

Welcome “UP NORTH”

2023 - 2024

NGES

PARENT
GUIDEBOOK

Kids. First. Always.

North Greenville Elementary School
N2468 Learning Way
Greenville, WI 54942
www.hasd.org/schools/nges

(920) 757-7030

Dear Parents:

Welcome to North Greenville Elementary!

Join the NGES school family on a wonderful learning journey! The staff of North Greenville is eager to make your child's experience at North Greenville safe, positive, and engaging! We are a positive collaborative community of learners and love our school UP NORTH! We are glad you are here.

*Welcome to North Greenville, where we put **Kids. First. Always.***

~ Mrs. Deirdre Floros

HASD Mission Statement

**Our community ensures every student
learns at the highest level.**

NGES Mantra

Kids. First. Always.

NGES Vision

**NGES is a positive, collaborative community
challenging all learners.**

The Board of the Hortonville Area School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirements not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinators are:

*Lori Smits
Director of Pupil Services
246 N Olk Street
Hortonville WI 54944
920-779-7900 Ext. 16112
lorismits@hasd.org*

*Thomas Ellenbecker
Human Resource Director
246 N Olk Street
Hortonville WI 54944
920-779-7901
thomasellenbecker@hasd.org*

More information about Title IX may be found in Board Policy #2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities.

NGES Schedule –



7:30am	Doors Open and First Bell
7:40am	Classes Begin
9:00am - 9:20am	Recess for Kindergarten
9:35am - 9:55am	Recess for Grade 3
10:00am - 10:50am	Grade 1 Recess/Lunch
10:30am - 11:20am	Kindergarten Recess/Lunch
11:00am - 11:50am	Grade 2 Recess/Lunch
11:30am - 12:20pm	Grade 3 Recess/Lunch
12:00pm - 12:50pm	Grade 4 Recess/Lunch
12:30pm - 12:50pm	Recess for Grade 1
1:10pm - 1:30pm	Recess for Grade 2
1:40pm - 2:00pm	Recess for Grade 4
3:00pm	Dismissal



School attendance is a powerful predictor of student success. Wisconsin Statutes (118.16) requires that all school age children be in regular attendance at school with total absences **not to exceed ten (10) full or partial days** of school per school year. If your child has an appointment with a professional (counselor, doctor, dentist, etc), please obtain a letter from the professional on letterhead and turn it into the office to exempt the time missed. After ten (10) absences, a doctor's excuse is required. Please refer to page three (3) of the Student Handbook for more specific information about student attendance. Students who miss more than ten (10) days of school without a doctor's note may be marked as unexcused, which could lead to truancy.

Elementary schedules have 8 periods within the school day, so 8 periods absent equals one day. This can be confusing when letters are generated or parents view attendance online.

Attendance practices throughout the HASD will include:

- After 3 unexcused absences, families will be called.
- After 5 absences of any kind, a first letter will be mailed home.
- After 7 absences, families will be called to discuss absences.
- After 10 absences, a second letter will be mailed home and a medical excuse will be required for any absence to be excused.
- After 10 absences and/or 5 unexcused absences a parent meeting will be held with the attendance staff to develop a plan for improved attendance.
- Families with open enrolled students, please refer to policy 5113 regarding attendance practices and truancy specific to open enrollment.

As always, anytime your child will be absent you must contact the school office. Attendance is taken by 7:50 a.m. each day. Any students who are not in their classroom by 7:40 a.m. will be considered tardy.

1. **Parents are required to call (920-757-7030) no later than 7:40 a.m. on the day your child is absent. Parents/Guardians can call ahead of time 24 hours a day to let the school know of absences.**
2. Absences not reported excused by a parent/guardian within 24 hours of the absence will remain unexcused on the student's attendance record.

Planning a vacation? When children are out of school, key concepts may be missed, making it difficult for them to catch up when they return. This time also impacts attendance and the Wisconsin ESSA requirements. **Avoid** taking your child out of school for family vacations, especially during those days when we are doing state or district testing. Please submit a pre-arranged absence form for approval five days prior to any planned absence.

AFTER SCHOOL CARE –

After school care is provided by the YMCA. All staffing, registration, and information regarding the program is generated by the YMCA. For more information call the Fox West YMCA at (920) 757-9820.

BIRTHDAY INVITATIONS –

Please use the U.S. Postal Service to mail birthday party invitations to your child's friends rather than sending them to school. Invitations will be returned if brought to school to avoid hurting the feelings of those classmates not invited. Student directories or personal information cannot be provided by the school or the District.

RECOGNITION FOR SPECIAL OCCASION WITHOUT TREATS – Recognitions for special occasions (birthdays, holidays including, but not limited to, Halloween, Christmas, Valentine’s Day, etc.) during the school day (starting at midnight the day before through a half hour after students are dismissed for the day) will not include students bringing in snacks/treats (including candy) from outside of the District for other students and will instead take place through nonfood practices, per the classroom guidelines. This means we are unable to accept and distribute birthday treats and classroom parties will not include food as per Board Policy #8510 - Wellness.

DELIVERIES –

Students are not to receive deliveries of any kind (flowers, balloons, candies, trinkets, etc.) during the school day.

DAILY SNACKS AND LUNCH –

During the school day, students and families may bring in a snack and lunch for the student only. Staff, parents and families must adhere to the guidelines outlined in HASD Policy #8510 – Wellness, and Policy #5335 – Care of Students with Chronic Health Conditions (Allergies). Students and families will not be allowed to bring in snacks or lunch from outside the District to share with any other student.

COMMUNICATION –

Information from the school office will be sent out in three different ways. You must have a current email address and phone number in Skyward as well as checking “general” in preferences for communication. (This has been the primary reason parents do not receive communication from the office.) Please call the office with questions!

Nuggets of News: This email comes out approximately every two weeks with brief informational items for parents to review. It is intended to be short and concise with easy access to time sensitive topics and information.

Polar Express: Our quarterly newsletter comes out once in the summer and then at the end of each quarter. Longer articles and information are included.

Skylert: District updates and information regarding emergency situations may be delivered via email, text, or phone call. This is reserved for critical, timely information such as school closings.

DISTRICT NURSE – HEALTH SERVICES

The District Nurse can be reached at 779-7933, ext. 17132, and the Health Aide at NGES is available at (757-7030, ext. 65103). If you have a health-related concern, or need medication dispensed to your child, our Health Aide or District Nurse can be contacted throughout the school day. All medication, including nonprescription drugs must be dispensed through the health office. A consent form must be completed for our staff to

dispense any medication including Advil, Tylenol and cough drops. Please note that the school is prohibited from accepting verbal (over the phone) permission from parents to dispense any medications including non-prescriptions. Parents must supply all medications as the health office does not supply any medication. All medications to be administered at school must be delivered to the school by an adult in the original container.

Illness and Accidents Occurring at School – If your child becomes sick or injured at school, we make every effort to notify you immediately. Therefore, it is imperative that we have the number(s) where you can be reached so sick or injured children are picked-up from school soon after notification. **Please be sure all contact information in Family Access in Skyward is accurate.** Should you need assistance, please contact either the health office or the school office.

EARLY RELEASE DAYS –

On early release days, staff members are involved in a variety of afternoon workshop activities. All KG-4 students will be dismissed from school at 11:45 a.m. Buses will run their normal afternoon routes at the adjusted time for all students.

FIELD TRIPS –

Your child's class may take a field trip during the school year. Permission slips will be sent home and **MUST** be filled out (including emergency information) and returned prior to your child participating in any field trip. There may be a cost for some field trips and there are no refunds for field trips. Students must ride district transportation and will not be allowed to take part in field trips without a signed permission slip on file with the classroom teacher. If you are a parent chaperoning on a field trip, you must have an approved background check on file with the district prior to the trip. Please note that background checks can take up to a month to completely process. All chaperones are required to ride district transportation to and from the field trip.

LOCKERS –

Students may not put any stickers or adhesive objects such as mirrors in student lockers or on any NGES furniture. No locker shelves or other accessories are permitted.

LOST AND FOUND –

A lost and found box is kept in the commons/cafeteria area. Those items that remain unclaimed will be donated to Goodwill three times each year: after Parent Conferences in November and February, and at the end of the school year. Labeling your child's boots, snow pants, and other items brought or worn to school is a great idea.

FOOD SERVICE –

Lunch prices for regular student lunch, free and reduced lunch, and adult lunches are available on the food service menu and are available on the district website. These fees can be paid throughout the year. Checks should be made out to Hortonville Area School District and dropped off at the lunch deposit box in the cafeteria.

MOVING OR CHANGE OF ADDRESS –

Please notify the school office immediately of any address or phone number changes. **If you are moving out of the district or changing schools let the school office know as soon as possible.**

SCHOOL VISITOR POLICY –

All entrances to the North Greenville School will be locked throughout the school day. All visitors and volunteers must report to the office with a valid driver's license or state ID to gain authorized entry to the building and receive a visitor badge. (For more detailed information on safety procedures, see the HASD website.) Upon leaving the building, please sign out and return the badge. You will need a new badge each day you come in to visit.

Visitors at lunch must sit at the "Parent" designated tables with their student only. Only parents or emergency contacts are able to have lunch with students (unless the parent gives prior authorization). No visitors are allowed on the playground during recess time. Thank you for helping us keep a safe and orderly school environment.

VOLUNTEERS –

Throughout the school year volunteers are needed for various events. You will be required to submit paperwork for a background check. Background checks may take three weeks to be approved, so please be sure they are submitted in a timely manner. Background checks are considered current for three years, so contact the office if you are wondering when you need to reapply.

BEFORE AND AFTER SCHOOL PROCEDURES –

Before school students can begin exiting cars at 7:25 a.m.. No supervision is available prior to 7:25 a.m., so students may not be on the playground or waiting on the walkway.

If you need to alter your normal transportation plans on a given day (pick-up from school), please **notify the office prior to 2:15 p.m.** Students with alternate plans will receive a "pink slip" with the change at the end of the day.

Traffic patterns in and out of North Greenville can be difficult with Learning Way having one access point off County Road JJ. First, we encourage parents to use the transportation

provided by the district and allow your children to be bussed. This will be a great benefit to the systems at school. Overall, we want to be sure parents understand where cars are allowed at school, so please review this plan carefully and share with anyone who will pick up students at school.

Car Line on Learning Way

Please follow these guidelines for car lines at arrival and dismissal.

- The first driveway off of Learning Way is for cars. This is the *only* entrance for cars.
- Follow the path outlined in this map so we do not block bus traffic or JJ traffic.



Please share procedures and details with those who will be picking up your child.

Buses

Buses will continue down Learning Way to the second entrance to our school and use the bus drop off behind school by the playground. No cars are allowed in this area at any time during the school day.

Student Arrival in “The Loop”

The NGES driveway comes straight to the parent drop off lane. It moves to the right around “The Loop” where students are allowed to exit the car only when cars pull over behind the gym at the sidewalk. Six cars can drop off at a time, and other cars must wait for those six to leave the drop off stalls. When an empty parking stall is in front of you, please pull ahead to that space, opening a space behind you for the next car.

Students must never exit or enter a car when they are not in the six drop off stalls by the sidewalk next to the gym. A single lane of traffic is all that is allowed, so please do not double park or pass cars in that lane. Students may be dropped off at 7:25 a.m. and will then walk to the back door to enter school. Students may not arrive before 7:25 a.m. as the doors will be locked and no supervision is available.

Dismissal in the Loop for Car Pick UP

Pick up in the Loop will be at dismissal time, 3:00.

- Please ask any driver coming to the Loop to have a sign with your family name printed as large as you can and student first names and grades smaller underneath. This should be in your passenger window as you approach the Loop and stay there until your child enters the vehicle.
- A staff member will greet you in the Loop and radio in to school that you are ready. Your sign is their visual cue to assist and gather your children.
- Other staff members will assist by the parking spots when you pull up. Please go to the furthest available location.
- Cars cannot block Learning Way. Use our cul de sac to turn around and wait on the east side of the street.



North Greenville Elementary School Staff 2023-2024

Staff Member	Position
Floros, Deirdre	Principal
Uhlenbrauck, Mishayna	Admin Assistant
Rosenow, Amy	Admin Assistant
Dougherty, Michael	Maintenance
Johnson, Laura	4 Yr Kindergarten
VanGroll, Jennifer (Jenny)	4 Yr Kindergarten
Hopfensperger, Barbara	Kindergarten
VanDenPlas, Courtney	Kindergarten
Sasman, Zoe	Kindergarten
Schumaker, Angela (Angie)	Kindergarten
Hofacker, Rebecca (Becky)	1st Grade
Pritzl, Katherine	1st Grade
Rinne, Amanda (Mandy)	1st Grade
Gostisha, Samantha (Sam)	1st Grade
Breit, Sarah	2nd Grade
Beck, Avery	2nd Grade
Cameron, Jennifer (Jen)	2nd Grade
Van Hecke, Theresa	2nd Grade
Cooley, Kayla	3rd Grade
Daley, Catherine	3rd Grade
Dillenberg, Teri	3rd Grade
Searl, Kacie	3rd Grade
Keller, Tessa	4th Grade
Hietpas, Emily	4th Grade
Hotovec, Paige	4th Grade
Schoenebeck, Ben	4th Grade
Frenkel, Amanda	Wrld Lang & Read
Vacant (Long-term sub)	Wrld Lang
Miller, Julie	Art
Eidahl, Nicole	Music
Milliren, Daniel (Dan)	Physical Education
Leeman, Bradley (Brad)	Physical Education

Staff Member	Position
Arps, Tanya	School Counselor
Kennedy, Jennie (Jen)	School Social Worker
Bartelt, Michelle	Literacy Coach
Cook, Jennifer (Jen)	Literacy Coach
Stenzel-VanDenElzen, Carla	Suppl Reading
Borowski, Lisa	Math Coach
Kruzicki, Heather	Psychologist
Hauser, Bryan	SRO
Awe, Sarah	Special Education
Schalewski, Kayla	Special Education
Relien, Lynn	Early Childhood
Behm, Sara	Speech Therapist
Wallace, Courtney	Speech Therapist
Reinke, Amanda (Mandy)	Autism Consultant
Wisniewski, Susan (Sue)	OT
Reynolds, Sarah	PT
Garrow, Samantha (Sami)	Paraprofessional
Abhold, Megan	Paraprofessional
Much, Jodi	Paraprofessional
Weiland, Rhonda	Paraprofessional
Brunn, Tracy	Paraprofessional
Oleson, Molly	District Nurse
Archambo, Andrea	Health Assistant
Schneider, Amanda	Library Assistant
Radtke, Sharlet	Library Assistant
Vacant	Playground/Lunch
Hefter, Jordanna (Jordy)	Playground/Lunch
Whitney, Nichole	Playground/Lunch
Sorenson, Ann	Playground/Lunch
Wilke, Mary	Head Cook
Gorges, Kristi	Food Service
Lecker, Patricia (Pat)	Food Service

