

# Winneconne Elementary School Back-To-School 2020-21

Tuesday, September 1, 2020 First day of school for K-9 students; virtual family meetings for 4K families (more information will be provided by teachers)

Wednesday, September 2, 2020 First day of school for 4K and students in grades 10-12

Monday, Sept 7, 2020 No School - Labor Day

## PRINCIPAL'S MESSAGE

Hello Winneconne Families:

I am so excited to get back to school and see everyone! We are busy getting ready for the 2020/21 school year here at Winneconne Elementary. In this newsletter you will find registration information, staff updates, 4 year old kindergarten details, fee schedules, and more. You can find school supply lists on our website. Please call if you cannot find the list or if you have questions about anything. Our school secretary, Mrs. Breister, can be reached at 920-582-5803 X 3122. Mrs. Schmoker (x3123) will return to the office and work with Mrs. Breister once the school year begins. *Please note.....new or different procedures are written in a different color to help differentiate the information.*

You will receive a mailer from our district office with information about our food service plan, including information about how to apply for free or reduced lunch. If you believe your family may qualify for free or reduced lunch, you can fill out the forms on our district website and submit online or they can be printed and returned to school. The online application will be available through family access under food service; there will be an application tab starting Aug. 1 and continuing through the conclusion of the school year. If you have additional questions, please contact our Food Service Director, Diane Agrell at [agrellid@w-csd.org](mailto:agrellid@w-csd.org)

Please wait to pay any fees until you hear back from the district about the status of your application. Families that qualify for free/reduced lunch also qualify for free or reduced material fees.

I am looking forward to seeing you and having a fantastic school year. Please contact me at 920.582.5803x3127 or [hughesl@w-csd.org](mailto:hughesl@w-csd.org)

*Mrs. Lisa Hughes*

**(Prices/fees listed below are for Elementary School only)**

### **MATERIAL FEES**

\$10.00 Early Childhood and 4K

\$15.00 Kindergarten - grade 5

**BREAKFAST Daily/Weekly**

\$1.40/\$7.00

**HOT LUNCH Daily/Weekly**

\$2.70/\$13.50

**MILK Daily**

\$.35

**All grade levels/families sports fees**

Family Season-All sports \$50.00

Adult Season-Fall Sports \$20.00

Adult Season-Winter Sports \$30.00

**New Faces and Changes at WES:**

- Mrs. Vanessa Leichtnam is our new first grade teacher in place of Mrs. Revoir.
- Mrs. Chelsea Doro and Ms. Grace Boutin are our new fourth grade teachers (replacing Mr. Thomas and one additional classroom).
- Mr. Thomas will now be teaching special education (replacing Mrs. Dillman).
- Mrs. Abigail Bertram is our new paraprofessional supporting special education students.
- Mrs. Susie Martini-Loker is teaching kindergarten. We added a classroom due to enrollment.
- Mrs. Ashley Borkowski is the new assistant working with Mrs. Martini-Loker.
- Mrs. Katie Reimer is the new assistant working with Mrs. Vindhurst.
- Mrs. Taylor Collins is our new fifth grade teacher (additional classroom).
- Mrs. Katie Hansen is a new speech teacher in place of Mrs. Jones.
- Mrs. Tamie Jaeger is our new Interventionist replacing Mrs. Albrecht.
- Mrs. Lori Heisdorf is our Interventionist (shared with MS) replacing Jenny Breister.
- Mrs. Jenny Breister is the new Math Coach.
- Mrs. Laurin Dodd, our former Math Coach, is our new Pupil Services director.

**REGISTRATION AND DISTRICT INFORMATION**

**Who should register?** Every child entering grades 4K-12 for the 2020/2021 school year is required to register online.

**Why do I need to register my children every year?** Registering online each school year provides an opportunity to update contact information such as addresses, cell/work phone numbers, emergency contacts, email addresses, etc. This updated information will help our staff communicate effectively with families.

**How can I complete the online registration?**

1. Visit the district website at [www.winneconne.k12.wi.us](http://www.winneconne.k12.wi.us) ([Click here for link](#))

- between August 13, 2020 and the first day of school.
2. Go to the family information area under the elementary school and click on **"Skyward-Family Access."** You will be prompted to enter your login and password information. If you do not know your username and/or password please contact Mrs. Lynn Breister in the elementary office (x3122)
  3. Once you are logged in, select the **online registration tab** on the left side to begin the registration process.

**\*\*\*When prompted to enter emergency contact information, please DO NOT USE PARENT INFORMATION. Please enter grandparent, aunt/uncle, friend, neighbor etc. Parents/Guardians will automatically be called first. If we cannot reach the Parent/Guardian, we then call the emergency contact(s).**

Once registration is completed, you will receive a **confirmation of completion** letting you know you are done with the registration process.

*Families have the ability to pay fees and add money to lunch accounts together through [e-Funds](#) for Schools!*

This service will allow you to make payments on behalf of your student(s) for lunch account deposits, material fees, and athletic/activity fees. To get started, you will need to create an account by following the instructions at the link [e-Funds for schools](#). If you have already created an account, you can proceed directly to the "Add a Fee" or "Make a Payment" section under FEE MANAGEMENT. For your convenience, and to encourage more online payments, the regular user fees associated with the online fee payment system will be waived from now through September 15, 2020.

The fees for each grade level are listed above. We are not accepting cash payments this year.

As part of the online registration process, you will be asked to choose what information you would like to receive from our **Skylert Messaging System**. Skylert uses telephone, email, and text message communications to notify you about school closings, food service, and other events taking place in your child's school or in the district. We do not allow parents to deselect the emergency notifications. Our goal is to make sure we are able to contact everyone should an emergency arise. All other notifications can be deselected, based on your preferences.

When you list your work phone number, please make sure you look at the notifications that will be made. Last school year we received many complaints from companies about non emergency calls. The problem is that many parents had auto forwarding in place for after hours calls, and the wrong people were being notified about low or negative food service accounts. If your work number is a general number or you have after hours voice messages going to a central mailbox, please make sure that you deselect items you do not want other people to know about.

FROM THE TRANSPORTATION COORDINATOR

Given the difficulties with bus routing and safety during Covid, please be patient and understanding as we work through these challenges. Lamers Bus Lines will be sending route information mid to late August. If your child will not be riding the bus and you have not already notified the transportation coordinator, please do that as soon as possible by emailing [cadyk@w-csd.org](mailto:cadyk@w-csd.org)

Bus passes: Due to assigned seats and attempts to reduce ridership, we will not be able to issue or use bus passes this year.

If the busing address changes during the school year, please obtain and fill out a Transportation Request Form from the Transportation Dept. page on the district website. **Please allow at least one week** for any address changes to the students pick up or drop off location. These requests may take longer this year due to assigned seats and bus arrangements and approval is based upon a spot available on the bus.

Please help us ensure your child's safety by following these simple but important procedures:

- Please review the WCSD: COVID-19 Screener to determine if your child is healthy and able to come to school prior to sending.
- Make sure your child arrives at the bus stop at least *five minutes early* each day. Children who are late for the bus may panic and chase it, or run into the road creating an unsafe situation.
- Children at bus stops with other students outside their family should maintain 6 feet of distance between themselves and the other children whenever possible.
- Insist that your child wait for the bus safely in an orderly fashion, back from the roadway to avoid creating hazardous conditions for children.
- When the bus arrives, your child should wait for the bus driver's signal before boarding and then board single file. Children should maintain 6 feet of physical distance whenever possible while boarding and riding the bus.
- Children are to sit in their assigned seats and not move around the bus. These seats will be assigned with children from their own household whenever possible.
- Children are required to have a mask and wear it over the nose and mouth while riding the bus.
- Remove long drawstrings or other dangling items from your child's clothing and backpack to avoid these items getting snagged in the bus door as they get off the bus. Consider bright clothing or backpacks with reflective material to make your child more visible at the bus stop

- Teach your child to sit quietly on the ride to and from school. Behavior problems could distract the bus driver and could result in an accident. It is important that our drivers are able to concentrate on driving the route safely.

### Drop off/pick up

This year we have encouraged families to drop their children off to help limit the numbers of students on the buses. In years past, the school drop off time has been 7:45AM. This year we are providing playground supervision starting at 7:30AM (pending board approval).

Please continue to drop off 4K-K students on Meadow Lane and 1st-5th grade students at the rear parking lot off of 5th Ave. If you have multiple students you can drop them off at the same location and they can walk to their respective playgrounds. You may also use St. Mary's parking lot provided there is not a scheduled church activity. Please do not drop off on 3rd Avenue.

### PROJECT BACKPACK

***Our Mission: To support students inside and outside the classroom.***



Your child(ren) can participate in a program called "Project Backpack." This program gives your child a backpack not for books, but for food. Each Friday, or on the last day of classes in vacation-shortened weeks, your child can receive a backpack to take home filled with nutritious food and snacks. On Mondays, or on whatever day happens to be the first day of classes for that week, your child will return their empty backpack to the school for it to be restocked with food to take home the following Friday. During online registration you will be asked if your child would like to participate in this program.

### Open House - August 25, 2020

WES teachers will be hosting a virtual Open House this year. Teachers will virtually show you the classroom and share some information about the upcoming school year. The virtual open houses will begin at 5:00PM August 25, 2020 and you will have access through the first week of school. We will email you the link for the virtual open house and/or please check the district website and facebook page.

### Picture Day

Picture day for WES is August 24, 2020 from 11:00 - 7:00 PM. In an effort to minimize contact and exposure, please sign up for a time slot ([here](#)) to come and get your picture taken. Check the box that says 'sign up' and then click 'sign up and submit' at the bottom of page 1. On page 2 add your name(s) and how many people in your family will be getting a picture taken - submit that information. If you have more than

3 children, please choose a second time slot (either right before or after the other slot). At your designated time, come to the front doors at WES (please wear a mask and follow our social distancing guidelines - 6 feet apart). Someone will check you in and direct you to one of the three cameras. After you have your picture taken, please leave the building via the exit closest to the camera you visited. Please visit [mylifetouch.com](http://mylifetouch.com) and order your pictures using the ID number: EVTWQRMPV

September 2, 2020 is the second picture day for students that were not able to attend the August 24th day. Since students will be in school, we will not need a sign up.

Picture retake day will then take place October 5, 2020. We will provide you with additional information as October nears.

Please click [here](#) for information about Lifetouch's safety precautions.

\*\*\*\*You may bring your child's school supplies to picture day (Aug. 24) in a paper bag labeled with your child's first and last name, grade level, and teacher name. We will get the bag delivered to the classroom. A water bottle and two masks are additional supplies students will need for school. If you are not coming for picture day on the 24th, you may drop off a bag of supplies, labeled, in the front lobby Tuesday the 25th thru Thursday the 27th (7AM - 3:00 PM) and we will get them to the correct teacher.

#### Other Updates:

- Food items that students may share (birthday treats, classroom snacks, etc.) need to be pre-packaged so we can see the ingredients. Pre-packaged foods will reduce the spread of germs and help identify allergens. *You can pack your child's lunch with items that are not prepackaged - we are talking only about food items that are meant to be shared with others.*
- We have class lists in *draft* form. When the lists are finalized, we will send an email letting families know they can log into Family Access and find out which classroom your child is in. Our COVID plans may require some changes so we will let you know as soon as lists are finalized.

#### **WES REOPENING PLAN**

Please visit the District News section on our [website](#) and refer to the **District Reopening Plan** as well as the [Winneconne Elementary COVID Safety Plan 2020-21](#) for more information. This information was emailed to families in July.

Families whose child(ren) cannot wear a mask due to a medical condition should contact Mrs. Laurin Dodd at 920-582-5802 ext 3125 or at [DoddL@w-csd.org](mailto:DoddL@w-csd.org). Mrs. Dodd will verify the condition and whether the family acknowledges this as a disability. If acknowledged, the condition may fall under Section 504 of the Rehabilitation Act of 1973. We may then ask for medical verification of the disability and proceed with the 504 process allowing the accommodation.

### **SUMMER HOURS FOR AUGUST 17 - 31:**

August 17 - 31: Monday –Friday 7:00 AM-3:30 PM \*The office closes for a half-hour lunch\*

There is a locked drop box available in the front of the elementary school for **contactless “curbside” drop off**. When dropping off paperwork or fees, please place items in a sealed envelope marked with the student’s name and drop it in the box. We encourage you to pay fees online as much as possible.

### **SAFETY AND SECURITY: VISITORS**

All adults in our school buildings will be identified via an identification badge. District employees will wear a WCSD photo identification badge. **Non-essential visitors and non-essential visits will be limited**. All approved visitors must wear a visitor badge. Parents and other guests should avoid coming to school. Approved visitors must enter the school using the front door. You will ring the buzzer and after a brief exchange with a building secretary asking for your name and reason for your visit, the door will buzz/unlock for you to enter. Please go directly to the main office to sign in, leave your driver’s license, keys, or some form of identification, and then receive your visitor ID badge. Please be patient with our security procedures as we do our best to be both efficient and helpful while maintaining maximum school safety. All visitors should make arrangements with the party they are visiting prior to arriving at school, and again, all non-essential visitors/visits will be limited. Students are not permitted to have visitors.

*In the past, many parents have come to school on the first day to get a picture and wait on the playground for the bell. This year, due to COVID, parents will not be permitted on the playground. If you want to walk your child to the playground you can, but you will not be able to enter the playground and wait. Please be mindful of the mask requirement and social distancing.*

### **SAFETY AND SECURITY: ALICE TRAINING**

As a district, we are constantly updating and improving our safety and security procedures. Toward the end of the 2015-16 school year, staff at each building learned safety techniques and protocol for a new security procedure called ALICE. Winneconne students were trained beginning in the fall of 2016. ALICE drills have been conducted semi-annually across the district, typically in the fall and spring of each year. We will continue to practice our ALICE procedures during the 2020-21 school year. Security experts in our community and across the country believe, as we do, that these practices will enhance student and staff safety. Please read below to find out more about the guidelines and recommendations that WCSD will be following in an effort to provide a safe and secure environment at all district locations. If you have any questions or concerns, please contact Mrs. Hughes.

# ALICE

<b>ALERT</b>	Get the word out! Use your classroom phone to call an Intruder Alert.
<b>Lockdown</b>	Use PLAIN language to convey the type and exact location of the situation. Lockdown is a good starting point. We will make lockdown more secure by learning how to barricade/tie down classroom doors whether they open into the room or outward into the hall.
<b>Inform</b> balance and	Continue to communicate via the 'all call' system. An 'all call' can keep an intruder off allow for good decision making by other staff members.
<b>Counter</b>	Apply skills the staff has learned to distract, confuse, and gain control.
<b>Evacuate</b>	Reduce the number of potential targets by evacuating students in a controlled manner to pre-established rally points. Rally point practice drills will be held.

## **STUDENT NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY - 2260**

The Board of Education is committed to providing an equal educational opportunity for all students in the District. The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities. Students, parents, and all other members of the School District community are encouraged to promptly report suspected violations of this policy to a teacher or administrator. Any teacher or administrator who receives such a complaint shall file it with the District's Compliance Officer at his/her first opportunity. The District's "Compliance Officer" is Don Smith, Director of Learning - [smithd@w-csd.org](mailto:smithd@w-csd.org).

WCSD is planning and preparing for the implementation of the new Title IX Rule which becomes effective on August 14, 2020, and will post new information on the District website and in the District Policies link. Title IX Coordinators are Don Smith, Director of Learning 920-582-5802 x3135, [smithd@w-csd.org](mailto:smithd@w-csd.org) and Laurin Dodd, Director of Pupil Services/Special Education 920-582-5802 x3125, [doddl@w-csd.org](mailto:doddl@w-csd.org). Both are available at 233 S. 3<sup>rd</sup> Ave., Winneconne, WI 54986.