



**ONE CITY**  
EXPEDITIONARY SCHOOL

# Parent-Family Handbook

## School Year 2020-2021

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## Organization

Meet our team at <https://www.onecityschools.org/our-team>.

## Introduction

One City Schools (OCS) is a non-profit, non-stock corporation registered in the State of Wisconsin with tax exempt status under section 501(c)(3) of the Internal Revenue Code. OCS operates two schools: One City Preschool and One City Elementary School. One City Preschool is a childcare center licensed by the Department of Children and Families that currently serves children ages two to three. One City Elementary School is a public charter school that serves children in 4-year-old kindergarten, 5-year-old kindergarten, and 1<sup>st</sup> through 4<sup>th</sup> grades.

The purpose of this Parent Handbook is to communicate standards, rules, procedures, and expectations for parents of children enrolled in **One City Elementary School**, a public charter school headquartered at 1707 W Broadway, Madison WI 53713, operated by One City Schools.

One City Elementary School is chartered by the University of Wisconsin's Office for Educational Opportunity (OEO) pursuant to section 118.40(2x), Wis. Stat., to operate as an independent public charter school serving students in 4-year-old kindergarten, 5-year-old kindergarten, and 1<sup>st</sup> through 4<sup>th</sup> grades.

This Parent Handbook provides parents with important information about One City Elementary School business operations, curriculum and educational program, and relevant school policies, procedures, fees associated with before and after school care, and rules. The Parent Handbook will be updated annually and from time-to-time throughout the year as needed. Parents will be provided notice of significant changes prior to implementation.

## Terms of Charter

One City Elementary School is chartered by the OEO to operate as an independent charter school serving students in 4-year-old kindergarten through 6<sup>th</sup> grade. The term of the charter is five years with the opportunity for renewal in 2023. One City Elementary School is governed by a diverse and accomplished Board of Directors, which meets eleven times per year. All meetings of the Board are open to the public.

## One City Schools Mission and Vision

Our mission is to seed a new model of public education that ensures young children are on track to succeed in a college or career preparatory program from birth through high school graduation.

Our vision is of a Greater Madison where every child is reading and succeeding at grade level by the time they complete third grade because they had access to an affordable, high quality

preschool education, a high-quality elementary school and reside in families and communities that adequately and effectively nurture and support their development.

## One City Schools Priorities and Agenda

One City is dedicated to providing high-quality education to the children it serves. It is focused on five priorities:

- A. Invest in One City Community Success by Leading and Operating Effective Schools:** One City's CEO and Executive Team will ensure One City and its team members set clear goals and lead with action plans that produce high levels of student success, family engagement, community support and lead to changes and enhancements in local, state and federal resources and policies that enable and facilitate One City's sustainability, growth and success during the 2021-22 school year.
- B. Strengthen OCS Leadership and Culture to Retain Top Talent:** One City's CEO and Executive Team will strengthen its school culture by focusing on (a) high quality teamwork among staff and volunteers, (b) high quality education available to students, (c) maintaining optimal health and wellness among its school community, (d) and by implementing effective talent management structures and processes that provide for effective onboarding, training and development, staff retention, and the growth and advancement of One City team members.
- C. Execute One City's Facility Plan:** One City's CEO and Executive Team will work with One City's Board of Directors, staff team, parents, financial supports and other partners to (a) purchase a facility for 5K-12 education, (b) plan for improvements to its current preschool facility, and (c) re-establish its capital campaign to raise the funds to meet OCS' short- and long-term facility needs.
- D. Execute the Capital Campaign to Full Implementation:** One City's CEO and Executive Team will work with One City's Board of Directors, staff team, parents, financial supports and other partners to raise capital for the improvement and development of One City's campus located at 1707 W Broadway, Monona, WI 53713. This includes renovations to the school building allowing us to provide a world-class K-12 educational program and develop a neighboring athletic center on our property for both school and community use.
- E. Advocate for Educational Change in Wisconsin for PK-12 Innovation:** One City's CEO and Executive Team will work with its Board of Directors and other stakeholders locally, statewide and nationally, to inform, prepare and seed the beginnings of One City's public policy/education change agenda, and cultivate broad community support for its policy aims and efforts. Key in this effort is securing funding for our longer school days and longer school years.

## Hours of Operation

One City Elementary School's school day is scheduled Tuesday through Friday from 8:00 am to 4:30 pm and Early Release Mondays from 8:00 am to 12:30 pm. Students are expected to arrive for school between 7:50 - 8:00 am and be picked up at 4:30 pm. On Mondays, however, students are expected to be picked up by 12:30 pm. Before and After School care options are available to families. Before School Care is from 7:00 am to 8:00 am, Monday through Friday. After School Care is from 4:30 pm to 5:30 pm Tuesday through Friday, and 12:30 pm to 5:30 pm on Early Release Mondays.

## Before and After School Care Fees

Before School Care is available from 7:00 - 7:45 am, Monday through Friday, at a rate of \$40/week for one child or \$65/week flat family rate if you have 2 or more children enrolled at Elementary School. Any child arriving before drop-off time, 7:50 am, will be automatically assessed early care fees for that day.

After School Care is available from 12:45 - 5:30 pm on Mondays and 4:45 through 5:30 pm Tuesdays through Fridays at a rate of \$75/week for one child or \$125/week flat family rate if you have 2 or more children enrolled at One City Elementary School. Selecting which days to attend Before/After school is not permitted. Rates are set for care given the entire week.

If you qualify for Wisconsin Shares (<https://dcf.wisconsin.gov/wishares/apply>), One City is working to ensure those funds can be used towards our Before/After School care costs.

Fees will be collected from parents via ACH withdrawal from your checking account every Monday. Checks, cash and credit card payments will only be accepted when your child arrives at school, if pre-approved by One City's Business Office. Parents submitting fees other than via ACH must leave their fee with the staff person at the front reception desk or with One City's Business Office. Please do not hand checks to classroom teachers or other One City employees. If you pay by check or cash, please place these in a sealed envelope labeled with your child's name. Checks and money orders should have your child's name listed on the check and something identifying your child's name should be submitted with cash payment as well.

- You will receive an invoice from One City for your child's before and/or after school care every Thursday. This invoice will show what your fee is for the very next week of care, and what your outstanding balance is, if any.
- Your weekly Before and After School fee payments are due by 5:30 pm every Monday for that week's care.
- A late fee of \$5.00 per day will be charged to you for every day you are late paying for Before or After School Care, unless you have a pre-approved payment arrangement with One City's Business Office.
- You will not be charged a fee for Before or After School for days that One City is closed.

## Enrollment Forms

Parents interested in enrolling children will be given a tour of One City’s School Facility and have an opportunity to talk with One City’s Principal or Preschool Director. Your child’s enrollment will be determined by available space in the grade that they will be enrolling in [See “Admission Procedures and Wait List” on Page 6].

Parents must submit the following prior to the student’s first day of attendance. All forms requiring signatures must be fully executed when submitted.

1. Copy of child’s Birth Certificate
2. Proof of Residence (Wisconsin Driver’s License or State ID and a lease document, property tax bill, utility bill, or insurance bill)
3. Copy of child’s Student Immunization Records
4. New Student Registration Form
5. General Information Form
6. Fall School Assignment Release Form
7. Photo Release Consent Form
8. Parent and School Partnership Agreement
9. Getting to Know your Child
10. Health History and Emergency Care Plan
11. Child Enrollment Form
12. Home Language Form
13. ACH Form (for before and after-school fees, if you plan to use these services)
14. Alternate Household Income Form

## Age of Enrollment

One City Elementary School will enroll children who are age-eligible under state guidelines to enroll in a four-year old kindergarten (4K), five-year old kindergarten (5K) or 1<sup>st</sup> through 4th grade classroom by September 1<sup>st</sup> each year.

Child Age	Child Grade
4 by September 1	4K
5 by September 1	5K
6 by September 1	1st
7 by September	2nd
8 by September 1	3rd
9 by September 1	4th
10 by September 1	5th

Children who turn four, five, or six after September 1, but whose birthdays fall before October 15th, will be considered for early admission, but only after a formal request is made by parents to One City's School Principal, and after an assessment of your child's social and academic skills is completed and evaluated. After the Principal talks with parents and the assessment is reviewed, approval will be given based on the availability of seats in each grade and the maturity and readiness of the child to succeed in the grade for which they are seeking to enroll. In most cases, One City will discourage early enrollment in an effort to allow children the opportunity to fully develop at the appropriate age level.

## No Registration Fees or Tuition

As an independent public charter school authorized by OEO, One City Elementary School does not charge tuition or registration fees to any family for full-time school enrollment. Families who require before and after school care will be charged a fee for such service. Please refer to page 3 for more information.

## 2021-22 School Year Calendar

One City Elementary School's 2021-22 school year will begin Thursday, September 1, 2021 and end Friday, July 29, 2022, in accordance with the following schedule:

- Fall Trimester: September 1, 2021 – January 21, 2022 (19 weeks)
- Spring Trimester: January 24, 2022 - June 17, 2022 (18 weeks)
- Intersession (School Closed): June 13-17, 2022 (1 week)
- Summer Trimester: June 19 – July 29, 2022 (7 weeks)

**The last day of school for students is Friday, July 29, 2022.** The Elementary School will remain closed to students until the first day of the 2022-23 school year. The 2022-23 school calendar will be available to families no later than May 15, 2022.

One City will also be closed on the following holidays, breaks and staff development days:

- Holidays and Breaks:
  - Labor Day: Monday, September 6, 2021
  - Thanksgiving: Wednesday, November 24 – Friday, November 26, 2021
  - Winter Break: Monday, December 20, 2021 – Friday, December 31, 2021
  - Martin Luther King, Jr. Day: Monday, January 17, 2022
  - Spring Break: Monday, March 28 – Friday, April 1, 2022
  - Memorial Day: Monday, May 30, 2022
  - Intersession: Monday, June 13 – Friday, June 17, 2022
  - Fourth of July: Monday, July 4, 2022
- Early Release Days (class dismissal at 12:30 pm) :
  - September 1, 2, 3, 13, 20, 27

- October 4, 11, 18, 25
- November 1, 8, 15, 22, 29
- December 6, 13
- January 3, 10, 24, 31
- February 7, 14, 21, 28
- March 7, 14, 21, 28
- April 4, 11, 18, 25
- May 2, 9, 16, 23
- June 6, 13, 20, 27
- July 11, 18, 25

One City Elementary School expects all students to be present for the entirety of the school year as shown in the above calendar. The extended school year model above is a foundational piece of One City Elementary School’s educational model and your child’s educational experience.

### **Admission Procedures and Wait List**

One City Elementary School shall not discriminate in admission or deny participation in any program or activity on the basis of a student’s sex, race, religion, national origin, citizenship status, ancestry, pregnancy, marital or parental status, gender identity, sexual orientation, or physical, mental, emotional or learning disability, or any other characteristic protected by local, state, or federal law.

One City Elementary School is able to enroll any child who resides within the boundaries of the service area that our charter school serves (the state of Wisconsin). One City Elementary School is required to give preference for enrollment to pupils enrolled in the prior year and their siblings. In the event that the capacity of the schools is insufficient to accept all pupils who apply for the following year, One City will hold a lottery no later than 30 days prior to the start of the school year.

Students not offered a spot in the lottery will be placed on a waiting list and parents will be notified of the earliest possible enrollment date. No fee will be required to remain on the waiting list. If a student is chosen off the waiting list, parents will be given two (2) business days from the date notified of the open seat to accept the seat. After two (2) business days, the seat will be offered to another child.

### **Other Fees**

One City Elementary School may assess fees for activities in accordance with state law.

In the event a check is returned by the bank for insufficient funds for any fees paid to One City Elementary School, the school will assess an additional fee of \$25.00.

For all fee-related questions, please contact One City Elementary School's business office at (608) 531-2128.

## Attendance

One City is founded on the principle that a longer school day and longer school year gives scholars the opportunity to experience a robust range of educational and recreational activities throughout the day in addition to making and maintaining positive relationships with their peers and instructors. Consistent, on time attendance is critical. Vacations should only be taken on designated breaks.

- Scholars begin entering the building at 8am. Scholars who arrive after their class is in the building will sign in at the main desk, be marked tardy, and will be directed to their class.
- Early dismissals must be done before 3:30 or in cases of documented emergencies or doctors' appointments.
- Truancy letters are sent to families with excessive tardiness or absences.
- Depending on the time of arrival or dismissal, scholars may not receive a full day of attendance.
- A pre-approved extended absence may be approved by the principal if the absence will be for more than 3 days. The form must be submitted before 4 weeks of the absence (birthday, family vacation, visa, passport, college visit.)
- Other approved absences include illness, significant family emergencies (accidents, funerals, etc.), medical appointments (with a doctor's note), extended illnesses (with a doctor's note), religious holiday (with parent note), official severe weather warning.
- Unexcused absences include car trouble or slow traffic, sleeping late, late parents.
- All absences must be called into our main line at 608-531-2128.
- 4 or more unexcused absences in each trimester will require an investigation into truancy, pursuant to our truancy policy, and require participation in an attendance improvement plan.
- All students who arrive late must check-in at the front desk.

## Acceleration and Retention Policy

The decision to accelerate a student to the next grade or retain a student as an educational alternative is made after careful consideration of academic achievement in core academic subjects (reading, writing, math, science and social studies). Other considerations include social/emotional skills, study skills, alternative assessments, other district assessments, accomplishments of ELL (English Language Learner) goals, IEP (Individual Education Plan) goals, physical development, problem solving skills and attendance.

A request for acceleration or retention may be initiated by a parent/guardian or by school personnel. The One City Elementary School’s Student Success Team (SST) will convene to review student data, progress, intervention efforts and teacher recommendations. Acceleration and retention decisions are typically made by a team only after considering the factors in each case and exploring the various alternatives. While consensus is desirable, it may not always be possible. In the event that an agreement is not achieved, the building principal will be the individual ultimately responsible for making the final acceleration and retention decision. Parent(s)/Guardian(s) may appeal the decision with the One City Schools’ School Board.

**A. Retention**

It is the goal of One City Elementary School to assist students to reach their maximum potential. The determination of the appropriateness of retention as the best educational alternative for the student shall be made after careful and systematic consideration of the following factors:

- |                              |                                  |
|------------------------------|----------------------------------|
| Age of the student           | Previous Interventions           |
| Developmental Readiness      | Availability of Support Services |
| Prior Retentions             | Student’s Attitude               |
| Social/Emotional Development | Parents’ Input                   |
| Maturity Level               | Academic Performance             |
| Attendance                   | Teacher Recommendations          |

If retention is to be considered as an educational alternative for the student, it is recommended to be done in the early primary grades.

Prior to making the decision to retain a student, the SST team will meet to determine research-based interventions and to develop a progress monitoring plan. Once interventions have been completed, the team will review the data and use that information, in addition to others, to help make an informed decision whether or not to retain the student. A referral to the SST team must be made no later than March 1<sup>st</sup> to allow time for interventions to take place.

**B. Acceleration**

A student who demonstrates exceptional academic achievement for the current grade placement may be considered for grade acceleration. The determination of the appropriateness of accelerating a student to the next grade level as the best educational alternative for the student shall be made after careful and systematic consideration of the following factors:

Age of the student	Academic Performance
Developmental Readiness	Teacher Recommendations
Student's Attitude	Parents' Input
Social/Emotional Development	Attendance
Maturity Level	Availability of Gifted and Talented Supports

Parent(s)/Guardian(s) will be notified once a final decision of acceleration or retention of a specific grade level has been made.

No student shall be accelerated or retained more than twice in their school career.

### C. Timeline

- **November:** If Teacher assessment reveals a concern for retention/acceleration then two actions will be implemented by classroom teacher and parents
- **January:** If Teacher assessment reveals a continued concern for retention/acceleration then two actions will be implemented by classroom teacher and parents
- **March:** If Teacher assessment reveals a continued concern for retention/acceleration then two actions will be implemented by classroom teacher and parents
- **May:** Teacher will make a recommendation for retention or acceleration.
- **June:** SST will assess the Teacher's recommendation for retention/acceleration and present their recommendation to the Principal for a final decision. The principal will make their decision and notify parents of their decision.
- **July:** Parents may appeal the Principal's decision to the One City Schools' School Board or its designee.
- *Section Note: Legal Reference: Section 118.33(6) Wisconsin Statutes*

### Suspension and Expulsion Policy

When severe behavioral challenges occur over a period of time, teachers, parents, and the School Principal will work diligently to provide positive and developmentally appropriate guidance for the child. However, at times, unfortunate patterns develop despite the best efforts of caring adults. In the event of severe behavioral challenges, the following steps will be followed:

1. If continuous disruptive behaviors persist in the classroom, the parent will be notified, and the teacher will develop a plan for the day to address the situation.
2. If the situation continues, the parent or the emergency contact person will be called to pick up the child for the remainder of the day.

Continuous disruptive behaviors may include but are not limited to: hurting oneself, other children, and staff; threatening the safety of others through bullying or other means; encouraging other children to misbehave; or disrupting the classroom to the point where regular classroom activities cannot proceed.

If the child's behavior continues to be inappropriate, consistently disruptive, and/or dangerous, it may be necessary for the child to be sent home for a brief period of time or removed from OCES altogether. OCES will only suspend children in severe cases of disruptive behavior, and suspensions will be temporary when possible. OCES will only expel a child from our school if the child's parent(s) or legal guardian(s) refuses to work with the One City Elementary School team, including health professionals, to support his or her child and help the child overcome the behavioral challenge. Students with disabilities identified under chapter 115, Wis. Stats., the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1974 will be disciplined in accordance with state and federal law.

## One City Elementary School Holidays

One City Elementary School is closed to students on the following holidays.

- Labor Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Winter Break
- New Year's Day
- Spring Break
- Martin Luther King, Jr. Day
- Memorial Day
- Fourth of July

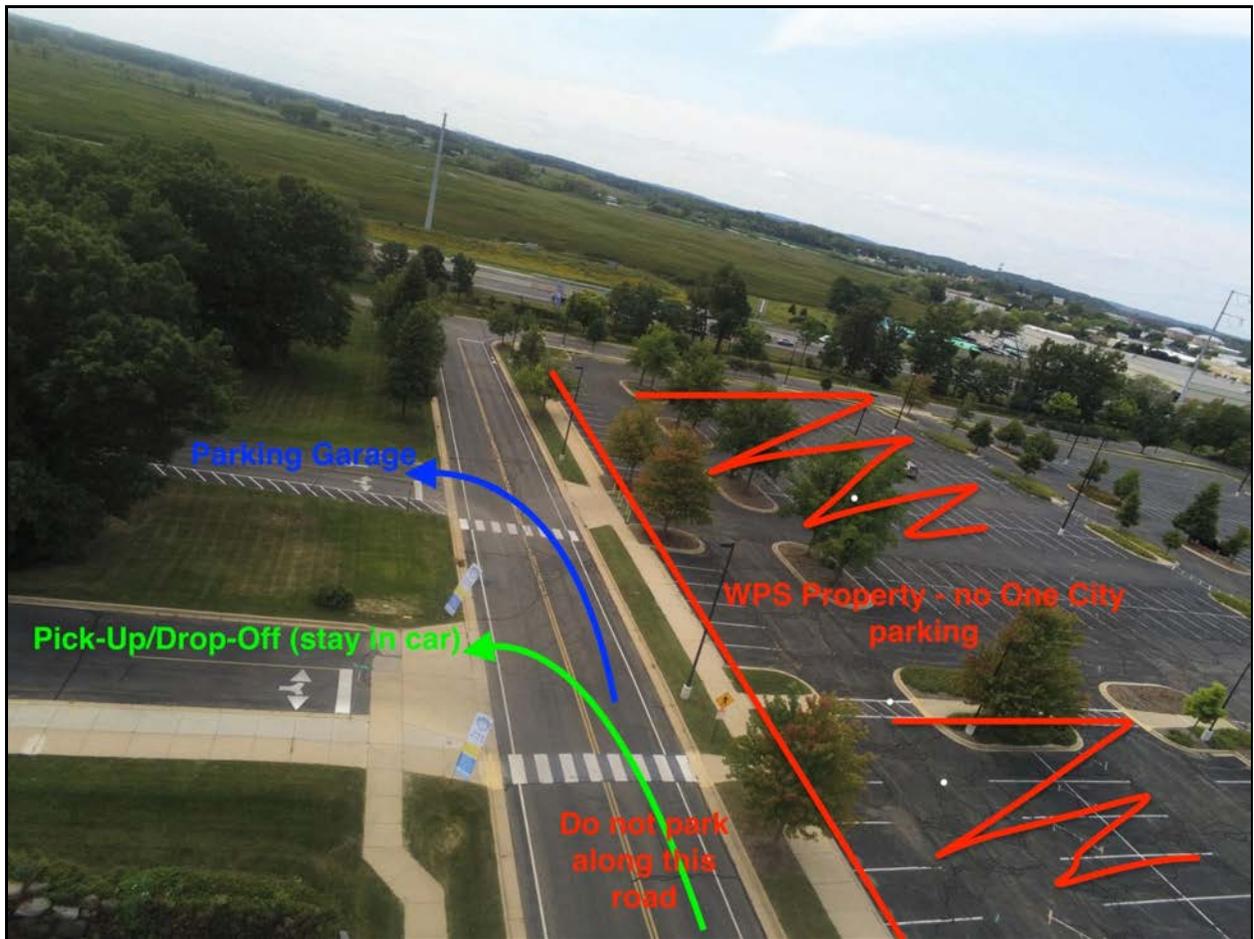
## Arrival

To ensure a child's success at school, it is important for the child to establish a consistent routine in arrival and departure from school. Inconsistent arrival and departure times, and unnecessary and excessive absences, make it difficult for both children and staff to build the continuity essential for success.

Your child's structured learning day begins at 8:00 am every school day. Teachers are present at drop-off to greet scholars arriving between 7:50 and 8:00 am. After 8:00 am, an adult must accompany the scholar into the building to be checked in and escorted to the classroom. Under **no** circumstances may a child be dropped off on the street or in the parking lot and be made to find his/her own way to the classroom on their own.

Always enter and exit at Bridge Road. All other entries and exits from the WPS campus belong to WPS.

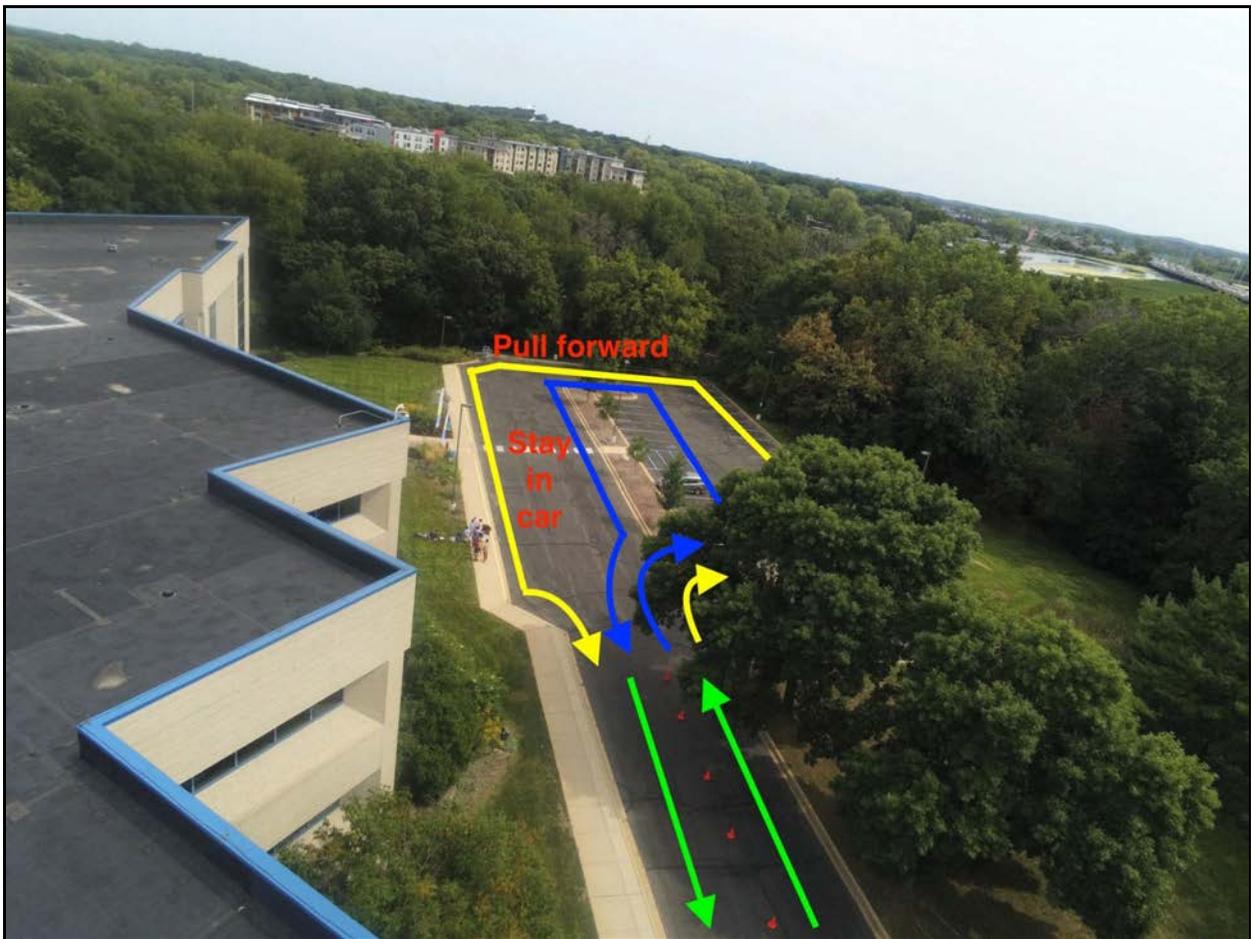
Traffic is one-way. Drive slowly. Do not park along Bridge Road at any time. If you wish to park, you must use the parking garage. Entrance to the garage is shown by the blue arrow below.



Please keep your blue “Family #” card on your dashboard during pickup and drop off. This allows us to check your Covid test results are on file quickly and allows us to match you with your child upon pickup in an efficient manner.

When picking up and dropping off your scholar, it is required that you stay in your car at all times unless you have parked in the parking garage. When there is space to move your car forward, please do so carefully and promptly. Please note, if you do park in the garage to walk your scholar to the front door, please bring your blue card with you to identify your COVID compliance on drop off and to identify that you are authorized to pick up your child(ren) on pickup. Teachers are not allowed to receive scholars or release scholars without this verification. You may be asked for identification and be redirected to Family Engagement staff if you choose to park and do not have your blue card. Please use caution when crossing the road and use the designated crosswalk. **Do not let scholars walk from the garage to the building unaccompanied by an adult.**

There are two pick-up lines as noted by the blue and yellow lines below. You will be directed into one or the other of the lines by a staff member. Remain in that lane until you have received your scholar. Once received, you may merge to the middle and exit.



Staff will approach your vehicle to review your blue card on your dashboard to determine which scholar(s) you will be picking up. Radios will be used to let your scholar(s)' teacher(s) know to send your scholar to your vehicle. Pick-up will begin at the end of the school day and not before. Should you arrive early, please remain in your vehicle and pull as far forward as possible. Early dismissals are not permitted within one hour of the regular dismissal time except for emergencies and documented appointments.

Thank you for your adherence to this policy. It is designed with scholar safety first and foremost.

## Departure

Please inform your child's teacher, or our front-desk/reception staff, when another adult will pick up your child. All individuals authorized to pick up a child **must be at least 18-years-old** and be listed on the child's emergency card. Anyone picking up a child other than a parent must bring government-issued photo identification to match the emergency card.

If an emergency arises and someone not listed on your child's emergency card will be picking them up, please call the school's main phone line (608-531-2128) and let the staff person at our reception desk know the full legal name, address and phone number of the person who will be picking up your child. One City will not release your child to this person unless their legal name

and address on their government-issued identification card or driver's license match the full name and legal address that you provided to us.

One City Elementary School will never release a student to an unauthorized person. If someone comes to pick up your child and no authorization is on file, the school will attempt to contact you. If contact is unsuccessful, the school will NOT release the child.

One City Elementary School will make an attempt to contact another authorized person if an authorized person comes to pick up a child who appears to be under the influence of drugs or alcohol. If contact with another authorized person is unsuccessful, your child will not be allowed to leave school with the person and authorities will be called.

In case of a court order prohibiting a parent, guardian or other caregiver from contact with a child, a copy of the court order must be on file at the school. If you anticipate an issue in this area, please inform the School Principal.

## Parking

The parking deck across from the school building is for staff and family parking. Any adult wishing to walk their scholar into the building must use the parking lot. Parking along Bridge Road or in the WPS parking lot is not permitted.

If adults choose to park and walk their scholar to the building, please remember to make contact with staff to ensure your scholar is marked as present for the day when they arrive. Scholars must be accompanied by a parent/guardian if they choose to park in the parking deck and walk to the front of the school building.

## School Curriculum

A strong, well-rounded curriculum that gives children the foundational preparation needed for them to succeed in school and life is a key component to our school's agenda and success. One City Elementary School utilizes a unique combination of renowned early childhood and elementary school curricula, including EL Education (Expeditionary Learning), Anji Play and The Creative Curriculum from Teaching Strategies. We supplement these curricula with other resources as well.

EL Education stimulates student learning through creative projects, compelling topics and student ownership over their own learning in grades K - 6. The curriculum is a comprehensive, standards-based core educational program that engages teachers and students through compelling, real-world content and builds equitable and inclusive learning opportunities for all students.

Anji Play is a national standard for preschool education in China for children up to age 6. Anji Play is built around five core values: love, risk, joy, engagement and reflection. It provides numerous materials that allow children to create their own play every day, building creative

learners who create a new structure, or a new way to play, and build upon their innovations every day. One City Schools was the first to implement this program in a preschool outside of Mainland China. After 4K, aspects of Anji Play will continue to be utilized with students through 6<sup>th</sup> grade.

One City Elementary School is committed to providing all necessary special education support services to students as required by relevant state and federal law. These services – student screenings, assessments, Individualized Education Plans, related services and monitoring – are supervised by One City Elementary School’s instructional leadership team and licensed Special Education Coordinator.

A variety of Extended Learning Academies that provide enriched learning experiences are also integrated into One City’s dynamic educational program.

## **Qualified Teaching Staff**

Members of One City’s instructional staff are experienced and highly qualified professionals. One City Elementary School staff represent a number of disciplines and professional fields in which they are licensed or certified. One City Elementary School requires teaching staff to attend training, conferences, workshops and conventions every school year. OCES requires team member development and career development and will seek to provide opportunities for teachers through daily supervision and coaching, professional development, staff meetings and attendance at special training programs, conferences and workshops. OCES will also use the Educator Effectiveness Teacher Evaluation System required by the Wisconsin Department of Public Instruction or a state approved alternative system of evaluation.

## **Parent Involvement**

Children are not the only ones who enroll in One City Elementary School; their parents enroll as well. One City requires that parents agree to participate in workshops, seminars and activities offered by the school and its external program partners. Parents are also encouraged to participate in One City’s parent-led Parent Council, which meets monthly and arranges and engages in a variety of activities and policy/program discussion about the school.

Parents are welcome to visit their child’s classroom at any time (note: this is temporarily suspended during the COVID pandemic). Parent participation and observation is encouraged. Some parents have special talents, cultural traditions, skills, or experiences they can share with all of the children. Others may spend time volunteering in the classroom or chaperoning on field trips. If you are interested in participating in your child’s classroom, please notify your child’s teacher.

One City Elementary School discourages extended conversations with parents at drop-off and pick-up due to the potential to distract children from their expected school routines and/or the teacher from watching over and managing their students and the classroom. Please feel free to

set up a conference with your child's teacher whenever a concern arises regarding activities, discipline or questions concerning your child's development.

Parent-Teacher Conferences will be held at least twice during the year. Teachers will post schedules for parents. The purposes of conferences are to set social, character and educational goals, to develop home-based strategies that can support your child's learning that is taking place at school, to establish understanding, cooperation and consistency between home and school, and for the child to demonstrate their learning, development and leadership at One City. A special Parent-Teacher conference may be requested when deemed necessary by either the teacher or parent.

## **One City Family Resources and Partnerships**

Through its Family Resource Office and a robust network of community partnerships, One City Elementary School will offer informative, insightful and fun seminars, workshops, special events and other learning activities for parents and the entire family. Additionally, One City Elementary School will assist parents and their older children with identifying available educational and employment opportunities and supports in the Greater Madison community. One City Elementary School will also provide educational opportunities for parents, volunteers and community members to learn and share how they can help foster the positive growth and development of children, and ensure they are ready for and succeeding in school.

## **Volunteers**

One City Elementary School offers a variety of volunteer opportunities for parents and members of the Greater Madison community. Students and staff from Madison Area Technical College, High School work experience programs, University of Wisconsin System colleges and universities, local public school districts, Edgewood High School and Edgewood College, Eagle School, Schools of Hope Tutoring Program and a number of businesses, churches, community-based and service organizations, and professional membership organizations have volunteered with One City Elementary School. Volunteers support our administrative, classroom, business office and facilities teams, and family and community engagement efforts, in a variety of ways. They are essential to everything we do at One City. Most importantly, they help us achieve the promise of our namesake – One City – a village of people, organizations and businesses across Greater Madison and the nation who work together every year to ensure our children are successful and reach their full potential.

All volunteers, like staff, are required to complete a Wisconsin Criminal Background Check prior to working at One City and are supervised by a One City staff member. Volunteers are never left alone with a child.

## Parent Concerns and Issues

If a parent has a concern about his or her student, the parent should contact his or her student's teacher and attempt to resolve the matter. If the matter cannot be resolved, the parent should contact the Principal. If the matter cannot be resolved at that level, the parent should contact the COO of One City Schools, David Stephan, at [dstephan@onecityschools.org](mailto:dstephan@onecityschools.org).

## School Policies and Procedures

All One City Elementary School policies are posted in the main lobby at 1707 W Broadway and kept in the Principal's office. All teachers have a written copy of the policies in their classrooms as well. One City Elementary School Policies are available to parents upon request.

The records of students who are currently enrolled at One City are kept locked in a secure location at One City Schools. These files are confidential and are available to the parent only upon request, in writing, and in accordance with state and federal law. Records of students who previously attended One City will be kept electronically and/or at a secure storage location external to One City Schools.

One City Elementary School maintains Medical/Injury Logbooks and copies of accident reports for each classroom.

## Child Abuse and Neglect

One City Elementary School's primary concern is for the welfare of the children enrolled in its school and programs. Our children's best interests are best served by reporting suspected cases of abuse and/or neglect, and by helping to provide treatment, not punishment, for their families. School staff are required by section 49.981 of the Wisconsin Child Abuse and Neglect Act to report any suspected cases.

## Child Guidance

One City Elementary School maintains an environment that promotes physical and emotional safety. At One City Elementary School, children are expected to follow the rules that are based on One City's Habits of Character, respect for everyone's feelings and belongings, and the safety of themselves, others and the school. Positive reinforcement of appropriate behavior is practiced through character development and clear expectations of student performance and conduct. Staff guide children's behavior using appropriate praise, redirection and allowing them the freedom to make decisions on their own, within acceptable limits.

If a child is aggressive or harms another child, the teacher will intervene to discuss the situation and assist the child in finding a better solution to the interaction. Should you have specific questions regarding guidance techniques, you should speak with your child's teacher and the Principal.

## Cubbies

Cubbies are provided for each child's personal belongings. All belongings should be removed from the cubby each Friday to ensure the cubbies are appropriately cleaned.

## Clothing and Personal Belongings

One City Elementary School requires that each child have two extra sets of clothes at school in case of an accident. This includes an extra pair of shorts/pants, shirt, underwear, socks, shoes, weather appropriate clothes, etc. Please mark each extra item you leave at school with your child's full name. One City Elementary School is not responsible for lost or stolen items.

It is important that your child dresses in comfortable, washable play clothes that will survive food spills, paint, sand and water play. Shoes must be worn at all times. If your child goes home in One City Elementary School clothing provided for temporary use by the school, please wash the items and return it the next day.

Toys brought to One City Elementary School from home are strongly discouraged, and may be held by a teacher or staff member for the duration of the day.

## Field Trips

On occasion, your child will have the opportunity to join classmates for educational field trips/learning expeditions. Field trips are an important part of One City's educational program and offer children an enjoyable and informative experience in learning about their community and subject-matter outside of school. One City Elementary School will only allow transportation of children in/on public bus or with contracted school transportation providers. Walking field trips to the library and local parks are common occurrences. One City Elementary School requires your signed permission form for participation in either walking or transported field trips. Advanced notice will be given to parents regarding date, time, destination, and method of getting there. Parents are always welcome and encouraged to attend when possible.

## Outdoor Play

One City Elementary School provides extended outdoor play daily, weather permitting. During inclement weather, the teachers provide indoor activities that involve active large muscle activities for a minimum of 20 minutes. One City Elementary School staff carefully monitors outdoor play to provide adequate water and shade.

Please be sure your child has weather appropriate clothing for all seasons. There are no facilities for supervising an individual child inside while the rest of the group is outdoors.

## Nutrition

One City Elementary School students are served USDA approved meals and snacks daily prepared by an in-house chef and team of cooks, who are trained on the USDA guidelines. The USDA published guidelines provide an excellent source of dietary information, which the school uses in meal planning, and preparations of your child's meals and snacks. All menus are posted weekly in your child's classroom.

All teaching staff will join the children for meals in order to promote and model good manners, sanitary habits, and conversation/social skills, and to supervise the children.

If your child has a food-related allergy or medical needs, it is required that you provide documentation from a licensed medical practitioner and discuss the allergies with the School Nurse, Executive Chef and teacher prior to the child's first day of enrollment. If your child has other special dietary needs, please discuss with our Executive Chef and your child's teacher. One City Elementary School will make accommodations when possible.

## Health Forms

One City Elementary School follows the guidelines of the Dane County Public Health Department in regard to communicable diseases and illness. The purpose of this policy is to reduce the risk or spread of disease and childhood illness to children. Within 30 days of enrolling, a child's immunization record must be on file. Within 90 days of enrollment, the Child Health Form must be on file. State regulations require One City Elementary School to maintain a medical record on each child in the school.

## Injuries

Treatment of children who are injured shall be carried out as follows:

- A. For minor injuries, parents will be notified at pickup. For injuries that require parent attention, parents will be contacted immediately after the injury has occurred. All injuries will be documented and dated in the Accident Report File.
- B. In the event that emergency care is needed, One City Elementary School will take appropriate measures to obtain appropriate care. The following steps will be taken:
  1. Call 911
  2. Contact parent or emergency contact
  3. Complete an Accident Report
- C. Copies of the Accident Report will be kept in the child's file.

## Procedure when Children are Ill

If a One City Elementary School staff member observes an ill student, the following procedure will apply:

1. Children with a sore throat, inflammation of the eyes, ear or nose drainage, fever of 100 degrees or higher, respiratory symptoms, lice, ringworm, rash on the scalp, rash, vomiting, diarrhea, or other illness or condition having the potential to affect the health of other persons will be separated from other students until a parent can be reached and the child is released from the school to his/her parent/guardian;
2. When a parent/guardian cannot be reached, the child's designated responsible person will be contacted as soon as possible after the illness is discovered. Arrangements must be made for the release of the child from the school within one hour.
3. Before returning to school, children must be symptom-free or on prescribed medication in accordance with the chart below on page 20.
4. Please also see One City's COVID-19 Policy for the 2021-22 school year for health procedures specific to the current pandemic.

**Please help One City Elementary School keep a healthy school by carefully following these rules.**

## Medication Policy

If a child requires medication while at school, an "Authorization to Administer Medication" form must be filled out by the parent/guardian. Nonprescription medications require written consent and instructions from the child's parent or guardian and must be supplied in the original manufacturer's package. The package must list the ingredients and recommended therapeutic dosage in a legible format. Nonprescription medication will be administered in accordance with the recommended therapeutic dosage.

Prescription medications require written instructions from a medical practitioner, as well as parent or guardian consent. Prescription medications must be supplied in the original pharmacy-labeled package. The package must list the name of the pupil, name of the prescriber, name of the prescription medication, the dose, the effective date, and the directions in a legible format.

All medication must be stored in the office of the nurse and may not be stored in the child's cubby.

All medicine administered will be documented in the Medical Logbook.

## Communicable Diseases

A child with a reportable communicable disease will not be admitted or be permitted to remain at One City Elementary School during the period when the disease is communicable.

Whenever it is determined a child has a communicable disease, all children exposed to the disease will be monitored for symptoms and parents will be notified if symptoms occur.

Please consult the chart below to determine when it is appropriate for your child to return.

Communicable Disease	The Child must remain out of the center until:
Chicken Pox	All lesions are scabbed and the child shows no further signs of illness (usually 7 days after the onset of rash)
Croup	Physician authorizes return
Diarrhea	Symptoms are gone (at least 24 hours from last diarrhea bowel movement)
Fever of 101 or above	Normal body temperature has been maintained for 24 hours
Fifth's Disease	Fever is absent for 24 hours
Head Lice	After treatment with an effective head lice shampoo (pediculicide)
Impetigo	Lesions have crusted
Pink Eye (Conjunctivitis)	24 hours after treatment begins
Pin Worms	After treatment has begun with prescription medication
Ring Worms	After treatment has begun and all lesions are covered with clothing or bandage
Scabies	After treatment is initiated
Scarlet Fever	24 hours after antibiotic therapy is instituted
Strep Throat	24 hours after antibiotic therapy is instituted
Vomiting	Vomiting is absent for 24 hours

## Building Loss of Services

In the event building services, such as heat, water or electricity, are inoperable, the Principal will contact the COO, and appropriate service contractors, immediately to resolve the issue as quickly as possible. If at any time One City Elementary School does not have heat for more than two (2) hours, or the inside temperature is above 80 degrees with no water or electricity, One City Elementary School staff members will take the students and the attendance clipboard to an alternative site. Parents will be notified immediately.

## School Closings

In the case of inclement weather (or a local or national emergency), One City may close school for the day. To determine if our school is closed due to weather, please check your local television stations, or radio, and make sure that our Director of Family and Community Initiatives has your current cell phone number and email address so you can be notified via our REMIND parent notification system.

## Security/Lockdown Procedure

One City Elementary School has secured doors at each entrance to the school to ensure safety.

In case of an immediate threat in the school’s surrounding area, the Principal will conduct a lock down. All building exits will be locked, and teachers will report to the designated area with children and the attendance clipboard. Upon arrival, teachers will take attendance immediately and report any missing children to the Principal.

### **Alcohol, Drugs and Firearms**

The following alcohol, drugs, and firearms policies apply at all times, 24 hours per day, 7 days per week, on the premises of all One City Schools:

- A. The use of tobacco in any form, alcohol, or illegal drugs is prohibited on or around the premises of One City Elementary School, and at any school-sponsored activity.
- B. The possession of alcohol, illegal drugs, or any other illegal or toxic substance is prohibited on or around the premises of One City Elementary School, and at any school-sponsored activity.
- C. All weapons, including guns and other firearms, are prohibited on and around the premises of One City Elementary School and at any school-sponsored activity. This prohibition applies to all persons, including parents, staff, volunteers or visitors to One City Elementary School, except on-duty law enforcement officers licensed by the state of Wisconsin.
- D. All parents, volunteers, and other visitors will maintain sobriety while on the premises of One City Elementary School and at all school-sponsored activities. A parent, volunteer, or visitor who is visibly inebriated or under the influence of illegal drugs, or who brings a weapon on to the premises of One City Elementary School or to a school-sponsored activity will be required to leave the premises or activity immediately, will be reported to law enforcement and other agencies as required by law, and may be denied future access to all One City Schools locations.

This policy is effective at all times on school premises, in school vehicles and at school-sponsored activities.

### **School Portraits**

Each year parents will have one or more opportunities to purchase school portraits. Selected portrait companies will provide professional packages.

### **Birthdays**

Birthdays are special events in a child’s life; staff try to make the day special for each child. If you intend to bring in a cake or small treat for the children, please let your teacher know ahead of time. Healthy alternatives for birthday celebrations are strongly encouraged. Treats with excessive sugar and fats are strongly discouraged. For more information, please talk with your child’s teacher, our executive chef or our preschool director or school principal. Also, note that outside food is currently not allowed due to the ongoing COVID-19 pandemic.

## Severe Weather

One City Elementary School follows the decisions of the Madison Metropolitan School District (MMSD) when making decisions on school closings or delays due to bad weather conditions. When MMSD is closed or delayed, One City Elementary School will also be closed or delayed. Please watch one of the local television stations for reports on MMSD closings and/or call the school for information. Closings and delays will be reported on the One City Elementary School voicemail message.

## T.V./Videos

TV and videos will not be used for an extended length of time at One City Elementary School as such practice is not endorsed by the National Association for the Education of Young Children. The following policy regulates the use of videos, TV, hand-held personal data devices and computer screen time:

- Educational videos that expand on a classroom theme or curriculum activity will be allowed provided that they are not longer than 30 minutes in length per viewing period.
- Videos and/or TV are not to be used in place of outdoor, large muscle activity when inclement weather occurs.

## Equal Opportunities

It is the policy of One City Elementary School to ensure equal opportunity without discrimination or harassment on the basis of age, race, sex, sexual orientation, marital status, disability/handicap, citizenship status, pregnancy, national origin, creed, color, political affiliation, genetic information, ancestry, arrest or conviction record not substantially related to employment, military service, use or nonuse of a lawful product off school premises during non-working hours, declining to attend a meeting or participate in any communication about religious or political matters, or any other reason prohibited by state or federal law. One City Elementary School prohibits and will not tolerate any such discrimination or harassment.

## Children with Disabilities

Children with disabilities shall be identified and provided educational services in accordance with chapter 115, Wis. Stats., the Individuals with Disabilities Education Act, and Section 504 of the Rehabilitation Act of 1974.

## Confidentiality

All records pertaining to an individual child and his/her family are confidential and will be maintained in accordance with all applicable state and federal law. The staff at One City Elementary School who have access to children's records are prohibited from discussing or making known personal information regarding the children or their families except in

accordance with state law. All records maintained on a child are available to the parent or review upon request and in accordance with state law.

**Grievance**

All concerns for your child, or any aspect of One City Elementary School, should be initially addressed with your child’s classroom teacher. If an issue needs further discussion it should be directed to the Principal of One City Elementary School. If you feel the issue is still not resolved, you will need to contact the COO. If your issue remains unresolved, you should contact the CEO. After these avenues have been exhausted, in any situation, concerns can be taken to the Chair of the Board of Directors for further evaluation.

End.