota.mmsd.org

**Email:** mendota@madison.k12.wi.us

**School Hours**

Mondays 7:50 a.m. - 1:15 p.m. (Early release)

Tuesdays-Fridays 7:50 a.m. - 2:47 p.m.

**Key Policies and Guidelines****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.

**Childcare/After-school Information**

MSCR runs an Afterschool program at Mendota. Information is available on the website (<https://www.mscr.org/our-programs/afterschool/elementary-school-programs>) as well as in the school office.

**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.

**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.

### **Picking up your child during the school day**

To ensure the safety of your child, please call the office if they will be picked up early. We require a parent/guardian to be present to sign out their student. We will call the classroom to have the student sent down to the office to meet the parent/guardian. 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 parent/guardian) 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 [mendota.mmsd.org/safety](http://mendota.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](http://mmsd.org/safety).

### **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, Behavioral 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.

### **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.

### **Supervision of Building / Grounds**

Staff supervision begins at 7:35 each morning. Students should not arrive prior to 7:35 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.

**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 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.

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