



# Welcome Back

2018/2019 School Year

**A Note from Mr. Zingsheim**



Falk Families,

Welcome to the start of a new school year! All of us at Falk are excited to be working alongside you to support the growth of your child academically and socially. We look forward to connecting with you as the year progresses, and urge you to reach out should you ever have any questions. Please use this short newsletter as a reference for important information about our day to day procedures.

Sincerely,

**Principal Zingsheim (Mr. Z.)**

**[azingsheim@madison.k12.wi.us](mailto:azingsheim@madison.k12.wi.us)**



## Start and Dismissal Times

### Kindergarten-5th grade

Mondays: 7:45am-1:10pm

Tuesday-Friday: 7:45am-2:42pm

Community Breakfast begins every morning at 7:30am. KG-2nd graders eat in the cafeteria, 3rd-5th graders get their food and eat in their classrooms. Supervision is not provided prior to 7:30am, so please avoid sending your child to school well before this time.

### Early Childhood & 4K

No class on Mondays

Tuesday-Friday AM session: 7:35am-10:47am

Tuesday-Friday PM session: 11:28am-2:42pm



## Safe Drop-off and Pick-up

Please help us keep our students safe during drop-off and pick-up by...

-Making sure you and your child use the crosswalk EVERY time you cross the street

-Dropping your child off/picking them up only in the designated areas. Signage alongside Woodington Way will tell you where you can drop off/pick up, as well as where you can legally park. If you have any questions, ask our staff who are positioned outside our school during these times. Madison Parking Enforcement does patrol this every few weeks and will ticket those not abiding by this signage. Signs to look for include...

\*No Parking-School Bus Stop—These areas need to remain clear at all times for busses

\*Drop-off/Pickup Only (while vehicles attended) - These areas are ok to use as long as someone remains with your vehicle

\*No Stopping, Standing, or Parking—These areas need to remain clear at all times so traffic can continue to flow safely in front of our building

-Avoiding making Y-turns in front of our school. Also, help us be good school neighbors by not using homes' driveways to drop off or pick up your child.

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## Attendance

Our goal every year is to have a schoolwide attendance rate of over 94%. This means no more than 10 absences over the course of our 180 day school year. If your child needs to be absent for ANY reason, please call our safe arrival line as soon as possible that day at 204-2201. If you know in advance that your child will be absent, or if they will be gone for more than one day at a time (ex. family vacation), please visit our main office to complete a "pre-approved absence" form. We are unable to excuse any absences without hearing from you. If your child will be arriving at school late (after the 7:45am bell), they will need to check in first at the main office before going to class. The same goes if your child is arriving to school from an appointment during the day. Per district protocol, we begin calling the families of all absent students at 8am (who have not called their child in absent/late) to ensure they are accounted for.

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## Picking My Child Up During the School Day

If you need to pick up your child during the school day for any reason, you will need to come into the main office to sign them out. For safety reasons, we are unable to dismiss a child without your coming into the office to sign them out. Please allow a few extra minutes to take this step if you need to pick them up for an appointment or are in a time crunch.

If you are sending someone to pick up your child who is not one of their legal guardians or emergency contacts, you will need to call ahead to inform us of this. We are unable to release a child to anyone who is not a legal guardian, including a relative, if we have not heard from you ahead of time.



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## School Calendar

For information on early release days and days where there is no school, please refer to the [MMSD School Year Calendar](#)

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## Breakfast/Lunch Procedures

Falk is a CEP school, meaning ALL students receive free breakfast and free lunch. Every day students get a choice between a lunch A and lunch B option. Any students arriving late and eating school lunch will be given the lunch A option. As a CEP school, children eating a school meal are required to take a full meal, even if they only want a part of that meal. At breakfast this means...one entrée item, fruit or juice, milk (optional). At lunch this means...meal pack, one fruit or vegetable serving from the garden bar, milk (optional). While we know students taking food items they don't want or plan to eat can seem wasteful, is what we need to do to comply with CEP program rules. Students do not need to eat the full meal, but do need to take a full meal. For those that just want a milk at breakfast or lunch, this costs 50 cents and can be paid to Ms. Sherri, our food service worker.

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## Falk Elementary Numbers

6323 Woodington Way  
Madison, WI 53711  
Office Phone Number  
204-2180  
Safe Arrival Number  
204-2201

Visit our web page at  
[https://  
falk.madison.k12.wi.us](https://falk.madison.k12.wi.us)

Follow us on:



[https://www.facebook.com/  
MMSDFalk/](https://www.facebook.com/MMSDFalk/)

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## Emergency Drill Information

We conduct a number of safety drills over the course of the year. This keeps us prepared in the event of a real emergency.

Fire drills—monthly

Code Red Lockdown drills—2x/year in the fall and spring (parents are informed ahead of each of these drills)

Tornado drill—1x/year in April

## Falk PTO

Our school has an active Parent Teacher Organization supporting our work. This group meets on the second Tuesday of each month in the LMC from 6-7:30pm. All are welcome at each meeting. For more information, please email: [falk.elementary.pto@gmail.com](mailto:falk.elementary.pto@gmail.com)

## Falk Family Resource Center

The Falk Family Resource Center provides weekly food pantry access, children's clothing, hygiene supplies and household items to Falk families. Falk's School Social Worker and Parent Liaison are also available to provide service referrals and assistance with housing and employment.

The FRC is located at Falk in Room 113. Pantry hours are:  
Friday 7:30AM-11:30AM

If you need to set up an alternative appointment, please contact Sarah, School Social Worker, at 204-2202.