

# 2019-2020 PARENT HANDBOOK



**PURDY ELEMENTARY**  
**Home of the Panthers!**

**PURDY ELEMENTARY SCHOOL**  
**HANDBOOK SUPPLEMENT**  
(Updated August, 2019)

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**INTRODUCTION**

August 1, 2019

Dear Parents:

This handbook supplement is designed to accompany the District Elementary Schools' Parent/Student Handbook. Please refer to the more complete handbook and the District and School webpages for other regulations, rules, procedures, policies, philosophies and informative videos and pictures. Should you not have such a copy, which should be saved from year to year, please request a copy from Purdy's office.

This supplement contains updates, changes and additions. It should be discarded and recycled 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 child(ren)'s education.

Sincerely,

Leigh Ann Scheuerell, Principal

## DISTRICT PERSONNEL AND STAFF DIRECTORY

Board of Education	Mrs. Rachel Snethen, President Mr. Mark Chaney, Vice President Mr. Benjamin Knowles, Treasurer Mr. Dick Schultz, Clerk Ms. Sue Hall, Member
Superintendent of Schools	Dr. Lynn Brown
Director of Instruction	Mrs. Amy Oakley
Director of Human Resources	TBD
Director of SPED/Pupil Services	Mrs. Lisa Hollenberger
Director of Building and Grounds	Mr. Josh Carter
Director of Technology	Mr. Daniel Scullin
Coordinator of Gifted and Talented	Ms. Stacci Barganz
District Nurses (Fort Healthcare)	Mrs. Sara Noeske
District Elementary School Psychologist	Mr. Shaun Schweigert
District 4 K Coordinator	Ms. Penny Bright
Purdy Elementary School Principal	Mrs. Leigh Ann Scheuerell
Purdy School Counselor	Mrs. Ashley Stewart
Purdy Elementary Administrative Assistant	Ms. Judy McDonald
<u>Classroom Teachers</u>	
Early Childhood	Mrs. Janet Dickinson Mrs. Cynthia Young Mrs. Elizabeth Nelson
Kindergarten	Mrs. Becky Johnson Mrs. Lauren Bretl
First Grade	Ms. Kristin Halverson Mrs. Annette Hoye
Second Grade	Mrs. Pamela Gustin Mrs. Jilayne Siewert
Third Grade	Mrs. Keri Hill Ms. Jamie Hahn
Fourth Grade	Ms. Heather Schneider Mr. Josh Twedt
Fifth Grade	Ms. Shawna Loniello Ms. Rose Reible

## Teacher Specialists

Art	Mrs. Katie Marchant
District Elementary Band & Orchestra Director	Mrs. Andrea Haffelder/ Mr. Peter Finnigan
Elementary English Language Learners	Ms. Jenny Mares
IMC Director	Ms. Cathy Daly
Purdy Physical Education	Mr. Jeff Jensen
Math Interventionist	Mrs. Megan Eske
Reading Interventionist	Mrs. Lisa Perkins Mrs. Kim Nielsen
Reading Interventionist/Literacy Coach	Mrs. Marcia Jordahl
Resource Room	Mrs. Heather Fjelstad-Bunce Mrs. Julie Kusel Mrs. Sara Toedter
Behavioral Interventionist	Ms. Jennifer Ebanks
Speech/Language Pathologist	Mrs. Michelle Brown
Purdy Vocal Music	Ms. Heidi Kosak
District Occupational/Physical Therapy	Ms. Valerie Santana
4 Kindergarten/Head Start (Jefferson County)	TBD Ms. Rhonda Perkins (Aide)
4 Kindergarten District Site	Mrs. Ruth Schuda Mrs. Rachel Broadhead (Aide)

## Aides/Paraprofessionals

Early Childhood Aides	Mrs. Dawn Frey Mrs. Jackie Flack Ms. Kayla Mundt
Student Reading/Math Learning Aides	Mrs. Jory Banda Mrs. Cheryl Costa Mrs. Sarah Dewing Mrs. Ruth Gavin Mrs. Kris Hofer

Mrs. Tiffany Stensby  
Mrs. Jane Salameh  
Ms. Susan Sullivan  
Mrs. Katie Freye

Purdy Library Aide

Mrs. Debra Kirkeby

District Bilingual Family Liaison

Ms. Alicia Aguilera

District Nurse's Office Assistant

Mrs. Janice Madson

Resource Room Aides

Mrs. Jacki Foelker  
Mrs. Patricia Doeberlein  
Mrs. Jamy Knaack  
Mrs. Kelly Opperman  
Mrs. Amy Schmidt  
Mrs. Tammy Telfer  
Mrs. Melissa Punzel  
Ms. Katie Bright

Playground Paraprofessional

Ms. Debbie Marchiafava  
Mrs. Amber Strom  
Mrs. Anna Phillips  
Mrs. Suzanne Deuster

Office Paraprofessionals

Mrs. Suzanne Deuster - AM  
Mrs. Kris Hofer – PM

Food Service Personnel

Mrs. Kathy Kutz  
Mrs. Sannon O'Reilly  
Mrs. Patsy Seisser

Custodians

Mr. Dan Courtier  
Ms. Mary Baldwin

#### P.T.O. OFFICERS

President

Mrs. Jackie Flack

Vice President

Amy Reynolds

Treasurer

Mrs. Sherry Siglinski

Secretary

Mrs. Kaci Evenson

Advisor

Mrs. Leigh Ann Scheuerell

## **2019-2020 CALENDAR**

**NOTE: Dates subject to change. Check online calendar and future communications for updates!**

### August

- 1 Online School Registration Opens
- 9 Online School Registration Closes
- 26 Convocation Day - High School
- 26 All Teachers Report
- 27 5:00 – 6:00 PM Back to School Night

### September

- 2 Labor Day – No School
- 3 First Day of Classes
- 6 Purdy Pride
- 10 Picture Day: All Students
- 18 Purdy PTO Meeting 6:30 PM

### October

- 4 Purdy Pride Day
- 16 Purdy PTO Meeting IMC 6:30 PM
- 28 Picture Day: Retakes
- 30 End of First Quarter
- 31 No School - Professional Development Day  
Collaboration/Records Day
- ~~27 No School - Fall Break~~

### November

- 1 No School - Fall Break
- 8 Purdy Pride Day
- 11 Veterans' Day Recognition 8:15 AM
- 12&14 Elementary Parent/Teacher Conferences
- 12-16 PTO Fall Book Fair
- 20 PTO Meeting – IMC 6:30 PM
- 20 Family Lunch Day
- 27-29 No School – Thanksgiving Break

### December

- 6 Purdy Pride Day
- 19 Winter Concert - HS Auditorium  
Kindergarten - Second 6:00 PM  
Third-Fifth 6:50 PM
- 23 Last Day of Classes before Break
- 24-31 Winter Break

### January

- 1 No Classes – Winter Break
- 2 Classes Resume

- 3 Purdy Pride Day
- 14 Picture day: Groups and New Students
- 15 6:30 PM Purdy PTO Meeting
- 20 End of Quarter 2
- 20 No School - Semester Records Day

### February

- 7 Purdy Pride Day
- 3-7 PTO Spring Book Fair
- 3-7 Purdy Annual Science Fair Open House
- 4&6 Elementary Parent/Teacher Conferences
- 14 11:50 AM Dismissal – Professional Development
- 19 6:30 PM Purdy PTO Meeting – IMC

### March

- 5 Festival of Choirs
- 6 Purdy Pride Day
- 18 6:30 PM Purdy PTO Meeting – IMC
- 19 End of Quarter 3
- 20 No School – Prof. Development/Records Day
- 23-27 Spring Break
- 30 Classes Resume

### April

- 3 Purdy Pride Day
- 15 6:30 PM Purdy PTO Meeting – IMC
- 21 Arts Festival and Volunteer Appreciation

### May

- 1 Purdy Pride Day
- 8 11:50AM Dismissal – Professional  
Development
- 20 6:30 PM Purdy PTO Meeting – IMC
- 25 No Classes – Memorial Day

### June

- TBD District 5th Grade Safety Patrol Trip to Moose  
Mountain Falls, Lake Geneva
- 5 Purdy Pride Day
- 9 8:15 AM Fifth Grade Breakfast
- 9 10:00 AM Purdy Recognition Assembly
- 9 11:50 AM Dismissal – Last Day of School/  
End of 4th Quarter
- TBD First Day of Summer School – Elementary,

Middle School and High School

## SCHOOL SECURITY

A safe and secure school is important and a piece of mind for students, staff and parents. The school keeps all entrance doors and interior security doors locked at all times. Entrance to exterior doors 1 and 2 during the school day is gained by pushing a call button and identifying yourself audibly in front of a security camera and stating one's business. Interior security doors are locked and accessible to only those who have a security badge or have checked into the office. The school has also installed security cameras to monitor all entrances, hallways locations like the IMC and MPR and the playground. After hours, security alarm motion detectors are activated. Lastly, the school practices drills to help ensure school staff and students know procedures for various emergencies.

## REGISTRATION FEES

Early Childhood	\$ 15.00
Kindergarten – Grade 5	\$ 35.00

If unable to pay on registration day, please make payment by **September 15, 2019**.

## STUDENT BEHAVIOR AND RESPONSIBILITIES

Staff works very hard to ensure that all students feel welcome and wanted at Purdy Elementary School. Good schools have environments that encourage risk taking and commonly understood, agreed upon and followed rules and consequences. 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 for this. Parents are expected to review rules and consequences with their child(ren) and generally support such 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 (920-563-7822) or write/email the office ([mcdonaldj@fortschools.org](mailto:mcdonaldj@fortschools.org)).

In addition, Purdy Elementary School has a Positive Behavior and Intervention Supports (PBIS) program. The program provides an atmosphere of positive reinforcement programs for Purdy children, established and learned behavioral expectations and systematic supports to maintain or re-establish desired behavior. The School establishes behavioral expectations and behavioral training for arriving and leaving school, the bus, lunchroom, hallways, playground, restrooms and assemblies. When those expectations are met and desired behaviors are observed positive reinforcement is provided with awards, notes, words of praise and whole school celebrations. When problems arise more training is provided and when necessary, support and disciplinary measures are used.

More details and informative videos can be found on the school and District website.

## SAFE WALK TO SCHOOL/SCHOOL SAFETY PATROL

Parents of 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 parent's prior to the trip when school starts in the fall. Students who live southwest of Purdy School should walk on the west side of South Main Street. There are sidewalks from Hilltop Trail to Rockwell Avenue on the west side of Main. Street. Students should cross Main Street at the

corner of Rockwell Avenue where there is a City of Fort Atkinson crossing guard station at 7:30 AM and 2:55 PM.

Students who live north of Purdy School and East of Whitewater Avenue should walk down East Street to McComb Street and follow McComb Street to Whitewater Avenue. Pupils should cross Whitewater Avenue at McComb Street where there is a City of Fort Atkinson crossing guard at 7:45 AM and 3:00 PM. Bike racks are available for student use. Please have your child use a bike lock.

Between the hours of 7:30 – 8:00 AM and 2:55 – 3:15 PM Student Safety Patrols are assigned to:

- Williams and Main (across Williams only)
- South St. and Main (across South St. only)
- Elm St. and Main (across Elm St. only)
- Monitor the front of the building bus drive-through area

All students are expected to use the crosswalks and to follow the directions of student safety patrols as well as City of Fort Atkinson crossing guards. Problems with either of the two groups should be reported to Mrs. Scheuerell or the City of Fort Atkinson respectively.

**\*\*Note:** No students will be allowed to cut across Purdy’s parking lot without adult supervision. Please walk your child to your car, using the designated walkways. Sidewalks around the parking lot are provided for student’s safe walking. Your child’s safety is our first concern and we appreciate your support of the hardworking staff outside to ensure student safety.

### PARKING LOT SAFETY

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

- Students (w/o adult escort) must use the sidewalk around the perimeter of the lot or the crosswalk through the parking lot.
- Drive slowly and follow the flow of traffic.
- Obey traffic signs including the stop sign, and additional directional signs for safe turning, in the crosswalk near the building. Do not park in the pick-up line.
- Watch for pedestrians.
- Do not park in bus drive through before 8:15 AM or after 2:30 PM. Parking with buses is prohibited as it encourages children to walk through moving traffic or bottlenecks bus traffic.
- **Only Early Childhood parents** have access to a small parking area near their entrance.

### BREAKFAST/HOT LUNCH/MILK PRICES

Student Daily Breakfast	\$ 1.55
Student Daily Reduced Breakfast	\$ .30
Student Daily Hot Lunch with Milk	\$ 2.80
Student Daily Reduced Hot Lunch with Milk	\$ .40
Student Semester Milk (for recess milk break only)	\$30.00
Daily Adult Lunch	\$ 3.90
Daily Adult Breakfast	\$ 2.05
Each Milk	\$ .35

If you feel you may qualify for free or reduced hot lunch (and free “milkbreak” milk), please pick up a qualifying form from the office. This form must be filled out each 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.

## HEALTH AND WELLNESS PROMOTION

The School District of Fort Atkinson promotes healthy staff and students by supporting and promoting the integration for health of mind and body through good nutrition and physical activity as a part of the total learning environment which includes:

- Supporting and promoting dietary habits which contribute to student health and academic performance
- Providing meals that meet or exceed federal and state standards
- Providing opportunities for physical activity in school programs from Early Childhood through 12th Grade
- Collaborating with parents and the community to support and promote nutrition and lifelong wellness habits
- Supporting and promoting mental health awareness through collaboration with community partners
- Encouraging abstinence from the use of alcohol, tobacco, and other illegal drugs
- Evaluating the effectiveness of the policy in promoting wellness and healthy eating and updating and revising the policy as needed

## TECHNOLOGY USAGE/ELECTRONIC DEVICES

We believe that access and understanding in using a 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 regard to use of electronic devices. Teachers will explicitly teach students appropriate technology use and behaviors at school.

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

If you have questions about this teaching tool, please contact your child's classroom teacher or Leigh Ann Scheuerell at 563-7822.

## 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. This will be sent electronically to your email unless you notify the office you would like a hard copy sent with your child(ren).

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 closings. 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 provided to the school at registration time.

### PARTY INVITATIONS

When boys and girls have a party, sending invitations is sometimes necessary. If done the right way any hard feelings can be avoided. Here are two options for parents:

- Invite the whole class. Invitations may be distributed at school to classmates.
- Invite selected friends. Invitations need to be mailed from home to classmates.

When planning a party, plan ahead and use the above guidelines to avoid disappointments or disruptions at school. Thank you.

### LEAVE SKATEBOARDS/SCOOTERS AT HOME

Each year many reminders are issued regarding skateboards/scooters at school. Please leave them at home as they are:

- Seldom used with helmets and other protective gear.
- Create tripping hazards when not put away.
- Create a distraction for others.
- Often hard to control on uneven surfaces or around small rocks, cracks, traffic, etc.
- Difficult to lock up and store.

The office will temporarily store for the day any skateboards/scooters that are brought to school.

### CELL PHONES AT SCHOOL

More and more students are bringing cell phones to school. Those students who bring phones to school are required to:

1. Drop them off in the office/pick-up after school  
(This is preferred as it eliminates potential thefts.)
2. Keep secure in their backpack

During the school day students may only use cell phones for school related purposes or with the permission from a staff member. The school assumes no responsibility for the phone and if another student is responsible for malicious damage or theft, the matter may have to be resolved with the other family or police department.