

Bienvenidos

Allisonville Elementary

An International Baccalaureate School

Welcome to the 2016 – 2017 School Year

Dear Allisonville Families,

I hope this letter finds you well rested and rejuvenated. Between sporting events, summer camps, and family vacations, I hope you took some time to just relax and enjoy the beautiful weather. It is hard to believe that the summer is passing us by and we are preparing for the new school year.

The 2016-2017 school year officially begins Wednesday morning, August 3rd at 8:15 a.m. with dismissal at 3:25 p.m. On Wednesday, volunteers and classroom assistants will escort first grade students to the cafeteria where they will meet their teacher and walk as a class to their classroom. Students in second, third, fourth, and fifth grades may report directly to their classrooms.

As we try to streamline our "Back to School" process, please take advantage of the MSDWT's new links to help parents stay informed and prepare for the first day of school. Before school starts, please go to:

www.msdt.k12.in.us/backtoschool

Next find the school your student will attend and follow the link to:

- update your information in Skyward,
- find your student's bus stop in Skyward
- download any necessary forms to prepare and bring on the first day of school.

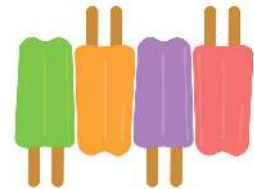
Should you not have access to a computer before school starts, schools will have computers available for families to log into Skyward to update information, along with any necessary paper forms.

Prior to the start of school, I would like to invite all Allisonville families to attend the annual Allisonville Elementary Ice Cream Social on Monday, August 1st, from 6:00 – 7:30 p.m. This is a wonderful time to meet the teachers and visit the school. The Parent Teacher Organization will provide complimentary frozen treats in the cafeteria as well. Additionally, there will be informational tables in the gymnasium where families can learn more about the many activities and organizations available at Allisonville. Please contact the office at (317)845-9441 if you have any questions.

There are many exciting events planned for the 2016-2017 school year. It is truly going to be an outstanding year. Enjoy the last few days of summer,

Mike Pomeranke
Principal
(317)845-9441

Questions? The school office will be open Monday – Friday from 9 am – noon and 1 pm – 3 pm beginning July 18, 2016.



You're Invited

Please join us for our Back-to-School Ice Cream Social

Monday, August 1st
6:00 – 7:30 pm

Come meet your teacher, sign up for all sorts of cool stuff and enjoy frozen treats from the PTO!



Daily Schedule

8:15 am – 3:25 pm

If you are dropping your child off in the morning, please be mindful of the usually lengthy morning traffic and drop off lines. Parents please encourage your students to ride the bus to school.

Parents can begin dropping off students at 8:05 a.m. and only once a staff member is out front to monitor car drop-off.

Students must be in their classrooms by 8:25 a.m. Should your child be late/tardy or returning from an appointment, you must park and escort them into the building to sign them in at the front office.

In an effort to keep our children and our school safe, you will be required to show a valid picture ID any time you pick up a student from school.



PARENTS

Please help us by encouraging your students to ride the bus to school.

Our morning drop-off and afternoon pick-up are extremely congested.

Transportation

Your bus assignment information will be available on Skyward before school begins. Students enrolling after the start of school can expect to hear directly from transportation within 2 – 5 business days.

Transportation
(317)254-5510

All students should board their bus at their assigned stop each day. If you move during the school year, please contact the office to make permanent changes to your transportation.

HERE COMES THE BUS

Download the app on your smart phone to see where your child's bus is and set up alerts when the bus gets close. Use Code #88550

Limited Choice/Non-Resident students' transportation is the parent responsibility. Two weeks after school begins, you may contact the school to see if there is a bus stop available near your home. Parents are responsible to transport student's to/from the nearest bus stop.

Car pick-up students will be stationed at the front of the building. Once the parent/guardian is at the front of the building, AV staff will escort students to each car. Please do not park and come into the building at dismissal.

All students must be picked-up by 3:25 p.m. or arrangements need to be made with AYS.

Unfortunately, for the safety of your student, we **cannot** accept transportation changes over the phone, by email, or by fax. Please make sure you communicate any changes with a written note to avoid any confusion at dismissal. Unless we receive written notice from the parent/guardian, your student will be sent home on their assigned bus.

Students without a written note will be sent home on their regular bus, without exception.

Attendance

Absence is defined as a student missing all or any portion of the school day, for any reason. There are three types of absences: Excused, Unexcused, and Prearranged.

Should your student be absent for any reason, please call the attendance line at (317)259-8864 before 9:00 am.

If your student is arriving late or leaving early for an appointment, please request a note from the dentist, doctor, etc. All notes should be given to the front office for recordkeeping. Offices may also fax notes to (317)576-5255.

Excused Absence (including being tardy)

- Death in the immediate family.
- Major religious holiday.
- Medical, dental, court or other required appointment. Must provide a signed statement from doctor, dentist, etc. upon return to school.
- Personal illness/injury. Please call the attendance line **317-259-8864** each day the student is absent. A written medical verification from a physician/clinic must be provided upon the student's return to school after 5 consecutive days of absence due to illness.
- A written medical verification from a physician/clinic must be provided for each additional absence once 10 days of absence (whether excused or unexcused) have been accumulated.

Unexcused Absence (including being tardy or leaving prior to dismissal)

Absences for any reasons other than those mentioned above and/or not verified as required are considered unexcused. Missing the bus, etc., is unexcused.

Prearranged Absence

A prearranged absence request will not be approved if any one of the following occurs:

- It is the final week of any grading period.
- It is the week preceding or the week following a recess period.
- It is during required testing.
- The student has excessive absences.
- The student's grade point average is below a 2.0 or C.

Prearranged absence forms are available at the office.

From the Nurse

When to Stay Home. Please keep your student at home if their temperature is at or above 100 degrees. Additionally, your student must be fever free for 24 hours before returning to school.

Life-Threatening Allergies must be reported to the nurse prior to student enrollment. Appropriate medications must be received before the student may attend class.

Medication at School. Parents must bring in student medication, in person, for the nurse to administer. Students may never transport medication to school.

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AYS After School Care

At Your School Child Services, AYS, provides childcare at Allisonville from 6:30 a.m. - 8:25 a.m. and from 3:25 p.m. - 6:00 p.m.

You may register your student at the AYS central office all summer long. They are located at 4755 Kingsway Drive, Suite 300, 46205 or you can phone them at 283-3817. The AYS program does reach capacity quickly, so we encourage you to register as soon as possible. You can also sign-up online at: <http://www.ayskids.org/registration.html>.

NOTE: A list of day care facilities that offer transportation to and from school is located at the front desk.

Allisonville
Attendance Line

317-259-8864

Please call before 9:00 am when your student will be absent for any reason.

2015-16 Book Rental and Instructional Fees

Book Rental and Instructional fees will be collected in September via Skyward.
The fees below are from last year and intended to be for informational and planning purposes only.

	Textbook Rental	Instructional Fee	Total Due	Students Receiving Financial Assistance
First Grade.....	\$153.00.....	\$24.50.....	\$177.50	First Grade.....\$24.50
Second Grade.....	\$138.00.....	\$30.50.....	\$168.50	Second Grade.....\$30.50
Third Grade.....	\$125.00.....	\$32.50.....	\$157.50	Third Grade.....\$32.50
Fourth Grade.....	\$111.00.....	\$36.50.....	\$147.50	Fourth Grade.....\$36.50
Fifth Grade.....	\$112.00.....	\$32.50.....	\$144.50	Fifth Grade.....\$32.50

Financial Assistance

Applications for meal and textbook assistance are available in English and Spanish at the district website –

www.msdt.k12.in.us

Click on:
Quick Links
Child Nutrition
Apply Online

Paper applications are also available at the school office.

Only one application per family is necessary. We encourage families in need to complete these applications as soon as possible.

All expenses incurred before the application is approved is the responsibility of the parent/guardian.

Cafeteria Information

The cafeteria serves breakfast and lunch. If your student has any food allergies, please provide a doctor's note to your student's teacher and to the cafeteria staff. This includes students who require juice instead of milk.

	Breakfast	Lunch	Milk
Full Price	\$1.25	\$2.35	\$.50
Reduced Price	\$0.30	\$0.40	\$.50

Parents/guardians are responsible for all cafeteria expenses in advance. All payments may be made by cash, check or money order to the cafeteria. Please make all checks payable to Allisonville Elementary School. Online payments can be made at www.MyPaymentsPlus.com for your convenience. You may pay by the month, nine-week period, semester, or year if you prefer, but daily lunch payments are strongly discouraged. Please note that the State Board of Accounts does not allow the charging of meals. All meals must be paid in advance. If a check is returned to the school for nonpayment from the bank, an additional charge of \$20.00 will be added and you must send cash or money order to cover the cost.

It is not necessary to have a background check to visit your student for lunch. Visitors simply sign in at the office as a visitor and join their student as they enter the lunchroom.

NOTE: Parents visiting their student for lunch may bring outside food, but due to allergies, please no sharing with classmates.

Lunch visitors are welcome any day!
The lunch schedule is as follows:

1st Grade	10:55 – 11:25
2nd Grade	10:20 – 10:50
3rd Grade	12:05 – 12:35
4th Grade	11:30 – 12:00
5th Grade	12:40 – 1:10



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Volunteer Background Checks

In an effort to keep our children and our school safe, all classroom and general field trip volunteers are required to complete a Limited Background Check prior to volunteering in the classroom or attending any field trips.

Forms can be requested from your teacher or from the office. You can also access them on our website at:

www.msdt.k12.in.us.

Click on:

For Families

For Parents

Volunteer Requirements

Limited Volunteer Limited Background checks are free of charge to anyone interested in volunteering. Volunteer opportunities vary by teacher.

First time applicants are responsible for the completion of the bullying education and training provided by MSDWT.

<https://msdt-in.safeschools.com/register/84afcb3f>

Volunteers attending overnight field trips with students must complete a more in depth background check. The fee for the **Expanded Criminal History** check is \$28.00. All volunteers would be made aware of this additional expense prior to the overnight experience.

Classroom Visitors

Allisonville welcomes parents to visit the classroom. We ask that you please make an appointment with your child's teacher prior to your visit.

If a parent pops into the classroom in the middle of instruction, it is difficult to get students back on task. If you arrive at the beginning of the lesson, you can sit through the lesson without interrupting the class.

All classroom visitors must have completed a Limited Background Check.

SKYWARD

Skyward Family Access allows you to access student grades, attendance, email teachers and school officials, pay fees and much more.

Skyward Family Access will be available from your home, office or anywhere you have access to the internet.

You can access Skyward by visiting our website at:

www.msdt.k12.in.us.

Click on:

For Families

For Parents

Skyward Family Access

Forgot your Login or Password?

Click the link and follow the prompts.

If you encounter difficulty logging in, please email: skyward@msdt.k12.in.us

Birthday Celebrations

Birthday treats are welcome. Please notify your child's teacher to make arrangements and check for any allergies. It is a health department regulation that all treats be purchased, and in individual packaging. Some suggestions are Rice Krispy treats or fruit snacks. In an effort to not exclude any student because of allergies, please consider bringing a non-food item such as a fun pencil, eraser or small trinket.

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2016-2017 School Calendar

August

1st – Ice Cream Social
3rd - First Day of School
4th - Fall Fundraiser Kick-Off
11th- Back-To-School Night (Parents Only)
26th - Coffee With the Principal

September

5th - Labor Day - No school
8th - 4th Grade Field Day
14th – 5th Grade Field Day
16th – International Dot Day
16th – Cafeteria Staff Appreciation Day
19th – Picture Day
22nd – Student Early Release
27th – 28th – 4th Grade to Flat Rock
30th – End of 1st Quarter Grading Period
30th – VIP/Grandparents Day (Grades 1-3)

October

3rd – 7th – Fall Break
14th – Fall Classroom Parties
14th – Bonfire
20th – 21st – 5th Grade to Biz Town
25th – First Quarter Awards

November

3rd – Student Early Release
5th – WTF Bash & Auction
8th – Election Day (No School)
11th – Open Gym
21st – 25th – Thanksgiving Break

December

8th – 5th Grade Musical
19th & 20th – Holiday Luncheon
21st – End of 2nd Quarter Grading Period
22nd – Winter Break Begins

January

9th – School Resumes
13th – Dads Club Movie Night
16th – Flex Day – MLK Jr. Day
17th – 20th – Everybody Counts
27th – Dancing Thru The Decades

February

2nd – Student Early Release
14th – Classroom Valentine Parties
20th – Flex Day – President's Day
24th – Dads Club Talent Show

March

10th – End of 3rd Quarter Grading Period
11th – Great North Run
13th – 17th – IREAD Testing (grade 3)
20th-23rd – Honors Breakfast
27th – 31st – Spring Break

April

3rd – School resumes
7th – Coffee With the Principal
20th – Open House
21st – Spring Social (Parents Only)

May

1st – 5th – Teacher Appreciation Week
11th – Personal Best
19th – 5th Grade Honors & Exhibition
23rd – Bus Driver Appreciation
24th – Last Student Day (tentative)

All dates are subject to change.
Please look for communication in
your student's parent
communication folder.

Join the Allisonville PTO Your membership goes directly towards our many school events and teacher grants. Please return this form along with payment (cash or check made payable to Allisonville PTO) to the office or your child's teacher.

Thank you - your support makes a difference!

Parent Name: _____

Phone: _____ Cell: _____ Email: _____

Student's Name: _____ 2016-17 Teacher: _____

Student's Name: _____ 2016-17 Teacher: _____

Student's Name: _____ 2016-17 Teacher: _____

Membership Package:

_____ \$10.00 includes Allisonville School Directory
_____ \$15.00 includes an Allisonville pen
_____ \$20.00 includes pen and additional gift

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ALLISONVILLE SUPPLY LIST 2016-2017

First Grade Supply List

- 1 pair Fiskar scissors-pointed
- 4 boxes Crayola crayons 24 count
- 1 box Classic Crayola markers-broad tip
- 6 glue sticks-large 1.3 oz (clear only – no color)
- 1 clipboard
- 24 Ticonderoga pencils (sharpened)
- 1 supply box
- 2 Pink Pearl erasers
- 1 set dry-erase markers – four colors - low odor
- 2 laminated pocket folders - 1 blue, 1 yellow
- 1 containers Lysol/Clorox wipes
- 2 boxes tissues-large for classroom sharing
- 1 box Zip-Loc baggies –
Girls sandwich or quart Boys-gallon
- 2 reams white copy paper 8.5" x 11"
- 1 pack pencil top erasers (24 count)
- 1 pack 3X5 post-its
- 2 spiral notebooks – wide ruled
- 1 bottle hand sanitizer (boys)
- 1 hand soap (girls)
- \$5 (cash) to cover class t-shirt (in envelope/child's name)

- Clorox wipes - art
- Scissors - art
- Glue sticks - art
- 1 composition notebook - Spanish
- 1 red folder - Spanish
- 1 yellow folder - Music
- 1 green folder - Media

Please mark all supplies with your child's name in permanent marker. Also sharpen all pencils.

Second Grade Supply List

- 1 supply box 8" X 5"
- 1 pair Fisker's Scissors-pointed
- 2 boxes of Crayola crayons-24 count box
- 1 box Classic Crayola markers-Broad tip
- 1 box Colored pencils, 12 count -sharpened
- 4 Large glue sticks 1.3 oz. or larger
- 24 Ticonderoga pencils (sharpened)
- 2 Pink Pearl erasers
- 1 pencil sharpener canister (shavings container required and NO battery operated)
- 1 set dry-erase markers –broad tip (set of 4-low odor)
- 2 boxes Kleenex tissues –white 200 count
- 1 box Zip-loc baggies - snack size
- 1 ream white copy paper
- 1 container Clorox or Lysol wipes - Boys
- 1 pump bottle hand sanitizer – 12 oz – Girls
- 1 WIDE RULE composition notebook (not spiral bound)
- 1 pkg 3X3 Post It notes
- 1 broad tip yellow highlighter
- 2 green ink pen
- 1 white view binder 1 ½ " (clear front sleeve)
- 1 basic clip board
- \$5 (cash) for vinyl homework folder and other supplies

- Clorox wipes - art
- Scissors - art
- Glue sticks - art
- 1 composition notebook - Spanish
- 1 red folder - Spanish
- 1 yellow folder - Music
- 1 green folder - Media

Please mark all supplies with your child's name in permanent marker. Also sharpen all pencils.

Appreciated, but not required: donations of paper towels, white paper plates and Elmers glue for special projects.

NOTE: Each 2nd grade teacher may provide a list of additional supplies that may need to be purchased. List will be available at the Ice Cream Social or the first week of school.

Third Grade Supply List

- 1 pair scissors-pointed
- 1 box Crayola crayons 24 count
- 1 box Crayola markers broad-tip
- 1 box Crayola colored pencils-24 count
- 1 supply box – approx.. 8 ½" X 5 ½"
- 2 highlighters – any color
- 2 Pink Pearl erasers
- 2 Sharpies – any color
- 48 Ticonderoga pencils - sharpened
- 2 glue sticks large 1.3 oz
- 3 packages Post-It notes: 3"x 3"
- 3 boxes Kleenex-large for classroom sharing
- 4 spiral notebooks - WIDE rule
- 2 composition notebooks - WIDE ruled
- 5 2-pocket folders – no plastic
- 1 ream white copy/printer paper 8.5"x11"
- 8 dry-erase markers – low odor
- 1 clipboard
- 1 white view binder 1" (clear front sleeve)
- 1 pencil sharpener with canister
- 2 packages 3" x 5" note cards
- 1 package sheet protectors – 25 per pkg
Boys – Clorox Wipes for classroom sharing
Girls – Hand Sanitizer for classroom sharing

- Clorox wipes - art
- Scissors - art
- Glue sticks - art
- 1 composition notebook - Spanish
- 1 red folder - Spanish
- 1 yellow folder - Music
- 1 green folder - Media

Please do not label your supplies.

ALLISONVILLE SUPPLY LIST 2016-2017

Fourth Grade Supply List

- 1 protractor
- 1 pair scissors-pointed
- 1 box Classic Crayola markers-fine tip
- 1 box Crayola colored pencils
- 2 glue sticks-large 1.3 oz
- 48 Ticonderoga pencils - sharpened
- 1 supply box (5" x 8" only)
- 1 Large Pink eraser
- 1 pkg WIDE-ruled loose-leaf notebook paper
- 1 12-inch wooden or metal ruler with inches/centimeters
- 1 1" 3-ring binder (NO TRAPPER KEEPERS)
- 6 2-pocket folders (1 red, 1 blue, 1 green, 1 yellow, 1 orange, 1 purple)
- 3 spiral notebooks (1 each blue, green, yellow)
- 1 composition notebook
- 1 ream copy/printer paper
- 1 box Ziplock baggies girls-sandwich boys-gallon
- 1 container Clorox wipes NOT baby wipes
- 3 boxes Kleenex
- 2 bottles of hand sanitizer
- 2 highlighters
- 4 dry erase markers and 1 eraser
- 1 black "fine point" Sharpie marker
- 2 packages Post-It notes (girls 3x3, boys 3x5)
- \$2 for misc. supplies that will be provided

- Clorox wipes - art
- Scissors - art
- Glue sticks - art
- 1 composition notebook - Spanish
- 1 red folder - Spanish
- 1 yellow folder - Music
- 1 green folder - Media

Resler – flash drive & no crayons

Fifth Grade Supply List

- 3 pkgs loose-leaf notebook paper (WIDE rule)
- 48 Ticonderoga pencils - sharpened
- 1 black permanent marker (ex. Sharpie)
- 1 roll Scotch tape
- 1 roll masking tape
- 12-inch ruler with inches and centimeters
- 4 large boxes Kleenex
- 1 container Clorox wipes
- 1 box Crayola colored pencils-24
- 1 supply box (5" x 8" only)
- 4 glue sticks 1.3 oz
- 1 box Classic Crayola markers-fine tip
- 2 pkgs dry erase markers (Expo brand)
- 1 pair scissors –pointed
- 2 highlighters any color
- 1 ream white copy paper 8.5x11
- 1 pump bottle hand sanitizer
- 4 pkgs post-it notes
- 1 handheld pencil sharpener w/canister
- Headphones (last year's set are fine)
- \$4 for writing portfolio

- Clorox wipes - art
- Scissors - art
- Glue sticks - art
- 1 composition notebook - Spanish
- 1 red folder - Spanish
- 1 yellow folder - Music
- 1 green folder - Media

Below are lists for individual classroom teachers-

Miller: 4 spiral notebooks, 4 pocket folders, calculator
Bolles: 1 2 in. or 1½ in. 3 ring binder, 1 package of 5 or more dividers, one green or red pen, 1 box of Ziploc bags – gallon or quart, OPTIONAL: extra pencils and scissors are always needed and any extra donations are appreciated ☺

Auslander: 4 composition notebooks - any color, 4 pronged folders - any color, 1 pencil pouch, 5 Spiral notebooks, flash drive, calculator, 5 pocket folders, 1 2 in. or 1½ in. 3 ring binder, 1 box of Ziploc bags – gallon or quart

Hodson: Calculator, flash drive, 3 composition notebooks, 3 folders with pockets and clips, 1 bottle of liquid Elmers glue, protractor

Brown: 5 Spiral notebooks, flash drive, calculator, 5 pocket folders, 1 package 5x8 index cards, protractor, one plastic expandable file, 1 box of Ziploc bags – gallon or quart

Snider: 5 Spiral notebooks, flash drive, calculator, 5 pocket folders

***** If possible, consider \$2 donation for a good electric pencil sharpener.**

School Clinic

Appreciated, but not required: donations of Kleenex, baby wipes, disinfectant wipes and children's (new) undergarments are greatly appreciated.

Pre-Ordered School Supply Kits

Those families that pre-ordered school supply kits from the PTO can pick them up during the Ice Cream Social on August 1st. If you are unable to attend, your child can pick theirs up on the first day of school.

Unfortunately, you must pre-order the school supply kits. There are no extras available.

NOTE

Students may bring their school supplies with them to the Ice Cream Social! All classrooms will be open at that time.

