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Hello Bird Families,

Tamara and I are eager to start the school year and meet all of you! The following information is our C.H Bird Family Engagement Plan for 2023 - 24. At C.H. Bird, staff, students, families and our community work together to ensure all learn and grow through building meaningful relationships and providing rigorous, engaging, and culturally responsive experiences.

To understand how working together can benefit your child, it is first important to understand the district's and school's vision, mission, and goals for student academic achievement.

**Sun Prairie School District Vision:** Recognized as a high-performing district of choice that reflects the cultures of our diverse community.

**Sun Prairie School District Mission:** Inspire and prepare every child, every day by providing relevant, engaging, and innovative learning experiences in and out of the classroom.

**At C.H. Bird Elementary, we believe:**

- Our Bird families and school staff are equal partners.
- All families can support their children's learning in different ways.
- All families have hopes and dreams for their children and want the best for them.
- All families want to have meaningful communication with school staff.
- The responsibility for growing and continuing partnerships among school, home and community rests first and foremost with school staff especially school leaders.

**Frequently Asked Questions:**

**Who should I go to if I have a question about my child's education?** Please start with your child's classroom teacher. When needed, the teacher can give you contact information of other staff members that may be needed to help create a plan to help your child succeed.

**How can you be involved at C.H. Bird?**

1. Our Bird School Community Organization (SCO) is named CH BEST. CH BEST meets monthly on the second Tuesday of each month at 6:30 p.m. via zoom . All Bird family members are welcome to attend the meetings.
2. Attend Caregiver/Teacher Conferences:
  - a. Teachers will send out SignUpGenius prior to conferences.
  - b. Conference weeks are: Oct. 16th - 20th and Feb. 12th - 16th
3. Volunteer in the classroom and/or during lunch/recess →email Jenny Divney, [jadivne@sunprairieschools.org](mailto:jadivne@sunprairieschools.org)

**How to support EQUITY?**

Bird is committed to working directly with our CH BEST board so that activities and fundraisers are equitable for students and families. Our CH BEST board is aligned with the District Parent Leadership Council's commitment

to equity across our district. The District PLC is working on establishing a set of shared experiences for all students so that all SPASD students will have access to similar and consistent educational experiences.

### **How will the school share monthly news?**

Bird links our monthly newsletter to our Facebook page → [CH Bird Elementary School Facebook Page](#).

Bird links our monthly newsletter to the [Bird website](#) at the beginning of each month and it will be sent home via Blackboard Connect.

Our CH BEST monthly newsletter is linked to our [Bird Website](#), linked to the [CH BEST Facebook page](#) and will be sent home via Blackboard Connect.

Teachers will communicate with you in a variety and combination of the following ways: Email, phone, Facebook, Seesaw or Class Dojo. Please let your teacher know if you have a preferred method of contact.

School-wide and CH BEST event information and reminders will be sent home via a combination of the following: Blackboard Connect, our school's Web page and CH BEST's Facebook page. The following are examples of events/reminders:

1. Picture Day - Sept. 12th
2. Picture Retake Day - Oct. 17th
3. CH BEST Meetings - 2nd Tuesday of the month - 6:30 p.m.

**What should you do if you have a concern, question, or great idea?** If it is a classroom concern, please contact your child's teacher first. If you are not sure where to start, please call our main office for assistance at (608) 834-7300.

**Attendance:** Please call the attendance line (608) 834-7300 and press #1 as well as call the classroom teacher.

### **Why is attendance important?**

It is the caregivers' legal obligation as Parent/Guardian to ensure their child from the age of 6-18 attends school regularly (Wis. Stat. sec. 118.16). Regular attendance greatly impacts academic success starting as early as preschool, continuing through high school years. Parents/Guardians play a key role in helping their child succeed with being able to get to school on time. Please take priority in ensuring your child's daily attendance.

### **School Hours**

School hours for elementary students are 7:40 am - 2:40 pm (Monday, Tuesday, Wednesday, Friday), and 7:40 am - 1:30 pm (Thursday). Students may come to school at 7:30 am or after, as supervisors are on duty at that time. All Sun Prairie Schools offer breakfast at the start of school.

*The last day of the school year is Friday, June 7th.*

### **Absence/Tardy Guidelines for Sun Prairie Elementary Schools**

Regular school attendance helps students succeed. All nine elementary schools in our district recognize this and follow Wisconsin Statute 118.16 and School Board Procedure JE-R, Student Attendance Procedures. If students are absent or tardy, there needs to be an acceptable excuse for missing school.

If a parent/guardian knows their child will need to miss school for an appointment, the school will need a phone call, email, or written note that includes the absence date(s) and reason in advance of the absence.

Parents/guardians may excuse students from school for up to 10 days during a school year (five days per semester). Parents/guardians will be contacted when the school has concerns about a student's attendance.

### **Reporting Absences**

Student safety is very important to us! A parent/guardian **MUST** call the school attendance line before 9:00 am if their child will not be attending school or will be late that day.

If a student does not come to school and the parent/guardian has not called the attendance line by 9:00 a.m., a safe arrival call will be made and the child's absence may be listed as unexcused.

We may ask for a written or medical excuse when the child comes back to school.

Parents/guardians may report an absence 24 hours a day. Call the school attendance number at 834-7300 and press 1.

If a parent/guardian needs to pick up their child during the school day, it's important that parents come to Door 1 by the **SCHOOL OFFICE** to meet the child and sign them out before leaving the building.

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