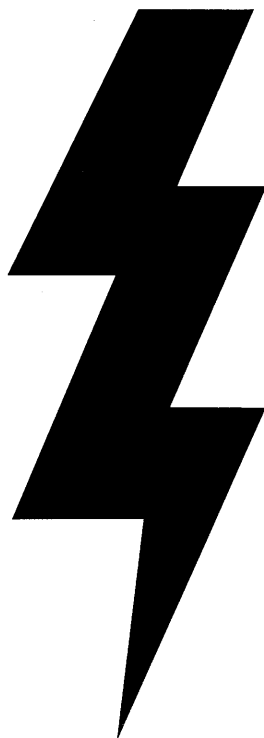


LUTHER ELEMENTARY SCHOOL
PARENT/STUDENT HANDBOOK
SUPPLEMENT

2014-2015



LUTHER ELEMENTARY SCHOOL
HANDBOOK SUPPLEMENT
August, 2014

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INTRODUCTION

August, 2014

Dear Parents/Guardians,

This handbook supplement is designed to accompany the District Elementary Schools' Parent/Student Handbook. Please refer to the more complete handbook for other regulations, rules, procedures, policies, and philosophies. If you do not have a copy of the handbook, which should be saved from year to year, please request a copy from the Luther office.

This supplement contains updates, changes, and additions. It should be recycled or discarded at the end of the current year.

Many answers to common questions can be found in these handbooks. I hope they are both helpful in providing you with useful information and enabling our parents and students to be better informed and, ultimately, more involved in our children's education.

Sincerely,

Dave Geiger
Principal
Luther Elementary School

DISTRICT PERSONNEL

Board of Education

Mr. Bob Chady, President
Mr. Roger Thomann, Vice President
Mr. Scott Johnson, Treasurer
Mrs. Victoria Hachtel, Clerk
Mr. Bill Congdon, Member

Superintendent of Schools

Dr. Jeff Zaspel

Director of Instruction

Mrs. Amy Oakley

Director of Special Education & Special Services

Mr. John Peterson

Business Manager

Mr. Jason Demerath

Coordinator of Gifted and Talented

District Nurse

Mrs. Sara Noeske & Mrs. Andrea Davis

Director of Building and Grounds

Mr. Dennis Kuchenmeister

LUTHER ELEMENTARY SCHOOL STAFF

Principal

Mr. Dave Geiger

Psychologist

Mr. Shawn Schweigert

Social Worker

Ms. JoEllen Arnett

School Secretary

Mrs. Melanie Dunkleberger

Classroom Teachers

Kindergarten

Mrs. Elaine Spata

Mrs. Jina Witkins

First Grade

Mrs. Tammy Kuehl

Mrs. Lisa Perkins/Mrs. Rachael Ehlen

Second Grade

Mrs. Brianna Behselich

Mrs. Beth Young

Third Grade

Mrs. Martha MacWilliams

Mrs. Caitlyn Thiess

Fourth Grade

Mrs. Emily Bouvier

Mrs. Deven

Ms. Melissa Zwiebel

Fifth Grade

Mrs. Kara Krausse

Mrs. Mandy Tamblyn

Resource Room

Mrs. Stacy Hartin
Mrs. Kimberly Sullivan

Teacher Specialists

Art

Ms. Jessica Zuniga

Band / Orchestra

Mrs. Jessica Gary

English Language Learners (ELL)

Mrs. Kari Johnson

IMC Directors

Ms. Michelle Maniaci

Physical Education

Ms. Janette Zielicke
Ms. Patty Brain

Math Interventionist

Mrs. Lisa Schuenke

Reading Interventionist

Mrs. Barbara Martin

Speech/Language

Mrs. Heather O'Neill

Vocal Music

Ms. Heidi Kosak
Mrs. Kim Westby

Occupational Therapy

Mrs. Kim Wittman

Support Staff

Kindergarten Aide

Ms. Denise Householder
Mrs. Mary Jankowski

Special Education Aide

Mrs. Jane Humes
Mrs. Karyn Pellat
Mrs. Josie Kincaid
Mrs. Heather Walters

English Language Learner (ELL) Aides

Mrs. Cheryl Alizadeh

Reading Resource Aides

Mrs. Cyndie Flegner
Mrs. Jen Vogel

Library Aide

Mrs. Kay Swetland

Paraprofessionals

Mrs. Trish Hebbe
Mrs. Michelle Roloff
Ms. Keri Wagie
Mrs. Tanya Strese

Math Aide

Mrs. Julie Vurva
Mrs. Shelley Linder

Kitchen

(breakfast – computer)
Mrs. Jane Rowley (lunch - computer)
Mrs. Barb Streng (lunch - kitchen)

Custodians

Mrs. Nancy Boos

P.T.O. Officers

President

Mrs. Mandy Tamblyn

Vice President

Mrs. Cynthia Ficnicec

Treasurer

Mrs. Deilee Calvert-Minor

Secretary

Mrs. Chelsey Rolland

Spirit Wear

Mrs. Karen Riggs

Volunteer Coordinator

Mrs. Tanya Geiger

Fundraising/Market Day

Mrs. Jen Vogel

Book Fair

Mrs. Sarah Hoffman/Amber Burke

LUTHER DAILY SCHEDULE

7:50 WALKERS OR "CAR" STUDENTS MAY ARRIVE
8:00 OUTSIDE BELL RINGS
8:05 CLASSES BEGIN
9:45 - 10:00 MORNING RECESS
10:00 - 10:15 MORNING RECESS
11:15 – 11:55 LUNCH K-1
11:30 - 12:10 LUNCH GRADES 2-3
11:45 - 12:25 LUNCH GRADES 4-5
1:30 – 1:45 AFTERNOON RECESS
1:45 - 2:00 AFTERNOON RECESS
3:00 SCHOOL DISMISSES

School District of Fort Atkinson
Rules for Access to the Use of Electronic Communication and the Internet

We are pleased to offer students of the School District of Fort Atkinson access to the district computer network for electronic mail and the Internet. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

Board of Education Policy 6410.1 Access to the Use of Electronic Communication and the Internet states:

Access to Electronic Mail (E-mail) and the Internet enables students to explore thousands of libraries' databases, bulletin boards while exchanging messages with Internet users throughout the world. The School District of Fort Atkinson is making Internet access available to enhance instruction and student learning. Users and their parent/guardian should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to individuals.

Within the school setting, students are responsible for good behavior on school computer networks. General rules for behavior, communication, and uses of equipment apply.

Students should not expect that Electronic Mail, Internet, and other storage files stored on District equipment will be private. Files brought on school premises are also subject to review. Network Administrators/supervisors may review files and communications to maintain system integrity and to insure that users are using the system responsibly.

The following are not permitted:

- Using another's password or "login" name.
- Allowing others to use your password or "login" name.
- Damaging computers, software, computer systems or computer networks.
- Trespassing in another's folders, works, or files.
- Intentionally wasting paper, disk space or other valuable resources.
- Violating copyright laws.
- Partaking in any illegal activity.
- Sending or displaying offensive messages or pictures.
- Using obscene or offensive language.
- Harassing, insulting or attacking others.
- Employing school computers for commercial purposes.
- Downloading and/or installing software on any District computers without the permission of the Director of Computer Technology.
- Disabling, or attempting to disable, computer security systems.

Violations may result in loss of access, suspension from school, expulsion from school, as well as other disciplinary or legal action.

It is the responsibility of the parent or guardian of a student to notify the school principal if they do not want their student to have access to school networks and the Internet.

STUDENT BEHAVIOR AND RESPONSIBILITIES

Staff and parents work very hard to ensure that all students feel welcome and safe at Luther Elementary School. Good behavior is expected at all times and appropriate rewards and discipline policies are in place.

Parents have received a detailed plan in the permanent District Elementary School handbook. A signature of understanding is required by parents. Parents are expected to review rules and consequences with their child(ren) and support efforts to provide a safe school where learning can be a top priority. Should you need a new copy of the complete Student Behavior and Responsibilities program, please call or write the office.

One of Luther's school goals each year involves an emphasis on polite behavior, common courtesies, and respect. We will be focusing on them in various ways throughout the year. We ask you to reinforce and promote these qualities at home as well. Please see the Partnership Agreement at the end of this Supplement.

SAFE WALK TO SCHOOL/SCHOOL SAFETY

Students who live within the city limits are responsible for providing their own transportation to school. Many pupils in the attendance area walk to school. Students who walk to school are encouraged to discuss their route with their parents prior to the time that school starts in the fall.

All students are expected to follow the directions of student safety patrols as well as City of Fort Atkinson crossing guards.

Note: Students are not to cut across the Luther parking lots. Use the sidewalks along Grove St. and Park St. as well as the sidewalks leading from those streets to the school.

PARKING LOT AND TRAFFIC SAFETY

Students and drivers are expected to follow the safety rules below. By making safety a priority, all adults and students can be safe.

- Drive slowly
- Obey all traffic signs
- Watch for pedestrians
- Pedestrians should cross streets only at crosswalks

In consultation with the bus company and with regard to our children's safety as well as a desire to avoid traffic congestion, we have established the following procedures for drop-off and pick-up of students before and after school.

The back area by the parking lot is to be used for bus drop-off and pick-up. They will line up along the protective fence.

Car pick-up should be on either Grove St. (west side of school) or Park St. (front of school) only. Please do not create a safety hazard by taking bus spots in the back or by forcing students to cross between buses and other traffic in the parking lot. Students walking to school or being dropped off by car should arrive no earlier than 7:50 a.m. Students will be expected to play outside, weather permitting, until 8:00 a.m. If bad weather forces students to be inside before school, they will be required to remain in the cafeteria until the 8:00 a.m. bell.

Thank you for your cooperation in following these guidelines. Drop-off and pick-up will go much more smoothly and safely because of your help.

PARKING

The parking lot for Luther School staff, parents, and visitors is at the rear (south side) of the building. Entrance to the lot is from Grove St. Please do not park in the lot at the front (north side) of the building. That lot is reserved for the staff and visitors of the School District's Central offices.

DAYTIME SCHOOL SAFETY

With a desire to maintain a safe environment in the school throughout the day, the rear entrance doors nearest the school parking lot will be locked by 8:30 a.m. each day when school is in session. Visitors arriving after that time must go around the building to enter at the front doors nearest the school office via the AIPHONE.

REGISTRATION FEES

Kindergarten –Grade 5	\$ 35.00 per student
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HOT LUNCH PRICES*

Student lunch (with milk)	\$ 2.45
Student reduced lunch (with milk)	\$.40
Adult lunch (no milk)	\$ 3.25
Milk (for lunch) prices	
Student	\$.35
Adult	\$.35

****Please note:**** A computerized breakfast and lunch system is being used. Money for breakfasts, lunches, and milk for lunch is to be deposited into each student's separate account through the classroom teacher. The appropriate amount will be deducted from the account each day as the student goes through the lunch line. Tickets are not used.

* All prices are subject to change prior to the beginning of the school year.

BREAKFAST PRICES*

The School District is continuing with an elementary student breakfast program. The breakfast will consist of varying combinations of items including things such as cold cereal, milk, juice, muffin, etc. Hours of the Breakfast Program are 7:30 – 8:00 a.m. on days when school is in session. Costs are as follows:

Student breakfast	\$ 1.40
Student reduced breakfast	\$.30
Adult	\$ 1.85

The cost of the student breakfast will be deducted by computer from the same account that is used for the lunch program.

Checks written for the breakfast/lunch account should be made out to “School Lunch Program” and placed in an envelope clearly marked with the student’s name and the amount written on it. Students should give the checks to their teachers first thing in the morning.

Anyone who feels they qualify for free or reduced meals (this includes lunch, breakfast, and milk break) may pick up a qualification form from the office. This form must be filled out each year even if you qualified the previous year. Completed forms should be submitted to the District Business Office, 201 Park St.

Upon confirmation of qualification, the computerized account system will be programmed to reflect a student’s free or reduced meal status.

MILK (FOR BREAK)*

Semester	\$30.00
Year	\$60.00

These amounts are handled separately and are not part of the lunch account.

*All prices are subject to change prior to the beginning of the school year.

LUTHER ELEMENTARY SCHOOL PARTNERSHIP AGREEMENT

Dear Parents/Guardians:

Luther School wants all students to do their best while attending classes here. We know when students, teachers, and parents work together, schools are more effective and children are more likely to do better. It is because of this shared goal for your children that we are asking you to read carefully the information below. We, the adults, who spend our days with your children also agree to do the following to ensure a quality education for your child.

- ☐ Provide a positive learning environment which builds self-esteem and academic knowledge.
- ☐ Be available to explain or answer questions about the curriculum.
- ☐ Provide necessary assistance and information to parents so their children can be successful learners.
- ☐ Communicative regularly with parents and students regarding progress in learning and behavior.

There are goals that your child, along with your help, will be working towards this year. We would like you to read the following goals with your child. When you sign for the Code of Conduct, your signature also signifies that you agree to these goals.

- ☐ Attend school regularly and on time.
- ☐ Have a positive attitude towards self, others, school, and learning.
- ☐ Know and obey all school and class rules.
- ☐ Be respectful of schoolmates and the adults that help students learn.
- ☐ Work as hard as one can and complete assignments on time.
- ☐ Limit TV viewing and do learning and homework activities instead.
- ☐ Discuss at home what is presented in school.

There is one special agreement with you as the adult/adults that deals with after school transportation. There are times when a child doesn't fulfill their goal of following classroom rules, or completing assignments on time and the teacher feels that after school time is appropriate. When this happens parents/guardians may need to provide transportation home. This would only be done after the teacher has made arrangements with the parent/guardian for an acceptable date and time for the student to spend extra time after school.

If you have any questions please contact your child's teacher or the school.