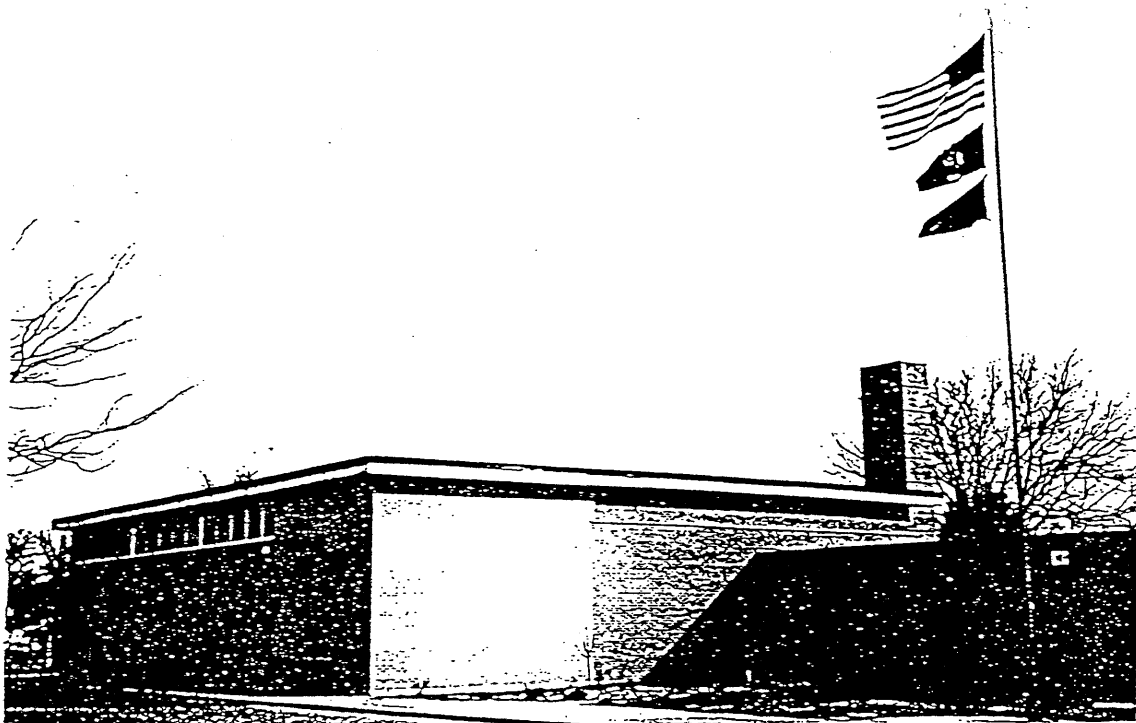


PURDY ELEMENTARY SCHOOL  
PARENT/STUDENT HANDBOOK  
SUPPLEMENT

2014 - 2015



# PURDY ELEMENTARY SCHOOL HANDBOOK SUPPLEMENT

August, 2014

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## INTRODUCTION

August 1, 2014

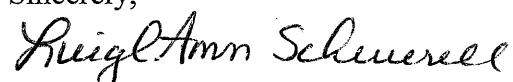
Dear Parents:

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(rens)'s education.

Sincerely,



Leigh Ann Scheuerell, Principal

## DISTRICT PERSONNEL AND STAFF

### DIRECTORY

#### Board of Education

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

#### Superintendent of Schools

Dr. Jeff Zaspel

#### Director of Instruction

Mrs. Amy Oakley

#### Coordinator of Gifted and Talented

Ms. Stacci Barganz

#### District Nurses (Fort Healthcare)

Mrs. Sara Noeske & Mrs. Andrea Davis

#### District 4 K Coordinator

Mrs. Penny Kukla

#### Purdy Elementary School Principal

Mrs. Leigh Ann Scheuerell

#### Purdy/Luther Elementary School Psychologist

Mr. Shaun Schweigert

#### Purdy/Luther Elementary School Social Worker

Mrs. JoEllen Arnett

#### Purdy Elementary School Secretary

Mrs. Karen Hetts

#### Classroom Teachers

##### Early Childhood

Mrs. Janet Dickinson  
Mrs. Michelle Eames  
Mrs. Elizabeth Nelson

##### Kindergarten

Mrs. Becky Johnson  
Mrs. Andrea Kratz

##### First Grade

Ms. Kristin Halverson  
Mrs. Betty Herdendorf  
Mrs. Annette Hoyer

##### Second Grade

Mrs. Pamela Gustin  
Mrs. Keri Hill  
To Be Hired

##### Third Grade

Mrs. Candice Johnson & Mrs. Mary Lynn  
Vaillancourt  
Mr. Michael Stricker  
Mrs. Heidi Wegner

##### Fourth Grade

Ms. Christine Bachhuber  
Mr. Lucas Springstroh  
Ms. Ashley Stevens

##### Fifth Grade

Mrs. Jamie Hahn  
Mr. Josh Twedt

### Teacher Specialists

Purdy/Luther Art	Ms. Jessica Zuniga
District Elementary Band & Orchestra Director	Mrs. Jessica Gary
Elementary English Language Learners	Mrs. Megan Lazare
IMC Director	Ms. Cathy Daly
Purdy Physical Education	Mr. Jeff Jensen
Purdy/Luther Physical Education	Mrs. Patty Brain
Math Interventionist	Mrs. Leslie Weaver
Reading Specialists/Teachers	Mrs. Jennifer Soehner Mrs. Gail Nevins Mrs. Candice Johnson
Resource Room	Mrs. Lisa Hollenberger Mrs. Julie Kusel To Be Hired
Speech	Mrs. Michelle Brown
Purdy/Luther Vocal Music	Ms. Heidi Kosak
District Occupational/Physical Therapy	Mrs. Katie Fortney Mrs. Kimberly Wittmann
4 Kindergarten/Head Start (Jefferson County)	Mrs. Ruth Shuda Ms. Chris Carnes

### Aides/Paraprofessionals

Early Childhood Aides	Mrs. Jacki Foelker Mrs. Wendy Ament Mrs. Amy Schmidt
Kindergarten Aides	Ms. Mary Baldwin Mrs. Kris Hofer
Student Reading/Math Learning Aides	Mrs. Jory Banda Mrs. Sarah Dewing Mrs. Ruth Gavin Mrs. Toni Jorgensen Mrs. Debra Kirkeby Mrs. Katie Stahl Ms. Susan Sullivan

Purdy/Luther Library Aide

Mrs. Kay Swetland

District Nurse's Office Assistant

Mrs. Janice Madson

Resource Room Aides

Mrs. Barb Athas  
Mrs. Dawn Church  
Mrs. Susan Kjornes  
Mrs. Tammy Telfer

Playground Paraprofessionals

Mrs. Tammy Hedrick  
Ms. Debbie Marchiafava  
Mrs. Kelly Opperman

Office Paraprofessionals

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

Food Service Personnel

Mrs. Kathy Kutz  
Mrs. Tracy Percival  
Mrs. Patsy Seisser

Custodians

Mr. Brad Schroedl  
Mr. Ken Kolodzne

#### P.T.O. OFFICERS

President

Mrs. Maggie Messler

Vice President

Mrs. Katie McIntyre

Treasurer

Mrs. Heather Hartwig

Secretary

Mrs. Pam Gustin

Advisor

Mrs. Leigh Ann Scheuerell

## PURDY DAILY SCHEDULE

7:30	PLAYGROUND SUPERVISION BEGINS
7:30	WALKERS OR "CAR" STUDENTS MAY ARRIVE
7:30	AM SAFETY PATROL ON DUTY
8:00	OUTSIDE BELL RINGS
8:05	CLASSES BEGIN EC-5
9:45 – 10:00	AM RECESS K & 2
10:00 – 10:15	AM RECESS 1 & 3
11:00 – 11:45	LUNCH KINDERGARTEN
11:10 – 11:55	LUNCH GRADE 1
11:20 - 12:05	LUNCH GRADE 2
11:30 - 12:15	LUNCH GRADE 3
11:40 – 12:25	LUNCH HEAD START /4K
12:00 – 12:45	LUNCH GRADE 4
12:05 – 12:50	LUNCH GRADE 5
1:10 - 1:25	AFTERNOON RECESS FOR KINDERGARTEN
1:30 - 1:45	AFTERNOON RECESS FOR GRADES 1 & 2
1:45 - 2:00	AFTERNOON RECESS FOR GRADES 3-4-5
2:55	DISMISS SAFETY PATROL FOR POSTS
3:00	SCHOOL DISMISSES
3:15	PM SAFETY PATROL LEAVE POST

Exit #10

Mrs. Nelson  
Early Childhood  
Room 4

Exit #11

Mrs. Eames  
Early Childhood  
Room 3

Exit #9

Ms. Zuniga  
Art  
Room 5Mrs. Kratz  
Mrs. Hofer-Aide  
Kindergarten  
Room 9

Exit #8

K - 2  
Resource  
Mrs. Lazare  
ELL  
Ms. Saldana  
Room 11Mrs. Hoyer  
First Grade  
Room 19Mrs. Herdendorf  
First Grade  
Room 21Mrs. Hill  
Second Grade  
Room 23Mrs. Peters  
Second Grade  
Room 25Mrs. Gustin  
Second Grade  
Room 27

Exit #12

Exit #14  
LunchroomMulti-Purpose Room  
Mrs. Seisser  
Mrs. Gary  
Band/  
OrchestraBoys & Girls Club  
Conference Room

Main Entrance

Geothermal Room

Mr. Kolodzne  
Mr. Schroedl

Custodial Office

Exit #2

Girls

Boys

Storage for  
Boys & Girls Club

Storage

Mrs. Dickinson  
Speech-Language  
Pathologist  
Room 2

Mrs. Kutz

Mrs. Seisser

Mrs. Percival

Kitchen

Custodial

Mrs. Shuda  
Mrs. Carnes  
4K / Head Start  
Room 6Mrs. Johnson  
Ms. Baldwin - Aide  
Kindergarten  
Room 8Mrs. Hollenberger  
Resource  
Room 12Ms. Halverson  
First Grade  
Room 20Mrs. Soehner &  
Mrs. Nevins  
Reading Support  
Room 22Literacy  
Pro. Dev. Room  
Room 30Mrs. Johnson  
Mrs. Vaillancourt  
Third Grade  
Room 29Mrs. Wegner  
Third Grade  
Room 31Mr. Stricker  
Third Grade  
Room 32Ms. Bachhuber  
Fourth Grade  
Room 34Science Room  
Grades K-5  
Room 36

PC Lab

Mrs. Stevens  
Fourth Grade  
Room 35To Be Hired  
Mrs. Telfer-Aide  
Resource  
Room 37Mrs. Kusel  
Mrs. Church-  
3-5 Resource  
Room 39Mrs. Hahn  
Fifth Grade  
Room 41Mr. Twedt  
Fifth Grade  
Room 43Mrs. Soehner  
Reading Support  
Mrs. Weaver  
Math Support  
Room 45Mrs. Sweetland  
Instructional Materials Center (IMC)

Ms. Daly

IMC classroom

Internet Café

Custodial

Exit #7

Exit #6

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Exit #1

## **2014-2015 CALENDAR**

### **Check Future Calendars for Updates or Changes**

#### August

5 8:00AM-7:00 PM 2014-2015  
Student Registration & School Photos  
25-27 All Teacher Report  
27 5:30 – 6:45 PM Back to School  
Open House Night & School Photos

#### September

1 Labor Day – No School  
2 8:00 AM – School Begins  
3 4:30-5:30 PM Market Day Pick-Up  
5 Purdy Pride Day  
16 6:30 PM Purdy PTO Meeting  
29 6:30 PM 5th Grade Orchestra Parent  
Night @ Luther Elem.

#### October

1 4:30 – 5:30 PM Market Day Pick-Up  
3 Purdy Pride Day  
3 11:50 AM Dismissal – Teacher In-  
Service  
TBD Purdy School Picture Re-Take Day  
21 6:30 PM Purdy PTO Meeting IMC  
29 3:15 – 7:15 PM Fifth Grade Band  
Sign-Up Night – Luther Elem.  
TBD 4:00 – 8:00 PM Haunted House  
TBD 6:00 – 7:15 PM Monster Mash/Costume  
Party  
31 11:50 AM Dismissal – Records Day

#### November

5 4:30 – 5:30 PM Market Day Pick-Up  
7 Purdy Pride Day  
11 8:00 AM – 12:00 PM Purdy School  
Open House  
11 8:15 AM Veterans' Day Recognition  
13 Elementary Parent/Teacher Conf. &  
Purdy PTO Book Fair  
18 Elementary Parent/Teacher Conf. &  
Purdy PTO Book Fair  
18 6:30 PM PTO Meeting – IMC  
26-28 No School – Thanksgiving Break

#### December

3 4:30 – 5:30 PM Market Day Pick-Up  
5 Purdy Pride Day

6 PTO's Breakfast with Santa  
11 Holiday Concerts at High School  
6:00 – 6:20 PM Kindergarten & First  
6:35 – 7:00 PM Second & Third  
7:15 – 7:45 PM Fourth & Fifth  
12 11:50 AM Dismissal–Teacher  
In-Service  
22 Last Day of Classes before Break  
23-31 Winter Break

#### January

1-4 No Classes – Winter Break  
5 Classes Resume  
7 4:30-5:30 PM Market Day Pick-Up  
9 Purdy Pride Day  
TBD Activity Group Photos/New Students  
20 6:30 PM Purdy PTO Meeting  
22 End of Second Quarter  
22 11:50 Dismissal – Early Release Day  
23 No School – Semester Records Day  
29 Elem. Report Cards Distributed  
31 Deadline to Enter Fort Atkinson  
Regional Science Fair

#### February

4 4:30-5:30 PM Market Day Pick-Up  
5 Elementary Parent/Teacher Conferences  
6 Purdy Pride Day  
10 Elementary Parent/Teacher Conferences  
10 4:00 – 6:00 PM Purdy Annual Science  
Fair Open House  
17 6:30 PM Purdy PTO Meeting – IMC  
20 11:50 AM Dismissal Teacher -  
In-Service  
20 Set up for Regional Science Fair  
21 Fort Atkinson Regional Science Fair  
24 School Regional Science Fair Viewing

#### March

4 4:30 – 5:30 PM Market Day Pick-Up  
6 Purdy Pride Day  
13 6:30 – 7:45 PM Purdy Family Night  
17 6:30 PM Purdy PTO Meeting – IMC  
27 11:50 AM Dismissal – Records Day  
30-31 Spring Break



## April

- 1-3 Spring Break
- 6 Classes Resume
- 8 4:30 – 5:30 PM Market Day Pick-Up
- 10 Purdy Pride Day
- TBD K-8 Mary Hoard Art Show
- 14 6:30 PM Purdy PTO Meeting – IMC
- 21 6:30 PM Purdy Art Festival

## May

- 1 Purdy Pride Day
- 1 11:50 AM Early Dismissal Day – Teacher In-Service
- 6 4:30 PM – 5:30 PM Market Day Pick-Up
- 19 6:30 PM Purdy PTO Meeting – IMC
- 25 No Classes – Memorial Day
- 26 5:30 PM Fourth Grade Night at the Museum Oral History Essays
- 27 District Safety Patrol Trip to Moose Mountain Falls,  
Lake Geneva

## June

- 3 4:30-5:30 PM Market Day Pick-Up
- 5 Purdy Pride Day
- 5 Last Day of Classes – 11:50 AM Dismissal
- 5 8:15 AM Fifth Grade Breakfast
- 5 10:00 AM Purdy Recognition Assembly
- 15 First Day of Summer School – Elementary

### **Please Check Future Calendars for Updates or Changes**

## SCHOOL SECURITY

A safe and secure school is important and a piece of mind for students, staff and parents. During the school day, from 8:15 AM – 2:50 PM the school keeps all entrance doors and two interior security doors locked. 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, 2014.

## STUDENT BEHAVIOR AND RESPONSIBILITIES

Staff and parents work 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 ([hettsk@fortschools.org](mailto:hettsk@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 and words of praise and “shopping” at the (PBIS) Store. 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

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 that 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.

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. Sidewalks around the parking lot are provided for students’ safe walking.

## 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.
- Obey traffic signs including the stop sign in the crosswalk near the building.
- Watch for pedestrians.
- Do not park in bus drive through before 8:15 AM or after 2:45 PM. Parking with buses 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	\$ 1.40
Student Daily Hot Lunch with Milk	\$ 2.45
Student Daily Reduced Hot Lunch with Milk	\$ .40
Student semester Milk (for recess milk break only)	\$30.00
Daily Adult Lunch w/o Milk	\$ 3.25
Daily Adult Breakfast	\$ 1.85
Each Milk	.35

If you feel you may qualify for free or reduced hot lunch (and free milk break milk), please pick up a qualifying form from the office. This form has to 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.

- 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.

## 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 or desk

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.

## BRING YOUR OWN COMPUTER TO SCHOOL (GRADES 3-5)

Students in Grades 3-5 may bring their own computers to school for their personal usage. The computers must be used for school or academic related learning. It is strongly encouraged that the computers be heavily padded and protected and not be left unattended in backpacks or similar unless left in a safe and secure location. The school assumes no responsibility for the computer 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. The most commonly used computers are Apple iPads and Google Chromebooks. The school may load commonly used apps on student supplied devices.