



SCHOOL DISTRICT OF ALTOONA

2023-2024 Parent/Student Handbook

1903 Bartlett Ave
Altoona, WI 54720
www.altoona.k12.wi.us

Board of Education

Rick Risler, President
Jeremy Zook, Vice-President
Rich Hager, Treasurer
Hillarie Roth, Clerk
Lauren Otto, Member

Andrew Kraft, Senior Student Representative
Mary Fedie, Junior Student Representative

Members of the public can attend regular and special Board meetings at 1903 Bartlett Avenue. Regular Board meetings are typically scheduled the third Monday of each month. Board meeting agendas are also posted on our [webpage](#), at City Hall, the post office, and in the District office.

Individual Board member's email addresses are available [online](#).

District Office Staff

1903 Bartlett Ave, Altoona WI 54720
Tel: 715-839-6032 Fax: 715-839-6066

Dr. Heidi Eliopoulos, Superintendent
715-839-6032 ext. 5000
heliopoulos@altoona.k12.wi.us

Ms. Lisa Boss, Executive Assistant
715-839-6032 ext. 5000
lboss@altoona.k12.wi.us

Dr. Brian Misfeldt, Director of Finance & Operations
715-839-6063 ext 5003
bmisfeldt@altoona.k12.wi.us

Ms. Peggy McKillip, Human Resources, Payroll, and Benefits
715-839-6064 ext. 5004
pmckillip@altoona.k12.wi.us

Ms. Elys Bohl, District Bookkeeper\Accounts Payable Specialist
715-839-6032 ext. 5002
ebohl@altoona.k12.wi.us

Ms. Missy Lesik, Director of Student Services and Special Education
715-838-7084 ext. 3011
mlesik@altoona.k12.wi.us

Ms. Kim Pearson, Special Education and Student Services Assistant
715-838-7084 ext. 3054
kfrazier@altoona.k12.wi.us

Ms. Amy Dahms, Director of Curriculum, Instruction and Assessment
715-838-7345 ext 3010
adahms@altoona.k12.wi.us

Ms. Sarah Radcliffe, Director of Future Ready Learning
715-838-7345 ext 5012
sradcliffe@altoona.k12.wi.us

Ms. Emilee Perkins, Registrar
715-838-7345 ext 5013
registrar@altoona.k12.wi.us

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@AltoonaSD
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Educast Podcast <https://www.echometownradio.com/altoonaschools>

District Website <https://www.altoona.k12.wi.us/>

School Contact Information

Altoona Early Education Center (4K)
754 Bartlett Ave, Altoona WI 54720
Tel: 715-838-7350

4K COORDINATOR

Ms. Laura Trachsel
715-838-2168, ext. 2009
ltrachsel@altoona.k12.wi.us

STUDENT SERVICES PROGRAM SUPPORT

Ms. Margaret (Meg) Steingruebl
715-839-6050, ext. 2039
msteingruebl@altoona.k12.wi.us

SCHOOL NURSE

Ms. Brittany Engel
715-838-2202 ext. 4075
bengel@altoona.k12.wi.us

Daily Schedule

Morning Session: 8:10 a.m - 11:30 a.m.

Afternoon Session 12:15 p.m. - 3:35 p.m.

Attendance

Any student, staff, or volunteer should stay home if they have the below symptoms, a temperature over 100.4 Fahrenheit within the last 24 hours, vomiting or diarrhea. Any person who has a fever should be fever free without the use of medications for 24 hours before returning to school. Any person who has experienced diarrhea or vomiting, may return to school after 24 hours since the last episode and must do so without the use of medication.

If your child is ill and will be staying home from school please contact the School attendance line at **715-839-6095, enter 4 and follow prompts.**

School Contact Information

Altoona Elementary School

157 Bartlett Ave, Altoona WI 54720

Tel: 715-839-6050 Fax: 715-839-6166

Ms. Leslie Lancette, Principal

715-839-6050, llancette@altoona.k12.wi.us

Ms. Ashley Minaker, Assistant Principal

715-839-6050, aminaker@altoona.k12.wi.us

Ms. Christina Moore, Administrative Assistant

715-839-6050, cmoore@altoona.k12.wi.us

Ms. Shannon Ross, Administrative Assistant

715-839-6050, sross@altoona.k12.wi.us

SCHOOL COUNSELING

Ms. Amy Bauman (ext. 2051), abauman@altoona.k12.wi.us

STUDENT SERVICES PROGRAM SUPPORT

Ms. Margaret (Meg) Steingruebl

715-839-6050, ext. 2039

msteingruebl@altoona.k12.wi.us

SCHOOL NURSE

Ms. Brittany Engel, bengel@altoona.k12.wi.us

715-838-2202 ext. 4075

AES Daily Schedule

Morning Arrival

7:40 am Morning Bell to enter the building

7:50 am Students arriving after this time will be marked tardy

Lunch and Recess

Kindergarten Recess: 10:45 a.m. - 11:15 a.m. & Lunch: 11:20 a.m. - 11:45 a.m.

Grade 1 Lunch: 11:50 a.m. - 12:15 p.m. & Recess: 12:15 p.m. - 12:45 p.m.

Grade 2 Lunch: 10:55 a.m. - 11:15 a.m. & Recess: 11:15 a.m. - 11:45 a.m.

Grade 3 Recess: 11:45 a.m. - 12:15 p.m. & Lunch: 12:20 p.m. - 12:40 p.m.

Dismissal

2:35 p.m. Bus dismissal bell; Walkers exit out playground doors

~2:50 p.m. Student pick up

AES Attendance

Any student, staff, or volunteer should stay home if they have the following symptoms: a temperature over 100.4 Fahrenheit within the last 24 hours, vomiting or diarrhea. Any person who has a fever should be fever free without the use of medications for 24 hours before returning to school. Any person who has experienced diarrhea or vomiting, may return to school after 24 hours since the last episode and must do so without the use of medication.

If your child is ill and will be staying home from school please contact the School attendance line at **715-839-6095, enter 4 and follow prompts.**

AES Arrival Procedures

STUDENT DROP OFF BEGINS AT 7:20 a.m. DAILY

All AES students have the option of eating breakfast (for a fee) once they arrive at school. We ask all students (unless there is a previous arrangement) to go directly to the AES playground, where they can play outside OR enter the commons through Door 2 off of the playground to eat.

Option 1: Child rides the bus to school

Buses drop off in the bus lane beginning at 7:20 a.m. Students go directly to the playground. If they would like to eat breakfast, they can

Option 2: Child walks to school

Children may enter the playground through the back gates beginning at 7:20 a.m.

Option 3: Child is dropped off and the adult DOES NOT exit the vehicle

Drop off begins at 7:20 a.m.

1. Please follow the Parent Drop off lane (first exit to the right as you enter the parking lot). There will only be ONE LANE OPEN.
2. Have your child exit your vehicle from the passenger side quickly once you get in front of the school.
3. Child will walk to the playground

Option 4: Child is dropped off and the adult DOES exit the vehicle

Drop off begins at 7:20 a.m.

1. Please park in the "Family Parking" lot, marked by the blue sign.
2. If the buses are still dropping students off, please have students utilize the Crossing Guard location at the entrance to the bus drop off lane.
3. If the buses have completed their drop off, children may utilize the crosswalk in front of the playground entrance.

AES Dismissal Procedures

It is required for school staff to know how each child will get home from school.

School staff WILL NOT permit a student to deviate from their usual way of going

home unless the child's parent/guardian has communicated that change with the child's teacher.

Please utilize one of the following communication methods for student dismissal changes:

1. Send a note in your child's School/Home Communication Folder
2. Send your child's teacher a SeeSaw message
3. Call the AES Office BEFORE 2:00 p.m. Office staff will convey the message to the teacher

Option 1: Child rides the bus home

Students will be dismissed at 2:35 p.m. to load the buses.

Option 2: Child will be picked up by an approved adult

Students who are being picked up will be dismissed after the buses have left (approximately 2:50 p.m.)

1. Please park in the "Family Parking" lot, marked by the blue sign.
2. Adults must wait in the lot until the buses have left.
3. Once the buses have departed the bus lane, adults may walk to the front of the building to meet their child(ren).

Option 3: Child will walk home

Students who are walking home will be dismissed at 2:35 p.m. and will exit out of Door 2 onto the AES Playground.

School Contact Information

Altoona Intermediate School
1903 Bartlett Ave, Altoona WI 54720
Tel: 715-838-7111 Fax: 715-839-6066

Mr. Cale Zuiker, Principal
715-838-7111, ext. 3009
czuiker@altoona.k12.wi.us

Mr. Kyle Rundquist, Dean of Students
715-839-6030, ext. 3083
krundquist@altoona.k12.wi.us

Ms. Jessica Bucki, Administrative Assistant
715-838-7111, ext. 3001
jbucki@altoona.k12.wi.us

SCHOOL COUNSELING

Ms. Jessica Brown (ext. 3003), jbrown@altoona.k12.wi.us

STUDENT SERVICES PROGRAM SUPPORT

Ms. Margaret (Meg) Steingruebl
715-839-6050, ext. 2039
msteingruebl@altoona.k12.wi.us

SCHOOL NURSE

Ms. Brittany Engel
715-838-2202 ext. 4075
bengel@altoona.k12.wi.us

Daily Schedule

Morning Arrival

7:55 a.m. Students can enter for breakfast
8:05 a.m. Morning Bell for all students to enter the building
8:20 a.m. Students arriving after this time will be marked tardy

Lunch and Recess

4th Grade - 11:45 a.m. - 12:35 p.m.
5th Grade - 12:00 p.m. - 12:50 p.m.

Dismissal 3:35 p.m.

Attendance

Any student, staff, or volunteer should stay home if they have the below symptoms, a temperature over 100.4 Fahrenheit within the last 24 hours, vomiting or diarrhea. Any person who has a fever should be fever free without the use of medications for 24 hours before returning to school. Any person who has experienced diarrhea or vomiting, may return to school after 24 hours since the last episode and must do so without the use of medication.

If your child is ill and will be staying home from school please contact the School attendance line at **715-839-6095, enter 3 and follow prompts.**

Pick Up / Drop Off Information

All students in grades 4-12 load the buses in front of the Intermediate/Middle School. We also have students who walk and many students who are picked up by parents. **If you pick your child up at the end of the day**, we ask that you park in front of the school from 5th street heading east toward the playground. There is also a lane for parents to park in the front parking lot alongside Bartlett Avenue. There are times when the line in this lane gets lengthy. If you line up in this lane, please be sure that the entrance to the parking lot is not blocked.

School Contact Information

Altoona Middle School
1903 Bartlett Ave, Altoona WI 54720
Tel: 715-839-6030 Fax: 715-839-6066

Mr. Steve Buss, Principal
715-839-6030, ext. 3002 sbuss@altoona.k12.wi.us

Mr. Kyle Rundquist, Dean of Students
715-839-6030, ext. 3083 krundquist@altoona.k12.wi.us

Ms. Lori Watt, Administrative Assistant
715-839-6030, ext. 3000 lwatt@altoona.k12.wi.us

Ms. Elissa Upward, 6-12 Athletics & Activities Director
715-839-6031, ext. 4016 eupward@altoona.k12.wi.us

Ms. Shasta Mohr, Athletic Director's Administrative Assistant
715-839-6031, ext. 5060 smohr@altoona.k12.wi.us

SCHOOL COUNSELING

Ms. Kaitlyn Ingebretson (ext. 4005)
kingebretson@altoona.k12.wi.us

SCHOOL PSYCHOLOGIST

Ms. Amy Quaschnick (ext 3069)
aquaschnick@altoona.k12.wi.us

SCHOOL NURSE

Ms. Brittany Engel
bengel@altoona.k12.wi.us
715-838-2202 ext. 4075

Morning Arrival

7:55 a.m. Students can enter to enjoy breakfast

8:05 a.m. All students can enter the building to their designated morning areas

8:20 a.m. Classes begin and students arriving after this time will be marked tardy

Lunch and Recess

6th Grade - 12:29 p.m. - 1:09 p.m.

7th Grade - 12:29 p.m. - 1:09 p.m.

8th Grade - 12:29 p.m. - 1:09 p.m.

Dismissal 3:35 p.m.

Daily Schedule

6th Grade		7th Grade		8th Grade	
8:20-9:08	Specials (48 min)	1st Block 8:20-9:40	Core Classes (80 min)	1st Block 8:20-9:40	Core Classes (80 min)
9:10-9:40	PIE (30 min)				
9:42-9:47	Snack Break				
1st Block 9:47-11:07	Core Classes (80 min)	9:42-10:29	Specials (47 min)	9:42-10:29	Specials (47 min)
		10:29-10:35	Snack Break	10:29-10:35	Snack Break
		10:35-11:07	PIE (32 min)		
2nd Block 11:09-12:29	Core Classes (80 min)	2nd Block 11:09-12:29	Core Classes (80 min)	2nd Block 10:35-11:55	Core Classes (80 min)
				11:57-12:29	PIE (32 min)
12:23-12:29	Announcements	12:23-12:29	Announcements	12:23-12:29	Announcements
12:29-1:06	Lunch/Recess (37 min)	12:29-1:06	Lunch/Recess (37 min)	12:29-1:06	Lunch/Recess (37 min)
3rd Block 1:11-1:59	Core Classes (48 min)	3rd Block 1:11-2:31	Core Classes (80 min)	3rd Block 1:11-2:31	Core Classes (80 min)
2:01-2:48	Specials (47 min)	2:31-2:46	Super Study (16 Min)	2:31-2:46	Super Study (16 Min)
3rd Block 2:50-3:35	Core Classes (45 min)	2:48-3:35	Specials (47 min)	2:48-3:35	Specials (47 min)

Attendance

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If your child is ill and will be staying home from school please contact the School attendance line at **Absentee Hotline: 715-839-6095, enter 2 and follow prompts.**

Pick Up / Drop Off Information

Our doors open at 7:54am for students who are enjoying school provided breakfast, and again at 8:04am for all students to report to the beginning of the day locations. Grade levels have a dedicated door to enter the building to help make entering the building less congested.

All students in grades 4-12 load the buses in front of the Intermediate/Middle School. We also have students who walk and many students who are picked up by parents. **If you pick your child up at the end of the day**, we ask that you park in front of the school from 5th street heading east toward the playground. There is also a lane for parents to park in the front parking lot alongside Bartlett Avenue. There are times when the line in this lane gets lengthy. If you line up in this lane, please be sure that the entrance to the parking lot is not blocked.

School Contact Information

Altoona High School

711 7th St W, Altoona WI 54720

Tel: 715-839-6031 Fax: 715-839-6028

Ms. Becky Bauer, Principal

715-839-6031, ext. 4000 rbauer@altoona.k12.wi.us

Mr. Chad Hanson, Assistant Principal

715-839-6031, ext. 4018 chhanson@altoona.k12.wi.us

Ms. Elissa Upward, 6-12 Athletics & Activities Director

715-839-6031, ext. 4016 eupward@altoona.k12.wi.us

Ms. Melissa Buss, Administrative Assistant

715-839-6031, ext. 4000 mbuss@altoona.k12.wi.us

Ms. Tessa Ginder, Administrative Assistant

715-839-6031, ext. 4001 tginder@altoona.k12.wi.us

Ms. Shasta Mohr, Athletic Director's Administrative Assistant

715-839-6031, ext. 5060 smohr@altoona.k12.wi.us

SCHOOL COUNSELING

Ms. Heather Burich Holle (ext. 4005), hholle@altoons.k12.wi.us

Mr. Jay Mielke (ext. 4004), jmielke@altoona.k12.wi.us

Ms. Jocelyn Prohovnik, Admin. Asst (ext. 4003), jprohovnik@altoona.k12.wi.us

SCHOOL PSYCHOLOGIST

Ms. Amy Quaschnick (ext. 3069) aquaschnick@altoona.k12.wi.us

SCHOOL NURSE

Ms. Brittany Engel

715-838-2202 ext. 4075

bengel@altoona.k12.wi.us

Daily Schedule

8:20 a.m. - 9:30 a.m. 1st Period

9:30 a.m. - 9:36 a.m. Grab and Go Snack

9:36 a.m. - 10:46 a.m. 2nd Period

10:50 a.m. - 11:25 a.m. Rail Time (35 mins & announcements)

11:29 a.m. - 1:07 p.m. - 4th Period

- A Lunch (11:25 a.m. - 11:55 a.m.)
 - Class 11:57 a.m. - 1:07 p.m.
- B Lunch (12:02 p.m. - 12:32 p.m.)
 - Class 11:29 a.m. - 12:02 p.m. & 12:32 p.m. - 1:07 p.m.
- C Lunch (12:37 p.m. - 1:07 p.m.)
 - Class 11:29 a.m. - 12:37 p.m.

1:11 p.m. - 2:21 p.m. 5th Period

2:25 p.m. - 3:35 p.m. 6th Period

Attendance

Any student, staff, or volunteer should stay home if they have the below symptoms, a temperature over 100.4 Fahrenheit within the last 24 hours, vomiting or diarrhea. Any person who has a fever should be fever free without the use of medications for 24 hours before returning to school. Any person who has experienced diarrhea or vomiting, may return to school after 24 hours since the last episode and must do so without the use of medication.

If your child is ill and will be staying home from school please contact the School attendance line at **715-839-6095, enter 1 and follow prompts.**

Pick Up / Drop Off / Entry Information

- Before school, students enter through the front door (H1) or the back parking lot door (H11).
- During the school day, students enter and exit the building through the front door (H1).
- At the end of the day, students exit through the front door (H1) or the back parking lot door (H11).
- Students taking the bus will unload and load the buses in front of the Intermediate/Middle School door (M1).

PTO / Booster Club Information

Altoona High School has various Booster Clubs that support different co-curricular activities. Throughout the course of the year, these booster clubs may reach out for parent/guardian support for various events.

For the District's Policy on booster club organizations, go to:

[Policy 881.1 | RELATIONS WITH BOOSTER/PARENT ORGANIZATIONS](#)

SCHOOL WELLNESS (Policy 458)

SNACKS AT SCHOOL

The School District of Altoona's standard for school snacks allowed at parties, celebrations or to share with the class is as follows:

1. Snack will be a store bought item containing a nutrition label and ingredient list, still intact on the container.
2. Snacks do not necessarily need to be individually packaged, for example, cupcakes from Sams Club, Walmart, or Festival's bakery department are allowed, if they follow rule #1.
3. If the snack is individually wrapped, the original nutritional label and ingredient list must be included with the snack. For example, if you bring in a 32 count box of fruit snacks, they are individually wrapped, but do not each have the nutritional label on them. That is fine. Please keep them in the original box so the nutritional label and ingredient list can be viewed.
4. Our schools are peanut and tree nut aware schools. We attempt to limit snacks that have peanuts and treenuts baked in them, as well as where/how they are processed. As a district we have many allergies to peanuts and treenuts and we want to keep our district safe. We cannot guarantee that we are 100% peanut or tree nut free, but we strive to be peanut and tree nut aware.



School Year Calendar: 2023-2024

School District of Altoona

2023-2024

July 2023

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Two Summer Days Teacher InService

August 8 & 9 New Teacher Orientation

August 15, 16, 22, 23, & 24 Staff InService

August 30 4K-12 Welcome Back Day

September 1 K-12 First Day of School

September 4 No School

September 5 First Day of 4K

September 22 Staff InService

October 2023

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

October 24 4K-8 Evening F/T Conferences

October 26 K-12 Student Early Release; No 4K

October 26 4K-12 Aft & Eve F/T Conferences

October 27 No School

November 20-24 No School

November 20 & 21 Staff InService

December 1 End of 9-12 Trimester 1

December 25-29 No School

January 2024

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 1 No School

January 15 Staff InService

January 18 9-12 Evening F/T Conferences

January 19 End of Semester 1

February 26 4K-8 Evening F/T Conferences

February 29 K-12 Student Early Release; No 4K

February 29 4K-8 Aft & Eve F/T Conferences

February 29 End of 9-12 Trimester 2

March 1 No School

March 25-29 No School

April 2024

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

April 25 9-12 Evening F/T Conferences

May 27 No School

May 29 Class of 2024 Graduation

May 31 Student Early Release

May 31 Last Day of School

2023-2024

Dates to Remember

Aug. 30.....Welcome Back Day Orientation
Sept. 1.....First Day of School(5K - 12th)
Sept. 4..... Labor Day - No School
Sept. 5.....First day of School (4K)
Sept. 22.....Inservice – No School for Students
Oct. 24.....Family-Teacher Conferences (Grades 4K-8th)
Oct. 26Early Release - Family-Teacher Conferences (Grades 4K-12th)
Oct. 27No School
Nov. 20-21.....Inservice – No School for Students
Nov. 22-24.....Thanksgiving Break
Dec. 25-Jan 1Winter Break
Jan. 15.....Inservice – No School for Students
Jan. 18Family-Teacher Conferences (Grades 9th-12th)
Feb. 26.....Family-Teacher Conferences (Grades 4K-8th)
Feb. 29Early Release - Family-Teacher Conferences(Grades 4K-8th)
Mar. 1.....No School
Mar. 25-29.....Spring Break
Apr. 25.....Family-Teacher Conferences (Grades 9th-12th)
May 27.....Memorial Day
May 29.....Graduation
May 30Last Day of 4K
May 31Early Release - Last Day for Students

TERM DATES

High School:

Fall: September 1st to December 1st (57.5 days, Midterm Oct. 14th)
Winter: December 4th to February 29th (56.5 days, Midterm Jan 20th)
Spring: March 4th to May 31st (58.5 days, Midterm April 19th)

AES/AIS/AMS

Semester 1: September 1st to January 19th (85.5 days)
Semester 2: January 20th to May 31st (87 days)

WHO TO CONTACT?

Parents and guardians often have questions or concerns and are unsure whom they should contact in the school district. While everyone in the School District of Altoona is willing to be of service to you, the following chart may be of help.

QUESTION/CONCERN	FIRST CONTACT	SECOND CONTACT	THIRD CONTACT
Academic progress in a particular class	Teacher of class	School Counselor	Principal
Student's class schedule	School Counselor	Principal	
Best course of study during high school	School Counselor	Principal	
Grade received in a course	Teacher of class	Guidance Counselor	Principal
Standardized test results	School Counselor	Principal	
Selection of colleges, scholarships, or post-secondary plans	School Counselor	Principal	
Health condition	School Nurse	School Counselor	Principal
Concern about classroom material, instructional material	Teacher of class	Principal	
Concern over personality changes, perceived problems	School Counselor	Principal	
Alcohol/drug use or abuse	School Counselor	Principal	School Resource Officer
Concern over possible bullying	Teacher of the Class	School Counselor	Assistant Principal
Student's extra-curricular activities/sports	Coach/Advisor of the activity	Athletic Director	Principal
Consequence given to a student because of behavior in a particular class	Teacher of class	Assistant Principal	Principal
Discipline situation not related to a particular class	Assistant Principal	Principal	School Resource Officer
Bus issues	Student Transit 715-839-5116	Assistant Principal	Principal
Driver's Education question	Safety and Respect (715-834-8625)	Guidance Counselor	Principal
Fees or Fines	School Office Administrative Asst.	Principal	Director of Finance & Operations
School Lunch	Food Service Administrative Asst.	Food Service Director	Director of Finance & Operations
Attendance	School Office Administrative Asst.	Assistant Principal	Principal
Chromebook/Technology	LMC Para	LMC Director	Technology Coordinator
Work Permit	District Registrar		
<i>Not sure who to call? Call your child's school and explain your question/concern to the building administrative assistant and s(he) will identify the best place to start.</i>			