



2023 – 2024 Family Handbook



ELECTA QUINNEY
ELEMENTARY SCHOOL

2601 Sullivan Avenue • Kaukauna, WI 54130
(920) 766-6116 ext. 1

"Home of the Quinney Cougars"

TABLE OF CONTENTS

INTRODUCTION.....	3
PRINCIPAL'S WELCOME	3
ELECTA QUINNEY: PAST AND PRESENT.....	3
DISTRICT MISSION STATEMENT	3
DISTRICT VISION STATEMENT	3
ARRIVAL OF STUDENTS	3
ABSENCES	4
ADDRESS AND/OR PHONE NUMBER CHANGE	4
AFTER SCHOOL HOURS	4
ANIMALS IN SCHOOL	4
BEHAVIORAL EXPECTATIONS	5
BREAKFAST PROGRAM	6
BUSSING - KOBUSSEN TRANSPORTATION 766-0606	6
CALENDAR	6
CHILD CARE	6
CODE OF CONDUCT	6
CONFERENCES	7
CONTACTS	7
CUSTODIAL/NON-CUSTODIAL PARENTING AND THE SCHOOL	7
DROP OFF/PICK UP	7
ELECTRONIC DEVICES.....	8
EMERGENCY CLOSING OF SCHOOL.....	8
EMERGENCY CONTACT INFORMATION	8
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA).....	8
FIELD TRIPS	8
GRADE ADVANCEMENT	8
GRADING SCALE - KAUKAUNA AREA SCHOOL DISTRICT	9
GUIDED READING BOOK RETURN POLICY	9
HANDICAPPED ACCESSIBILITY/PARKING.....	9
HEALTH INFORMATION	9
INSTRUMENTAL BAND/ORCHESTRA	10
LEAVING SCHOOL DURING SCHOOL HOURS	10
LOST AND FOUND	10
LUNCH PROGRAM	10
LUNCH ACCOUNT INFORMATION.....	10
NEWSLETTERS	11
OFFICE HOURS	11
PARENT ADVISORY COMMITTEE (P.A.C.)	11
PARTIES & CELEBRATIONS	11
PICTURES	11
PROGRESS REPORTS	11
RECESS SCHEDULES	11
SAFETY PLAN	12
SCHOOL FEES	12
SCHOOL MAP	12
SMOKING	12
SNACKS	12
SOLICITATION	12
S.T.E.P. (SENIOR TAX EXCHANGE PROGRAM)	12
STUDENT DRESS/APPEARANCE	12
TIME SCHEDULE	12
TOYS/PERSONAL ITEMS	12
VISITORS IN THE BUILDING	13
VOLUNTEERS	13
WINTER WEATHER/DRESS	13

BOARD POLICIES	13
DISTRICT EQUAL OPPORTUNITY CONTACTS	15
STAFF LIST	16
2021-2022 CALENDAR	17
SCHOOL MAP	18

INTRODUCTION

This handbook has been prepared to be a source of information for students and parents. This book reflects the policies of the Board of Education as well as regulations set by the State of Wisconsin and will be in effect during the 2023-2024 school year unless preempted by law. The Family Handbook can be amended at any time at the discretion of the school district. If the district makes changes to the handbook during a school year, the principal will communicate those changes to parents and students. Please understand that this Handbook is intended to serve as a reference and guide for your use. A copy of the district's board policies is available online at <http://www.kaukauna.k12.wi.us/district/policies.cfm>.

PRINCIPAL'S WELCOME



It is with great enthusiasm that I welcome you and your family to the 2023-2024 school year at Electa Quinney Elementary School! There is nothing more exciting than the start of a new year. We truly feel a strong home-school partnership is essential to the success of your children. There are ample opportunities for you to become involved in our school. Our Parent Advisory Committee (PAC) provides many opportunities to get connected to our school community at large. Additionally, my door is open to you to partner in your child's education. I am committed to working with each of you to make this school year a great one for your child at Electa Quinney Elementary School.

Sincerely,
Stacy Knapp ~ Principal

ELECTA QUINNEY: PAST AND PRESENT

The name Electa Quinney may seem strange to people unfamiliar with the history of the Fox Valley, but the name honors an important person in the history of both our community and the state. Our school is named after Electa Quinney, a Native American woman who held the distinction of not only being the state's first female educator, but also teaching in the first free school, according to historical records. Electa Quinney was born in 1802. She came from an influential family in Stockbridge, Massachusetts and was educated in New York and Connecticut. She taught in New York for six years before moving to the Kaukauna area around 1827. A log school house was built in what was then called Statesburg (now Kaukauna), and she began teaching students there in 1828. Electa Quinney died in 1885 and was buried in the Indian cemetery in Stockbridge, Wisconsin. A framed photo and newspaper story featuring more of the history of Electa Quinney hangs in the main entry hallway of our school.



Electa Quinney School was dedicated in 1966 as a K-8 building. Later, due to increased enrollments, it was converted to a middle school for students in grades 6-8. In 1999, Electa Quinney Middle School moved to the former high school and became River View School.

At that time, Electa Quinney was reconfigured to an elementary school and has served students at a variety of grade levels from second through fifth. In the summer of 2008, the district underwent a massive restructuring. As a result, Electa Quinney became home to second through fourth grade. Approximately 370 students attend Electa Quinney School.

DISTRICT MISSION STATEMENT

The Kaukauna Area School District, in partnership with our community, will provide a rigorous and relevant curriculum through best instructional practices, which emphasize student achievement and accountability, delivered in a safe and caring environment.

DISTRICT VISION STATEMENT

The Kaukauna Area School District will educate students to be effective life-long learners who can successfully meet the challenges of their lives and be positive to society.

ARRIVAL OF STUDENTS



The first bell rings at 7:45 AM which signals all students to enter school. Classes begin at 7:50 AM for all Grade 2 - 4 students. Students should plan to arrive as close to the starting time as possible, **but not before 7:35 AM** when supervisors are on duty. **There is NO ADULT SUPERVISION prior to 7:35 AM.**

- All children are also asked to proceed immediately to the playground upon arrival, rather than enter school first. They should take their backpacks and other materials with them to the playground.

ABSENCES

Absence: Daily

We request that parents/guardians call the automated absence line at **759-6159** or report the absence on your Parent Portal online account each day your child is unable to attend school. These services are available for your use before and after school hours. Please indicate the reason your child will not be at school. If your child will be absent due to illness, please include specific illness symptoms. District staff will follow up on any unexcused absence according to the Student Attendance Policy #430. If a call or previous notification of an absence has not been received by 8:00 AM, you will be called to determine why your child is not in attendance. This will assure both you and the school that your child is safe.



Illness

In order to protect the health of students and staff, we ask that a child who appears ill or has had a fever/chills, cough/shortness of breath, fatigue, body aches, headache, loss of taste/smell, congestion or runny nose, has vomited, or has had diarrhea in the past 24 hours should remain home from school. Additionally, your child should remain at home until at least 24 hours after they are free from the above symptoms without the use of fever-reducing medications.

The school reserves the right to request a physician's excuse when attendance is a concern.

Absence: Planned/Extended

Please prearrange all planned, extended absences for students (such as for a family vacation) with the teacher by sending a note which lists the dates the absence will occur and states the reason for the absence. This ensures an accurate attendance record for your child. If at all possible, we encourage vacations hold off until summer.

Vacation Guidelines

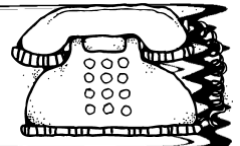
We understand that time spent together as a family on vacations can be an important part of family life. However, the instructional process does not stop when students are not at school, and lost instructional time cannot be recovered or recreated. **Therefore, we strongly encourage families to schedule vacations around the existing school vacation days.** If you must schedule a trip or other extended absence that will occur during scheduled school days, please follow these guidelines:



- **Prearrange the absence with the teacher** via a note or email stating the dates the absences will occur and the reason for the absence. This will allow us to excuse your child from school and keep accurate attendance records.
- **Homework** often cannot be prepared in advance, because the purpose of homework is to provide practice and review of skills taught in the classroom. Your child's teacher may be able to prepare some work in advance with ample notice of the absence, but it is not required of the teacher. However, additional work may be assigned when your child returns. Any work assigned prior to the absence should be completed and returned when your child returns to school.
- **Try to minimize the pre-vacation excitement** for your child to reduce the instructional time lost due to distraction and excitement. You can also help your child make a smooth transition back to school by talking with them about the return to school for several days before you return.

ADDRESS AND/OR PHONE NUMBER CHANGE

If you move or change your phone number... please notify the school office immediately so that we have your correct address and phone number. This is extremely helpful to keep our records up to date.



AFTER SCHOOL HOURS

We ask that all children leave the school grounds at the end of the day, unless your child has been asked to stay after school by a teacher. **Supervision ends at 3:20 PM and 11:40 AM on half days**, so all children should be picked up by this time. This will help ensure the safety of all students.



ANIMALS IN SCHOOL

Due to students, staff and other visitors to our building that may suffer from allergies and/or asthma, or have a fear of animals; we ask that you **refrain from bringing animals/pets to school or on school grounds**. If there is an educational relevance, a request for consideration could be made in advance through your child's teacher and the school nurse for a visit outside the school building.



BEHAVIORAL EXPECTATIONS

The Electa Quinney Elementary School staff is committed to providing the best possible learning climate for your children. It is our desire that students learn to make appropriate decisions concerning their behavior so they not only become better school citizens, but will also be responsible citizens of the community in the future. Classroom management is approached from a belief that teachers use skills/concepts to plan and maintain a learning environment in which students learn decision making skills needed to be responsible for their own learning and behavior. At Electa Quinney, student discipline is approached through positive incentives and empowering students to solve problems through teacher facilitation. Students are taught the expectation that we need to be safe, respectful and responsible. At all times and in all parts of the school, students are expected to demonstrate the six pillars of character: **respect, responsibility, fairness, trustworthiness, caring, and citizenship**. More specific expectations are posted in various areas throughout the building (lunchroom, hallways, playgrounds, and bathrooms). During the initial days of school, school staff will review and discuss expected behaviors with students. Students will rotate through stations with their teacher and class to learn expectations for behavior listed in the Behavior Matrix found on the Quinney website. Students will be reminded of the expectations through behavior mini lessons, behavior reminders during announcements, and posters throughout the school. They are revisited throughout the year by reteaching and based on tracking of data/needs. If your child chooses not to demonstrate good character and does not follow the expected behaviors, they will receive opportunities for re-teaching and adjusting their behavior/choices. Responsive interventions are used to determine the cause of the behavior, identify solutions, and help problem solve strategies to prevent the behavior from recurring. Staff use their judgment about needed consequences to teach appropriate choices. Students who receive a consequence typically have had multiple verbal warnings and discussions with staff members. Students who demonstrate behavior concerns that impede the learning of self and others will be referred to the principal through an Office Referral. Parents/guardians will be contacted by email, a phone call, or a note in the child's agenda/folder if the child through their choices/actions earned a consequence.

MINOR <i>Classroom Managed</i>	MAJOR <i>Office Referral/Principal</i>
<ul style="list-style-type: none"> · Talking out · Off task · Disrespect to peers · Gossip · Toys or electronics at school · Inappropriate cafeteria behavior · Inappropriate playground behavior · Rough play · Failure to meet classroom expectations · Inappropriate language/gestures · Non-compliance · Lying/Cheating · Inappropriate hallway behavior · Inappropriate use of technology · Other small behaviors which do not meet school rule expectations 	<ul style="list-style-type: none"> · Fighting · Stealing · Bullying of any kind · Severely disrupting the learning environment · Weapons · Noncompliance · Threats · Vandalism · Swearing at staff · Hitting /kicking staff · Spitting at another person · Disrespect to staff · Dress-code violation · Inappropriate use of technology (per policy)

CONSEQUENCES FOR MINORS	CONSEQUENCES FOR MAJORS
<ul style="list-style-type: none"> · Verbal warning · Apology · Reflection Activity · Student-Teacher conference · Phone call to parent/guardian by teacher · Peer mediation with teacher or counselor · Loss of recess · Detention · Other 	<ul style="list-style-type: none"> · Office Referral · Reteach Expectations · Student conference with principal · Conference with student and teacher · Conference with student and parent · Peer mediation · Apology · Reflection activity · Loss of recess or privilege · Detention · Student contract · Suspension · Other

For any after school detention, parents will be contacted by the teacher or principal. For serious misconduct, or if a child continually chooses to disregard the rules, any or all of these steps may be eliminated and more serious consequences may be administered. For example, a student may go directly to lunch detention, after school detention, or meeting with the building Principal, depending on the seriousness of the offense.

Your support is an essential factor in guiding students to make appropriate choices and demonstrate good character. Know that if you have not received an email, a phone call, or note in your child's agenda, your child did have a successful day. ***Please discuss the six pillars of character with your child as you review this information with them.*** By working together as partners in your child's education, we can help our leaders of tomorrow be responsible citizens.

- *KASD Board Policy is followed in all circumstances. Policy statements can be found on the Kaukauna Area School District website. Unique needs within a building might require the addition of specific rules/procedures beyond those generally stated in Board Policy as noted above and on school/classroom matrices.*

BREAKFAST PROGRAM



Chartwells, the district food service provider, offers a "Breakfast in a Bag" opportunity for all students. The cost of daily breakfast is **\$1.80** (Students who qualify for free will receive a free breakfast, **reduced cost is .30**). Breakfast will be served in the classroom. Students may not enter school earlier than 7:35 for breakfast as breakfast is served in the classroom. Monthly menus are available on the school website. Click on the Daily Meal Menu link. For more information or if you have questions about the breakfast program, please contact Chartwells at 759-6121.

BUSSING - KOBUSSEN TRANSPORTATION 766-0606

Students are eligible for transportation within the Electa Quinney attendance area as follows: **Grades 2-4 - students living 1.0 miles or greater** from the school (designated pick up points). For transportation questions, please call Kobussen Transportation at 766-0606.



CALENDAR

Calendars are available on our school websites, monthly newsletters, and in our office.



CHILD CARE

The Kaukauna Area School District collaborates with the YMCA to offer the opportunity for child care outside of the normal school day (before or after school and summer care depending on interest). The program services students in grades 2-4 from Quinney School. Registration information is available at the [Heart of the Valley YMCA](#) and in the school offices. Please contact (920) 687-7747 for [registration information and/or questions](#).

CODE OF CONDUCT



In accordance with state statutes, all school districts must provide a written code of conduct based on guidelines provided by the State of Wisconsin (1998). Students, parents/guardians, and staff members shall be informed of this code of classroom conduct annually. If you have any questions about the code, please contact Mrs. Knapp at 766-6116.

In brief, the code is as follows:

The Kaukauna Area School District recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe class environment, conducive to teaching and to the learning process. Every member of the school community (administrators, teachers and students) is expected to cooperate in this central mission.

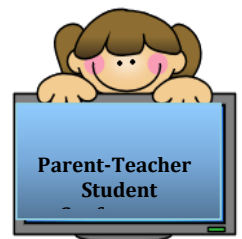
- The district has a legal duty to make its schools as free as possible of the dangers of violence, weapons, drugs, and other behavior harmful to the educational environment.
- The district also owes its students, as a group, the opportunity to attend school as free as reasonably possible from unnecessary and unwarranted distraction and disruption, particularly by those relatively few students, who, for whatever reasons, are unwilling, unready, or unable to avail themselves of the opportunity for an education.
- A teacher employed by the district may temporarily remove a pupil from the teacher's class if the pupil violates the terms of this Code of Classroom Conduct.
- For purpose of this Code, a "class" is any class, meeting or activity which students attend, or in which they participate while in school under the control or direction of the district.
- A student may be removed from class for conduct or behavior which (a) violates the district's policies regarding suspension or expulsion; (b) violates the behavioral rules and expectations set forth by the school; (c) is disruptive, dangerous, or unruly; (d) which otherwise interferes with the ability of the teacher to teach effectively; or (e) which is incompatible with effective teaching and learning in the class.
- Except where the behavior is extreme, a teacher should generally warn a student that continued misbehavior may lead to removal from class. If a student is removed, the teacher shall submit to the building principal or designee, within 24 hours, a short and concise written explanation of the basis for the student's removal from class. As soon as possible, the building principal or designee shall notify the student's parent/guardian, verbally and/or in writing.
- A student with an impairment may be removed from a class by a teacher and placed in alternative educational setting only to the extent authorized by state law, the federal Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act and related regulations.
- A complete "Code of Classroom Conduct" policy is available for your review at any elementary school main office.

CONFERENCES

Parent/Teacher/Student conferences provide an opportunity for **parents and students** to communicate with the teacher about student progress. Scheduled conference dates:

- Fall Conferences... Tuesday, November 14, 4:00-7:30 PM, Thursday, November 16, 4:00-7:30 PM and Friday, November 17, 12:30-4:00 PM.
- Spring Conferences... Tuesday, March 19, 4:00-7:30 PM, Thursday, March 21, 4:00-7:30 PM and Friday, March 22, 12:30-4:00 PM.

Additional conferences may be arranged and initiated by both parents and teachers when there is a need. Please feel free to contact your child's teacher in person, via phone or email whenever you have a concern - we are here to work together with you to ensure your child's success!



CONTACTS

Personal contacts/phone calls and e-mails are encouraged to keep the communication open between home and school. All school personnel may be accessed via e-mail by: last name first initial @kaukaunasd.org (ex: knapps@kaukaunasd.org). A directory with staff pictures and email address links is also available on our school website.



CUSTODIAL/NON-CUSTODIAL PARENTING AND THE SCHOOL



Each year we receive requests from parents/guardians to restrict access by another parent/guardian to a child at school. Please realize that although we may empathize with families encountering difficulties, we cannot restrict contact unless we have a legal document outlining the specific limitations. Any **legal documentation** should be sent to the principal and the paperwork will be kept on file in the office. This information will be shared with relevant school personnel only. Please refer to Policy 491.

DROP OFF / PICK UP

- Before School: There is **NO** drop off, pick up, or stopping in the **circle drive**. The circle drive is reserved for **Special Education needs and daycare vans/buses only and 4K families**.
- Students will enter school in the AM and exit at the end of the day via the same doors from the playground (bus students line up afterschool in the gymnasium).
- Adults parking and getting out of their vehicle are encouraged to park **on Ann Street and St. Mary's Place**. Sullivan Avenue is designated as Hug & Go to drop students off at the start of the day and pick them up after school. Students may cross Ann Street by the water tower where there is a city designated crossing guard.
- **Adults need to model safe crossing** behaviors for students. Please cross at the four-way stop (Ann & Sullivan) or via the educational assistant.
- An educational assistant is designated to assist students in crossing Sullivan going to the tunnel. The assistant is located near the fire hydrant at the parking lot entrance. **No students or adults should be crossing in between vehicles**.
- **Adults are encouraged to establish a consistent meeting location**.
- **All students registered as bus riders will be placed on a bus at the end of each day unless a note is provided indicating they are not to ride**.
- Please refer to the Safe Routes to School map on our school website.



ELECTRONIC DEVICES

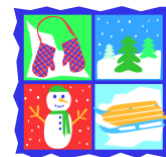
Student use of cellular telephones, smart watches, electronic paging or other two-way communication devices shall be allowed on school premises as follows:

1. Devices must remain off and in student's locker/backpack during the school day including before and after school supervision times (7:35 AM - 3:20 PM).
2. Students may be allowed to use electronic devices on field trips or specific classroom activities with permission from the teacher in consultation with the building principal prior to the activity.
3. Students may use such devices if approved by the building principal for medical, school, educational, vocational or other legitimate purposes in accordance to Policy 443.5.



EMERGENCY CLOSING OF SCHOOL

In the event of severe winter weather or another emergency, Kaukauna Schools may close early. (Parents are asked to complete an "Early Dismissal Plan" form to share with the Electa Quinney staff the plan that they have for their child/children in the event of an early dismissal from school.) Notification of any early dismissal or school closing will be announced via the Automated Messenger System or local media.



EMERGENCY CONTACT INFORMATION

It is essential that we have not only your current address and phone number information on file, but also your work numbers and emergency contact people. **Please contact the school immediately with any changes**. This helps to facilitate quick contact with families in case of illness, accident, or other emergency.

Infinite Campus has the ability to use the system to make emergency contacts with parents regarding school closing or other information during the school day. If the superintendent would determine that district schools would be closing early for some reason, parents will receive an automated message giving them details. It is very important that your contact information in Infinite Campus is up to date. If you haven't already set up a Parent Portal account or would like to verify contact information within Infinite Campus/Parent Portal, please visit the Parent/Student page <https://www.kaukauna.k12.wi.us/families/GetaParentPortalAcct.cfm> or



e-mail ParentPortal@kaukaunasd.org. If you have questions regarding your contact information please review it via the Parent Portal or call our school administrative assistant, Mrs. Zemlock.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Kaukauna Area School District may disclose, without consent, "directory" information unless you have advised the District to the contrary. The primary purpose of directory information is to include this type of information from your child's records in certain school publications. Examples include: a playbill, showing your student's role in a program/drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets, such as for wrestling, showing weight and height of team members. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to companies that manufacture class rings, those who publish yearbooks, photography studios and local driver's education companies. In addition, two federal laws require local educational agencies to provide military recruiters, upon request, with directory information. This information may be used for marketing purposes. If you do not want the Kaukauna Area School District to disclose directory information from your child's education records without your prior written consent, you must notify the building principal in writing by the 15th of September. The Kaukauna School District has designated the following information as directory information: student's name, address, phone, email, photograph, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, date and place of birth, major field of study, most recent educational agency, dates of attendance, grade level attended.

FIELD TRIPS



Parent/family chaperones are welcome and encouraged on many school trips. However, for the safety of our students and liability reasons, **siblings and children not participating in the class are not allowed to attend.** All field trips will require a signed permission slip on file for each trip. Interested chaperones will need to complete a background check form unless previously approved within the last five years. Forms are available in the school office, and must be completed a minimum of two weeks prior to the field trip (teachers will provide a form if the chaperone is needed).

GRADE ADVANCEMENT

Please refer to Board of Education Policy 380 regarding grade advancement.

GRADING SCALE - KAUKAUNA AREA SCHOOL DISTRICT

Although letter grades are not issued at the elementary level, listed below is the district grading scale for reference:

A+ 97.5 - 100.0	B+ 87.5- 89.4	C+ 77.5 - 79.4	D+ 67.5 - 69.4	F 59.4 - or lower
A 91.5 - 97.4	B 81.5 - 87.4	C 71.5 - 77.4	D 61.5 - 67.4	
A- 89.5 - 91.4	B- 79.5 - 81.4	C- 69.5 - 71.4	D- 59.5 - 61.4	

GUIDED READING BOOK RETURN POLICY

Teachers use guided reading books as part of their reading instruction. Guided reading provides students the opportunity to read at their instruction level. Rereading these books at home builds fluency, comprehension and confidence. Oftentimes these books will travel between home and school. Although they are paperback books, they are considered our reading textbooks. **Therefore, if they are misplaced or damaged, you will be financially responsible for the replacement.** Replacement costs are currently \$6.00 per book.



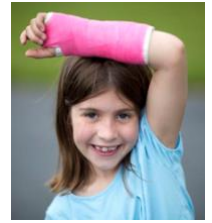
HANDICAPPED ACCESSIBILITY / PARKING

The main entrance of the building has a power assisted wheelchair accessible doorway. There are two designated handicapped parking stalls near the southeast corner of the building, past the parking stalls and facing the building.

HEALTH INFORMATION

Activity Restrictions

Physical Education (PE) is an important part of a student education as well as their overall health and wellness. However, there may be a time when a student will need to be excused from PE/physical activities due to a health condition or an injury. If a student needs to be excused from participating in PE or needs activity restrictions for a short period of time (less than two days) an excuse may be obtained from the health office. If an excuse for three or more days is needed, the parent must obtain a written excuse from their physician. The written excuse should include any activity restrictions that may be needed for recess as this is another time when a student may engage in strenuous physical activity. If more information is needed regarding a medical excuse, the health office may contact the physician for further direction. The health office reserves the right to restrict a student's participation in recess or PE for safety reasons.



Choking Hazards

Please refrain from sending such choking hazards as cough drops, hard candy or gum to school.

Communicable Disease

If your child contracts a communicable disease such as head lice, pink eye, chicken pox, strep, scabies or fifth's disease, please notify the school health office. This will allow health office staff to initiate measures to prevent the spread to other children.

Extra change of clothes PLEASE!

The health office has a very limited supply of extra clothes that students can borrow. So we are asking that parents put an extra set of clothes in their child's back pack to be used as needed during the school day. That way if your child needs to change into clean/dry clothes they have them available and we won't have to interrupt your day by asking that clean/dry clothes be brought to school.

Illness

In order to protect the health of students and staff, we ask that a child who appears ill, has vomited or has had diarrhea in the past 24 hours remain home from school. Additionally your child should remain at home until at least 24 hours after they are **free of fever (100°) without the use of fever-reducing medications**. The school reserves the right to request a physician's excuse after three consecutive days absent.

**In general if your child is well enough to be at school they are well enough to participate fully with all activities, including recess. Exceptions to these guidelines may be made on an individual basis to accommodate certain health concerns. All such concerns will work through the school nurse who may require written accommodations from the physician.

Latex at School

Latex balloons are prohibited in school during all activities and events due to potential allergies. Mylar balloons should be used in place of latex balloons.

Medication

If a student needs to take any medication during the school day, the parent must sign an authorization form which is available in the school health office. **NO MEDICATION CAN BE GIVEN** without this form on file. All medication must be in the **original container** marked with contents and dosage.

Medication/Hard-Type

Hard-type medication such as throat lozenges or cough drops **ARE NOT PERMITTED** to be taken or be administered in our school setting. Cough drops or lozenges can be aspirated or caught in the throat and obstruct the airway, thereby causing a medical emergency.

Participation in Activities

In general, if your child is well enough to be at school, they are well enough to participate fully in all activities, including recess. Exceptions to this rule may be made on an individual basis to accommodate certain health concerns. All such concerns will be addressed through the school nurse who may require written accommodations from the physician.

Screening

A routine hearing and vision screening will be conducted yearly for all students in four-year old kindergarten and kindergarten. Vision screening will also be done for all children in grades 2 and 4. All children will also have their height and weight measured yearly. Screening results will be recorded in the child's health file. If your child has a concern with any of the screenings, you will be notified by a letter or phone call. If you would like any type of screening at any time please contact your school nurse.

- Please feel free to contact our school nurse, Mrs. Sundelius, (766-6100 Ext. 3308) with any questions or concerns related to your child's health.



INSTRUMENTAL BAND/ORCHESTRA

Students are introduced to opportunities in Band and Orchestra during the spring of 4th grade. Sign-up and participation will start at the beginning of 5th grade.

LEAVING SCHOOL DURING SCHOOL HOURS

Please call, email, or send a dated and signed note if your child will need to leave school early or will be going home with someone different than their usual routine. Our first concern is for the safety of the children. Without proper notification, we will not release your child to someone unfamiliar to school staff. If you need to pick up your child during school you are asked to come to the office, and we will notify the classroom teacher or playground supervisors that you've come to pick up your child. By having children leave through the office, we are able to monitor their safety more effectively.



LOST AND FOUND



Parents are asked to write their children's names on clothing and other personal materials. Unclaimed items are placed in the "lost and found" boxes in the main corridor / entrance area. Please be sure to check the boxes often for missing items. Small items or valuables such as eye glasses, jewelry, keys and phones will be held in the office.



LUNCH PROGRAM

2023-2024 Electa Quinney Student Lunch Schedule

Grade	Lunch
All Second Grade, Third Grade: 3Dercks, 3Gaines, 3McKinnon	12:00-12:25
Third Grade: 3Wiedenhaupt, 3Kieckhafer, All Fourth Grade	12:25-12:50



LUNCH ACCOUNT INFORMATION



Each **individual child** in the district has a hot lunch account established in their name. Money may be deposited into this account for use by the family. Deposits for multiple children may be made with one check; however each child's name and account number should be included. **Payment should be placed in an envelope with your child's first and last name, account number, and the amount enclosed.** Checks should be written to the Kaukauna School District. This may be sent with any member of the family at any school, to be deposited into your account. There is a collection box available in the Electa Quinney office for lunch deposits. **The cost of daily student lunch is \$3.05 (reduced lunch is .40 cents.)** Payments may be made daily, weekly, or in larger amounts. Hot lunch money will be collected in the classrooms. Any money deposited will remain in the account for future use as refunds will not be issued unless requested. At the end of the year, any remaining balance will be carried over for use the next school year.

- You will receive an automated phone message from [Chartwell's](#) when your child's account balance is \$5.00 or less.

Note: Families whose lunch account reaches a negative balance will not be allowed to charge on the account until it is paid in full.

- White or chocolate milk will be served with the regular hot lunch meal.
- Any child choosing to purchase milk may do so through their lunch account. The cost is .50 per milk.
- Free/Reduced Hot Lunch forms are available in the office and will be sent home via our bulk mailing prior to the beginning of school (if available.) If your child qualifies for free or reduced lunch and chooses to take cold lunch and wants milk, they will need to **purchase** the milk at the .50 cost.
- [Monthly menus](#) are available on the district website (www.kaukauna.k12.wi.us). Click on the Parent Page link to locate the monthly menu.
- For further information regarding our meal program, please contact the Food Service Director at 759-6121.

NEWSLETTERS

Classroom teachers regularly send home or email class news. The principal sends a weekly family news via email. If you need a paper copy of the newsletter, it will be provided upon request.



OFFICE HOURS

Quinney School office hours are 7:15 AM-4:00 PM Monday-Friday. Voice mail is available anytime outside these hours at 766-6116, extension 1.

PARENT ADVISORY COMMITTEE (P.A.C.)



The Parent Advisory Committee (PAC) is a group of parents/guardians with children attending Electa Quinney School who gather throughout the school year to discuss school activities, events and concerns about our school. ALL parents/guardians are welcome anytime - please join us! Quinney PAC meetings are usually held in the Electa Quinney Library. Please monitor the EQ Family News Blog for more information. This year's meetings will be held on:



Monday, Sept. 18, 2023 6 pm
Tuesday, Nov. 7, 2023 6 pm
Monday, Jan. 22, 2023 6 pm

2023-2024 PAC MEETINGS

Tuesday, March 12, 2023 6 pm
Monday, April 29, 2023 6 pm

All interested parents are encouraged to attend one meeting, two meetings, or as many that fit into your schedule.

PARTIES & CELEBRATIONS

Based on the District Student Nutrition Policy, WE ENCOURAGE SPECIAL OCCASION SNACKS (INCLUDING BIRTHDAY TREATS) TO BE HEALTHY AND NUTRITIOUS. It would also be very helpful if you would please send pre-packaged, labeled treats. This helps staff determine if the treat can be safely eaten by students with food allergies. Additionally, please only send the number of treats needed for your child's classroom. Sharing of treats with other classrooms and staff is discouraged. For more specific information, see Policy 341.34.



A suggested list of healthy and nutritious options can be found on our school website.

PICTURES

The Kaukauna Area School District has contracted with Network Photography to provide student pictures. Picture days occur during August. The Make-up Picture Day for those that were unable to attend in August will be Tuesday, October 10.

PROGRESS REPORTS

Reporting student progress on a regular basis is important for parents and students. Formal progress reports are distributed in January and June. Parent teacher conferences are held in November and March.

RECESS SCHEDULES

Classrooms are scheduled for two recesses each day. **Second Grade - 10:20-10:40 & 12:30-12:50, Third Grade - 10:00-10:20 & 12:00-12:20 or 12:20-12:50, Fourth Grade - 9:30-9:50 & 12:00-12:20.**

Cold Weather & Recess Guidelines

- If the wind chill or temperature is 0 degrees Fahrenheit or below (according to weather.com), the students will have inside recess.
- If the wind chill or temperature is above 0 degrees Fahrenheit (according to weather.com), the students will have outside recess.
- The option exists to bring the students inside early as needed.



SAFETY PLAN



Electa Quinney Elementary School has Safety Plans covering procedures for a variety of emergencies. Copies are housed for quick reference in each office area/classroom. Part of the Safety Plan is to practice monthly drills to prepare for emergency situations. Any parent wishing to see a copy of the plan may contact the office.

SCHOOL MAP
(see last page)

SMOKING



The use of smoking/tobacco products is prohibited on school grounds and at all school sponsored activities including but not limited to field trips, concerts, family fun events, conferences, etc.

SNACKS

Parents are encouraged to provide a healthy snack for their child to eat during the school day based on the District Student Nutrition Policy 341.34. This policy and a suggested list of healthy and nutritious options can be found on our school website.



SOLICITATION

Solicitation/fundraising by students or families is prohibited during the school day.

STUDENT DRESS/APPEARANCE

We take pride in the appearance of our students. All students are expected to dress themselves neatly in clothes that are suitable for their grade level and for the type of instructional or recreational activity in which they are involved.

- Clothing with inappropriate or suggestive sayings/graphics is unacceptable to wear at school or school functions.
- Undergarments and midriffs should be covered at all times.
- Students are asked to refrain from wearing hats or bandanas while in school.
- Footwear should be appropriate for students to safely participate in school activities including recess. Sandals and flip-flops can be unsafe for school activities and are not recommended to be worn on the playground.



Please refer to the Student Dress and Grooming Policy for more information.

TIME SCHEDULE

Supervision begins at 7:35 AM at which time all students enter the school building. Classes officially begin at 7:50 AM. Students who are not in the classroom by 7:50 AM will be marked tardy. Students are dismissed at 3:10 PM. See recess and lunch schedule sections for more schedule information.

TOYS/PERSONAL ITEMS

Children should not bring personal items from home to school unless previously approved by the teacher for a learning experience. They can create a learning distraction. There is also the risk of loss or theft. While the school provides assistance when possible in cases of loss or theft, **the family/child assumes the risk; lost, broken or stolen items will not be replaced by the school.**

VISITORS IN THE BUILDING

Safety continues to be a priority in the Kaukauna Area School District. We have secure entrances, equipped with cameras and an intercom system at the front entry. The intent of this added security measure is to provide a systematic approach to knowing who is entering our building. Our school office will be open from 7:15 AM to 4:00 PM. During these hours, school personnel will be available to provide visitors access to the building. This means that visitors will not be able to enter before 7:15 AM.

- There is an intercom inside the first set of doors at the main entrance of our school. When you approach:
 - Simply press the doorbell outside the door to the office and then when greeted, you will be asked to share your name and the reason for your visit.
 - The office will provide you access for scheduled meetings and/or purpose of visit.
 - You will be asked to sign in at the front office desk.



- If you are picking up a child during the school day, office staff will call students from the classroom to the office for pick up.
- Supervision begins at 7:35 AM. An adult supervising will greet students when it is time to enter school, and provide them safe access.
- Each year classroom teachers will assist in familiarizing students with this security/entrance system and practice at the start of the school year.
- All students should continue to be dropped off and proceed directly to the playground before school. This provides all of our students with supervision. At 3:30 PM the main entrance will be opened for access to after-hours activities and pick up from childcare.

This process will be followed for all who enter the building during the school day, whether you are a frequent volunteer or typically do not visit during regular school hours. We appreciate your support, understanding and patience with this layer of school security. The intent is not to prevent access, but rather to provide school personnel with the knowledge of who is entering the building. For further details, please refer to Policy 840.

VOLUNTEERS

Volunteers will be coordinated with classroom teachers. You will need to have a valid background check on file through KASD School District.

WINTER WEATHER/DRESS

To help keep children healthy and our building clean, please be sure that your child:

- Wears boots, a hat, mittens, and snow pants during wet, cold, and snowy weather.
- Has inside and outside footwear, i.e. boots for outside, regular shoes for inside (other than gym shoes).



Students without proper dress for wet or snowy weather will be asked to call home to get proper attire.

BOARD POLICIES

A complete listing of District Policies can be found on the district website: www.kaukauna.k12.wi.us, click on Board Policies.

STUDENT NUTRITION POLICY (Policy 341.34)

The Kaukauna Area School District promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of children. A healthy lifestyle optimizes student performance potential and ensures that no child is left behind.

USE OF DISTRICT TECHNOLOGY RESOURCES (Policy 363)

The KASD offers on-line access to information to students and staff. The Internet as an on-line service is an electronic highway connecting thousands of computers all over the world. E-mail allows communication in creative and efficient ways. Guidelines are necessary in order to ensure efficient, ethical and legal utilization of these resources. Violation of any of these guidelines will result in immediate suspension of the Internet privileges and might be considered a criminal offense. Use appropriate language. Transmission, reception or production of obscene materials is prohibited. Chat rooms are not available for student use. Students should not plagiarize (i.e., copying ideas or works of others as their own) information obtained on-line. Students should not attempt to tamper with data, the operating systems, or the equipment.

HARASSMENT/BULLYING (Policy 412)

It is the policy of the Kaukauna Area School District to provide a work and learning environment free from all forms of harassment including incidents of sexual harassment, intimidation, or bullying. The district defines harassment as striking, shoving, kicking, throwing objects at, or otherwise subjecting another person to physical contact or attempting or threatening to do the same; name calling; or engaging in a course of conduct or

repeatedly committing acts which intimidate, cause discomfort to, or humiliate another person or which interfere with the recipient's academic performance. Intimidate means to make timid or fearful, to frighten, or to compel or deter by or as if by threats. Harassment includes verbal comments or other expressions which insult, degrade, or stereotype any person or group because of sex, race, religion, national origin, sexual orientation, or physical, mental, emotional or learning disability. The district defines bullying as a form of harassment that includes a mean look, gesture, word or action that is repeated over time by the same person or group of persons and that hurts a person physically, emotionally, socially or damages their personal property. Both harassment and bullying always involve a power imbalance. The School Board will not tolerate any form of harassment or bullying. Any student who violates this policy is subject to disciplinary action.

STUDENT ATTENDANCE (Policy 430)

In accordance with state law, all children between six (6) and eighteen (18) years of age must attend school full-time until the end of the term, quarter, or semester in which they become eighteen (18) years of age, unless they have a legal excuse, fall under one of the exceptions in the State Statutes, or have graduated from high school. The Board of Education recognizes a responsibility for insisting upon regular student attendance. Regular attendance is a responsibility that should be shared by parents, students and school. Once 5 days in a quarter or ten days cumulative for the school year has been reached a parent/guardian may be asked to provide more information for the above absences to be considered excused. When a student is absent, his/her parents or guardians shall contact the school during the day by the time established at each school. Failure to contact the school will result in a follow up telephone call from the school to check on the safety/situation of the student. Students are required to attend all their scheduled classes unless they have obtained

parental permission and a pass approved by the building principal or designee.

STUDENT ALCOHOL & OTHER DRUG ABUSE (ATODA) (Policy 443.4)

The Kaukauna Area School District regards chemical abuse, addiction or dependency as it does any other behavioral or medical problem. No moral or social stigma should be attached to such personal problems. It is acknowledged that chemical problems are found in all socio-economic groups and in all age groups.

Therefore, the District believes that it has an educational role to play in helping students make responsible decisions concerning the use of alcohol and other drugs. The District also has a responsibility to strive to maintain schools which are free of chemical abuse and to take action necessary to achieve that goal. The District intends that, with parents/guardians and other segments of the community; it will play an appropriate role in making a comprehensive program of education and support available to all students and employees. The Kaukauna Area School District believes that the use and possession of alcohol and other drugs is unlawful and harmful. For this reason disciplinary sanctions are provided.

STUDENT USE OF ELECTRONIC DEVICES (Policy 443.5)

The Board recognizes the value of students maintaining communication with their parents/guardians and other appropriate persons for health, safety, educational and other legitimate purposes. Therefore, intermediate, middle and high school student use of cellular telephones, electronic paging or other two-way communication devices shall be allowed on school premises, in school vehicles and at school-sponsored activities. Students violating this policy shall be disciplined in accordance with established procedures. This policy shall be published in student handbooks and distributed annually. Use of these devices by students will be regulated by the principal and addressed in the student handbook.

LOCKER, CAR AND STUDENT SEARCHES (POLICY - 446)

Although student lockers are considered property of the Kaukauna Area School District, the district expects students to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school administrators for any reason at any time without student consent and without a search warrant. The administrator/police school liaison officer (PSLO) may make a video recording of the search in its entirety. Searches are authorized in the district for the purpose of maintaining order and discipline in the schools and to protect the safety and welfare of students and school personnel. An administrator/designee may conduct a search of **student's locker person, or personal effects** if the search is based on reasonable suspicion.

CHILD ABUSE AND NEGLECT REPORTING (Policy 455)

State statute 48.981 requires certain people to report cases of suspected child abuse or neglect. These school employees are: nurse, social worker, school teacher, administrator, and counselor. To comply with the law, all such employees shall familiarize themselves with reporting procedures or the law contained in Section 48.981 (3). It is not the responsibility of the school employee to prove that the child has been abused or neglected or to determine whether the child is in need of protection.

CODE OF CLASSROOM CONDUCT (Policy 470)

The Kaukauna Area School District recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe class environment, conducive to teaching and to the learning processes. Every member of the school community is expected to cooperate in this central mission. Staff, including administrators and teachers, must use their training, experience, and authority to create schools and classes where effective learning is possible. Students are expected to come to school, and to every class, ready and willing to learn. Parents should be aware of their children's activities, performance, and behavior in school, and are encouraged to cooperate with the school in supporting educational environments that optimize learning and teaching.

RIGHTS & RESPONSIBILITIES OF DIVORCED, SEPARATED PARENTS/GUARDIANS & PARENTS/GUARDIANS NOT SHARING THE SAME HOUSEHOLD (Policy 491)

It is the goal of the Kaukauna Area School District to work in the best educational interests of each student while working in partnership with the student's parents/guardians. The District recognizes that while the parents of some students may be divorced, separated or otherwise not sharing the same household, unless otherwise provided by a court order or other legally required reason, both parents have a right to be informed of and involved in their child's educational program.

In order to maintain a collaborative relationship with both parents/guardians, the District will maintain strict neutrality between parents/guardians who are involved in an action affecting the family, unless otherwise directed by a court order, a parenting plan, subpoena or other court document. District employees, in their official capacities, will not voluntarily participate in family law court proceedings or related matters.

It is important for the District to have the information necessary to make appropriate decisions regarding the student's school programs and the parents/guardians involvement with the schools, particularly where the parents/guardians have been involved in family law matters. Upon enrollment or when issued by a court or agency, the parents/guardians shall provide the District with:

1. The most recent court-related documents that provide information on residency, legal custody, physical placement arrangements, educational decision-making authority and other matters relevant to the District so that the District may abide by those decisions and orders;
2. Any legal action affecting the family that might have an impact on parent involvement and participation in the schools; and
3. Any court order that may define or restrict a parent's rights in relation to children enrolled in the District.

PUBLIC COMPLAINTS (Policy 820)

The Kaukauna Area School District is open to concerns and complaints expressed by individuals in the school district. The Board of Education is committed to the prompt solution of any concern/complaint(s) at the level closest to the area of concern. Parents or other citizens with concerns/complaints relating to the school district or its operation should attempt to resolve the matter by discussing their complaint/concern with the school district employee most closely involved. These concerns/complaints shall be taken seriously and dealt with in an orderly, professional manner. Anonymous complaints will not be dealt with.

VISITORS TO THE SCHOOLS (Policy 840)

Many individuals may want to enter school buildings during the instructional day for a variety of reasons. The District, however, has a responsibility to protect the safety of students, staff and others while they are in school buildings and to make sure the educational process is not disrupted.

Since the building principal is responsible for helping ensure the safety of all persons in the school and for maintaining a school environment conducive to learning, all visitors are expected to report to the school office for a visitor's pass before going anywhere in the building during the school day. Determination or disposition of an individual's request to visit the school will be made by the building principal or his/her designee in accordance with administrative procedures currently in force. The building principal may designate exceptions to the requirement that visitors report and register in the school office in connection with a school performance, assembly, or similar event that is open to members of the public and that occurs during the school day. Other exceptions may also be authorized by the District Administrator.

For purposes of this policy and its implementing procedures, any person other than a District student or a District employee who is present on school premises is regarded as a visitor. Visitors may include parents and guardians of students, School Board members, school volunteers, invited

speakers, vendors, representatives of the news media, students not enrolled in or attending courses in the Kaukauna Area School District, interested citizens, etc.

State law specifically prohibits registered sex offenders from being on public school premises unless they have provided the required prior notification to school officials or fall under one of the exceptions provided by law. It is the responsibility of the registered sex offender to provide the required school notification. After receiving the required prior notification, the building principal shall determine whether the registered sex offender will be allowed to be present on school premises for the proposed purpose or event and determine any conditions that may be placed on such permission for the safety of other persons present in the school environment.

Regardless of the time of day, the District Administrator or any building principal or his/her designee has the discretionary authority to exclude from the school premises any person who the District determines has no legitimate and approved purpose for being on school grounds, disrupts or appears likely to become a disruption to the educational program, or threatens the health or safety of students, staff or others in the school. Any such individual shall be directed to leave the school premises immediately and law enforcement authorities may be called if necessary.

WEAPONS ON SCHOOL PREMISES (Policy 882)

The possession and/or use of a firearm, whether loaded or unloaded, any destructive device, or other dangerous weapon (as defined under section 948.61 of the state statutes) or a facsimile weapon is prohibited at all times in school building and other buildings owned, occupied or controlled by the school district, on school premises, in school-provided transportation, and at activities under school supervision except where state law prohibits a school district from restricting an individual's right to possess a firearm or other weapon in such location.

HONORING OF CULTURAL/RELIGIOUS HOLIDAYS (Policy 886)

The Board of Education recognizes that there are diverse religious and multi-cultural beliefs among the students who attend school in the Kaukauna Area School District and their families. It is important that the religious and cultural values held by students and family members be honored and respected by the District. The District also recognizes the need to foster understanding and mutual respect among students, parents, and school personnel, whether it involves race, culture, economic background, or religious beliefs.

CIVIL RIGHTS COMPLIANCE

Equal Opportunity Officers

Section 504, Americans with Disability Act - Director of Special Education & Pupil Services
 Title IX - Human Resources Coordinator
 Title VI - Human Resources Coordinator
 All other discrimination complaints - Human Resources Coordinator

Title Coordinator's name, address, and phone number

Section 504, Americans with Disability Act
 Director of Special Education & Pupil Services
 1701 County Road CE, Kaukauna, WI 54130
 920-766-6100

Title IX

Human Resources Coordinator
 1701 County Road CE, Kaukauna, WI 54130
 920-766-6100

Title VI

Human Resources Coordinator
 1701 County Road CE, Kaukauna, WI 54130
 920-766-6100

All Other Discrimination Complaints

Human Resources Coordinator
 1701 County Road CE, Kaukauna, WI 54130
 920-766-6100

Non Discrimination Statement

The Kaukauna Area School District does not discriminate on the basis of sex, sexual orientation, race, national origin, ancestry, color, creed, religion, pregnancy, marital or parental status, or any physical, mental, emotional or learning disability, or any other legally protected status or classification. Employees of this District are required to comply with the provisions of Title VI and VII of the Civil Rights Act of 1964, as amended and Title IX, Education Amendments of 1972. For additional information on the nondiscrimination policy and/or complaint procedure, contact the District at 920-766-6100.

Reasonable Accommodations

An opportunity will be available during the selection process for persons with disabilities to advise the District of any need for reasonable accommodation.

Office of Civil Rights Address

Office for Civil Rights
 U.S. Department of Education
 Citigroup Center
 500 W. Madison Street, Suite 1475
 Chicago, IL. 60660-4544
 Telephone: 312-730-1560
 Fax: 312-730-1576
 Email: OCR.Chicago@ed.gov

STAFF LIST - 2023-2024

OFFICE		Jenny Jozwiak	5	Andy Kieckhafer	68
Stacy Knapp	Principal	Carrie Owen	40	Jessica McKinnon	21
Shaina Zemlock	Administrative Assistant	Karen Ritzke	43	Stacy Wiedenhaupt	66
		Annalee VanAsten	41		
		Trisha VandeVoort	23		
CUSTODIAN	Room			GRADE 4	Room
Daryl - BSG	1	GRADE 3	Room	Brenda Baranczyk	
		Jaime Dercks	64	& Heather Gostisha	73
GRADE 2	Room	Sarah Gaines	44	Hannah Cooksey	70
				Katie Durrant	69

Niki Herlache	72
Ty Maki	67
Kayla Sprangers	71

SPECIAL EDUCATION Room

Kathryn Barrington	15
--------------------	----

Kristie Kiesow	63
Kelsey Livingston	31
Callie Milledge	16
Lisa Piper	52
Liz Walker	50

SPEECH Room

Nancy Bougie	32
Lori Hansen	22

SCHOOL RESOURCE OFFICER Room

Lucas Meyer
M53

SCHOOL NURSE Room

Lisa VanDeraa	11
Molly VanDeWettering	11

SCHOOL COUNSELOR Room

Kristin Kozelek	61
Samantha Van Zeeland	26

SOCIAL WORKER Room

Karen Wirth	3
-------------	---

PSYCHOLOGIST Room

Emily Schonhoff	25
-----------------	----

OT/PT Room

Marianne Crowley OT	50
Rita Latimer	50

LIBRARIAN Room

Angela Angoli	97
---------------	----

MUSIC Room

Katie Crouse	81
--------------	----

Sheri Krueger	53
---------------	----

ART Room

Stephanie Lancour	20
-------------------	----

PHYSICAL EDUCATION

Room

Evan Guell	42
Kenny Halloran	4

ENGLISH LANGUAGE

LEARNERS Room

Caryn Rosenbeck	12
-----------------	----

READING SPECIALIST Room

Tara Dakins	65
-------------	----

MATH COACH Room

Kara Baumgartner	92
------------------	----

AUDIOLOGIST Room

Emily Mooren	Office
--------------	--------

YOUTH ADVOCATE Room

Brittany Verhagen	24
-------------------	----

KITCHEN Room

Kris Seidl	54
Audrey Sherrill	54
Jane Waters	54

EDUCATIONAL ASSISTANTS

Wendy Collins
Ashley Deleeuw
Kate Gross
Katie Kunstman
Laura Martinez Gonzalez
Angie Overholtz
Dawn Peters
Jodi Schwartz
Jolana Szuta
Tracy VanderBloomen
Dawn Vosters



JULY 2023				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

AUGUST 2023				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24 (NO)	25
28	29 (NO)	30	31	

SEPTEMBER 2023				
M	T	W	TH	F
				1
4	5 D1	6 D2	7 4K START D3	8 D4
11 D5	12 D6	13 D1	14 D2	15 D3
18 D4	19 D5	20 D6	21 D1	22 D2
25 D3	26 D4	27 D5	28 D6	29

OCTOBER 2023				
M	T	W	TH	F
2 D1	3 D2	4 D3	5 D4 (H)	6 D5
9 D6 (H)	10 D1	11 D2	12 D3	13 D4
16 D5	17 D6	18 D1	19 D2	20 D3
23 D4	24 D5	25 D6	26	27
30 D1	31 D2			

NOVEMBER 2023				
M	T	W	TH	F
		1 D3	2 D4	3 D5
6 D6	7 D1	8 D2	9 D3 (M)	10 D4
13 D5 (M)	14 D6 (L/NO)	15 D1	16 D2 (L/NO)	17 D3 (M) ME
20 D4	21 D5	22	23	24
27 D6	28 D1	29 D2	30 D3	

DECEMBER 2023				
M	T	W	TH	F
				1 D4 (H) EK
4 D5	5 D6	6 D1	7 D2	8 D3
11 D4	12 D5	13 D6	14 D1	15
18 D2	19 D3	20 D4	21 D5	22 D6
25	26	27	28	29

JANUARY 2024				
M	T	W	TH	F
1	2 D1	3 D2	4 D3	5 D4
8 D5	9 D6	10 D1	11 D2 (H)	12 D3
15	16 D4 (H)	17 D5	18 D6	19 D1 (★) ME
22 D2	23 D3	24 D4	25 D5	26 D6
29 D1	30 D2	31 D3		

FEBRUARY 2024				
M	T	W	TH	F
			1 D4	2 D5
5 D6	6 D1	7 D2	8 D3	9 D4
12 D5	13 D6	14 D1	15 D2	16 D3
19	20 D4	21 D5	22 D6	23 D1
26 D2	27 D3	28 D4	29 D5	

MARCH 2024				
M	T	W	TH	F
				1 D6 (H) EK
4 D1	5 D2	6 D3	7 D4	8 D5
11 D6	12 D1	13 D2	14 D3 (M)	15 D4
18 D5 (M)	19 D6 (L/NO)	20 D1	21 D2 (L/NO)	22 D3 (★) ME
25 D4	26 D5	27 D6	28 D1	29

APRIL 2024				
M	T	W	TH	F
1	2 D2	3 D3	4 D4	5 D5
8 D6	9 D1	10 D2	11 D3 (H)	12 D4
15 D5 (H)	16 D6	17 D1	18 D2	19
22 D3	23 D4	24 D5	25 D6	26 D1
29 D2	30 D3			

MAY 2024				
M	T	W	TH	F
		1 D4	2 D5	3 D6
6 D1	7 D2	8 D3	9 D4	10 D5
13 D6	14 D1	15 D2	16 D3	17 D4
20 D5	21 D6	22 D1	23 D2	24 D3
27	28 D4	29 D5	30	31

JUNE 2024				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

	No School for all students
	1/2 Day: All Students Dismissed at 11:30
	Parent / Teacher Conferences
	Elementary/Middle School students dismissed at 11:30 High School attends all day
	KHS students dismissed at 11:30 Elementary/Middle School students attend all day

END OF QUARTER	
Q1	Nov. 3
Q2	Jan. 19
Q3	March 22
Q4	May 29
END OF THE YEAR	
T1	Dec. 1
T2	March 1
T3	May 29
H.S. Graduation May 29	

PARENT - STUDENT - TEACHER CONFERENCES				
NDLC (NO)	August 24	4 - 7:30 p.m.	Nov. 16	4 - 7:30 p.m.
	August 29	4 - 7:30 p.m.	March 19	4 - 7:30 p.m.
	Nov. 14	4 - 7:30 p.m.	March 21	4 - 7:30 p.m.
Elementary (E) (4K - Grade 4)	Nov. 14	4 - 7:30 p.m.	March 19	4 - 7:30 p.m.
	Nov. 16	4 - 7:30 p.m.	March 21	4 - 7:30 p.m.
	Nov. 17	12:30 - 4 p.m.	March 22	12:30 - 4 p.m.
Middle School (M) (Grades 5 - 8)	Nov. 9	4 - 7:30 p.m.	March 14	4 - 7:30 p.m.
	Nov. 13	4 - 7:30 p.m.	March 18	4 - 7:30 p.m.
	Nov. 17	12:30 - 4 p.m.	March 22	12:30 - 4 p.m.
High School (H) (Grades 9 - 12)	October 5	4:30-7 p.m.	January 16	4:30 - 7 p.m.
	October 9	4:30-7 p.m.	April 11	4:30 - 7 p.m.
	January 11	4:30-7 p.m.	April 15	4:30 - 7 p.m.

2023-2024

Electa Quinney Elementary



New Directions Learning
Community

