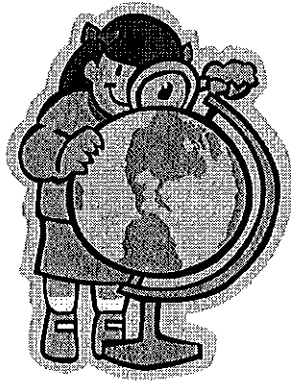


2010 - 2011
Humke Elementary
Parent Handbook



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

"Children are our most valuable natural resource"

-Herbert Hoover

Welcome to Humke Elementary School!

Oil, water, natural gas, and coal are all important natural resources in giving the world energy, warmth, and life. None of these resources are as important as the mind of a child. The mind of a child is full of creativity and potential. If we, as a partnership between school and home, are able to harness this precious natural resource we will not only make our community a better place, but the world a better place.

On behalf of the staff of Humke Elementary School, we welcome the challenge to unlock the full potential of each child. Our staff is dedicated to help your child become a successful, self-motivated, life-long learner. Even though we are teaching students from the age of 4 to 9 at Humke, we know that we are guiding your children towards what they want to become when they are older. Our goal is to ensure that our students are able to choose what they want to be, due to the education we have offered here at Humke.

A strong partnership between home and school is of utmost importance in ensuring each child is reaching his/her potential. Take an active role in your child's education, and please feel comfortable in discussing your child's progress with your child's teacher at any time throughout the year.

Finally, our door is always open to discuss any concerns or questions you may have regarding your child or Humke Elementary School. We look forward to getting to know you and your child in the coming year!

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Humke Elementary School Vision

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

Core Beliefs

We believe our learning community is dedicated to the growth of our students and staff.

We believe that each individual is valuable. Each student has the opportunity to learn in a way that allows for differences, fosters self-esteem, promotes empathy, and instills a respect for one another.

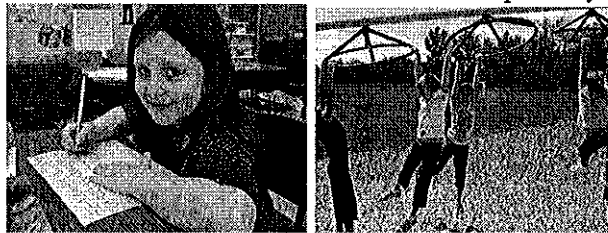
We believe in an atmosphere where safety, nurturing, cooperation, compassion, and family oriented learning are priorities.

We believe students and staff are capable of setting goals, achieving at a high level, and becoming life-long learners through hard work, motivation, and commitment.

We believe that a child's education needs family, school, and community investment in order for their education to reach its full potential.

We believe that we share responsibility amongst all curricular areas to reach the academic, emotional, physical, and social needs of each student

We believe that academic achievement and student success is a priority for students and staff.



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 Facts

SCHOOL HOURS

Classes start at 8:50 a.m. and dismiss at 3:45 p.m. Morning 4K ends at 11:20 A.M. Afternoon 4K begins at 1:15 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.*

	<u>Recess/Lunch Times</u>	<u>Afternoon Recess</u>
Kindergarten:	11:20 - 12:00	1:35 - 1:50
Grade One:	11:40 - 12:20	1:50 - 2:05
Grade Two:	12:00 - 12:40	2:20 - 2:35
Grade Three:	12:20 - 1:00	2:05 - 2:20

INSERVICE/RECORD KEEPING DAYS

Due to in-service or record keeping days, there will be no school for students on: October 1st, January 24th, February 14th, April 1st, April 25th, May 6th, and June 9th.

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 ALERTNOW Notification System which allows us to send a telephone or email message to you, providing important information about school events or emergencies. We will use ALERTNOW 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 phone numbers and email address is 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 Steve Fasching (Pupil Services Director) 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 Phy. Ed 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.

Title I School-Wide 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 the two groups that firmly unites them. You are invited to be involved in a partnership with Humke Elementary School.

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 at school.

Family Involvement

Parents and other significant adults are asked to agree to the following commitments as they are involved in assisting the school in ensuring a productive school experience for their child/children.

Parent Pledge

- To attend school functions and parent teacher conferences.
- To monitor the amount of television and video games per 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

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

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 cooperate 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 cards will be given to the students to bring home.

Parent Conferences are held after the end of the first quarter (Week of November 8th), 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, filled out in entirety, and received before APRIL 1. Forms are available in the school office by request. The request is not a guarantee! An educational reason for the request must be given.

Boys and Girls Club

Students can take part in our local "Boys and Girls Club" that is held in the old middle school building at the corner of Patton and 1st Streets in Nekoosa. If you would like your child to ride the bus to the "Boys and Girls Club" your child must have a written note letting us know when they are to go to "Boys and Girls Club". If we do not have a note they cannot ride the bus to the "Boys and Girls Club". If you would like more information on the "Boys and Girls Club" please call 424-2582.

Attendance

COMPULSORY STUDENT ATTENDANCE

State law and Nekoosa School Board Policy #431 and Rule #431 provide 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 before we can forward student records to the new school.

Discipline/Expectations

WEAPONS POLICY #443.7

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

Humke Elementary School students will respect other persons and their property at all times. They will behave in a manner that will not, in any way, endanger the safety, health, or property of others and they will 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. A typical plan may contain the following steps for behavior violations:

- Step 1. Verbal warning
- Step 2. Loss of recess
- Step 3. Phone call home and loss of recess
- Step 4. Parent conference and loss of recess
- Step 5. Student is sent to the principal. Parent contact is made.

LOCKER SEARCHES

School Board policy #443.6 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.

STUDENT CONDUCT EXPECTATIONS

BE SAFE, BE RESPONSIBLE, BE RESPECTFUL

1. Respect all people.
2. Learn
3. Toys should be left at home unless permission is given by classroom teacher
4. Proper clothing must be worn at all times. Baseball caps or T-shirts with obscene messages or advertising alcohol or other drugs are prohibited

PLAYGROUND EXPECTATIONS

1. Students are to be appropriately dressed for the weather, as noted on signs throughout the school. Students **will** still go outside even if they do not bring in appropriate clothing for the weather.
2. Students will not act in ways that are hurtful to others.
3. Students will use playground equipment safely.
 - a. Students will go down the slides sitting, feet first. No climbing up slides.
 - b. Students will sit on swings, one student per swing. No swinging sideways. No jumping off when swinging high.
 - c. No standing on the top bars of any climbing structures.
 - d. No advanced moves on the climbing structures that would require a "spotter".
4. No tackle football.
5. Students should not pick up or throw wood chips, sticks, stones, snow, or ice.
6. Students will stay on the playground, and off the hill, unless given permission to do otherwise.
7. Do not bring personal sports equipment. The school will provide.
8. Students should report all injuries or grievances to supervisors immediately.
9. Bicycles, in the racks, are off limits during the school day.

CAFETERIA EXPECTATIONS

1. Practice manners by saying "please" and "thank you".
2. Students are expected to use an indoor voice
3. Food is to be eaten, not played with.
4. Clean up your table area before you leave.
5. Please do not bring food from outside food vendors, McDonald's, etc. into the school cafeteria.

BUS EXPECTATIONS

Students who are riding to and from school on transportation provided by the school are required to follow rules set by our contracted bus services. It is very important for bus students to be respectful while on the bus. This helps the bus drivers concentrate on the road and keep all students safe. If a child receives 4 behavior referrals throughout the year, he/she maybe suspended from the bus. Please refer to the rules specified by Safeway Bus Co.

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 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.

School Safety

SAFETY, BUILDING SECURITY, AND VISITORS

Please be assured that Nekoosa Public Schools is doing everything possible to insure 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, except the main entrance by the office, 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 a.m. The main entrance will be open from 6:45 A.M. to 5:45 P.M. to accommodate Kid's Clubhouse.

Visitors

We ask that visitors enter the building through the front entrance 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 in the south parking lot or on the playground.
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 regulation 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 reenter 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 and Rule #453.4 require 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.

PARENT TRANSPORTATION

Students should follow the yellow line in the parking lot to the sidewalk 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. Violators will be ticketed.

Parents, who pick up their children, are asked to have them cross at the cross walks only! 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, you must send a note in with your child informing your child's teacher of any change in transportation. If it is going to be a long-term change, please fill out an emergency bus route change form. The form is located in the school office.

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.

There will be no running, pushing, or talking while passing out of the building, while outside, or when returning to the building.

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 classroom would be after the all-clear is given.

SEVERE WEATHER ALERT PROCEDURE

We will conduct a drill during Tornado Awareness Week in March. In the event of a tornado or other severe weather warning, 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 during a warning situation, always go to the Art Room area.
5. Everyone will stay in the shelter areas until told to return to class.
6. Teachers will close classroom doors and take their grade book and attendance roster to the shelter area.

Staff/District Information

SCHOOL BOARD MEMBERS

Doug Hustedt Robert Shear
Steve Bechard Mike Dillon
Dave Schmidt

SUPERINTENDENT OF SCHOOLS

Dr. Wayne Johnson

2009 - 2010 STAFF AND ROOM ASSIGNMENTS

Principal – Mrs. Kelly Schaeffer – kelly_schaeffer@nekoosa.k12.wi.us
Secretary - Mrs. Rheinschmidt - tiffany_rheinschmidt@nekoosa.k12.wi.us
Clerical Assistant - Mrs. Eberhardt - debb_eberhardt@nekoosa.k12.wi.us

4 K TEAM

Room 103- Mrs. Acker - kelly_acker@nekoosa.k12.wi.us
Sacred Heart-Melissa Piesik
Rainbow – Melissa Piesik

5 K TEAM

Room 101 - Mrs. Ambroziak - anne_ambroziak@nekoosa.k12.wi.us
Room 102 - Mrs. Daliege - kris_daliege@nekoosa.k12.wi.us
Room 107 - Ms. Latzig - stephanie_latzig@nekoosa.k12.wi.us
Room 108 - Mrs. Sprehn - kristen_sprehn@nekoosa.k12.wi.us
Room 116 - Ms. Legner -- maryjo-legner@nekoosa.k12.wi.us
Room 118- Open

FIRST GRADE TEAM

Room 117- Mrs. Kirst - nita_kirst@nekoosa.k12.wi.us
Room 119 - Mrs. Kappel-marylou_kaeppel@nekoosa.k12.wi.us
Room 120 - Mrs. Jodi Moore -- jodi_moore@nekoosa.k12.wi.us
Room 121 - Mrs. Jen Moore – jennifer_moore@nekoosa.k12.wi.us
Room 122 - Mrs. Shymanski - kendra_shymanski@nekoosa.k12.wi.us

SECOND GRADE TEAM

Room 142 - Mrs. Clark - marcy_clark@nekoosa.k12.wi.us
Room 143 - Ms. Rebhan - mary_rebhan@nekoosa.k12.wi.us
Room 144 - Mrs. Breunig - katy_breunig@nekoosa.k12.wi.us
Room 145 - Mrs. Lewis - laura_lewis@nekoosa.k12.wi.us
Room 146 - Mrs. Rokke - deb_rokke@nekoosa.k12.wi.us

THIRD GRADE TEAM

Room 134 - Miss Plomedahl – krystal_plomedahl@nekoosa.k12.wi.us
Room 135 - Mrs. Stensberg - wanda_stensberg@nekoosa.k12.wi.us
Room 136 - Mr. Schmidt - jim_schmidt@nekoosa.k12.wi.us
Room 137 - Mrs. Shannon – connie_shannon@nekoosa.k12.wi.us
Room 138 - Mrs. Peterson - jeanne_peterson@nekoosa.k12.wi.us

SPECIALS TEAM

Room 124 - Mrs. McCarthy - P.E. - amy_mccarthy@nekoosa.k12.wi.us
Room 124- Ms. Jadack-P.E.- Jackie_jadack@nekoosa.k12.wi.us
Room 126 - Mrs. Gilbert - Music – sharon_gilbert@nekoosa.k12.wi.us
Room 128 - Mrs. Rokser - Art - melissa_rokser@nekoosa.k12.wi.us
Room 132 - Mrs. Wiater - LMC - sue_wiater@nekoosa.k12.wi.us

SPECIAL EDUCATION TEAM

Room 105 - Mrs. Marti - Speech/Language - ashley_marti@nekoosa.k12.wi.us
Room 104 - Mrs. Jasin - Early Childhood- lynn_jasin@nekoosa.k12.wi.us
Room 110 – Ms. Elizabeth Hipke-Speech/Lang. -elizabeth_hipke@nekoosa.k12.wi.us
Room 123 - Mr. Kremplewski – Psychologist-don_kremplewski@nekoosa.k12.wi.us Room
133 - Mrs. Hoffman – LD/EBD/CD- becky_hoffman@nekoosa.k12.wi.us Room 140 -
Mrs. Kremer - LD/C.D.- candace_kremer@nekoosa.k12.wi.us

TITLE I TEAM

Room 131 - Mrs. Wolfe - Title Reading-sue_wolfe@nekoosa.k12.wi.us
Room 141A - Ms. Hegewald- Title Reading- barb_ystad@nekoosa.k12.wi.us
Room 141B - Mrs. Krcmar - Title Math- donette_krcmar@nekoosa.k12.wi.us

CUSTODIAL STAFF

Room 111-Sheri Sullivan
-Kathy Smith
-Pam Murray

KITCHEN STAFF

Room 127-Connie Henke
-Steph Coyer
-Deb Totzke
-Telma Diaz

TEACHER ASSISTANTS

Nancy Hoffman	Sue Schmidt	Mikey Boellaard
Sandy Skerven	Rose Hoffman	Michelle McElroy
Sue Heller-Walrath	Kim Becker	Bev LaMont

Volunteer Opportunities/Parent Organization (HIPO)

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 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: hipo@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".

Food Service Information

BREAKFAST PROGRAM

Breakfast is available to students. The cost for a regular meal is \$1.00 per day. There is no cost for students that qualify for free and reduced meals. Breakfast will be served from 8:00-8:40 A.M.

HOT LUNCH PROGRAM

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

A family account has been established and each child will receive a computerized credit card for use when going through the lunch line. Teachers will maintain possession of the cards when not in use to prevent them from being damaged or lost. Food Service 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.

Payments and completed worksheet should be mailed directly to **The Nekoosa Hot Lunch 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.

A carton of milk is included in the price of each lunch. All other milk must be purchased.

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. Your cooperation is greatly appreciated!

If you have any questions regarding your lunch account you can check your child's lunch balance online at the Powerschool parent portal, or contact Karen Hansen at 886-8105.

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 students 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 organs, 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