Schenk Elementary School
School Supplement to the District Policy Guide
Dear Schenk Families,

My name is Sue Abplanalp and am starting my second year as the principal of Schenk Elementary School. I am excited to work another year with you to support your children and the Schenk Community. Collectively we can create the synergy needed to take Schenk School to new heights of excellence.

I want you to know that I am a person who embraces collaboration, communication and transparency of actions. This year, we collectively created new structures and systems in the school to assure that staff and students have their needs met on a daily basis. We decreased office referrals, increased the attendance rates and assessment overall growth. I have gotten to know the students, staff and many of the families. I look forward to another year as we create the synergy needed to assure that every student has the skills and emotional support to be college, career and community ready.

Best Regards,

Susan L. Abplanalp, PhD
Principal

School mission statement
The mission at Schenk Elementary School is to enable all students to successfully use their academic and creative abilities, apply social skills, access and generate information, develop problem-solving skills, and be contributing members of a changing society.

Telephone
OFFICE: (608) 204-1500
FAX: (608) 204-0539
ATTENDANCE / SAFE ARRIVAL: (608) 204-1506

Address
230 Schenk St
Madison, WI 53714

Web address
https://schenk.madison.k12.wi.us
facebook.com/MMSDSchenk

School Hours
Mondays 8:30 a.m. - 1:55 p.m. (Early release)
Tuesdays-Fridays 8:30 a.m. - 3:27 p.m.

Find more information in the district policy guide, found at www.mmsd.org/policy-guide.
Key Policies and Guidelines

Attendance
Call the attendance line at 204-1506 to report an absence. Consistent school attendance is one of the most important factors that can lead to school success for students. Our goal is that all students attend school at least 94% of the school year. We also want to make sure every child is safe and accounted for each school day. Please call the school attendance line and leave a message if your child will not be at school. Teachers will notify the office by 8:45 a.m. of all absentees. If we do not hear from you, someone will be calling you, so please be sure the telephone information we have is current.

Parking
There are limited parking spaces in the Schenk and Whitehorse parking lots. In addition, most of the curb spaces around the school on the school sides of the streets are not legal parking spaces during school hours. In order to avoid a parking citation, it is recommended that parents and guests use the curb spaces across the street and on side streets near the school. When dropping off students in the morning, it is best to drop off students near the front of the school across the street on the curb, then either accompany or allow your child to cross Schenk Street using the cross walk and supervised by the adult crossing guard. If you are able to find a parking spot in a school parking lot, please adhere to all signs including handicap parking spaces.

Arrival and Dismissal Procedures
Arrival -- It is recommended that students do not arrive at school any earlier than they need in order to be in class ready to learn by 8:30 a.m., when school begins. For those who need it, supervision is provided in the cafeteria only starting at 8:00 a.m. and breakfast service begins shortly thereafter. School buses arrive around 8:15 a.m. and drop students off on the Schenk Street in front of the school. Students should enter the front of the school building as soon as they arrive if they are here prior to 8:15 a.m. At 8:15 a.m., the side doors off of Tulane Ave also will be monitored and opened. Starting at 8:15 a.m. student may begin to come down their hallways and stand or sit by their lockers until 8:25 a.m. when classroom teachers will begin bringing students into their rooms. All students should be in their rooms by 8:30 a.m. If a student arrives after 8:35 a.m. they should check in the office for a pass.

Dismissal -- School dismisses at 1:55 p.m. on Mondays and 3:27 p.m. on all other days. There are a few other early release days during the school year. Please see the district and school calendars for these dates and times. All classes dismiss at the scheduled time and students are brought to the doors facing Tulane Ave. Buses pick up off of Tulane Ave. There are a few pick up spaces for private vehicles on the western side of Tulane Ave. Please adhere to all posted signs. Private child care vehicles also part and pick up off of Tulane Ave. Please make sure your information on how your child gets home is updated in the school records and with the classroom teacher.

Child Care
There are many child care providers in the Schenk Elementary area that provide before and after school care. The YMCA is one of these child care providers and has services at the school. If you need child care for your K-5 child this year, please contact the office for a list of child care providers. This list will also be available on our school website.

Family Communication
The Schenk Elementary Newsletter will be distributed electronically on a monthly basis as well as some flyers and other communication via backpack mail. We are also working to increase the amount of valuable information contained on the school website. Please go on-line and check it out. We value your feedback regarding how we can improve our communication with our families and community.

Picking up your child during the school day
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 out the student. 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 and pick up a child.