

# Welcome to the Allisonville Elementary 2014-15 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 has already passed us by and we are preparing for the new school year.

The 2014 - 2015 school year officially begins Monday morning, August 4<sup>th</sup> at 8:15 a.m. with dismissal at 3:25 p.m. On Monday, 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. Class lists will be posted on the bulletin board in the front entrance area as well as outside each classroom door. Assistants will also be available to help direct students, and teachers will be at their classroom door to greet students as they arrive.

Prior to the start of school, I would like to invite all Allisonville families to attend the annual Allisonville Elementary Ice Cream Social on Thursday, July 31<sup>st</sup> from 6:30 – 8:30 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. Transportation information will also be available at this time. Important information is included in this mailing for those families who are unable to attend. Please contact the office at 845-9441 if you have any questions.

There are many exciting events planned for the 2014 - 2015 school year. It is truly going to be an outstanding year. Enjoy the last few days of summer,

Mike Pomerence  
Principal  
(317)845-9441



**Questions? The school office will be open Monday - Friday from 9 am - noon and 1 pm - 3 pm beginning July 21, 2014.**

## 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 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.

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

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



## Transportation

Your bus assignment information will come in the mail to your home a few days before school begins. Should you have any questions regarding transportation, their phone number is (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.

Limited Choice/Out-of-District transportation is the parent responsibility. Please make sure that your student(s) arrive at school on time in the morning and picked-up on time in the afternoon.

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 3:35 p.m. or arrangements need to be arranged with AYS.

Unfortunately, we **cannot** accept transportation changes over the phone, email, or 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 (considered Excused if approved).

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 205-3332 X11555 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)**

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.

## **2014-15 Book Rental and Instructional Fees**

**Book Rental and Instructional fees will be collected in September.** Please keep your eyes out for a statement to come home with your student.

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

### **Students Receiving Assistance Fees**

First Grade.....	\$24.50
Second Grade.....	\$30.50
Third Grade .....	\$32.50
Fourth Grade.....	\$36.50
Fifth Grade .....	\$32.50

### **Special Education Fees**

First Grade.....	\$80.00
Second Grade.....	\$80.00
Third Grade .....	\$80.00
Fourth Grade.....	\$80.00
Fifth Grade .....	\$80.00

# 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.**

## **Financial Assistance**

Applications for meal and textbook assistance are available in English and Spanish at the district website - **[www.msdt.k12.in.us](http://www.msdt.k12.in.us)**.

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

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## 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.

	<b>Breakfast</b>	<b>Lunch</b>	<b>Milk</b>
<b>Full Price</b>	\$1.25	\$2.35	\$.50
<b>Reduced Price</b>	\$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](http://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.

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

## 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. All classroom visitors must have completed a Limited Background Check.

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

1st Grade	11:05 - 11:35
2 <sup>nd</sup> Grade	12:50 - 1:20
3 <sup>rd</sup> Grade	10:30 - 11:00
4 <sup>th</sup> Grade	11:40 - 12:10
5 <sup>th</sup> Grade	12:15 - 12:45

# 2014-2015 School Calendar

### July

31<sup>st</sup> - Ice Cream Social

### August

1<sup>st</sup> - All AV Staff  
4<sup>th</sup> - First Day of School  
7<sup>th</sup> - Fall Fundraiser Kick-Off  
14<sup>th</sup> - Back-To-School Night (Parents Only)  
22<sup>nd</sup> - Coffee With the Principal

### September

1<sup>st</sup> - Labor Day - No school  
18<sup>th</sup> - PTO Meeting With Dr. Woodson at Eastwood Middle School

### October

3<sup>rd</sup> - VIP/Grandparents Day (Grades 1-3)  
3<sup>rd</sup> - End of 1<sup>st</sup> Quarter Grading Period  
6<sup>th</sup> - 10<sup>th</sup> - Fall Break  
17<sup>th</sup> - Bonfire  
Week of 20<sup>th</sup> - 4<sup>th</sup> Grade to Camp Flat Rock  
27<sup>th</sup> & 28<sup>th</sup> - 5<sup>th</sup> Grade to Biz Town  
29<sup>th</sup> - First Quarter Awards

### November

8<sup>th</sup> - WTF Bash & Auction  
14<sup>th</sup> - Open Gym  
21<sup>st</sup> - Classroom Fall Party  
24<sup>th</sup> - 28<sup>th</sup> - Thanksgiving Break  
TBD - Holiday Plant Sale

### December

11<sup>th</sup> - 5<sup>th</sup> Grade Musical  
16<sup>th</sup> & 17<sup>th</sup> - Holiday Luncheon  
18<sup>th</sup> - End of 2<sup>nd</sup> Quarter Grading Period  
19<sup>th</sup> - Winter Break Begins - No Students

### January

9<sup>th</sup> - Dads Club Movie Night  
19<sup>th</sup> - Flex Day - MLK Jr. Day  
20<sup>th</sup> - 23<sup>rd</sup> - Everybody Counts  
30<sup>th</sup> - Chinese New Year Celebration

### February

13<sup>th</sup> - Classroom Valentine Party  
16<sup>th</sup> - Flex Day - President's Day  
27<sup>th</sup> - Dads Club Talent Show

### March

2<sup>nd</sup> - 11<sup>th</sup> - ISTEP Testing  
13<sup>th</sup> - End of 3<sup>rd</sup> Quarter Grading Period  
14<sup>th</sup> - Great North Run  
16<sup>th</sup> - 18<sup>th</sup> - IREAD Testing (grade 3)  
24<sup>th</sup> - 27<sup>th</sup> - Honors Breakfast  
30<sup>th</sup> - April 3<sup>rd</sup> - Spring Break

### April

6<sup>th</sup> - School resumes  
9<sup>th</sup> - PTO front lawn work day  
17<sup>th</sup> - Spring Social (Parents Only)  
17<sup>th</sup> - Coffee With the Principal  
23<sup>rd</sup> - Open House  
27<sup>th</sup> - May 15<sup>th</sup> - ISTEP Testing

### May

4<sup>th</sup> - 8<sup>th</sup> - Teacher Appreciation Week  
7<sup>th</sup> - 5<sup>th</sup> Grade Field Day  
8<sup>th</sup> - Personal Best  
19<sup>th</sup> - 4<sup>th</sup> Grade Field Day  
19<sup>th</sup> - Bus Driver Appreciation  
21<sup>st</sup> - 5<sup>th</sup> Grade Honor Day  
22<sup>nd</sup> - Last Student Day

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# ALLISONVILLE SUPPLY LIST 2014-2015

## First Grade Supply List

1 pair Fiskar scissors-pointed  
4 boxes Crayola crayons 24 count  
2 box Classic Crayola markers-broad tip  
4 glue sticks-large 1.3 oz  
(clear-no color please)  
1 clipboard  
2 boxes #2 Ticonderoga pencils  
(sharpened)  
1 supply box (5"x13"preferred)  
2 Pink Pearl erasers  
1 set dry-erase markers – four colors - low odor  
2 laminated pocket folders - 1 green, 1  
yellow  
1 zippered pencil pouch  
1 containers Lysol/Clorox wipes- boys  
2 boxes tissues-large for classroom  
sharing  
1 box Zip-Loc baggies - Girls sandwich or  
quart Boys-gallon  
1 ream white copy paper 8.5" x 11"  
1 pack pencil top erasers (optional)  
1 pack 3X3 post-its for girls  
1 pack 3X5 post-its for boys  
1 spiral notebook – wide ruled  
1 bottle hand sanitizer (girls)  
2 Boxes markers - Art  
1 red folder - Chinese  
1 yellow folder - Music  
1 green folder - Media

\$5 (cash) to cover class t-shirt (in  
envelope/child's name)

### **Please label with student name:**

scissors, crayon boxes, supply box, dry-  
erase markers, colored pencils, markers,  
binder, and pink erasers.

## Second Grade Supply List

1 supply box 8" X 5"  
1 pair Fiskar's Scissors-pointed (no plastic  
blades)  
2 boxes of Crayola crayons-24 count box  
2 boxes Classic Crayola markers-Broad tip  
(1 for Art)  
1 box Colored pencils, 12 count -  
sharpened  
4 Lg glue sticks .77 oz. or larger  
1 box watercolors-preferably Prang or Crayola  
2 boxes #2 wood pencils/erasers  
Ticonderoga preferred  
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 - girls: sandwich  
size, boys: snack  
1 ream white copy paper  
1 container Clorox or Lysol wipes - Boys  
1 pump bottle hand sanitizer – 12 oz –  
Girls  
2 wide rule composition notebook (not  
spiral bound)  
1 pkg 3X3 Post It notes  
2 broad tip yellow highlighter  
2 wide rule composition notebooks (not  
spiral)  
2 green ink pen  
1 white view binder 1 ½ " (clear front sleeve)  
2 Boxes markers - Art  
1 red folder - Chinese  
1 yellow folder - Music  
1 green folder - Media  
\$5 for class t-shirt

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

## 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 - small  
2 highlighters  
2 Pink Pearl eraser  
48 Ticonderoga pencils - sharpened  
2 glue sticks large 1.3 oz  
6 packages Post-It notes: 3"x 3"  
3 boxes Kleenex-large for classroom  
sharing  
1 container Clorox wipes  
4 spiral notebooks - WIDE rule  
2 composition notebooks - WIDE ruled  
8 2-pocket, no shine folders (4 with  
prongs, 4 without)  
1 ream white copy/printer paper 8.5"x11"  
8 dry-erase markers – low odor  
1 clipboard  
2 sets 5 tab binder dividers  
2 white 1" hard cover binder/clear front  
pocket  
1 pencil sharpener canister (shavings  
container required and NO battery  
operated)  
2 Boxes markers - Art  
1 red folder - Chinese  
1 yellow folder - Music  
1 green folder - Media

Please do not label your supplies.

### **NOTE**

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

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# ALLISONVILLE SUPPLY LIST 2014-2015

## Fourth Grade Supply List

- 1 protractor
- 1 pair scissors-pointed
- 1 box Crayola crayons 24 count
- 1 box Classic Crayola markers-fine tip
- 1 box Crayola colored pencils
- 2 glue sticks-large 1.3 oz
- 3 boxes #2 pencils (36 total)
- 1 supply box (5" x 8" only)
- 1 roll scotch tape
- 1 Large Pink eraser
- 1 package WIDE-ruled notebook paper
- 1 12-inch ruler with inches/centimeters
- 1 1" 3-ring binder (NO TRAPPER KEEPERS)
- 1 package of 5 dividers for binder
- 6 2-pocket folders (1 red, 1 blue, 1 green, 1 yellow, 1 orange, 1 purple)
- 5 spiral notebook (1 each red, blue, green, yellow, purple)
- 1 composition notebook
- 1 ream copy/printer paper (boys white, girls colored)
- 1 box Zip-Lock baggies girls-sandwich boys-gallon)
- 1 container Clorox wipes NOT baby wipes
- 3 boxes Kleenex
- 2 bottles of hand sanitizer
- 1 clipboard
- 2 highlighters
- 1 recorder-(or \$5 for a new one)
- 1 set each flashcards-multiplication and division (all students)
- 1 package index cards
- 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
- 2 Boxes markers - Art
- 1 red folder - Chinese
- 1 yellow folder - Music
- 1 green folder - Media

Resler - flash drive & no crayons

## Fifth Grade Supply List

- 2 packages loose-leaf notebook paper (WIDE rule)
- 3 package pencils #2
- 1 black permanent marker (ex. Sharpie)
- 1 roll of Scotch tape
- 12-inch ruler with inches and centimeters
- protractor (half circle, clear)
- 4 large boxes Kleenex
- 1 container Clorox wipes
- 1 box Crayola colored pencils-24
- 1 supply box ( 5" x 8" only)
- 1 pkg (4) glue sticks 1.3 oz
- 1 box multi-colored markers
- 1 pkg dry erase markers
- 1 pair scissors -pointed
- 1 box crayons -24
- 2 highlighters any color
- 1 ream white copy paper 8.5x11
- 1 pump bottle hand sanitizer
- 2 pkg post-it notes
- 1 package 5x8 index cards
- 1 box of Ziploc bags - gallon or quart
- 1 Red 2-pocket folder for Chinese
- Headphones (last year's set are fine)
- \$4 for writing portfolio
- 2 Boxes markers - Art
- 1 red folder - Chinese
- 1 yellow folder - Music
- 1 green folder - Media

### ***Below are lists for individual classroom teachers-***

Miller: 5 spiral notebooks, 5 pocket folders, flash drive, calculator, multiplication and division flashcards

Bolles: 3 pocket folders, 3 spiral notebooks, one green or red pen, 1 set of flashcards - multiplication and division

Auslander: 1 really good pencil sharpener, 4 composition notebooks - any color, 3 pronged folders - any color, 1 pencil pouch

Hodson: Calculator, flash drive, 3 composition notebooks, 3 folders with pockets and clips

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

## 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 July 31<sup>st</sup>.

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.



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