



## MacArthur Elementary School

Kim M. Van Pay, Principal

1331 Hobart Drive | Green Bay, WI 54304

Phone: (920) 492-2680 | [www.gbaps.org](http://www.gbaps.org)

August 22, 2023

Hello MacArthur Families!

Welcome to the 2023-2024 school year. We are ready for you! We hope you are ready for us! Here's to a great start to your learning journey and to growing into a newer and better version of yourself. First, I hope to see all of you at our **Open House on Wednesday, August 30th from 3:30-5:30 p.m.** Students will find out the name of their teacher once they arrive. Don't forget to bring your school supplies and enjoy a special treat from our PTO.

I am Kim Van Pay, and I am excited to begin my 11th year as MacArthur's principal. I have been a school principal for 24 years and am beginning my 33rd year in the Green Bay Area Public Schools. I have a daughter who will be a freshman in college and a son who will be in 8th grade. Boy, time sure flies. Parents, know that you are your child's first teacher. However, we are all very proud of our MacArthur "kids" and will work very hard to see that they become their very best.

A few exciting updates for this year:

- ALL students will be given **FREE breakfast and lunch** this year. MacArthur is a CEP School. Click [HERE](#) for more information.
- We are fortunate to have an active PTO but we **ALWAYS** need additional help. It's a great way to get to know the school, staff and other Mac. families. Join us for our first meeting on Thursday, September 14th beginning at 6:00 p.m. in our library.
- Look for my Friday email. (Be sure your email address is up-to-date.) I will share important updates and information and we always include student pictures from the week.

Thank you for your support and partnership as we begin the 2023-2024 school year.

Sincerely,

*Kim M. Van Pay*

Kim M. Van Pay  
MacArthur Principal



# Welcome to the 2023–2024 School Year!

*Aloha!*

In Hawaiian, the word,  
**OHANA**,  
means family.  
Family means nobody gets  
left behind or forgotten.

Welcome to the  
MacArthur Elementary School Family!

## MacArthur Elementary Family Handbook



# MacArthur Staff Members

## 2023-2024

Name	Position	Email	Phone Number
<b>Main Office Staff</b>			
Ms. Kim Van Pay	Principal	kmvanpay@gbaps.org	920-492-2680
Mrs. Shannon Konitzer	School Secretary	slkonitzer@gbaps.org	920-492-2680
<b>Classroom Teachers/Staff</b>			
Mrs. Schmidt	4K Teacher	kmschmidt@gbaps.org	
Miss Karen (Cornelissen)	4K Paraprofessional	klcornelissen@gbaps.org	
Mrs. Nicol	Kindergarten Teacher	menicol@gbaps.org	
Mrs. Moser	Kindergarten Teacher	hlmoser@gbaps.org	
Mrs. Nelson	1st Grade Teacher	mgnelson@gbaps.org	
Mrs. Zimonick	1st Grade Teacher	lbzimonick@gbaps.org	
Mr. Fameree	2nd Grade Teacher	amfameree@gbaps.org	
Mrs. Zingler	2nd Grade Teacher	bazingler@gbaps.org	
Mrs. Riley	3rd Grade Teacher	jariley@gbaps.org	
Mrs. Richardson	3rd Grade Teacher	crichardson@gbaps.org	
Mr. Drumm	4th Grade Teacher	rrdrumm@gbaps.org	
Mrs. Schiller	4th Grade Teacher	sjschiller@gbaps.org	
Mrs. Mignon	5th Grade Teacher	lrmignon@gbaps.org	
Mr. Motszko	5th Grade Teacher	kjmotszko@gbaps.org	
<b>Special Education Teachers/Staff</b>			
Ms. Bania	Special Education Teacher	jtbania@gbaps.org	
Ms. Rogina	Special Education Teacher	hrrogina@gbaps.org	
Mrs. Stilp	Special Education Teacher	klstilp@gbaps.org	
Miss Chelsea (Antone)	Special Education Para.	cmantone@gbaps.org	
Mrs. Royal	Special Education Para.	ivroyal@gbaps.org	

Special Area Teachers (in alphabetical order)			
Mr. Brown	Band/Orchestra Teacher	abbrown@gbaps.org	
Mrs. Brummond	Librarian	jnbrummond@gbaps.org	
Mrs. Carmody	Gifted & Talented Teacher	klcarmody@gbaps.org	
Mrs. Dahlke	Math Interventionist	jadahlke@gbaps.org	
Mrs. Greenawald	Occupational Therapist	dmgreenawald@gbaps.org	
Mrs. Griffith	Deaf & Hard of Hearing Teacher	magriffith@gbaps.org	
Mr. Iattoni	Vocal Music Teacher	tjiattoni@gbaps.org	
Ms. Kreuter	Art Teacher	sakreuter@gbaps.org	
Mrs. Krueger	Literacy Interventionist	sakrueger@gbaps.org	
Mr. Lepisto	Phy. Ed. Teacher	dalepisto@gbaps.org	
Ms. Rosenfeldt	Vocal Music Teacher	erosenfeldt@gbaps.org	
Mrs. Schinker	ELL Teacher	jmschinker@gbaps.org	
Miss Melissa (Schmidt)	Speech & Language Teacher	msschmidt@gbaps.org	
Mr. Sielaff	Phy. Ed. Teacher	ojsielaff@gbaps.org	
Ms. Tyler	Behavior Management Support	jntyler@gbaps.org	
Student Services Staff			
Mrs. Boyer	School Psychologist	alboyer@gbaps.org	
Mrs. Griffith	School Social Worker	bgriffith1@gbaps.org	
Mrs. Wiater	School Counselor	jkwiater1@gbaps.org	
Support Staff			
Mrs. Baranczyk	School Nurse	bsbaranczyk@gbaps.org	
Mrs. Christjohn	Monitor	mmchristjohn@gbaps.org	
Mr. Mike (DeKeyser)	Daytime Engineer	mrdekeyser@gbaps.org	
Ms. Madueno	Monitor	gmmadueno@gbaps.org	
Mrs. Piontek	Library Secretary	hapiontek@gbaps.org	
Mrs. Poehls	Building Paraprofessional	pjpoehls@gbaps.org	
Mrs. Robbins	Cook	barobbins@gbaps.org	

Mr. Tucker	Cultural Resource Specialist	krtucker@gbaps.org	(920) 492-2669 Ext. 53901
Mr. Rick (VanGroll)	Evening Engineer	N/A	

**DATES TO KNOW:**

- Wednesday, August 30, 2023 Open House, 3:30-5:30 p.m.
- Tuesday, September 5, 2023 First Day of School
- Thursday, September 14, 2023 PTO Meeting - 6:00 p.m.
- Friday, October 6, 2023 1:30 Dismissal
- Wednesday, October 18, 2023 Picture Day
- Friday, October 27, 2023 No School

# Welcome Back!



## STUDENT REGISTRATION

- Please complete your Annual Updates online for the 2023-24 school year.
  - All families with students who completed the 2022-23 school year can access the Parent Portal to submit the annual information update. It is important that all families complete the annual data updates through the Parent Portal to ensure the district has the most accurate information in Infinite Campus.
- Additional information, including a [guide for families to complete their annual updates online](#), can be found at [gbaps.org/registration](http://gbaps.org/registration).
- Parents without a Parent Portal account can contact the Help Desk at (920) 448-2148, or if email is an option, it would be preferred that parents email [servicedesk@gbaps.org](mailto:servicedesk@gbaps.org) from the email they have on record with the district.
- We must have the student's birth certificate on file in order to set up a parent portal.

## DROP-OFF PROCEDURES

THE SCHOOL DAY: 8:57 A.M.-3:30 P.M.

- **Supervision will begin at 8:45 a.m. Please DO NOT drop students off prior to 8:45 a.m.** The only exceptions are for 4K students or those participating in the breakfast program which begins at 8:30 a.m.
- All students must be dropped off on Hobart Drive. Cars will not be permitted to enter the parking lot.
- All students must wait outside until the doors open at 8:53 a.m., when the first bell rings.
- Students will not be allowed to play before or after school.
- After the second bell rings at 8:57 a.m., only the main door (Door #1) will be accessible.

## BUS RIDING PROCEDURES

- The transportation tab on the parent portal will be activated for parents to view their students' transportation details the week of August 21st. From the parent portal, click on More>Transportation.
- All eligible bus riders will receive notification from our district transportation office with the scheduled pick-up and drop-off times.
- We encourage all eligible bus riders to use the bus service.
- Please refer to the [Transportation page of the GBAPS Website](#) for information on transportation, eligibility, access to request forms, etc.
- [My Stop Bus App](#) - Consider downloading this app. If a student has bus transportation, the username can be found on the Transportation tab of the Infinite Campus Parent Portal. Note: the app only displays information when the bus is actually en route.
- Bus transportation questions should be directed to the Green Bay Area Public School District Transportation office at 448-2130.



## WALKING/BIKING PROCEDURES

- A bike rack is available on the west side of the building near Hobart Drive. The school does not supply bike locks.
- All students must stay on the sidewalks until they reach the playground area.
- Contact our district transportation office at 448-2130 if interested in learning about paying for bussing.

## PICK-UP PROCEDURES

- School dismisses at 3:30 p.m. All students must be picked up promptly.
- If picking up or meeting your child at the end of the school day, please choose an area for your child to meet you outside of the building.
- Your child may have to walk around the building to pick up/meet up with siblings.
- A student dismissal form will be sent home for you to indicate your child's daily and emergency weather-related dismissal plans. If your dismissal plans change, please communicate the change with your child's teacher. If you have an emergent change, you can contact the school office at 492-2680 prior to 3:00 p.m.
- Please call the office **at least 30 minutes before the end of the day** with any after school changes. We cannot guarantee your child will get the message if you call after 3:00 p.m.

**Let's all do our part to keep our kids safe!**  
**Please remember to slow down near a school zone**  
**when children are present!**



## ATTENDANCE MATTERS!

**K-5: 8:57-3:30 p.m.**

**4K: 8:40-11:45 a.m.**

**Monday-Thursday (No 4K on Fridays)**

School attendance is required by law. Students must attend school daily unless excused for illness, injury, or serious emergency. Please plan your vacations accordingly.

A parent must notify the school office before 8:30 a.m. each day their child is absent. This would include any occasion that would prevent your child from starting school at 8:57 a.m. Please call the school at **492-2680**.



If notice is not received, we will assume your child should be in school and you will receive an automated phone call inquiring about your child's absence. This is a safety procedure for your child's protection, so please be sure to contact us before 8:30 a.m. to avoid unnecessary calls to your home or work place.

### **TARDY STUDENTS**

- Students arriving at school after 8:57 a.m. will enter the building through the front doors.
- If a child misses less than 2 hours of the school day it will be recorded as a tardy.
- Time missed greater than 2 hours will be recorded as either an excused or unexcused absence. Decisions regarding whether or not an absence is excused or unexcused is dependent upon reasons provided by the parent/guardian:
  - For example, absences for medical/dental appointments would be considered excused. For these absences, we ask that an excuse from a medical professional be provided to the school so the absence can be coded correctly.

### **EARLY PICKUP**

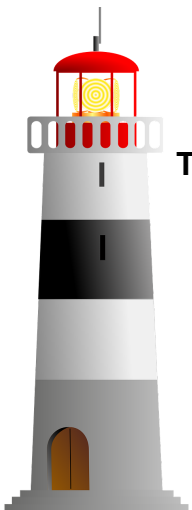
- If a parent wishes to pick up their child during the school day, the parent must sign the child out in the school office.
- **Upon your arrival,** the school secretary will call your child from the classroom to meet you in the office.
- It is always a good idea to send a note with your child in advance so the teacher can plan appropriately for your child.
- Should your child return before the school day is complete, he/she must be signed in at the office and a pass will be provided to permit re-entrance to school.

### **PRE-EXCUSED ABSENCES**

- If an extended absence (of 3 or more days) is planned, please contact the main office (492-2680) for a Pre-Excused Absence Form.
- The form should be filled out at least one week prior to the absence.
- The form should be completed, returned to the office, and subsequently approved by the building principal. This prearranged absence form will suffice as a written excuse for the absence.

### **TRUANCY**

- According to State law, any child missing all or part of any school day without an acceptable excuse is considered truant and may be subject to disciplinary action.





### \*\*\*What parents can do to HELP\*\*\*

If your child will be absent, contact the main office each morning to explain the reason.

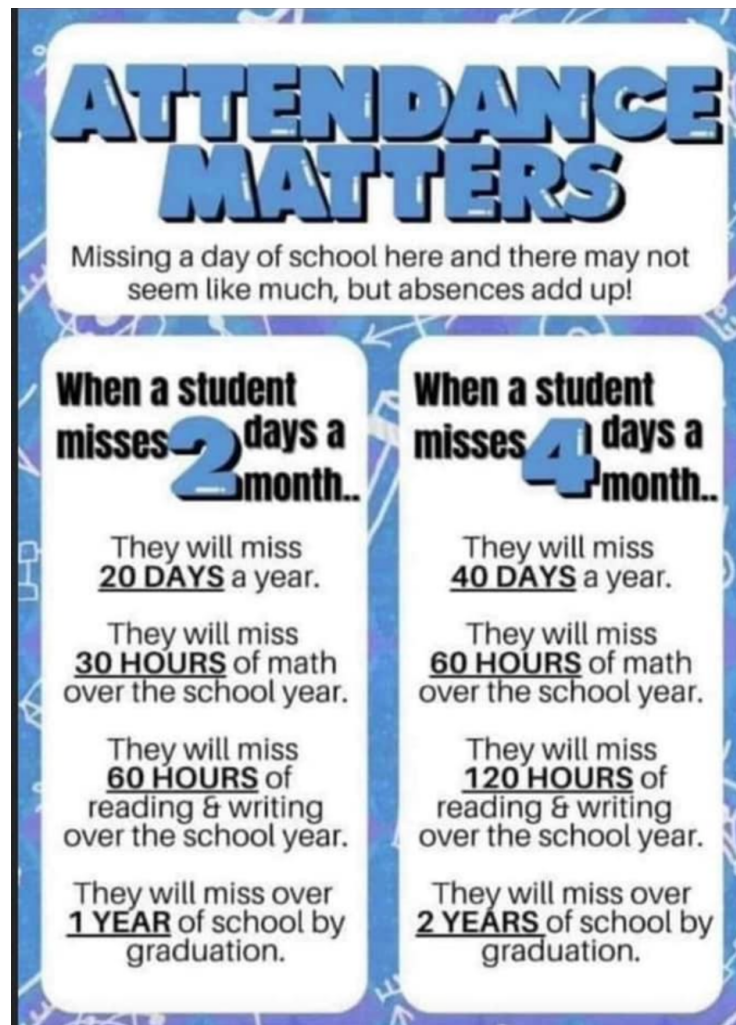
Positive habits should be encouraged at an early age. Make certain that your child attends school regularly, arrives on time, and obeys school rules.

Time missed greater than 2 hours will be recorded as either an excused or unexcused absence. Decisions regarding whether or not an absence is excused or unexcused is dependent upon reasons provided by the parent/guardian:

- For example, **absences for medical/dental appointments would be considered excused.** For these absences, we ask that an excuse from a medical professional be provided to the school so the absence can be coded correctly.

Expect strong support from the school as you establish family practices that promote school attendance.

The Green Bay Area Public School District is reminding you that if your child displays symptoms such as: fever of 100.4+, vomiting, or diarrhea, please keep your child home from school. They can return when they are symptom free without medication for 24 hours.



## BREAKFAST & LUNCH

- **ALL** students regardless of free and reduced status can eat breakfast and lunch **FREE**.
- Breakfast will be served in the gym beginning at 8:30 a.m.
- Students are to enter at door #12 upon arrival.
- Parents are invited to visit for meals but should make reservations through the school office before 9:00 a.m. if they will be purchasing a school lunch.
  - Payment for visitor meals may be paid for in the main office.
- **Menus** - Our menu continues to be available through NutriSlice, [click here](#) for the website, then click on “MacArthur” and look for the school year programs. Please note we expect to encounter many supply chain and product availability barriers this year. NutriSlice is the most up-to-date resource to use for the expected menu and is updated for each site when changes occur. NutriSlice filters can be applied for special dietary needs.
- **Food Allergies & Special Dietary Needs** - families with children impacted by food allergies and/or dietary accommodations should work with the school nurse. Then the nurse will work with our registered dietitian. Visit our website for more information, [click here](#).
- Questions about breakfast/lunch should be directed to MacArthur’s Food Service Worker, Barb Robbins, at 492-2680.



Lunch/Recess Times		
Grades	Lunch	Recess
Kindergarten 1st Grade 2nd Grade	11:45-12:10 p.m.	11:15-11:40 p.m.
3rd Grade 4th Grade 5th Grade	12:20-12:45 p.m.	12:50-1:15 p.m.

## SCHOOL FEES

- Fees for 2023-2024 are as follows:
  - 4K: \$45.00
  - Grades K-5: \$50.00
- Fees are expected to be paid early in the school year.
- Please make checks payable to Green Bay Area Public Schools.

## WAIVER OF FEES

- The school waiver application and free lunch application are the same form.
- Lunch waiver forms and notification of pre-approval for free or reduced lunch were sent to each home in the mail.
- Please contact the school if you did not receive a form or notification if you would like to apply for free lunch or waived fees.
- Only one form should be filled out per family. Include all children and the schools they are attending. If you qualify for free lunch you will qualify for free fees.
- PLEASE complete this form; it's one of the reasons why **ALL** MacArthur students get free breakfast and lunch this year.

## STUDENT DIRECTORY

- According to the Green Bay Public School District, directory data refers to a student's name, address, telephone number, date and place of birth, dates of attendance, and the name of the school most recently attended by the student.
- This data shall be considered public information and may be released to appropriate persons and media unless parents/guardians complete the [Denial of Release-Directory Opt Out Form](#) returned on or before September 23, 2023.
- Opt Out does not apply to video or photography of events by individuals not employed by or acting on behalf of the District or media. See the [Denial of Release - Media](#) for more information.



**We are the  
EAGLES!!!**



**ASSIGNED ENTRANCES/EXITS:**

**Mrs. Schmidt's 4K**  
**Morning and Afternoon**  
**Classes**  
**Main Office, Door #1**



**Mrs. Nicol's**  
**Kindergarten Class**  
**Door #7**



**Mrs. Moser's**  
**Kindergarten Class**  
**Door #6**



**Mrs. Nelson's**  
**1st Grade Class**  
**Door #2**



**Mrs. Zimonick's**  
**1st Grade Class**  
**Door #2**



**Mr. Fameree's**  
**2nd Grade Class**  
**Door #2**



**Mrs. Zingler's Class**  
**Door #2**



**Mrs. Riley's**  
**3rd Grade Class**  
**Door #5**



**Mrs. Richardson's**  
**3rd Grade Class**  
**Door #5**





**Mr. Drumm's  
4th Grade Class  
Door #5**



**Mrs. Schiller's  
4th Grade Class  
Door #5**



**Mr. Motszko  
5th Grade Class  
Library Door #5**

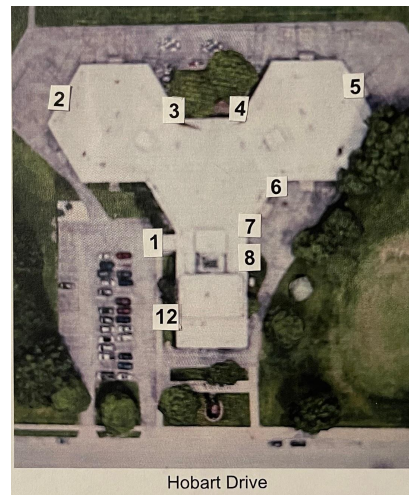


**Mrs. Mignon's  
5th Grade Class  
Library Door #5**



**Door Numbers**

**Parking  
Lot**  
→



## **RECESS & INCLEMENT WEATHER**

- At times we will have inclement weather due to rain or extreme cold temperatures. Please do not drop your child off until 8:45 a.m. during these days.
- Please make sure your child brings all winter gear to school each day.

Suggested Clothing:

Winter coat, snow pants, boots, hat, gloves/mittens

## **CELEBRATIONS/PARTIES/BIRTHDAYS**

- All birthday treats must be individually wrapped.

## **DRINKING FOUNTAINS/WATER BOTTLE FILLING STATION**

- Water fountains will be open, with recommendation that students and staff use water bottles.



## MEDICATION

- If your child needs to take any prescription medication while at school, please contact the school office at 492-2680.
- Numerous forms must be completed and signed by a physician **before** we can administer any prescription medication. Click [here](#) to access the form. Please print or make a copy prior to completing the form.

## PBIS

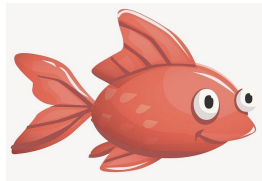
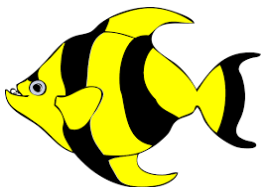
- **What is PBIS?**
  - PBIS (**P**ositive **B**ehavioral Interventions and **S**upports) is a school-wide commitment to teaching students appropriate behavior, acknowledging them when they get it right, and supporting them when they don't.

The PBIS process focuses on improving a school's ability to teach and support positive behavior for all students. Common routines and uniform language with respect to appropriate school behaviors are consistent throughout the school. As a result, instructional time is more effectively used for teaching and the overall school environment is calm, pleasant and conducive to learning.

- **At MacArthur Elementary,**
  - Our school wide expectations lay the foundation for student success in all school settings.
    - At MacArthur, we remind students to **SOAR!**
      - S** – Self Control
      - O** – On Task
      - A** – (Positive) Attitude
      - R** – Respect
  - On a weekly basis, one student from each classroom is presented with the Eagle Eye Award by the principal, Ms. Van Pay. The Eagle Eye Award recognizes the way a student is following the behavior expectations at MacArthur Elementary School.

## STUDENT EXPECTATION BOOKS

- Parent(s)/guardian(s) will receive an electronic communication from the District which will include the annual Student Expectation Book. **Each family is required to electronically acknowledge receipt of the Student Expectation Book for each student enrolled in the District.** For any families who may not be able to access the electronic version, they may contact their student's school to request a paper copy.



## **VISITORS, VOLUNTEERS AND COMMUNITY PARTNERS**

- Visitors, volunteers, and community partners will be allowed on school campuses at the District's discretion.
- All volunteers who are coming to school to volunteer, will need to have a background check on file via Volunteer Tracker.
- All volunteers are required to complete and pass a background check **prior** to beginning volunteering.
- All volunteers, including volunteers coming into the building through community partnership (i.e. Reading Coaches, etc). must sign in and out using Volunteer Tracker.
- All visitors, volunteers, and community partners coming indoors are required to check in at the main office.
- [Volunteer Application Instructions](#)- Link to [District Website-Volunteers](#)

## **PARENT/TEACHER CONFERENCES**

- Conferences are scheduled for the evenings of November 9th and 14th. More information to come as we get closer.



**See next page**



# MacArthur Behavior Agreements

2023-2024

	Behavior Agreements	
<b>Coatroom</b>	<ul style="list-style-type: none"> <li>• Level 1 voice</li> <li>• Hands and feet to self</li> <li>• Keep personal items neatly in own area (keep clean)</li> <li>• Only use own things</li> </ul>	<ul style="list-style-type: none"> <li>• Only go in your own backpack</li> <li>• Keep backpack zipped</li> <li>• Put things away and go directly to class</li> <li>• Close locker quietly</li> </ul>
<b>Recess</b>	<ul style="list-style-type: none"> <li>• Level 0 - 4 voices</li> <li>• Listen to supervising teachers</li> <li>• When the bell rings, stop what you are doing, and enter the building at level 1 voice</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands and feet to yourself</li> <li>• Return playground equipment to proper location</li> <li>• Settle problems with "Rock, Paper, Scissors"</li> <li>• Follow rules of the game</li> </ul>
<b>Bathroom</b>	<ul style="list-style-type: none"> <li>• Level 0 - 1 voices</li> <li>• Use correct bathrooms</li> <li>• Only 2 - 3 students at a time/wait outside of bathroom until someone comes out</li> <li>• Flush toilet</li> </ul>	<ul style="list-style-type: none"> <li>• Wash hands when done, using 1 pump of soap</li> <li>• Finger to elbow length (2 pumps) of paper toweling</li> <li>• Dry hands and put toweling in the trash can</li> <li>• Leave when finished</li> </ul>
<b>Hallway</b>	<ul style="list-style-type: none"> <li>• Level 0 voice</li> <li>• Hands to self</li> <li>• Follow the line leader</li> </ul>	<ul style="list-style-type: none"> <li>• Walking feet</li> <li>• Wave and/or smile when you see a friend</li> </ul>
<b>Arrival</b>	<ul style="list-style-type: none"> <li>• Level 0 - 4 voices</li> <li>• Walk around parking lot on sidewalk</li> <li>• Go directly to designated door</li> <li>• Only go to park if a parent is with you</li> <li>• Come to school at 8:45</li> </ul>	<ul style="list-style-type: none"> <li>• Walk all wheeled vehicles (skateboards, bikes, scooters) on school sidewalks</li> <li>• Walk around ice rink in winter</li> </ul>
<b>Dismissal</b>	<ul style="list-style-type: none"> <li>• Level 0 - 4 voices</li> <li>• Walk on sidewalks or blacktop</li> <li>• Walk bicycles, skateboards, scooters, and all other wheeled vehicles on school walkways</li> </ul>	<ul style="list-style-type: none"> <li>• Go home after school</li> <li>• Walk around ice rink in winter</li> <li>• Only go to park if a parent is with you</li> </ul>

**Voice Levels:** 0 = No Voice; 1 = Whisper Voice; 2 = Small Group Voice;  
3 = Phy. Ed. Voice; 4 = Outside Voice