

LUTHER ELEMENTARY SCHOOL  
PARENT/STUDENT HANDBOOK  
SUPPLEMENT

2019-2020



LUTHER ELEMENTARY SCHOOL  
HANDBOOK SUPPLEMENT  
August, 2019

TABLE OF CONTENTS

Introduction.....	3
Directory.....	4-6
Luther Daily Schedule.....	9
Technology Usage/Electronic Devices.....	10
Student Behavior and Responsibilities.....	10
Safe Walk to School/School Safety.....	10
Communication Home.....	11
Parking Lot and Traffic Safety.....	11
Parking .....	12
Daytime School Safety.....	12
Registration Fees.....	12
Meal Prices.....	12
Milk (for break).....	12
Luther School Partnership Agreement.....	12

## INTRODUCTION

August, 2019

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. Mark Chaney, President  
Mr. Benjamin Knowles, Vice President  
Mr. Adam Paul, Treasurer  
Mr. Dick Schultz, Clerk  
Mrs. Rachel Snethen, Member

Superintendent of Schools

Dr. Beverly Brown

Director of Instruction

Mrs. Amy Oakley

Director of Special Education & Special Services

Mrs. Lisa Hollenberger

Business Manager

Mr. Jason Demerath

Coordinator of Gifted and Talented

Ms. Stacci Barganz

District Nurse

Mrs. Sara Noeske

Director of Building and Grounds

Mr. Josh Carter

LUTHER ELEMENTARY SCHOOL STAFF

Principal

Mr. Dave Geiger

Psychologist

Mr. Shawn Schweigert

Guidance Counselor

Mrs. Katie McIntyre

Behavior Interventionist

Mrs. Steph Belzer

School Secretary

Mrs. Melanie Dunkleberger

Classroom Teachers

Kindergarten

Mrs. Elaine Spata  
Ms. Meghan Sherratt

First Grade

Mrs. Devan Pomykalski  
Mrs. Heather Walters

Second Grade

Mrs. Beth Hesselbacher  
Mrs. Beth Young

Third Grade

Mrs. Martha MacWilliams  
Mrs. Caitlyn Thiess

Fourth Grade

Mrs. Emily Bouvier  
Mrs. Jade Korth

Fifth Grade

Mrs. Kara Krausse  
Mrs. Mandy Tamblyn

Special Education

Mrs. Nikki Dingman  
Mrs. Kimberly Sullivan

Teacher Specialists

Art

Ms. Jessica Zuniga

Band / Orchestra

Mrs. Andrea Haffelder/ Mr. Peter Finnegan

English Language Learners (ELL)

Mrs. Kari Johnson

IMC Director

Mrs. Kim Westby

Physical Education

Mr. Nate Breit

Math Interventionist

Mrs. Lisa Schuenke

Reading Interventionist

Mrs. Rachel Ehlen  
Mrs. Jen Soehner  
Ms. Annie Loof

Speech/Language

Vocal Music

Mrs. Donna Berg

Occupational Therapy

Mrs. Katie Fortney

Support Staff

Kindergarten Aide

Mrs. Jen Vogel  
Mrs. Jeanne Mosurinjohn

Special Education Aide

Mrs. Jane Humes  
Mrs. Josie Kincaid  
Mr. Shaughn Kennedy  
Mrs. Lora Jung  
Mrs. Denise Poeppel  
Mrs. Lindsay Blakey  
Ms. Isabella Guerra

English Language Learner (ELL) Aides

Mrs. Ashley Baker  
Mrs. Stacey Fehly

Student Learning Aides

Mrs. Marilyn Smith  
Mrs. Shelley Linder

Ms. Nicci Peterson  
Mrs. Ashley Wendt  
Mrs. Sabra Jacobson  
Mrs. Kimberly Kerr

Library Aide

Mrs. Andrea Stewart

Paraprofessionals

Mrs. Shelli Ellingson  
Mrs. Amy Lothery  
Ms. Keri Wagie

Kitchen

Mrs. Ann Holzli  
Mrs. Tabatha Edwards  
Mrs. Sharon Hacht

Custodians

Mr. Pedro Perez  
Mrs. Tanya Castle

P.T.O. Officers

President	Mrs. Sabra Jacobson/ & Mindy Witte
Vice President	Open
Treasurer	Gina Henry
Secretary	Stacy Rottmann
Spirit Wear	Mrs. Kate Quamme
Volunteer Coordinator	Mrs. Tanya Geiger
Fundraising/Market Day	Open
Book Fair	Mrs. Mindy Witte/Amber Burke

LUTHER DAILY SCHEDULE

7:30 WALKERS OR "CAR" STUDENTS MAY ARRIVE

7:55 OUTSIDE BELL RINGS

8:00 CLASSES BEGIN

3:00 SCHOOL DISMISSES

### TECHNOLOGY USAGE/ELECTRONIC DEVICES

We believe that access and understanding in using variety of electronic devices (Smartboards, iPads, iPods, Chromebooks, netbooks, desktop computers, etc.) will help our children be more proficient of usage in this digital world, as well as give them knowledge to be more competitive as they become career and college ready. Please be aware of Board Policy 7540.03 outlining appropriate student behavior in regards to use of electronic devices. Teachers will explicitly teach students appropriate technology use and behaviors at school.

Additionally, many teachers in the intermediate grades (grades 3 and up) access and use Google Classroom and/or Google Apps. Please be aware that this allows your student address to a school email account. Using Google Apps as a teaching tool, allows for students to receive quick feedback for achievement. It also helps students house and organize their work quickly and efficiently.

If you have any questions about this teaching tool, please contact your child's classroom teacher or Dave Geiger at 920-563-7828

### 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.

## COMMUNICATION HOME

Teachers use a variety of ways to communicate updates to you through class newsletters, phone calls, notes home and emails. Additionally, the Main Office will send a monthly school newsletter of information on upcoming events and notices. The School District of Fort Atkinson also utilizes a parent outreach system through a company called Blackboard Connect. This service is used when a large amount of contacts need to be made, most importantly for emergencies for school closing. The system is also used to remind you of any other important information that needs to come in a timely manner (reminders of concert times and dates, PTO events, testing schedules, etc.) please be aware this system sends information via email, phone message or text message based on the information you provide to the school at registration time.

## 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 7:30 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 8:05 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

MEAL PRICES

**For Breakfast:**

Reduced-price for students	\$0.30
Elementary students (4k-5)	\$1.55
Adults	\$2.05

**For Lunch:**

Reduced-price for students	\$0.40
Elementary students (4k-5)	\$2.80
Adults	\$3.90

**Milk:**

½ Pint Cartons of Milk	\$0.35
------------------------	--------

**\*\*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.

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.

CHARGING MEALS TO THE SCHOOL LUNCH PROGRAM

Students will be permitted to charge no more than \$15.00 No meals will be charged to adults or students not enrolled in the School District of Fort Atkinson,

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.