

## Message from Ms. Dahlem

### Hello Hugo and Oneka Families,

On behalf of the entire staff we would like to welcome you to our Hugo and Oneka Elementary School community. We were very pleased with the participation rate of the Skyward Update and Fall Welcome Conferences. These early conferences helped us to get to know your children in a more meaningful manner than our previous open house format. We also now have updated contact information for nearly every family.

To keep you updated throughout the year we will be sending an electronic copy of our newsletters early each month. Please take some time to read the document as it is a place to update you on new policies and procedures as well as keeping you up to date on events for the upcoming month. Take some time to look it over. It may answer many questions you may have about our operations.

We would like to suggest that every parent read through our Parent/Student Handbook. The handbook states the guidelines for both parents and students at Hugo and Oneka schools. This document can be found on our school website or clicking on this [link](#):

We encourage family and community members to volunteer in our schools. We require all volunteers to complete a background check before working with children in our schools. This will help ensure the safety of our students. Volunteer packets can be obtained in either school office. One great way to volunteer is through our **District's Comprehensive Facilities Planning Process**. To learn more about this process please see page 4 of this newsletter.

We know that we can teach students who are at school. Therefore, at Oneka, we are going to have a monthly celebration for perfect attendance. All students who are in school 100% of the school days each month will receive a perfect attendance certificate and their names will be placed in a drawing for a special breakfast to be held on the first Friday of each month. Students attending the breakfast will be asked to invite a "special adult" in their lives to join them. We don't expect students to come to school when they are ill so if they get sick during September, not to worry, they could be eligible for perfect attendance certificates and luncheons the next month.

Finally, you can get involved with your student's education in a variety of ways. I encourage you to participate in PTA sponsored events. Our first meeting is Monday, September 17 at 6:00 pm in the Oneka Media Center. See you there.

Sincerely,

Teresa Dahlem, Principal

**Oneka Elementary School** - Teresa Dahlem, Principal - 651-288-1800

Attendance Line 651-288-1802

Dismissal email: [OnekaDismissalRequest@isd624.org](mailto:OnekaDismissalRequest@isd624.org)

## Message from Mr. Healy

Dear Hugo Students and Parents:

It is my pleasure to welcome you to Hugo Elementary School. Our goal is to be a close knit "school family."

The staff at Hugo Elementary School believes that parents are a key component of their child's educational program. To help you make the most of your child's time at Hugo we make the following recommendations:

- ◆ Get to know your school. Become familiar with your child's classroom, school office, media center, cafeteria, and playground.
- ◆ Become familiar with your child's teachers and other staff. We are all here to help you.
- ◆ Help your child study and learn as much as possible. We encourage you to discuss the daily events at school with your child.

Education is not a passive enterprise. To get the most of their school years, children and their families must take an active role. This is your school! We want you to feel comfortable and become an active part of it. Parents should feel welcome to come visit us often. Please call your child's teacher to make arrangements before stopping by.

There will be times when you have a question, problem, or concern. When you do, please let us know so that we can help. It is impossible to solve a situation without knowing about it. If you have a classroom issue, start by contacting the classroom teacher. If additional assistance is needed or the problem concerns something beyond the classroom, please call the office and make an appointment to meet with me.

We are proud of our school, faculty, students, and staff! It is our sincere hope that your experience at Hugo Elementary will be filled with happiness and success.

Sincerely,

Jason Healy, Principal  
651-653-2807  
[jason.healy@isd624.org](mailto:jason.healy@isd624.org)

**Hugo Elementary** - Jason Healy, Principal - 651-653-2798

Attendance Line 651-653-2621

Dismissal email: [HugoDismissalRequest@624.org](mailto:HugoDismissalRequest@624.org)

# Important Information

## Contact Information

**Hugo Elementary** - Jason Healy - 651-653-2798

**Attendance** - 651-653-2621

**Health Office** - 651-653-2622

**Dismissal email:** [HugoDismissalRequest@isd624.org](mailto:HugoDismissalRequest@isd624.org)

**Oneka Elementary** - Teresa Dahlem - 651-288-1800

**Attendance** - 651-288-1802

**Health Office** - 651-288-1803

**Dismissal email:** [OnekaDismissalRequest@isd624.org](mailto:OnekaDismissalRequest@isd624.org)

## Calendar Items

Sept 14      Fall Fundraiser Kick Off

Sept 17      PTA Meeting @ Oneka - 6pm (free child care available)

October 1 - 6      WBL Homecoming Week

October 2      Fundraiser Orders Due

October 8      No School - Students

October 15      PTA Meeting @ Hugo - 6pm (free child care available)

October 17      Lifetouch Picture Retakes

October 18-19      No School - MEA Break

October 26      NO School - Students

**Hugo/Oneka Family Calendar** - [follow this link](#) to subscribe to a Google Calendar with all school events happening at Hugo and Oneka

## Update: District's Comprehensive Facilities Planning Process

A comprehensive facilities review and planning process will be taking place this year and is moving to the community involvement phase, with engagement efforts taking place in order to collect input from the community at large.

A facility planning committee comprised of a trio of teams will focus on the areas of learning spaces, community spaces, and physical conditions. The district will kick off this engagement process the week of September 10, 2018 with an invitation for community members to join in this important work.

Information about the process can be found at <http://www.isd624.org/news/index.asp?DocID=2415>.

After thorough discussions and studies take place over the next several months, the three teams will identify the greatest needs throughout the district, develop potential solutions, and make recommendations to the School Board. These robust conversations and thoughtful plans will allow us to see our future in focus



## Leaving Early for an appointment? Change in dismissal for your student?

It is **required** that these changes be in **writing** (preferably email) and **received in advance**. If you call the office, you will be asked to send an email to the appropriate email address below.

It is important to us that students arrive home safe and sound! By providing an email you will be informing the office, extended day, substitute teachers, etc, of these changes.

**HugoDismissalRequest@isd624.org**  
**OnekaDismissalRequest@isd624.org**

## Drop-Off/Pick-Up procedures

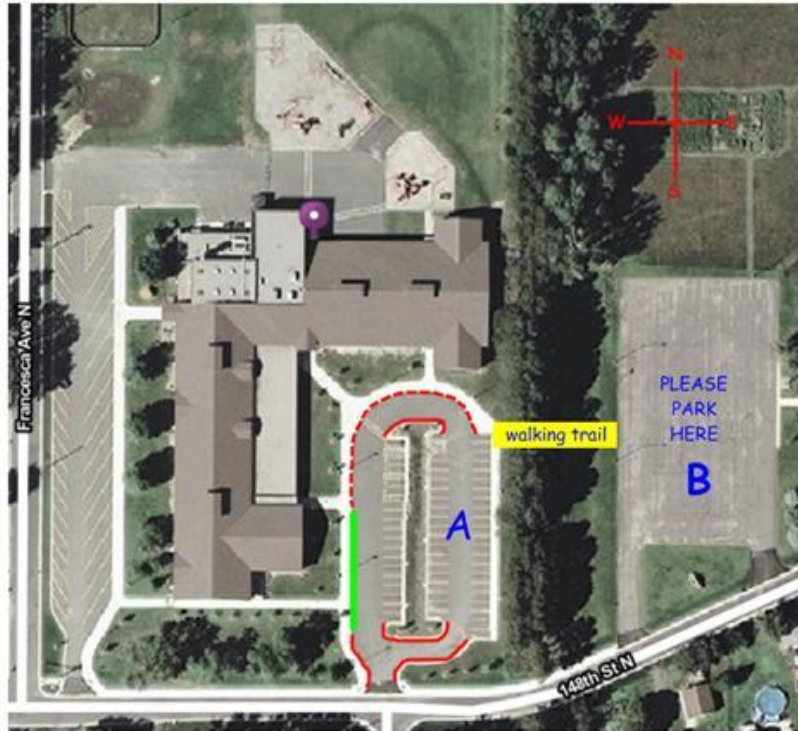
### **Morning Drop-Off - 8:55 am at Hugo, 9:00 am at Oneka**

*Your child's safety is also ensured when you have your child(ren) exit the vehicle on the right side (curb side) only. For those of you parking, please walk your child into the building using the crosswalk.*

### **Afternoon Pick-Up - 3:35 pm at Hugo, 3:42pm at Oneka**

**Please park your vehicle** in the parking lot and come inside to the cafeteria to sign out your student..

**Curbside Pickup** Is available at Oneka for those who have a child under 2 years of age or have a limitation that does not allow ease of walking. If that describes you, **please stop in the office to register**. **You must have an Oneka curbside pick up sign in your vehicle to park at the curb.** There is no curbside parking at Hugo.



## Hugo Before/After School Parking & Pick-up Procedures

Dear Hugo Families,

As we prepare for our PreK-1 students I thought this would be a great opportunity to remind everyone about the parking procedures we have established at Hugo. Following these procedures will help ensure the safety of our students at Hugo Elementary and will reduce the likelihood of an accident in the lot.

Please park in a parking spot in our main parking lot (A). You can also park just past the fire hydrant parallel with the sidewalk. If there are no spots available, DO NOT park anywhere you see yellow on the curb. Our students are small and it makes it a real safety hazard if cars are parked in these areas. If the lot is full, please use the church parking lot next door (B) instead. In the winter time, a trail is plowed for your convenience.

As you can see, I have included a 'birds eye' view of our parking spaces and where to and not to park. Using the map, please do NOT park anywhere you see a red line or a red dashed line. If you are simply dropping off your child in the AM and not going inside or walking them inside, please feel free to continue using the red dashed line space. I would appreciate it if you would forward this email to anyone else that may be picking up your child so they are aware of this important procedure.

Also, our goal this year is for the buses to leave Hugo by 3:35 pm. It is crucial that you use the [HugoDismissalRequest@isd624.org](mailto:HugoDismissalRequest@isd624.org) if you are planning on picking up your child when they normally ride the bus. There is less likely to be a mistake made on our part if you make these requests in the morning. If you do so late in the afternoon or simply email or call the teacher, there's a chance that they won't get the message. Our teachers are busy instructing children and quite often they do not have time to check their emails/phone messages during the day. If you do email/call the teacher and you don't hear back from them, the child will more than likely be put on the bus and then you will have to pick them up over at Oneka.

Thank you for your compliance and help making Hugo Elementary a safe place for our children.

Regular attendance is essential for good progress in school. We monitor attendance each day to verify when and **why** children are absent. A student is required by law to attend school. If they miss a school day or part of the day, for legitimate reasons, a parent or guardian must notify the school. **A parent or guardian must seek an excused absence, however, the school administrator has the right to accept or deny an application for an excused absence.**

**Examples of excused absences include:**

Sickness (a doctor's note may be required)  
Medical or mental health appointments  
Religious Holidays  
Family Emergency

Attendance Line:  
Hugo - 651-653-2621  
Oneka - 651-288-1802

**Some Examples of unexcused absences include:**

Missing the bus  
Need of sleep or rest  
Sporting Events  
Child is not immunized



**Tardies:** A child will be marked tardy if they arrive to school between 9:15a - 10:00a.

**½ Day Absence:** If a child arrives after 10 AM or leaves before 3:00pm they will be considered absent for a half day (either AM or PM).

**Early Release:** \*\*\*Important\*\*\*

If a child leaves school after 3:00p they will be marked as either an excused or unexcused early release.

Three (3) unexcused tardies/early releases will be considered ½ day unexcused absence.

If we do not hear from you by 10 a.m., it is our practice to call your home or work number to determine the whereabouts of your child.

**\*When bringing your child in late, an adult must sign him/her in at the office.**





**Vacations must be pre-approved by the building administration. Vacations may be considered unexcused if the family has been alerted to an attendance issue or if not preapproved by the building administration.**

**Washington County recommends to school districts to excuse only up to 5 vacation days outside the established breaks in the school calendar.**

## **Tripping over Toys?**

Need a reason to get rid of small toys/action figures (i.e., McDonald's/ Burger King Happy Meal toys)? Let us take them off your hands! Hugo Elementary Special Education is looking for gently used toys to help prompt discussion, provide manipulatives for practicing appropriate play/sharing, and for reinforcing students' positive behavior.

Thank you for recycling your old toys!

Donations can be left at Hugo Main Office. Please label: Cara Cardoso.



# DIGITAL CITIZENSHIP

In today's world it is critical that our students have adequate skills in dealing within a digital world. The White Bear Lake Area School District wants to provide many opportunities to help our students learn what digital citizenship is and how to navigate their digital presence. LuAnne Oklobzija and I are Innovation Coaches in the district and our job is to help students and teachers with educational technology. We split our time between the elementary schools so chances our your child will work with us at sometime during the school year.

Each month our elementary schools will have a digital citizenship focus. Our themes in September are screentime and password privacy. We believe it is a team approach between home and school to help our students learn the skills they need to be good digital citizens. The two of us will be writing a little section each month focusing around our monthly topics.

[Common Sense Media](https://www.commonsensemedia.org/) provides a number of great parent resources to help your student be appropriate and safe online. The site features reviews of apps, books, movies, TV shows and websites. Just type in the name of the item you are looking for and you can learn more about it. A great tool when you don't possibly have the time to read and watch everything out there.

It also has some great articles and videos on a number of topics. Highlighted below are the sections for our two themes for this month.

<https://www.commonsensemedia.org/screen-time>

<https://www.commonsensemedia.org/privacy-and-internet-safety>

Thank you so much and we look forward to a great school year!

Nick Marty  
Innovation Coach

**Do something dynamic! Experience life-changing growth as a  
Minnesota Reading Corps Tutor**

Dear Families -

We are looking to hire a Minnesota Reading Corps tutor at Oneka Elementary to provide support to our students for the upcoming school year.

***Please consider this opportunity to join our team as a Reading Corps tutor!***

As a Reading or Math Corps tutor, you would provide students with the extra boost and confidence they need to be successful in reading or math. You receive training and coaching in strategies proven to be effective. You will be amazed at the growth of your students. You do not need to have a degree in education, but you do need to commit to learning our strategies and showing up every day with a positive attitude to help our students.

**Schedule**

- Application Deadline: 9/26/2018
- Interview Deadline: 10/2/2018
- Training - 10/15/2018 - 10/18/2018
- Primarily school day hours, Monday – Friday
- Hours range from 25-45 hours per week

**Benefits & Compensation**

- Get Paid up to \$574 once every two weeks
- Earn up to \$5,122 to repay student loans or future tuition; tutors who are 55+ can gift it to a child or grandchild
- Free health insurance
- May be eligible for child care assistance
- Student loan forbearance

**Apply**

Applications accepted on a rolling basis until the position is filled. Complete the application for our open positions at: <https://www.readingandmath.net/have-you-served>

**Learn More**

Watch a [Day in the Life of a Tutor](#) to learn more about what tutors do each day.

**Questions?**

Contact Becky Otis at 612-424-0375 or [Becky.Otis@servetogrow.org](mailto:Becky.Otis@servetogrow.org)

# Teacher Assignments

## 2018 - 2019

### Kindergarten

Ms. Armstrong  
Ms. Brandvold  
Mrs. Christianson  
Mrs. Farrington  
Mrs. Hahn  
Mrs. Hickman  
Mr. Johnson  
Mrs. Tuckner

### 1st Grade

Mrs. Briggs  
Mrs. Doran  
Mrs. Joesting  
Mrs. Maloy  
Mrs. Marty  
Ms. Majerie  
Ms. Snyder

### 2nd Grade

Mr. Bates  
Mr. Bock  
Mrs. Corner  
Mrs. Englund  
Mrs. Quaas  
Mrs. Thomas  
Mrs. Trepanier

### 3rd Grade

Mrs. Hempstead (Holz)  
Mrs. Jahnke  
Ms. Larson  
Mrs. Reineccius  
Mrs. Shea  
Ms. Solem  
Ms. Ulmer

### 4th Grade

Mr. Barrett  
Mrs. Dickinson  
Mrs. Haug  
Mrs. Juran  
Ms. Kopp  
Mrs. Schulte

### 5th Grade

Mrs. Barnett  
Mrs. Berlin  
Ms. Case  
Mrs. Clark  
Ms. Moren  
Mr. Weissman

### Hugo SPED

Mrs. Forster  
Mrs. Cardoso  
Mrs. Pollard  
Mrs. Hagen  
Mrs. Villwock

### Oneka SPED

Mrs. Peper  
Mrs. Draeger  
Ms. Smith  
Mrs. Voss  
Mrs. Hagen

### Spanish

Ms. Huffman  
Mrs. Larson - Oneka/Hugo

### Phy. Ed.

Mr. Doeblor - Oneka  
Mr. Griebenow  
Oneka/Hugo

### Music

Ms. Bensen - Oneka/Hugo  
Mrs. Allen - Oneka

### ELL

Mrs. Bernier - Oneka  
Mr. Hawkinson  
Hugo/Central

### Intervention

Mrs. Kerl - Oneka  
Mrs. Zakrzewski - Oneka  
Mrs. O'Rourke - Hugo

### REACH/Media

Mrs. Stonehouse (Oneka)  
Mrs. St. Martin (Hugo)

### Orchestra

Mrs. Manley

# Hugo & Oneka PTA

PTA. Every Child. One Voice.

September 2018

## ***WELCOME TO A NEW SCHOOL YEAR!***

The PTA and its board members would like to welcome you to a new school year! Our PTA meetings are generally held on the third Monday of each month at 6:00 p.m.; and rotate between Oneka and Hugo media centers. Free childcare is always available during the meetings. **Please join us for the first meeting at Oneka, on Monday, September 17th at 6:00 p.m.** Meetings are a great way to get involved, meet other parents & staff, as well as learn about what is going on in our schools.

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## ***WE NEED YOU!***

The PTA would like to thank Angela Thompson, Toni Brandvold, and Katie Jones for joining the PTA Board for the 2018-2019 school year! We are currently looking to fill our Vice President/Co-Treasurer positions. Board positions are a GREAT way to get more involved in our school's, as well as your child's education. The PTA raises funds every year that help ensure programs such as Art with Lisa/Kyle, visits from the Wargo Nature Center, all continue to enrich our child's academic achievements. We help fund teachers with additional resources for their classrooms. Without YOU these programs and resources would disappear. Please contact [hugoptasec@gmail.com](mailto:hugoptasec@gmail.com) if you are interested in filling an empty position, or have any questions.

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## ***JOINING THE PTA***

Joining the Hugo and Oneka PTA is easy! You should receive a membership form in your child's Friday Folder. Please fill it out and turn it in to your child's teacher, or bring the completed form to a PTA meeting. You may become a member at any time during the school year and are always welcome to attend one or all of our meetings, regardless of your membership. Check out our website or "like" us on Facebook to learn more about the PTA. And remember, **free** childcare is always available!

# ***VOLUNTEER OPPORTUNITIES***

Don't want to commit to a long-term position? We are also looking for people to help with our different events. Book Fair, Yearbook, Fall Fundraiser, Employee Appreciation, Bingo Night, Roller Skating - are all PTA events that cannot run without volunteers. Last year we had to cancel our Winter Carnival due to lack of volunteers. Visit the [PTA Committee Sign-up](#) for more information.

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## ***2018-2019 PTA MEETING SCHEDULE***

### **All Meetings Held in the Schools Media Centers**

- September 17 @ Oneka – 6:00
  - October 15 @ Hugo – 6:00
  - November 26 @ Oneka – 6:00
  - December – No Meeting Scheduled
  - January 14 @ Hugo – 6:00
  - February 11 @ Oneka – 6:00 (Officer Nominations)
  - March 18 @ Hugo – 6:00
  - April 15 @ Oneka – 6:00 (Elections for 2019-2020 Board)
  - May 6 @ Hugo – 6:00 (2019-2020 Pre-Budget Meeting)
  - May 13 @ Oneka – 6:00 (Vote to Approve 2019-2020 Budget)
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**\*\*Free Childcare provided at every PTA Meeting\*\***

### **Contact Information**

**Email:** hugoptasec@gmail.com

**Online:** Click [here](#)

**Facebook:** Click [here](#)

**SignUpGenius:** Click [here](#)

**2018-19 Board: Angela Thompson, Toni Brandvold, and Katie Jones.**