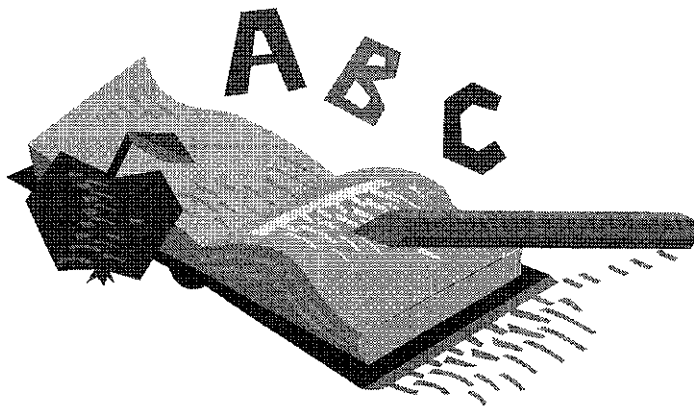


Humke Elementary Parent Handbook 2016-17



Humke Elementary School is dedicated to bringing a quality education to the students of today, guiding them in reaching their goals of tomorrow.

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Humke Elementary Purpose

Hand in hand with families and the community we are preparing All students for Their future.

Humke Elementary School Vision

Humke Elementary School families and staff are working to create a school where all children are **healthy, safe, engaged, supported, and challenged.**

Healthy

Each student enters school healthy and learns about and practices a healthy lifestyle.

Safe

Each student learns in an environment that is physically and emotionally safe for students and adults.

Engaged

Each student is actively engaged in learning and is connected to the school and broader community.

Supported

Each student has access to personalized learning and is supported by qualified, caring adults.

Challenged

Each student is challenged academically and prepared for success in their future.

(ASCD Whole Child Initiative, www.wholechildeducation.org)



Title I Schoolwide Parent Compact

Effective schools are a result of families and school staff working together to ensure that children are successful in school. A compact is a voluntary agreement between all parties that firmly unites them. You are invited to be involved in a partnership with Humke Elementary School. This partnership will help all students achieve the State's high standards.

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STUDENT PLEDGE

I will strive to ...

- ◆ Attend school regularly.
- ◆ Complete assignments and return homework on time to my teacher.
- ◆ Show respect for myself, other people, animals and property.
- ◆ Accept responsibilities for my own actions.
- ◆ Make an effort to do my best to learn.
- ◆ Resolve conflicts peacefully.
- ◆ Give my parents all notes received in school.

PARENT PLEDGE

I will strive to ...

- ◆ To attend school functions (Parent Teacher conferences, Activity Nights, Evening Showcase)
- ◆ To monitor the amount of television and video games my child views each day.
- ◆ To stay aware of what my child is learning and communicate with the teacher.
- ◆ To assist with homework.
- ◆ To read or listen to my child read every night.
- ◆ To help my child get to school on time and attend regularly.

STAFF PLEDGE

I will strive to ...

- ◆ Provide a safe, pleasant and caring atmosphere.
- ◆ Provide high quality instruction that enables students to meet the State's student academic achievement standards.
- ◆ Maintain regular parent contact.
- ◆ Provide parents with reports on their child / children's progress.
- ◆ Provide parents reasonable access to staff.
- ◆ Provide parents the opportunities to volunteer and participate in their child's class.

Equal Education Opportunity/Anti-Harassment

It is the policy of the Nekoosa School District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's race, color, creed, age, physical, mental or emotional disability, sexual orientation, marital or parental status, religion, gender, ancestry, national origin, or other protected characteristics as well as place of residence within District boundaries, or social or economic background.

Humke Elementary School is committed to an educational environment that is free of harassment of any form. The school will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the school district community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students. Harassment means behavior toward a student or group of students based, in whole or in part, on their sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or any other characteristic protected under State, Federal or local law, which substantially interferes with the student's school or academic performance or creates an intimidating, hostile or offensive school environment.

A copy of our school's Anti-Harassment Policy #5517, including the reporting, investigation, and resolution procedures, is available in our school/district office.

Humke School Information

SCHOOL HOURS

Classes start at 8:40 a.m. and dismiss at 3:40 p.m. Morning 4K ends at 11:10 A.M. Afternoon 4K begins at 1:10 P.M. Please sign in students who are late, and sign out those that need to leave early. *If you are picking up your child at the end of the day, please wait in the main lobby until the final bell rings. This will ensure that your child is able to use every minute of the day to learn.*

Recess/Lunch Times

Third Grade:	11:10 – 12:00
Second Grade:	11:20 - 12:10
First Grade:	11:40 - 12:30
Kindergarten:	12:05 - 12:55

EMERGENCY SCHOOL CANCELLATION

In the event that weather conditions cause a concern for the safety of students, if school will be canceled or delayed, an announcement will be made on **local radio and TV** stations. If students must be sent home early, announcements will be made on local radio stations. Parents should make arrangements, in advance, for where their children go should such a situation occur.

Humke Elementary has adopted the ALERT SOLUTIONS Notification System which allows us to send a telephone, text, or email message to you, providing important information about school events or emergencies. We will use ALERT SOLUTIONS to notify you of school delays or cancellations due to inclement weather, as well as remind you about various events. Your caller ID will display the school's main number and will leave a message on any answering machine or voice mail. It is important to verify that phone numbers and email addresses are correct in the main office to ensure you receive these important messages.

SPECIAL EDUCATION

A variety of Special Education Services are available for students qualifying for such services under State and Federal Law. A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in the procedure is generally required, and highly encouraged. Any questions regarding Special Education can be directed to Brian Grill (Pupil Services Director) at 715-886-8090.

PHYSICAL EDUCATION - GRADES 5K-3

All children must have separate gym shoes for Phy. Ed. class. Pupils, not in physical condition to participate, must present a **written excuse**, from a physician, to the Physical Education teacher.

FIELD TRIPS

Field trips are planned that take students away from the school grounds. Before such an event, parents will be notified of the trip and asked to sign and return a permission slip. Students may be asked to pay a fee for some trips to help cover the expenses.

Home/School Communication

PARENT EMERGENCY CONTACT INFORMATION

At the beginning of the school year, parents must provide emergency notification information to our office and teachers. **Accuracy of this information is critical.** Should your child become injured or ill during the school day or due to weather related school cancellations, this information will be used to insure the student's comfort and safety.

Changes in parent name, phone number, place of employment, or person to call if parents cannot be reached, should be **reported** to the school office **immediately** to maintain the accuracy of our files.

PARENT/TEACHER COMMUNICATION

Teachers and parents must work together to maintain a healthy communication system. **Parents are often asked to sign and return documents to your child's teacher.** Please return these things as quickly as possible.

Report Cards are issued for all students in grades K-3 at the end of each quarter. Parents will receive the first quarter report card at conferences. In most cases, all other report cards will be given to the students to bring home.

Parent Conferences will be held at the end of first quarter, and may be requested by the parent, or teacher, at any other time of the year.

Parents may request Interim Student Progress Reports at any time during the school year. Teachers may also provide parents with a report if there is concern about the child's progress in school. The purpose of the report is to inform the parents so the school and home can work together to insure student success.

SCHEDULING REQUEST FORMS

Parental requests involving student scheduling, for the next school year, will be given consideration if they are submitted on a **Humke Elementary Scheduling Request** form. Forms are available in the school office by request. The request is not a guarantee! An educational reason for the request must be given.

YMCA Child Care

At Humke Elementary we have full day child care available for three and four year olds (four year old child care is coordinated with our 4K program.). In addition, we have before and after school child care available for all students in Kindergarten through grade three. This child care is provided as a cooperative agreement between the Nekoosa School District and the YMCA. For more information or to enroll your child please contact the YMCA.

Attendance

COMPULSORY STUDENT ATTENDANCE

State law and Nekoosa School Board Policy #5200 provides specific requirements for compulsory student attendance. Students will be excused from school for the following reasons. Absence for other reasons may be considered an **unexcused absence**.

1. Personal illness - The school attendance officer may require the certificate of a physician if it is deemed advisable
2. Illness in the family
3. Death and/or funeral of a relative or friend
4. Observance of a religious holiday
5. A court appearance or other legal procedure at which attendance is required
6. Medical appointments
7. Family vacations
8. Other reasons as excused by the school attendance officer in advance

By law, **parents/guardians are required to provide a written explanation of absences** to the school office at the time the student returns to school. **In addition, we ask that you phone school to provide the reason for absence before 9:00 a.m. on the day of the absence.**

All make-up work must be completed. Assignments not made up shall be reflected in grades awarded. The teacher will attempt to prepare homework to be picked up for a parent/guardian who calls the office before 9:00 a.m.

Medical and dental appointments, during the school day, will not be recorded as an absence if the student is signed out of school and back into school prior to and/or after the appointment.

Parents picking up or dropping off a student, during regular school hours, must **sign the child in/out of school** in the office. Students, who have entered the school premises, will remain until the close of the school day, unless signed out by a parent or guardian.

As required by law, when a student becomes habitually truant, the parent/guardian or child may request program or curriculum modifications and the child may be eligible for enrollment in a program for children at risk. All questions may be referred to the school principal.

TARDINESS POLICY

Students in Kindergarten through grade three will be marked tardy if they're late but arrive before 10:30 a.m. **Parents are required to sign them in at the office.** Late bus students are not included. Students will be charged with one-half day of absence if they report to school after 10:30 A.M. or parents sign them out and leave before 2:00 p.m. Arrival after these times will result in the recording of an absence.

RESIDENCY REQUIREMENTS

Students, whose residence is not clearly within the Nekoosa Public School District, on a permanent basis, by law, are not permitted to attend Humke Elementary School unless the School Board has approved an open school arrangement or tuition agreement. Parents, who move away from the school district before the end of a semester and who wish to have their children complete that semester in the District's schools, must get permission from the Board of Education through the District Administrator using a tuition waiver which can be obtained at our school office.

WITHDRAWAL PROCEDURE

Parents transferring their children to another school district must inform the **school office** as far in advance as possible. The parents must sign a Records Release Form at the new school before we can forward student records.

Discipline/Expectations

WEAPONS POLICY #5272

If a student violates the Board's weapons on school premises policy: the student shall be suspended from school in accordance with Board policy and state law. Law enforcement officials shall be contacted immediately. The student's parents/guardian shall be notified immediately. The student shall be recommended for expulsion from school. If a firearm is involved, the student shall be expelled for one year except as otherwise determined by the board on a case-by-case basis.

BEHAVIOR AND DISCIPLINE PLAN

We expect students at Humke Elementary School to respect other persons and their property at all times. Students should behave in a manner that will not, in any way, endanger the safety, health, or property of others and that does not disrupt the educational process in our school. It is our belief that no student shall stop teachers from teaching or other students from learning. If that should happen, the teacher may request that the student be removed from the classroom until the disruptive student decides to act in a responsible manner.

Teachers are responsible for developing a classroom and grade level discipline plan. They are responsible for communicating that plan to parents.

LOCKER SEARCHES

School Board policy #5771 provides students with the use of a district locker. The locker is the property of the school district. A locker may be searched as determined necessary or appropriate without notice, without student consent, and without a search warrant. Any unauthorized item found in the locker may be removed.

USE OF CELL PHONES/ELECTRONIC GAMES

Students are generally prohibited from using or displaying in plain sight cell phones or electronic games during the school day in the school building. Cell phones or other electronic games may be confiscated for the day if used during the school day. Please refer to Wireless Communication Policy #5136 that can be found on the district website or is available upon request in the office.

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Students are encouraged to use the school's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Prior to accessing the Internet at school, students must sign the Student Network and Internet Acceptable Use and Safety Agreement.

"Papermaker Way" Behavior Matrix

	In the Hallways	In the Cafeteria	On the Playground	On the Bus	In the Restroom
I am Respectful	<ul style="list-style-type: none"> I use a "1" voice level. I use appropriate language. I keep my hands and feet to myself. I respect the hall decorations and work. 	<ul style="list-style-type: none"> I use polite manners. I use a number "2" voice level. I clean up my area. I keep my hands and feet to myself. 	<ul style="list-style-type: none"> I listen and follow directions the first time. I stop playing when the bell rings. I play fair and include everyone. I use equipment appropriately. 	<ul style="list-style-type: none"> I speak politely to all on the bus. I use a "2" voice level. I keep the bus clean. 	<ul style="list-style-type: none"> I respect other's privacy. I use a "1" voice level. I keep my hands and feet to myself. I respect the property of my school (toilets, sinks, mirrors, paper towels dispensers).
I am Responsible	<ul style="list-style-type: none"> I walk facing forward. I keep the hallway clean. I am aware of my surroundings. I go directly to where I am supposed to be. 	<ul style="list-style-type: none"> I take care of my lunch card. I stay in my seat. I eat my own food. I clean up, including the floor. I use garbage cans properly. I take care of my tray & silverware properly. 	<ul style="list-style-type: none"> I take care and return the equipment. I line up on time. I stay within the designated area. I report true problems to supervisors. I will use "Rock, Talk or Walk" to solve problems. 	<ul style="list-style-type: none"> I stay seated. I follow bus rules. I remember my belongings. I get on and off at the right stop. 	<ul style="list-style-type: none"> I wash hands and dry my hands. I keep the area clean. I return to class as soon as possible. I follow proper procedures. I use 1 paper towel.
I am Safe	<ul style="list-style-type: none"> I walk in line. I keep my hands and feet to myself. I am aware of what is going on around me. 	<ul style="list-style-type: none"> I remain seated unless given permission. I keep my hands and feet to myself. I walk. 	<ul style="list-style-type: none"> I am dressed appropriately. I practice problem solving. I follow the rules of the game. 	<ul style="list-style-type: none"> I am aware of and practice safe riding expectations. I have appropriate conversations with friends. 	<ul style="list-style-type: none"> I wash my hands with soap. I keep my feet on the floor. I walk.

Voice Level: "0" = Silence "1" = Whisper "2" = Inside Voice "3" = Outside Voice "4" = Emergency

School Safety

SAFETY, BUILDING SECURITY, AND VISITORS

Please be assured that Nekoosa Public Schools is doing everything possible to ensure that our buildings are safe for all to learn and teach in. With the help of legal authorities, policies and procedures have been developed to try to protect the children at all times. Some of the procedures have been covered in our handbook. Others will remain confidential to maintain security.

All outside doors will be opened at 7:00 A.M. and relocked at 8:45 A.M. each day. Children (unless in Kid's Clubhouse) should not be in the school unsupervised until 8:00 a.m. The main entrance will again be open from 3:40 P.M. to 6:00 P.M. to accommodate Kid's Clubhouse.

We ask that visitors enter the building through the front entrance. Directions for entry are posted on the door. Once inside, please come into the office, sign in, and wear a visitor name badge. Please do not visit a classroom or be in the hallways without wearing your visitor badge. A staff member may ask you to return to the office to sign in.

BICYCLE/PEDESTRIAN SAFETY

1. Bicycles should be parked in the racks located near the office entrance.
2. Do not ride bicycles on the sidewalks near school.
3. Walkers entering the south parking lot should look both ways for cars and not walk between cars.
4. Do not cross in the middle of the block. **Use the crosswalks.**

Please be aware that crossing guards on Main Street are not there until 8 a.m.

STUDENT HEALTH

Rules and regulations of the Wood County Health Department are to be followed regarding contagious and infectious diseases.

In the case of non-casual-contact communicable diseases, the school has an obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed to ensure that the rights of the person affected and those in contact with that person are respected.

Our district has a no nit head lice policy. Students determined to have lice or nits will be excluded from school immediately and will not be permitted to re-enter until they are lice and nit free.

Please avoid sending children to school if they are sick. If a student has a fever, it is a good sign that the student should stay home. All students are expected to go out for recess unless a doctor excuse is provided.

Make sure students come to school clean and wearing clean clothing. Students should have a proper diet, adequate sleep, and good medical care.

MEDICATION POLICY

At times, children may need to take medication during the school day. For the safety and protection of the student, School Board Policy #5330 requires that the following guidelines be followed:

Before medication can be given to a student, parents must identify pupils requiring medication at school by completing a **Consent to Administer Medication Form**. Forms are available in the school office.

Prescription medications, to be administered by school personnel, require that the **Medication Form**, be signed by the prescribing physician, identifying the child, medication, dosages, physician, and dispensing times.

Parents must supply the school with a properly labeled bottle of medication. The label on the bottle should include the name of the student, the pharmacy and telephone number, physician, name of the drug, date, dosage, and directions for use.

Upon receipt of **Parental Permission and a Physician's Statement**, the principal will assume authority for assigning school personnel to administer the medication. All medication will be kept in a locked cubicle at school. Designated school personnel conforming to the indicated schedule shall supervise dispensing of medication.

School authorities may seek parental consent to contact the physician directly should there be uncertainty regarding the safety and protection of the pupil on medication. A record of student medication dispensed will be kept.

School personnel will not provide medicine to students unless the above criteria have been met. No school employee except a health care professional may be required to administer a drug or prescription drug to a pupil by any means other than ingestion.

Diagnosis and treatment of illness and the prescribing of drugs are never responsibilities of a school and will not be practiced by school personnel.

PET POLICY

The purpose of this policy is to ensure a safe and healthy environment for all students & staff by controlling the impact that animals have on the school environment. Humke recognizes that certain individuals are susceptible to various allergens, diseases, or may have other medical complications while in the vicinity of animals. As a result, please follow the procedure below if bringing animals to school:

1. Request, in writing, permission to bring a pet to school at least **two days** prior to the event.
2. Sign-in in the office with the pet.
3. All pets must be in an appropriate cage or on a leash.
4. The office has the right to restrict access if they feel the animal's behavior is not appropriate for the school environment.
5. All pets are not allowed on buses or in the cafeteria when food is being served.

PARENT TRANSPORTATION

Students should stay on the sidewalk in the south parking lot until a parent comes to get them. This is to help alleviate the problem of walking or running out from between parked cars. On Crestview, the curb is yellow. It is designated a five minute drop-off zone. We encourage parents to pick their children up at the curb to help keep the number of children in the parking lot area to a minimum.

Please observe signs that designate certain areas of the curb as "Bus Loading Zones". Do not enter the bus loading zones between 8:00 a.m. and 8:45 a.m. or between 3:30 p.m. and 4:00 p.m. Please be aware that there is no parking along the front of the school, along the west side of S. Section Street during the school day. Violators will be ticketed.

Parents, who pick up their children, are asked to have them cross at the cross walks only. Please do not allow or encourage students to jaywalk.

TRANSPORTATION CHANGES

If you need to change how your child is being transported from school to home, please send a note with your child informing your child's teacher of any change in transportation. Any changes to your child's bus route require an "Emergency Bus Request" form, to be filled out in advance. The form is located in the school office and on the district website.

FIRE DRILL INSTRUCTIONS

State law requires at least one fire drill per month during the school year, weather permitting. If the fire alarm sounds, students will pass quickly from their room by rows in single file. The first person to reach the exit will hold the door open until all other pupils have passed through that exit.

If there are signs of an actual fire, pupils will be taken far enough away from the building to permit the fire department free access to buildings and grounds. In cold weather, each teacher would seek shelter for their students, if at all possible, by walking them to the high school or in nearby homes. Return to the classroom would be after the all-clear is given.

SEVERE WEATHER ALERT PROCEDURE

We will conduct a drill during Severe Weather Awareness Week. In the event of a tornado or other severe weather warnings, these procedures will be followed:

1. Teachers will be notified via the P.A. system.
2. All personnel will go to their designated shelter area.
3. Teachers will identify shelter areas for the children.
4. If there is any confusion about where to report, always go to the lower level.
5. Everyone will stay in the shelter areas until told to return to class.
6. Teachers will close classroom doors and take their red crisis binder to the shelter area.

VOLUNTEER OPPORTUNITIES/PARENT ORGANIZATION

VOLUNTEER PROGRAM

We invite all parents or grandparents to work in our school as a volunteer. We are always in need of help. If interested, please contact our office at 715-886-8010. It takes many loving and caring adults to help each child reach his/her potential, so any help you can give directly to the students or by helping teachers prepare materials is appreciated.

HUMKE INVOLVED PARENT ORGANIZATION (HIPO)

We encourage all parents to become active members in our school parent organization. We need you! Please contact HIPO if you would like to help in any way. You can send them a message via e-mail if you are looking to help: hippo@nekoosa.k12.wi.us Meetings are held on the first Monday of every month at 6:00 P.M. in the Humke library. Even if you are not able to help directly at many of the events HIPO organizes, they are always looking for people to work "behind the scenes".

Staff/District Information

School Board Members

Pat Resheske	Doug Hustedt
Brian Machon	Brian Giese
Dave Schmidt	

District Administrator

Mr. Terry Whitmore

2016-2017 STAFF AND ROOM ASSIGNMENTS

Principal, Mr. Sprehn	jon_sprehn@nekoosa.k12.wi.us
Secretary, Mrs. Rheinschmidt	tiffany_rheinschmidt@nekoosa.k12.wi.us
Clerical Assistant, Mrs. Ebbe	patti_ebbe@nekoosa.k12.wi.us

FAMILY/COMMUNITY OUTREACH COORDINATOR

Katie Peters	katie_peters@nekoosa.k12.wi.us
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SCHOOL RESOURCE OFFICER

Josh Kolo	josh_kolo@nekoosa.k12.wi.us
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4 K Team

Room 103- Mrs. Acker	kelly_acker@nekoosa.k12.wi.us
Sacred Heart/Rainbow	tara_jeske@nekoosa.k12.wi.us

5 K Team

Room 101 - Mrs. Sprehn	kristen_sprehn@nekoosa.k12.wi.us
Room 102 - Mrs. Nechuta	marijo_nechuta@nekoosa.k12.wi.us
Room 107 – Mrs. Berg	courtney_berg@nekoosa.k12.wi.us
Room 108 – Mrs. Gabriel	gayle_gabriel@nekoosa.k12.wi.us
Room 116 – Ms. Arceo	liz_arceo@nekoosa.k12.wi.us

First Grade Team

Room 118 –Ms. Kundert	jennica_kundert@nekoosa.k12.wi.us
Room 119- Ms. Piper	angie_piper@nekoosa.k12.wi.us
Room 120 –Ms. Masonick	teresa_masonick@nekoosa.k12.wi.us
Room 121 –Ms. Krommenakker	makenzi_krommenakker@nekoosa.k12.wi.us
Room 122 - Mrs. Doebereiner	sarah_doebereiner@nekoosa.k12.wi.us

Second Grade Team

Room 142 – Ms. Jandrt	susan_jandrt@nekoosa.k12.wi.us
Room 143 - Ms. Rebhan	mary_rebhan@nekoosa.k12.wi.us
Room 144 – Mrs. Adams	jackie_adams@nekoosa.k12.wi.us
Room 145 – Mrs. Blaser	kellie_blaser@nekoosa.k12.wi.us
Room 146 – Ms. Jones	sarah_jones@nekoosa.k12.wi.us

Third Grade Team

Room 134 – Ms. Johnson	elizabeth_johnson@nekoosa.k12.wi.us
Room 135 – Ms. Engstrom	ashley_engstrom@nekoosa.k12.wi.us
Room 136 – Mrs. Peterson	jeanne_peterson@nekoosa.k12.wi.us
Room 137 - Mrs. Shannon	connie_shannon@nekoosa.k12.wi.us

Encore

Room 124- Mrs. McCarthy, PE	amy_mccarthy@nekoosa.k12.wi.us
Room 124- Ms. Burns, PE	emily_burns@nekoosa.k12.wi.us
Room 126- Mrs. Santora, Music	jane_santora@nekoosa.k12.wi.us
Room 128- Mrs. Rokser, Art	missy_rokser@nekoosa.k12.wi.us

Library

Room 132- Mrs. Daliege, Library/Media	kristin_daliege@nekoosa.k12.wi.us
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Special Education

Room 124A- Ms. Schweigert, Speech/Language	rhea_schweigert@nekoosa.k12.wi.us
Room 109- Mrs. Walker, Early Childhood	hannah_walker@nekoosa.k12.wi.us
Room 140- Mrs. Golden, EBD	denise_golden@nekoosa.k12.wi.us
Room 141 - Mrs. Stensberg, LD	wanda_stensberg@nekoosa.k12.wi.us
Room 115- Mrs. Shymanski, CD	kendra_shymanski@nekoosa.k12.wi.us

Pupil Services

Room 113 – Mr. Grill, Director	brian_grill@nekoosa.k12.wi.us
Room 113 – Mrs. Schrader, Secretary	ann_schrader@nekoosa.k12.wi.us
Room 113 - Mrs. Cassatt, Psychologist	susan_cassatt@nekoosa.k12.wi.us
Room 130c -Mr. Winters, counselor	rod_winters@nekoosa.k12.wi.us

Reading/Title 1

Room 131 TBD, Literacy Coach	
Room 141 Ms. Hegewald, Title Reading	barb_hegewald@nekoosa.k12.wi.us

CUSTODIAL STAFF

Sheri Sullivan	Kevin Frick	TBD
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SCHOOL NUTRITION STAFF

Matt Andres	Connie Henke	Linda Thurber
	Candy Bowman	Bonnie Thomas

TEACHER ASSISTANTS

Nancy Hoffman	Bev LaMont	Rose Hoffman
Sue Schmidt	Mary Darr	Sue Heller-Walrath
Sharon Reyes	Mikey Chartier	Michelle McElroy
Kelly Capek	Sandy Skerven	Telma Diaz
Angelica Mathias	Robyn Gellerup	

FOOD SERVICE INFORMATION

BREAKFAST PROGRAM

Every student at Humke will be provided with a breakfast at no charge to your family in Kindergarten through Grade 3.

HOT LUNCH PROGRAM

We have a computerized lunch program. **Parents are asked to pay for student lunches in advance on a weekly, biweekly, or monthly basis.**

Each student has their own lunch account. Students will use their 5-digit student ID number when going through the lunch line. School Nutrition Program personnel will handle the record keeping and money collection.

Payment worksheets will be used by parents to calculate the student's lunch costs for the period of time parents wish to submit advance payment. Computerized account balance sheets are available to parents upon request and reminders will be sent home with the children if the account balance becomes depleted. There will be no charging of lunches. You can also check your student's balance by logging into their Power School page. Log in information can be obtained from the school office.

Payments and completed worksheet should be mailed directly to **Nekoosa School Nutrition Program** or sent with your child to turn in to the classroom teacher who, in turn, will relay it to the Food Service area. Payment worksheets are available in the school office or from your child's teacher. Another service that we offer is **E-funds for Schools**. This service allows parents/guardians the ability to make deposits on the school nutrition lunch accounts electronically withdrawn from your checking account or charged to your debit or credit card. The link for E-Fund for School is located on our district website (nekoosasd.net) Please call the school office if you have any questions.

A carton of milk is included in the price of each lunch. All other milk must be purchased. The cost of each additional carton is \$0.35.

Free or reduced lunches may be available to students depending on household income. Applications are available in the school office.

All students are required to eat in the cafeteria. Children will not leave the cafeteria until the cafeteria supervisors have dismissed them. If you plan on eating with your child please do not bring in lunch from restaurants (i.e. McDonalds, Subway, etc.). This causes various problems between students. Please bring a bag lunch from home, or you can also buy a school lunch to eat while you are at school. Tickets are available for purchase in the office. Your cooperation is greatly appreciated!

Student Records

Student records are generally considered confidential under State and Federal law and may not be released to third parties unless the student's parents consent in writing. If you have any questions regarding the confidentiality of student records to third parties, please consult the Board's Student Records Policy and Administrative Guidelines located in our district office.

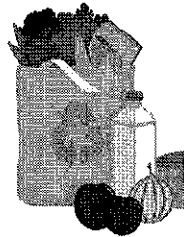
Family Educational Rights and Privacy Act (FERPA)

The federal Family Educational Rights and Privacy Act (FERPA) requires school districts to provide annual notice of student and parent rights regarding student's records. Parents/guardians have the right to inspect and review their student's records. Parents/guardians also have the right to seek amendment to the student's education records that they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Contacting the school principal can get either process started.

COURT ORDERED CUSTODIAL DOCUMENTS

It is crucial that our office have custodial documents on file in our office if there is any question about who should or should not have access to a student in our school. **Legally, we have no authority to intervene in a custody dispute if these court documents are not in place.**

Healthy Classroom Snacks



The Wood County Health Department and the Nekoosa School District would like to partner with your family and your child's school in encouraging healthy eating habits that help your child learn and grow to their fullest potential. When you send snacks or holiday & birthday treats to school, would you help us teach your child life-long healthy eating habits by providing snacks that are from the list below.

Healthier Snack Choice:

- * Raw vegetables served with a low fat dip or ranch dressing; pickles or black olives
- * Fresh fruits (bananas, apples, grapes, Clementine oranges, fruit kabobs, melon or pineapple, frozen grapes or berries), fruit or applesauce cups, dried fruit or raisins, 100% fruit juice
- * String cheese, lower fat cheese slices, cheese sticks or cheese cubes
- * Trail mix or Cereal mixes without candy (Avoid nuts if any student in class has a nut allergy)
- * Small bagels, muffins or quick breads (made with fruits, pumpkin, zucchini, oatmeal, or bran)
- * Crackers: graham crackers or sticks, Teddy grahams, Goldfish, pretzels, animal crackers, rice cakes, Chex or Cheerios snack mix, Pringles Stix, Cheese-it Grips, Chips Deluxe Grips, saltines, Fortune Cookies, low fat popcorn
- * A box of ready-to-eat cereals and small Dixie cups (less than 10 gm sugar per serving)
- * Best Granola-type bars: Kudos, Quaker Chewy granola bars, Special K, Sweet & Salty Bars, TLC Granola bars, Fiber 1 bars, plain Rice Krispie treats, IGA chewy granola bars
- * Baked chips and low fat dip or baked corn chips and salsa

Special Occasion Healthy Treats: (Remember: Kids love special pencils, stickers, etc., food isn't always needed)

- * Cheese & sausage tray with crackers
- * Fresh or Frozen Strawberries or other fruit over shortcake or ice cream
- * Yogurt cups, Go-gurt, drinkable yogurt or pudding cups, frozen yogurt, sherbet
- * Milk & small cookies
- * Lightly frosted cake, mini-cup cakes or cookies
- * Frozen fruit bars, yogurt bars or ice cream cones

Snack Challenge:

Create your own healthy snack! Check out www.mypyramid.gov

Choose foods from several food groups: Fruits, Vegetables, Grains, Milk, and Meat and Beans