2018-2019
Allis
Elementary School
School Supplement to the District Policy Guide
Dear Frank Allis Families and Community Members,

Welcome to Frank Allis Elementary School. In 2017, we celebrated 100 years of serving Madison’s far east side. As principal, I am honored to lead our culturally rich community. Where collectively our strong teacher teams work toward fulfilling the Madison Metropolitan School District vision of ensuring that every school is a thriving school, preparing all students for college, career and community.

Frank Allis Elementary School serves approximately 500 students in four-year-old kindergarten through fifth grade. Teachers work in teams to deliver aligned curriculum resulting in exponential increases in student achievement. Throughout our halls visitors will hear students and staff celebrating successes small and large: “Ms. Cutler, look how many levels I passed in Lexia!” or “I had a 10 point goal for my MAP score and I went up 15 points!” Our aligned and standards-based curriculum is focused on providing all of our diverse students the tools they need to become thoughtful and productive citizens of the 21st century.

At Frank Allis we have a 50/50 dual language immersion program. In 2018-19 our dual language program will include kindergarten through second grade. Our bilingual program builds biliteracy skills, preparing them to compete in a global work environment. All Allis classrooms embrace a culturally relevant curriculum and Frank Allis is committed to developing and sustaining a school environment which encourages individuality and responsibility. We celebrate diversity, foster a desire to learn, and support every community member to discover and strengthen their skills, talents, and abilities so that each is prepared to be a productive participant in our changing global society.

At Frank Allis we collaboratively build on the incredible strengths our students, staff, families and community partners bring to our school. We look forward to establishing a strong relationship and educational partnership with you for the benefit of your child(ren). We believe all families can support the growth and achievement of their students. Because we value all voices, plan on hearing from us through a variety of clear communication modes. All grade-levels will have a Google site and will communicate with families through remind.com. As principal, I too will maintain a Google site (https://sites.google.com/madison.k12.wi.us/the-palace-principals-point/new-news). I am available to respond to your questions and concerns at any time via email, scutler@madison.k12.wi.us, or phone 608-204-1056 and you are always welcome to visit the school.

Thank you for entrusting us with the education of your young scholar.

Sincerely,

Sara R. Cutler
Principal

About Our School

Serving the district for over 100 years, Frank Allis is located on Madison’s far east side and proudly educates the diverse community within our attendance area. Frank Allis is committed to developing and sustaining a school environment which encourages individuality and responsibility, celebrates diversity, fosters a desire to learn, and supports every community member to discover and strengthen their skills, talents and abilities so that each is prepared to be a productive participant in our changing global society.
School mission statement
The mission of the staff at Frank Allis Elementary School is to assure that every student has the knowledge and skills needed for academic achievement so they will be college, career, and community ready.

School calendar
August 17
11:00am-6:00pm All School Registration
August 28
3:30pm-6:00pm Back to School Picnic at Southdale Park: School supply give-away and Ready, Set, Goal Conferences
September 3
NO SCHOOL Labor Day
September 4
8:30am-1:55 pm FIRST DAY of School
September 5
8:30am - 1:55pm 2ND DAY of School
October 12
Open House, Garden Celebration
November 6 & 13
Academic Parent Teacher Teams Grades 4K-K, 1st-3rd
November TBD
Community Luncheon
February 7
RYHO (Read Your Heart Out)
April 30 & May 7
Academic Parent Teacher Teams Grades 4K-K, 1st-3rd
June 1
Carnivallis

See more upcoming events at https://allis.madison.k12.wi.us/calendar.

Childcare/after-school information
On Site After-School
MSCR Afterschool
Available from dismissal until 5:30pm
204-1018

Off Site Childcare
Playhaven
1 Atlas Court
Madison, WI
221-0110

La Petite Academy
6500 Bridge Road
Monona, WI
222-0328

KinderCare
6109 Monona Drive
Monona, WI
222-6333
Key Policies and Guidelines

**Attendance**
Students must be at school before 8:30 to be considered present and on-time. If your child will be absent or late please call the safe arrival line, 204-1071. To ensure the safety of your child, please contact the office to pick up your child early. We require parents to come into our office and sign out their child(ren). Please remember anyone picking up a student must be authorized and listed in Infinite Campus. While school is in session all visitors must report to the office.

**Emergency Situations**
Students are taught procedures for maintaining safety during emergencies. Monthly fire drills, yearly tornado drills and biannual code red drills are practiced.

**Social Emotional Learning**
At Frank Allis we believe in a Restorative Approach to repairing harm. We warmly demand high expectations of our students by building learning partnerships. We are in our second year of Welcoming Schools implementation, focusing on the inclusion of all students. We are working tirelessly to build a positive scholarly identity for ALL students, as we center our teaching on Social Emotional Learning Standards.

**Family and Community Engagement**
Frank Allis continues to build partnerships with our families in innovative ways. You will see us out in the neighborhood every fall at our annual Welcome Back picnic. We are implementing Academic Parent Teacher Teams in order to increase academic success for students both at home and at school. In 2018, we began a Family Community Advisory group that discusses our school improvement plan and how to best support the school.

Staff create personal relationships with ALL families and support the creation of our school playing a thriving role within the Allis neighborhood community. We strive to collaborate with neighborhood centers/ community groups/ parent groups around best practices for home/school relationships and how the school plays a thriving role in the community. Join us at our special events including:

- Neighborhood Back-to-School Picnic in August
- Community Luncheon in November
- Read Your Heart Out in February
- Carniv-Allis in June

We implement Academic Parent Teacher Teams (APTT) for grades 4k-3rd grade. These teams provide an opportunity for family engagement that is linked to their child’s learning. It creates an environment of collaboration between teachers and families to continue student academic growth. Families have time to engage in meaningful conversations with teachers and other families. Parent/Teacher conferences are also conducted each fall before school starts (Ready Set Goal Conferences) and in November, plus subsequently at the request of each family. APTT will be held in the fall, winter and spring.

**Fees**
Fee waivers are available upon request. Please inquire in the office.

**Field trips**
Grade levels may participate in field trips throughout the school year to connect instructional lessons to hands-on exploration. All parents/guardians give consent for field trips during school registration in
August. Fees for field trips are not included in the annual registration fee. If a parent would like to help chaperone during a field trip, we would love your help. Just stop in the office and request a Volunteer Disclosure form to fill out and return it to the office a week before the scheduled field trip.

**Student Personal Property**
Students are responsible for personal property brought to school. School staff discourage students from bringing cell phones, tablets, money, or other valuables to school. All cell phones must be turned off and be put away during school hours. School staff may confiscate personal property if it is distracting from learning.

**School Improvement Planning**
We are implementing strategies from the MMSD guide: GREAT TEACHING MATTERS with a focus on setting high and clear expectations for all students. We place students in classrooms where they may develop their gifts and talents while attending to their social-emotional growth and academic proficiency. In 2017, while using a strategic focus on reading foundational skills, teacher teams aligned curriculum, monitored student growth, and partnered with parents, resulting in a 8% point growth in reading proficiency.

**School support services**
Frank Allis has a full time social worker and psychologist. We have an advanced learner resource teacher in our building supporting students. For more information about available support services, please talk to your child’s teacher.

**Traffic Safety**
Our parking lot is on the corner of Jerome Street and Buckeye Road. When a parking spot is available, both staff and parents can park in this parking lot.

Because of safety, drop off/pick up is NOT permitted in the parking lots (both in front of the school and on the west side.)

Pick up/Drop off is permitted directly across the street from Frank Allis on Buckeye Road. Please obey the posted traffic signs which indicate which areas are drop off only and which areas are for parking only. The crossing guard is employed by the City of Madison Police Department and does have authority to issue warnings and citations. Please obey the posted traffic signs to avoid receiving a citation.

**Drop off and Dismissal**

- **Dropping off late/Picking up early:** To ensure the safety of your child, please send a note in advance to your child’s teacher or the office. We require parents to come into our office and sign students in/out. We will call the classroom to have the student sent down to the office to meet the parents. Please remember anyone picking up a student must be authorized and listed in Infinite Campus. Once school is in session, no non-school staff (including parents) will be allowed to go to a classroom unaccompanied to pick up or drop off a child, the child will be sent to or brought by a staff member to the office or taken to their classroom for late drop offs.

- **End of the School Day:** All students are walked out of the building by their teachers. They are dropped off at their buses, Safe Haven, Daycare vans, or with a family member. Please do not pull your vehicle into our parking lot to wait for your children.

- **Change in plans:** If your after school plan changes for your child, please make sure to call the office before 2pm (Tuesday - Friday) and 12pm (Mondays) to ensure that the appropriate plan is followed and all parties are aware.

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