

Hemlock Creek Headlines

1900 Williams Grant Dr. (920) 425-1900

PRINCIPAL'S NEWS

AUG/SEPT 2019

IMPORTANT DATES

Aug 19 - Aug 22
Summer Assessment
Grades 1-5

Aug 19 – Aug 22
Kindergarten Camp

Aug 28 K-5 Open House
4:30 – 6:00 p.m.

Sept 3 First Day of School

Sept 10 Hansen's PTO
Fundraiser begins

Sept 11 Picture Day

Sept 24 Hansen's PTO
Fundraiser ends

Sept 19 K-2 Literacy Night
6:00 – 7:30 p.m.

Dear Hemlock Creek Families:

Welcome to the 2019-2020 school year at Hemlock Creek Elementary! We are excited to get back to work with you and your children! Recently our grade level teachers spent a week of training with experts from Teachers College from Columbia University. In literacy, all grade level teachers use Reading Units of Study. You will hear your children talk about the Reading Workshop time similar to the Writing Workshop time where the following components are found: **Mini lesson** (whole class), **work time** to include reading and student/teacher conferences, guided reading, and or strategy groups, and a **share time** where students discuss their work. The routine is predictable for students daily. This model also allows for student choice and helps teachers to better know your child as a reader and thus set goals for them to improve. Be sure to check out the article "Units of Study" in the newsletter.

We also have many new staffing updates to include new members to our staff and teachers who have made grade level changes.

Teachers

Rochelle Loch, Kindergarten
Kiley Winter, Kindergarten
Sherri Legois, Grade 3
Megan Schmidt, Grade 4
David Granatelli, Part-time Phy. Ed
SRO Officer, Sara Manning

Support Staff

Alessandra Cudicio
Danielle Manders
Nicole Nolte Rierdon
Holly Fey
Sara Meulemans

*To begin the year we will have the following teachers on FMLA and welcome their long term substitutes: Mrs. Adler – 2nd Grade - Mrs. Leick. Mrs Brossard – 4th Grade – Mrs. Johnson

Volunteers: If you would like to be a volunteer in the classrooms or go on fieldtrips, please complete a volunteer application form that includes a background check. These are available in the school office. An approved background check must be on file before you can work with students. If you have been approved during the 2017-2019 school year, you do not need to apply again for this year. Volunteer forms will not be processed after March 20, 2020. Parent volunteers help to make Hemlock Creek a great place for our students each day. We will also have an online volunteer sign up that we ask you to complete. This will help us know your interest so we can contact you during the school year as events take place. Please go to [HC Volunteer Form](#) to complete and submit the online form. You can also complete this online form on our open house night. If you have signed up in previous years, we ask that you fill it out again for 2019-2020.

Open House: Our Open House will be Wednesday, August 28th from 4:30-6:00 p.m. This is an opportunity for you and your child to meet the teachers, visit classrooms and drop off school supplies. Be sure to check out the PTO table. Kindergarten class lists will be posted at this time.

Bussing: Bus info will be mailed to you from Lamers and posted at open house.

Enjoy the remaining weeks of summer. We will continue to prepare for another fantastic year at Hemlock Creek! We look forward to seeing all of you soon!

Kathleen Held - Proud Principal

Welcome Back Night!

We invite you and your child to come and walk through the school. Welcome Back Night will be on **Wednesday, August 28th from 4:30-6:00 p.m.** Class lists will be posted, school supplies may be dropped off and many staff members will be present. School staff will be on hand for payment of school fees and lunch money.

**** PLEASE CHECK YOUR EMAIL FOR THE INFOSNAP LINK TO UPDATE YOUR STUDENT'S INFORMATION. THIS PROCESS IS REPLACING THE STUDENT PROFILE SHEET THAT PREVIOUSLY CAME HOME ON THE FIRST DAY OF SCHOOL.**

BUS INFORMATION

Bus numbers and times of pick up will be mailed to parents in August. **Parents must call Lamers Bus Lines at 336-0565 option #2 if they are not riding the bus.** If other arrangements to get home are made, please notify your child's teacher that day in writing. If the teacher or school have not been notified of a change in the dismissal plan, your child will sent home the usual way.



BIKE RIDERS

If you are planning on riding your bike to school, the bike racks are located in the back of the building near the playground.



SCHOOL FEES

School fees are as follows: **4 Year Old Kindergarten will be \$15, Kindergarten – Grade 1 will be \$40.00 and Grades 2-5 will be \$45.00.** Grades K-5 includes a \$10 technology fee. School fees for grades 2-5 also cover the cost of a school agenda book. Applications for a fee waiver will be sent home with the students on the first day.

School fee payments can be made online through the SchoolPay program.

PICTURE DAY

Mark your calendar! Fall pictures are September 11th. This picture will go in the yearbook so everyone will have their picture taken whether ordering or not.

INFORMATION SENT HOME

Many pieces of information will be coming home with your child. Look for them during the first few days of school.

- **Applications for School Fee Waiver**
- **Envelopes for Payment of Student Fees**
- **Insurance Applications**
- **Free and Reduced Lunch Forms**
- **School Bus Rules**
- **Letter from Superintendent about Directory Information**
- **Use of Computer Network and Internet – new Hemlock Creek students**
- **Early Release Plan**

FIRST DAY OF SCHOOL PROCEDURE

The first day of school is always hectic. This can be an overwhelming time especially for a new student. All students, K-5, should report to the playground. When the bell rings the students will line up on the southwest side of the school. Signs will be held to show where grade levels line up when the bell rings. When your child arrives on the first day the teachers and playground supervisors will be outside (beginning at 8:20 a.m.) on the playground and available to assist their students. Staff will be wearing black school shirts. Each area will have a large number by it to indicate that this is where that grade lines up to go in. There will be a get ready bell at 8:35 and at 8:40 we head inside. When the bell rings all students will enter the building and go to their classrooms. If students are unsure, staff will be present to assist. The teachers will practice and rehearse the beginning of the day lining up procedures with the children during the first days of school. Students who will be having breakfast at school will go directly to the cafeteria beginning at 8:20 a.m.



REGISTRATION

Elementary families new to the area, and not yet registered are invited to register their children any time between 7:30 a.m. and 3:00 p.m. If you have a new neighbor with school age children please let them know about this registration time. **The first day of school is: Tuesday, September 3rd. Grades K-5 have school from 8:40 a.m.– 3:30 p.m.**

STAFF EMAIL ADDRESSES

Each of our faculty can be reached via e-mail. The way this is set up is the same throughout the staff. Most addresses are the first initial and last name of the staff member @ wdpsd.com. (For example, Mrs. Julie Nolan in the office would be jnolan@wdpsd.com) You can check the website too at www.wdpsd.com. Click on Hemlock Creek under Schools. Some staff with the same first initial and last name may have a 2 included in their email.

SCHOOL SECURITY INFORMATION

The following procedures are in place for security and safety:

1. Volunteers are welcome at school. We are required to do a background check on all adults who come to work with our children. You will not be able to work/volunteer in our facility until your background check is completed.
2. Supervision begins on our playground at 8:20 a.m. Students are not to be dropped off prior to that time.
3. If you come in during the day to drop off a project or a treat, we will not send you directly to your child's classroom. We will be glad to have your child come and talk with you, but we would like to reduce disruptions so that we can focus on Academic Learning Time. Prior to 8:40, teachers are often in meetings and are not in their classrooms.
4. All parents bringing students into the building or going to the playground need to have an identification badge on to do so. Adults on the playground that are not part of the Hemlock Creek Educational Team need to be wearing a visitor badge or our personnel will request that they go back to the office and sign in.
5. Please use the intercom at the main door. Push the buzzer and state name and purpose for entering the building.

VISITORS AND VOLUNTEERS

All volunteers will receive a volunteer packet that needs to be filled out including a background check. Once approved, you may come, sign in, and receive your tag. **Any background checks approved in 2017-2019 are still valid. If your background check was approved prior to these dates, you will need to reapply.** Volunteer forms will not be processed after March 20, 2020.

Visitors and volunteers on school premises are required to come to the school office, identify themselves, state the purpose of their visit, and sign in our visitor/volunteer book. You will also be asked to wear a name tag for security reasons. If, in the opinion of the Administration the stated reasons for the visit are not proper, visitors will not be allowed to proceed. Please limit your visit to the area planned. If you wish to see other staff members, please schedule an appointment with them.

Link to online PTO volunteer interest survey: [HC Volunteer Form](#)

PARKING REMINDERS

If you are dropping your child off in the morning, you may pull all the way through the front circle and drop them off or park in the lot and walk them to the playground area. The front circle area must remain moving before and after school. IT IS AN EMERGENCY LANE and there is NO PARKING. It provides access to the building in case of an emergency and must remain clear for everyone's safety. The circle lane is not a parking area but rather a drop off lane. If you are waiting for your child at the end of the day, please park in the designated parking areas. To the north of the building, there is a bus lane. There is no parking in this lane. Thank you for helping us keep our children safe.

- Please drop children off at curbside only in the semi circle drive.
- Do not PARK in the semi circle drive area – it is a FIRE LANE.
- Always pull as far forward as you can and drive slowly and cautiously at all times.
- For safety reasons, particularly with the buses, please cross at designated crosswalks.



Please be patient and extend courtesy to other drivers. Your cooperation is appreciated for the safety of all children.

PBIS – POSITIVE BEHAVIOR INTERACTIONS AND SUPPORT

Our entire student population and staff will participate in PBIS. We believe that schools can only be successful when they help children grow academically, socially, and emotionally. In order for this to happen, it is important that we establish a safe environment that allows students to grow. It is our goal to create an atmosphere for learning by setting clear expectations and directly teaching students about our expectations. We have four clearly defined expectations: *Be Respectful, Be Responsible, Be Safe, and Be a Problem Solver.* We believe that if students can show those expectations, they will have success. Every student will be taught our four expectations in multiple settings throughout our school. Students will be instructed as to what the expectations look and sound like. It will not be assumed that students know this information. Our goal through PBIS is that teachers will have more time to teach and students will have more time to learn! Please ask your child what makes a “Phantastic Phantom” and be sure to review the PBIS section in the parent/teacher handbook!

FUEL UP TO PLAY 60 HEALTHY SNACKS

Hemlock Creek participates in the National Fuel Up to Play 60 program which emphasizes educating students on healthy lifestyles. In past years, students have taste tested fruits, cheeses, vegetables, and other healthy snacks. As a school we would like our students to focus on selecting foods that are better choices that accommodate healthy eating. The program is asking that we promote healthy snacks at school and want to encourage our students to select classroom snacks that are nutritious. A list below can guide your child in selecting something that would be a better choice for a healthy lifestyle. Crackers, pretzels, fruits, vegetables, cheeses, bagels, and nutritious cereals, et Thank you for helping your child choose foods that are healthy and nutritious.



HEMLOCK CREEK PTO

On behalf of the PTO, we would like to welcome everyone back at school! Our Parent-Teacher Organization assists the Hemlock Creek Community with many services and celebrates with fun events. With the support of students, families and staff we hope to raise money to supply the children with field trips, assemblies, books, prizes and much more. **Please stop by the PTO table at Hemlock Creek during the "Welcome Back to School" evening on Wednesday, August 28th**, to find out more about this great organization. Our first meeting will be on Tuesday, Sept. 10th at 6:30 p.m. Free babysitting is available. President: Sarah Lisowe, Vice-President: Katie Wehbrecht, Treasurer: Hilary O'Brien, Secretary: Emily Brossard



CLIP AND SAVE BOX TOPS

Did you know that box tops are worth 10 cents to Hemlock Creek? PTO will be having a school wide Box Tops collection drive starting in October. Classrooms and students will be able to earn a special pencil for their participation. Last year our school earned **\$2,559.80**. These earnings helped PTO to provide funding for grade level fieldtrips and free book celebrations throughout the school year.



FALL FUNDRAISER

The PTO has partnered with Hansen's this year for our fall fundraiser. This fundraiser will begin on September 10th and end on September 24th. More information will be sent home in Tuesday notes. Pick-up is on October 24th from 3:00-5:00 p.m. Profits from the fundraiser help the PTO to support students and teacher requests. Our PTO meets the first Tuesday of the month at 6:30 p.m. in the library. Child care is provided.

ABSENCE OR LATE STUDENT REPORTING

We are continuing with our Student Verification Telephone Reporting. Parents need to call in a child's absence by 8:00 a.m. each day that your child will be late or absent. The messages recorded each day are compared to the absentee list that comes from each classroom. If there is no call from you, we call a parent to find out why your child has not come to school. It is vital that parents use this phone line so that if a child has not reported to school, a parent can be notified immediately. You can call and leave a message 24 hours a day. Please dial 425-1900, press 2.

FAMILY LITERACY NIGHT FOR K-2 FAMILIES

Hemlock Creek welcomes K-2 families for Family Literacy Night on



Thursday, September 19, 2019 from 6:00-7:30 p.m.

Literacy Night is a great opportunity for K-2 families to gather, learn, and celebrate the connection between reading and writing! This year we are focusing on developing each author's unique voice through writing. This requires writers to take risks and be willing to say something. Through our work, we will explore how families and school can partner together to strengthen every child's voice and understand how the reading and writing process support one another to build our understanding of the world.

SCHOOLMESSENGER – BROADCAST SYSTEM

Communications between school and home have never been more important -- for weather notification, emergency alerts or other general announcements. The School District of West De Pere is implementing a SchoolMessenger broadcast system which enables school personnel to notify all households and parents by phone, email and text within minutes of an emergency, inclement weather, unplanned event or other school communication.

This notification service is provided by SchoolMessenger, a company specializing in school-to-home communications. The service has the flexibility to provide voice, text and email messages based upon the contact information we have on file for your student.

The School District of West De Pere will also continue to report school closings due to snow or weather on local radio and news stations. In an effort to ensure you receive these communications, please note the following:

1. Contact information: Please make sure the school's office has updated contact information on file. The information that is PowerSchool will be used to contact you for events and notifications.
2. Caller ID: This is the number that will be used for all notification calls: **920-337-1393, 920-425-1900**
3. Live Answers: SchoolMessenger uses voice detection technology so you only need to say "hello" once. The message will usually begin in a few seconds after it detects your voice. Please note that multiple "hellos" will delay the message.
4. Answering Machines/Voice Mail: The system also detects answering machines and voice mailboxes and will deliver the recorded message. Please note that the recommended number of rings for answering machines is four and be sure that recordings are free of any "pauses."
5. Text Messages: Due to FCC regulation changes, in order to receive text messages on your mobile device each device will need to text "Y" or "Yes" to 68453. This will enable your device to receive important messages from your child's school. If you wish to stop receiving messages at any time simply text "Stop" to 68453.

Questions or Concerns: We want to ensure your complete satisfaction of the messaging system. If you have questions or comments, please feel free to contact Todd O'Bannon, Technology Coordinator, at 337-1393 ext 8033

NATIVE AMERICAN HOME-SCHOOL LIAISON

My name is Christine Yungwirth and I am the Native American Home-School Liaison for the School District of West De Pere. Part of my job is identifying students with American Indian/Alaska Native ethnicity and making sure a 506 form is completed and returned to school. This is how our school district receives funding which helps in the education of our Native American students. If your student is an enrolled member of a Native American Tribe, or has a parent/grandparent who is an enrolled member, please be sure to contact us about getting a form mailed home. My job includes working with teaching staff in providing culturally relevant/appropriate materials to use in the classroom to enrich their Native American Studies. I also work with small groups of students on learning more about Oneida Language and Culture, as well as other tribes they may belong to. This requires a separate permission form, which can also be sent home. Paperwork will be mailed home during the first month of school. If your student does not receive the forms, and is an enrolled member, please contact the office to have it mailed home. This year, I have a parent from the Oneida Language House who has volunteered to come in during breakfast time to work on Oneida Language. More information about this breakfast group, along with a permission form, will be sent home after the start of school. Please feel free to call or email me with any questions – Christine Yungwirth, cyungwirth@wdpsd.com, (920) 425-1900 ext 3233.



If you do not want your child's picture to be on any social media posts, newsletters or web pages – you need to put this in writing and submit to the office.

COMMUNICATION AND SOCIAL MEDIA INFO

Communication is critical to our success as an educational community. At Hemlock Creek, we use a variety of different forms of communication so that we can build a strong partnership between school and families.

Our newsletter/calendar will be electronic unless a paper copy is requested. You can also find a pdf of the newsletter/calendar on the Hemlock Creek website. Tuesday is our day for sending home information. We will be sending most notes home via email this year. Occasionally we will send paper copies home. Please be sure to check for important information. If you prefer a paper copy sent home with your child, please request this by calling the office at 425-1900.

We also have other forms of communication including parent-teacher conferences and progress reports during the year. Conferences and progress reports are additional opportunities to share information and communicate your child's progress.

In addition, you will find important information, including information about classrooms on the website. Our web address is: www.wdpsd.com. By clicking on the staff directory tab, you will then be able to access teacher contact information, email, and web page information. If you email a teacher and do not hear from them, your email might have been delayed in our spam. Please follow up with a phone call as well. You can also follow us on social media! If you use Twitter, use WDPHemlockCreek or if you do not wish to create an account, go to the web address www.twitter.com/WDPHemlockCreek. With the web address, you do not need a twitter account. We also invite you to like and follow our Facebook page: **Hemlock Creek Elementary School**

Our telephone voice mail system, email and our web page are also valuable communication tools. You can help keep communication strong at Hemlock Creek by addressing concerns in an open and in a timely fashion. By working together we will be able to find solutions to problems and concerns. Communication is critical to the success of our educational community and ultimately to our ability to educate our children.

SCHOOL DISTRICT OF WDP FOOD SERVICE PROGRAM

The School District of West De Pere uses Meal Magic in all schools for students K-12. The Food Service software runs as a **student** based account system. **Breakfast, lunch, and milks are available on the first day of school. Breakfast price is \$1.80/day, lunch cost is \$2.90/day, and additional or milk only purchases cost \$0.35/milk.**

The student ID number will be the student's account number and will remain the same until the student has left the district. Deposits can be made to this account by sending payments in any amount (**checks payable to The School District of West De Pere, and are preferable to cash for safety reasons**) in an envelope marked with the Student Name and ID number to the student's school. Each school has a locked box in the office for students to deposit money. Our system withdraws money from the account on the same day it is received. **Payments can also be made online at www.SendMoneyToSchool.com, mailed to, or dropped off at The School District of West De Pere, 400 Reid Street, Suite W, De Pere, WI 54115.** Account balance information can be obtained online, by students as they pass through the lines for lunch, or by calling **Diane at our District Office at [920-337-1393](tel:920-337-1393) x8023**. Families who provide an email address will be sent a negative balance email daily when the student account falls below \$0.00 and a low balance email shortly before the balance reaches \$0.00. Negative accounts will also receive a nightly automated phone call to remind families that a payment is needed on the account.

KINDERGARTEN SNACK MILK BREAK

All Kindergarten classes have a snack break that includes milk. If your child qualifies for free or reduced meal prices, he/she will also qualify for free Kindergarten milk. ***If your child does not qualify for free or reduced meals, milk will cost \$0.35 daily.***

BREAKFAST PROGRAM

Breakfast will be served daily from 8:20– 8:40 a.m. Students who want to have breakfast will be invited to enter the building as they arrive to school and go to the cafeteria for a nutritious start to their day. When finished, they will be able to go outside until the bell rings at 8:40 a.m.

NEGATIVE BALANCES

STUDENT ACCOUNTS ARE NOT CHARGE ACCOUNTS. Students will be expected to carry positive balances to participate in the Food Service Program. STUDENTS WITH BALANCES LOWER THAN NEGATIVE \$25.00 MAY NO LONGER MAKE CHARGES TO THE ACCOUNT. Cold lunches must be provided from home or cash must be used for each day's purchase until the negative balance is paid in full, the family qualifies for free or reduced meals, or a payment plan is in place. While we will certainly work with families who ask for extra consideration, we cannot allow unlimited charges to these accounts.

FREE/REDUCED PROGRAM

Our Free/Reduced meal applications are sent home with every student on the first day of classes. You may also apply online at www.LunchApp.com. Students approved for the free or reduced program are eligible to receive one free breakfast and one free lunch which include one ½ pint milk. **Additional meal or milk purchases, as well as milk only purchases, will be charged to the student account at the full price.** Any Kindergarten student eligible for free/reduced meals will also qualify for free Kindergarten snack milk. Any student qualifying for free or reduced lunches also qualifies for free or reduced breakfasts. These procedures are regulated by Federal guidelines. Should you have any additional questions regarding student accounts or free/reduced meal applications, please contact **Diane at [920-337-1393](tel:920-337-1393) x8023**. If you have any questions regarding the Food Service Department, please contact **Kaitlin at [920-337-1393](tel:920-337-1393) x8045**.

PARENT LUNCH

Parents are welcome to have lunch with their children in the school cafeteria. However, due to limitations in seating accommodations, please reserve lunch visits to special occasions. Because the students are still learning the lunch routine, please refrain from joining your child for lunch until October. When you arrive at school, please sign in at the front office and sign out upon leaving. If you would like hot lunch, please call the office and order before 8:40 a.m. Adult lunch is \$4.00.



ASSESSMENT CHANGE STARTING IN 2019-2020

For over ten years, West De Pere has used a collection of test providers to meet local assessment needs and state requirements. The tests included PALS in grades 4K-2 and MAP in grades 1-8. While PALS met the state requirement for a literacy screener in the early grades, MAP was used because it provided the most comprehensive assessment of student achievement that was available at the time. However, this disjointed system caused compromises that are no longer necessary. For this reason, starting with the 2019-20 school year, the West De Pere School District will be moving to a new test provider called FASTBridge. FASTBridge is a new initiative that originated at the University of Minnesota. West De Pere will be using a FASTBridge test called Formative Assessment System for Teachers (FAST). In only four years, FAST has spread to 46 states and has several advantages over our previous assessment system including: FAST takes 20-30 minutes to complete which will eliminate the disruption of the school day caused by scheduling MAP - particularly in the upper grades. FAST assesses the same standards as the Wisconsin Forward Exam. Our current test providers do not. FAST can be used with students in grades 4K-12 providing much needed consistency in younger grades as well as a potential tool for high school teachers to use. The teacher and student interface is much more efficient and user friendly.

Prior to making this change, pilot teachers in grades 1, 5, 7, and 9-12 used FAST during the 2018-19 school year. While no testing system is perfect, the hope of staff as well as administration is to use a more accurate tool that has the added benefit of reducing student testing fatigue.

It is important to note that the FAST test is intended to inform teachers about the progress of students. It is not a summative test like MAP or PALS which are intended for communication home. **For this reason, there will no longer be testing reports sent to parents multiple times per year in grades 3-8.** It is also important to note that this does not impact the state requirement that students are administered the Wisconsin Forward Exam which will be given again in the spring of 2020 to students in grades 3-8 and 10. If you have any questions about the change to FASTBridge, please feel free to contact Joe Feldhausen, Teaching and Learning Coordinator.

UNITS OF STUDY

All K-5 teachers in the School District of West De Pere will be teaching literacy using a reading and writing workshop format this year, utilizing the Lucy Calkins Units of Study, developed in conjunction with the Teacher's College at Columbia University. This curriculum gives children unbelievable power as readers, writers, thinkers, and composers of meaning.

Reading and writing workshop have a very predictable structure. The first 10-15 minutes of reading and writing workshop is a designated mini-lesson, or direct teacher instruction focusing on techniques and strategies that good readers and writers use. After each mini-lesson, students have independent reading and writing time that gives them choice and provides an opportunity for them to practice skills and strategies taught. During this independent time, the teacher meets with individuals or small groups to conference and support their growth as readers and writers. Typically, during independent work time, there is a mid-workshop interruption. This is a time for the teacher to refocus the group, offer another strategy, or to highlight the extraordinary efforts of an individual student. At the end of the workshop, time is spent giving students an opportunity to share their work with the class or a partner.

We are excited to be implementing such a powerful program and we are confident that your children will show tremendous growth as readers and writers this year. Teachers will be involved in ongoing professional development throughout the year to support their implementation. If you have any questions, please feel free to contact your child's teacher, the building principal, building literacy coach, or the Director of Curriculum.

MIDDLE SCHOOL CODE & RULES MEETING FOR 5th

Any student who wants to participate in basketball as a 5th grader, please review the following link: [MIDDLE SCHOOL ATHLETICS](#)

NOTES FROM THE NURSE

Welcome Back to School, Let's Stay Healthy Together!

Parent Reminders about Medications at School: *Medication should be administered to students by their parents/guardians at home whenever possible. In order to administer medication at school, the following criteria must be met:*

- Prescription medication: Medication Request/Consent Form is signed by your healthcare provider and parent/guardian authorizing school personnel to administer medication. Form is completed annually by your healthcare provider.
 - Prescription drug must be supplied by parent/guardian in the original pharmacy-labeled package, the package must specify name of student, prescriber's name, the name of the drug, the dose, the route, time, the effective date and the directions in a legible format.
 - Inhalers and Epinephrine Auto-injectors must be labeled per pharmacy.
 - Herbal supplements/Natural Supplements will need healthcare provider consent.
- Over the Counter (non-prescription) medication: Medication Request/Consent Form will be completed by the parent authorizing school personnel to administer medication. Form is completed annually by your healthcare provider.
 - Non-prescription drug product must be supplied by the student's parent/guardian in the manufacturer's package and the package must list the ingredients and recommended therapeutic dose in a legible format.
 - A student maybe administered a nonprescription drug product in a dosage other than the recommended therapeutic dose only if written approval of healthcare provider is obtained.
- Medication arriving in improperly labeled or unlabeled containers will not be administered by school personnel.
- Medication refills will not be accepted in baggies or Ziploc containers. Medications cannot be transfer from bottle to bottle. Medications brought in this manner will not be given to a student.
- No medication will be given to students if the medication form is incomplete. Medication will not be provided by the school district.

Medication forms are available in the school office or on the School Nurse web page.

Students at School with Health Conditions

If your student has a health condition, you may request an Emergency Action Plan, Individual Health Plan or Health Alert; this plan communicates with school staff specific medical needs your student may have in the school setting. Health plans must be updated annually and are completed with the school nurse. Please contact the school nurse if you feel your student is in need of a health plan at school.

Please Keep Your Student Home If They Are Sick!

If your student becomes ill during the school day the following guidelines will be used by school staff to determine if student should be sent home. The lists below are some general guidelines for you to use when deciding to keep your student home:

- **Influenza-like illness--** symptoms such as temperature of 101.0 F or greater, along with respiratory symptoms of cough, runny nose, sore throat, headache, body aches, chills, and fatigue.
- Temperature/fever of 101.0 F or greater.
- Vomiting and diarrhea.
- Contagious illnesses such as chicken pox, strep throat, "pink eye" conjunctivitis, impetigo, scabies, live head lice or other determined by healthcare provider.
- Rashes of unknown origin.

Please contact School Nurse at ext. 8031 if you would like to schedule a meeting or if you have any questions.

Immunization Requirements for the 2019-2020 School Year:

What do parents need to do?

- Have your student vaccinated according to their grade level requirements.
- Contact your healthcare provider or your local Public Health Department to obtain vaccine your student may need.
- Please forward all immunization forms to the school office.

Age	Number of Doses				
Pre K (ages 2 through 4)	4 DTP/DTaP/DT	3 Polio	3 Hep B	1 MMR	1 Varicella or Chickenpox History
Grades K - Grade 5	4 DTP/DTaP/DT	4 Polio	3 Hep B	2 MMR	2 Varicella or Chickenpox History

Parents are responsible for fulfilling the immunization requirements for their student in accordance with Wisconsin State Law. Any student admitted to an elementary school within 30 school days after the date on which the student is admitted, present written evidence to the school of having completed the first immunization for each vaccine required for the student's grade and being on schedule for the remainder of the basic and booster immunization series for mumps, measles, rubella, diphtheria, pertussis (whooping cough) polio, tetanus or shall present a written waiver. **For more information, please go**

to: <https://www.dhs.wisconsin.gov/immunization/childhood.htm>

DIFFERENTIATION TIME

Each grade level, K-5, has a common block of time for literacy and math. Also scheduled at each grade level are designated times for differentiation. Diff time allows teachers to group students in small groups according to student need. It allows us time to provide prescriptive instruction to students who may need some extra support or who may need to be challenged. Information from our universal screening, classroom observations, and previous student data is used to identify student needs. During differentiation time, we also have extra staff members available to work with students at this time. This may include our literacy and math interventionists, grade level teachers, special education teachers and/or instructional aides. These groups are flexible and may change throughout the school year. K-2 students have two diff times per day while grades 3-5 have one longer period of time.

INSTRUCTIONAL AIDE/FOOD SERVICE SUBSTITUTES

The school district of West De Pere is currently looking for individuals that would like to substitute for our instructional aide and food service department throughout the district. If interested, please contact the office at (920) 337-1393 ext 8010 for more information. Thank you!

OUR MISSION STATEMENT

The mission of Hemlock Creek Elementary is to create an educational community and climate that, recognizing each student's talents and individual learning needs, is dedicated to student success and lifelong learning.

Hemlock Creek Elementary School

Principal:

Mrs. Kathleen Held

Associate Principal:

Mr. Michael Kowalczyk

Phone Number:

(920) 425-1900

Fax Number:

(920) 425-1914

School Hours:

8:40 a.m. – 3:30 p.m.

Office Hours:

7:30 a.m. – 4:00 p.m.

(Mon-Thurs)

7:30 a.m. – 3:30 p.m.

(Friday)

NEW FACES AT HEMLOCK CREEK!

**Kindergarten
Teachers**

**Pictured left-right:
Mrs. Rochelle Loch
Ms. Kiley Winter**



District Social Worker

**Pictured left:
Ms. Brooke DeWane**



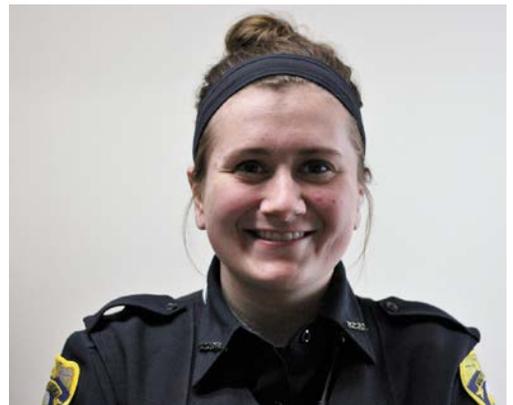
Part-time PE Teacher:

**Pictured right:
David Granatelli**



Support Staff (pictured below):

Alessandra Cudicio, Nicole Nolte-Rierdon, Danielle Manders



**SRO Liaison Officer:
Sara Manning**