

Kaukauna Area School District  
Park Community Charter School  
Student Handbook 2024-25



**PARK COMMUNITY**  
**C H A R T E R S C H O O L**

*- Building Community One Learner at a Time -*

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Principal

**Social Media Presence**

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Web at [www.pccscharter.org](http://www.pccscharter.org)

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## **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 manner.

## **DISTRICT VISION STATEMENT**

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

## **Park Community Charter Vision Statement**

Park Community Charter School shall strive to develop knowledgeable, responsible, compassionate students with the skills and conscience to adapt to and contribute to a changing world, by addressing each student's academic, social, emotional, and physical needs through a research-based curriculum delivered in collaboration with the community.

## **Three Foundational Pillars of Park Community Charter School**

- **Place Based Learning** - Park Community students apply integrated learning to real world settings carried out through community partnerships.
- **Respectful Climate** - Park Community students treat themselves and others with respect, compassion, and consideration. Emphasis is put on developing the whole child and promoting social, emotional, and academic growth.
- **Community Connections** - Park Community students are active members of the community. They help out, collaborate and work with area businesses, groups, and individuals.

## **Park Community Charter School Belief Statements**

- We believe all students can learn, and high expectations maximize student achievement.
- We believe our learning environment is safe, caring, and respectful.
- We believe our students are valued, active, contributing members of our learning community.
- We believe our students feel a sense of purpose and belonging through community connections.
- We believe our passion and commitment to work together provides an exceptional learning environment.

## **ARRIVAL OF STUDENTS**

The first bell rings at 7:45 am which signals all students to enter school. Classes begin at 7:50 for Grade K - 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 the school. They should take their backpacks and other materials with them to the playground. Except in special circumstances, students are not allowed in the building until the 7:45 entry bell.

## **ABSENCES**

### **Absence: Daily**

We request that parents/guardians call the automated absence line at **759-6159** each day your child is unable to attend school. This voice mail service is available for your use before and after school hours. Please indicate the reason your child will not be at school. **If a reason is not given, the absence will not be excused.** 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 a.m.(or 12:30 pm for afternoon students), 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.

In order to protect the health of students and staff, we ask that a child who appears ill or has had a fever, has vomited, or has had diarrhea in the past 24 hours should remain home from school.

**The school reserves the right to request a physician's excuse when attendance is a concern.** Attendance letters will be sent out to students when they have accumulated 5, 10 and 15 days of absence.

### **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 will ensure an accurate attendance record for your child.

## **Vacation Guidelines**

We understand that time spent together as a family and that 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 numbers... 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 on full days and 11:40 am on half days**, so all children must 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 can be made in advance through your child's teacher and the school nurse for a visit outside the school building.

## **BEHAVIORAL EXPECTATIONS:**

### **Conscious Discipline**

Park Community staff and students follow the Conscious Discipline classroom management system. Conscious Discipline is a research based, comprehensive self-regulation program that integrates social-emotional learning and discipline. For more information on our Conscious Discipline program ask any staff member or go to <http://consciousdiscipline.com>

- Defines discipline not as something you do to children, but something you develop within them.
- Teaches common expectations to all students in all areas of school.
- Involves common language used by staff when addressing behavior.
- Focuses on the motivation behind behavior and helping students learn from it.
- Teachers will communicate with parents regarding behavior events utilizing the student planner, email or phone as soon as possible after an event happens.
- Repeated behavior events or events that involve (but are not limited to) harassment, bullying, or physical aggression will likely involve the school administration. Events of this nature could result in (but are not limited to) the following actions in accordance with Kaukauna Area School District Policy:
  - Fines
  - Suspension
  - Police Involvement
  - Expulsion

## **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 or reduced will all receive the appropriate discount). **Breakfast will be served in the classroom. Monthly menus are available on the school website** ([www.pccscharter.org](http://www.pccscharter.org)). Click on the Daily Meal Menu link on the school website. For more information or if you have questions about the breakfast program, please contact Chartwells at 759-6121.

## **BUSSING – Kobussen Transportation 766-0606**

Students in the Park Community Attendance area are eligible for district-provided transportation. All Students in grades 4K-4 living 1 mile or more from school are eligible. Determinations on distance and eligibility are made by the district and Kobussen Transportation. For transportation questions, please call Kobussen Transportation at 766-0606. **Students who do not live in the Park Community attendance area are welcome to attend our school but must provide their own transportation.**

## **CALENDAR**

Calendars are available on the school website and important events are also listed in the monthly newsletter.

## **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 school, after school and summer school depending on interest). The program services students in grades K-4 from Park Community School. Registration information is available at the Heart of the Valley YMCA and in the school offices. Please contact 920.830.5720 Elizabeth Mayer [emayer@ymcafoxcities.org](mailto:emayer@ymcafoxcities.org) 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 Mr. Kortens at 766-6129.

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 the 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 impairment may be removed from a class by a teacher and placed in an 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.

Fall Conferences are the same at Park Community as other elementary schools in the district. All students will have a scheduled conference time and parents are encouraged to attend.

**November 19th, 2024 4:00 pm-7:30 pm**

**November 21th, 2024, 4:00 pm-7:30 pm**

**November 22nd, 2024, 12:30-4:00 pm**

Spring Conferences will be by invitation on March 19, 21, and 22. Any parent wishing a conference can request a conference but only parents that receive an invitation are encouraged to attend.

**March 18th, 2024, 4:00 pm-7:30 pm**

**March 20st, 2024, 4:00 pm-7:30 pm**

**March 21nd, 2024, 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 emails are encouraged to keep the communication open between home and school. A staff directory with email links and pictures is available at [www.pccscharter.org](http://www.pccscharter.org).

## **CUSTODIAL/NON-CUSTODIAL PARENT CONTACT AT 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 only be shared with relevant school personnel. Please refer to district policy #491 which is available on the district website and at the end of this document.

## **DROP OFF / PICK UP**

Students gather on the large playground on the west side of the building from 7:35 – 7:45 am. Children that are transported to school by car may be dropped off on Brothers or Taylor Street. For your child's safety, please have them exit your vehicle on the curb side. If you would prefer to walk your child to the playground area, please park in the parallel parking area west of Park on Brothers and Taylor Street. This will allow the drop off traffic to keep moving. Kindergarten, 1st grade, and 2nd grade students are dismissed at 3:10 pm. from the south side of the building on Taylor Street. 4K, 3rd grade, and 4th grade students are dismissed at 3:10 pm. from the front of the building on Lawe Street. **Parking is prohibited on the south side of the building on Taylor Street in the designated Bus Areas. Also, please do not wait for students or park in the Bus Loading Area or park in the "No Parking" areas posted by the city. Thank you for your cooperation in this matter.**

### **ELECTRONIC DEVICES**

Student use of cellular telephones, 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 – 3:20).
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 with district policy #443.5.

### **EMERGENCY CLOSING OF SCHOOL**

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

### **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 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 set one up click here <http://www.kaukauna.k12.wi.us/family/GetaParentPortalAcct.cfm> or email [ParentPortal@kaukaunasd.org](mailto:ParentPortal@kaukaunasd.org). If you have questions regarding your contact information, please review it via the Parent Portal or call our school administrative assistant to check.

### **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 your child's school office in writing by the 15<sup>th</sup> 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.**



### **Off Site Experiences**

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.

### **Field Trips**

Field trips are single events attended by students to support classroom instruction. All field trips will require a signed permission slip on file for each trip. A field trip chaperone is a one-time experience that we will do our best to accommodate as many interested parents/guardians as possible. Interested chaperones will need to complete a background check form unless previously approved. Forms are available in the school office and must be completed a minimum of two weeks prior to the field trip.

### **Field Study**

A key component of the Park Community Charter School is our partnership with community businesses and organizations that constitute our learning platforms. We will regularly visit these community partners as part of the curriculum at our school. These will be walking field study experiences and parents will receive notification via permission forms and updates through the student agenda. Parents are welcome to participate in the role of Field Study Assistant but please know this is different from a field trip chaperone. A Field Study Assistant is an ongoing role to support the instruction taking place on field study visits. It requires a greater time commitment and a willingness to work closely with students. Students will be performing specific activities linked to a classroom activity and may work on the same activity over a period of visits. For this reason, a Field Study Assistant will accompany the class on multiple field experiences and will be selected by the classroom teacher and administration from those interested. Parents interested in serving as a Field Study Assistant will need to complete an application and a background check form unless previously approved. Forms are available in the school office and must be completed a minimum of two weeks prior to the field trip or field study.

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

### **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 instructional level. Rereading these books at home builds fluency, comprehension and confidence. Often times 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 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 on the north east end of the main parking lot. Our building also has elevator access to all floors.

## **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. **Extra change of clothes PLEASE!** The Health office has a very limited supply if extra supply of extra clothes that students can borrow. So we are asking that parents put an extra set of clothes in their child's backpack 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.

### **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.

### **Illness**

In order to protect the health of students and staff, we ask that a child who appears ill or has had a fever, 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 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 grade 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 anytime please contact our school nurse (766-6129 ext. 3308).

- Please feel free to contact the school nurse with any questions or concerns related to your child's health (766-6100 ext. 3308).

### **INSTRUMENTAL BAND/ORCHESTRA**

Students are eligible to sign up/participate in Orchestra and Band during the spring of 4th Grade. Band and Orchestra begins in 5<sup>th</sup> Grade.

### **LEAVING SCHOOL DURING SCHOOL HOURS**

Please call 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(ren). By having children leave through the office, we are able to monitor their safety more effectively.

- There is a sign-out sheet in the office to log student departure and return to school. *Thank you* for your cooperation.

### **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 lobby. Please be sure to check the boxes often for missing items. Small items such as eye glasses, jewelry and keys can be found in the office.

### **LUNCH PROGRAM**

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 Area 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 Park Community office for lunch deposits.

**The cost of daily student lunch is \$3.05 (reduced lunch is .40.)** 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 Chartwells when your child's account balance is \$5.00 or less.

**Note: Families whose lunch accounts reach 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 also included in the first day handout packet. 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.
- For further information regarding our meal program, please contact the Food Service Director at 759-6121.

### **NEWSLETTERS and Notes Home to Families**

Classroom teachers regularly communicate with parent's class information through paper or electronic newsletters (daily, weekly, or monthly). The principal writes a family newsletter monthly posted on the Park Community Facebook page. If you need a paper copy of the newsletter it will be sent home.

A school Facebook page is also updated weekly with pictures and information about the school.

### **OFFICE HOURS**

The Park Community office hours are 7:30 a.m. - 4:00 p.m. Monday - Friday. Voice mail is available anytime outside these hours at 766-6129 or the absence line at 759-6159. The general email address for the school is [contactpark@kaukaunasd.org](mailto:contactpark@kaukaunasd.org) and goes directly to the administrative assistant and principal.

### **PARTIES/CELEBRATIONS**

Holiday celebrations will occur throughout the school year at all grade levels. You will receive information regarding these celebrations from the classroom teachers. If your beliefs restrict the celebration of certain holidays, please contact your child's teacher so appropriate accommodations can be made. 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 which can be found on our district website.

### **PICTURES**

Picture day information will be sent out during the summer. This year picture day will be held prior to school starting. We will also have a scheduled retake day during the school year. The district contracts this service for interested families with NETWORK Photography.

### **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 February.

## **RECESS SCHEDULE**

Recess at Park Community will vary from class to class and day to day. However all students will have one 20 minute recess each day in addition to a 25 minute lunch recess

<b>Morning Recess (Kind and 1st grade):</b>	<b>9:40 - 10:00 am</b>
<b>Lunch Recess:</b>	<b>11:10 - 12:00 pm</b>
<b>Afternoon #1: (2nd and 3rd grade)</b>	<b>1:30 - 1:50 pm</b>
<b>Afternoon #2: (4th grade)</b>	<b>2:00 - 2:20 pm</b>

### **Recess During Cold Weather**

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

## **RECESS/LUNCH SCHEDULE**

<b>Grade</b>	<b>Lunch</b>	<b>Recess</b>
K - Warden	11:10-11:35	11:35-12:00
K - Schlies	11:35-12:00	11:10-11:35
1	11:35-12:00	11:10-11:35
2	11:10-11:35	11:35-12:00
3	11:10-11:35	11:35-12:00
4	11:35-12:00	11:10-11:35

## **SAFETY PLAN**

Park Community has safety plans covering procedures for a variety of emergencies. Copies are housed for quick reference in each office area/classroom. Part of our 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.

## **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. 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.

## **SOLICITATION**

Solicitation/fundraising by students 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.
- Hats and bandanas are only allowed on special "hat days".
- Footwear should be appropriate for students to safely participate in school activities including recess. Sandals and flip-flops can be unsafe for school activities.

Please refer to the Student Dress and Grooming Policy for more information (<http://www.kaukauna.k12.wi.us/schoolboard/policies/443-1-StudDress.pdf>).

## **TIME SCHEDULE**

The first bell rings at 7:45 am which signals all students to enter school. Students are expected to be at their desks and ready to learn by the second bell 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 the "Recess & Lunch Schedules" section 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 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 all of our schools. 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 7:30 a.m. to 4:00 p.m. 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 7:30 a.m.

- There is an intercom at the main entrance of our school. When you approach:
  - Simply press the doorbell and then when greeted, you will be asked to share your name and the reason for your visit.
  - The office will provide you access and remind you to come directly to the office to sign in and get a name tag if you will be visiting a classroom.
  - 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.
  - If your child is late for school or will be returning from an appointment during the school day, the adult should bring the child into the office and sign them in.
- 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. This provides all of our students with supervision beginning at 7:35 a.m. If your child needs to bring something into school that cannot go out on the playground, they should speak with a supervisor on the playground or be escorted by an adult through the main entrance, and then proceed back to the playground until the bell rings and all students enter school.

- At 3:30 p.m. 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 see district policy #840.

### **VOLUNTEERS**

Volunteer support is appreciated and encouraged. School wide opportunities are distributed through the office and classroom support is solicited through the individual teachers. For safety reasons, anyone requesting to volunteer within the school must complete a Background Check Form, two weeks prior to the event and be cleared prior to volunteering, unless previously approved.

### **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 need to stay on the blacktop during recess.

### **BOARD POLICIES**

A complete listing of all District Policies can be found on the district web site: [www.kaukauna.k12.wi.us](http://www.kaukauna.k12.wi.us) and then click on School Board on the left hand side then Board Policies.

### **DISTRICT WELLNESS 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. To support a healthy lifestyle, the District shall:

A. Provide a comprehensive learning environment that includes developing and practicing lifelong wellness behaviors.

The school environment shall be aligned with healthy school goals to positively influence students' understanding, beliefs, and habits as they relate to good nutrition and regular physical activity.

B. Support and promote proper dietary habits contributing to students' health status and academic performance.

Food available on school grounds and at school-sponsored activities during the course of the school day (midnight prior to 30 minutes after dismissal) must meet or exceed the Student Wellness Policy Standards with emphasis placed on foods that are nutrient dense per calorie. Foods should be served with consideration toward variety, appeal, taste, safety, and packaging to ensure high quality food items. All fundraising food items must also follow the Student Wellness Policy Standards.

C. Emphasize the importance of time spent by students in physical activity.

In addition to participation in the physical education course, students are encouraged to participate in extra-curricular activities which will contribute to the overall wellness and fitness of each student.

D. All students in grades 5, 7 and 9 or 10 will have the opportunity to participate in a health class which encompasses Wisconsin standards for health education including nutrition. The diversity of the student population (e.g., economic, religious, minority, cultural, and medical) should be considered at all times to ensure that all student needs are being met.

E. Establish District-wide Wellness Committee. The committee will be convened and co-chaired by a member of the district's nursing department and an administrator. The Committee will consist of the following members:

- District Food Service Coordinator
- An administrator
- Parent representative
- Student representative and/or input from students
- Staff member representative
- Physical Education teacher
- School nurse(s)
- Board of Education member

The committee members will work in conjunction with building administration at each of the school sites to ensure that the Student Wellness Policy is being implemented. The District's Food Services Coordinator will survey students/staff annually and will present the results of the surveys to the Committee co-chairs annually. The Co-chairs will meet yearly to review the results of the survey as well as review the current policy, procedure and climate. Co-chairs will report their findings to the Board of Education annually. The committee as a whole will be convened every three years or as needed to make necessary changes to the policy and procedures.

F. The Student Wellness Policy will be available on the District Web Page for viewing at all times.

#### **USE OF DISTRICT TECHNOLOGY RESOURCES (Policy 363)**

The District strongly believes that technology resources are a tremendous source of information that provides countless opportunities for growth for students and staff in the district.

All use of district technology resources must be in support of the mission and educational objectives of the District with occasional personal use by staff permitted. Any use which does not fall into this definition may result in loss of use privileges, disciplinary action, legal action and/or compensation for damages to school property.

Computer system usage by students shall be based on a specific planned educational purpose and/or topic and shall take place in a supervised setting such as a classroom, lab, or media center. Supervision is required when students are using District's technology equipment.

The District will educate students about appropriate online behavior, including interacting with other individuals on social networking web sites and in chat rooms, as well as cyberbullying awareness and response.

The District is obligated to protect its investment in computer resources. Therefore, everyone using district technology shall follow established guidelines to protect computer systems from viruses, spyware, other malware and unintentional and intentional harm. Malware and intentional tampering can cause considerable havoc to computer systems, including loss of data, identity theft, accidental release of student data or other confidential information, disabling a computer so that it will not start up, slowing systems down, causing computers to lock up, and other serious and costly damages. These problems can render expensive hardware and software useless and can be costly both financially and in down time. Deliberately damaging computer systems is an illegal act, according to state and federal laws and shall be dealt with accordingly.



## **HARASSMENT/BULLYING (Policy 412)**

### **Introduction**

The Kaukauna Area School District strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and school buses and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The school district consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

### **Definitions**

#### **Bullying**

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, physical or emotional harm. Bullying may be a single act or repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age, national origin, race, ethnicity, religion, gender, gender identity, sexual orientation, physical attributes, physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior);
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks);
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the Internet - also known as cyber bullying);
4. Emotional (e.g. excluding, mocking); or
5. Between students and students, students and adults.

#### **Cyberbullying**

Cyberbullying is another form of bullying that involves the use of information and communication technologies such as e-mail, cell phone and pager text messaging, instant messaging and/or defamatory personal web sites to support deliberate, repeated and hostile behavior that is intended to harm others.

Cyberbullying includes, but is not limited to the following:

1. Posting slurs or rumors or other disparaging remarks about a student on a web site or on a weblog;
2. Sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim's cell phone bill;
3. Using a camera phone to take and send embarrassing photographs of students; or
4. Posting misleading or fake photographs of students on web sites.

#### **Harassment**

Harassment is conduct that is significant, and objectively offensive in such a manner that it can be said to deprive the victim of access to the educational opportunities or benefits provided by the school.

Harassment is defined as conduct that:

1. Threatens to cause emotional harm;
2. Threatens to cause bodily injury;
3. Is sexually intimidating;
4. Causes physical damage to the property of another person;
5. Subjects another person to physical confinement or restraint; or
6. Maliciously and substantially harms another person's physical or emotional health or safety.

Sexual harassment is a form of harassment that includes:

1. Unwanted touching;
2. Sexual jokes;
3. Pressuring someone to have sex;

4. Threats or intimidation from a dating partner; or
5. Any other form of harassment of a sexual nature that would make a reasonable person uncomfortable.

### **Dating Harassment/Violence**

Dating harassment/violence is defined as the intentional use of physical, sexual, verbal or emotional abuse by a person to harm, threaten, intimidate, or control another person in a dating relationship. Dating harassment/violence is a pattern of coercive behavior that one partner exerts over another.

### **Intervention**

It is the expectation of the Kaukauna Area School District that all staff members, students and concerned individuals intervene when they observe or become aware of acts of bullying, cyberbullying, harassment, and dating harassment/violence. Immediate intervention is essential to bringing awareness to and addressing situations.

### **Prohibition**

Bullying/harassment behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

### **Procedure for reporting/retaliation**

All school staff members and school officials who observe or become aware of acts of bullying/harassment are required to report these acts to the building principal. Any other person, including a student who is either a victim of the bullying/harassment or is aware of the bullying/harassment or any other concerned individual is encouraged to report the conduct to the building principal.

Reports of bullying/harassment may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. Refer to 412 Rule, Complaint Procedure – Student Bullying/Harassment. A written record of the report, including all pertinent details, will be made by the recipient of the report.

The school official receiving a report of bullying/harassment shall immediately notify the school district employee assigned to investigate the report.

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

### **Sanctions and supports**

If it is determined that student(s) participated in bullying, cyberbullying, harassment, or dating harassment/violence behavior or retaliated against anyone due to the reporting of bullying/harassment behavior, the school district administration and school board may take disciplinary action, including but not limited to: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Pupil services staff will provide support for the identified victims(s).

### **Disclosure and public reporting**

The policy will be annually distributed to all students enrolled in the school district, their parents and/or guardians and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools. The school district will also provide a copy of the policy to any person who requests it.

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of this policy.

An annual summary report shall be prepared and presented to the school board, which includes trends in bullying, cyberbullying, harassment, dating harassment/violence and/or retaliation behavior and recommendations on how to further reduce these behaviors. The annual report will be available to the public.

### **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 school principal/designee of each school shall determine daily which students enrolled in the school are absent and whether their absences are excused or unexcused.

The Board of Education recognizes a responsibility for insisting upon regular student attendance. Regular attendance is a responsibility that should be shared by parents, student and school.

A. Acceptable absences include personal illness, severe illness or death in the family, religious observances, student court appearances, necessary health appointments, college visitations, and such other reasons approved by school officials in advance of the absence. 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. The need to provide further information will be determined by the principal/designee.

B. 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.

C. 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. All written and verbal communication regarding attendance policy violations will continue to include parents unless the adult student specifically requests their exclusion in writing to the principal or designee.

D. School staff will use the student management system for any time a student returns with written and signed communication from their medical provider identifying the student name, date and time of appointment(s) and specific length of absence (including start and end date) for the excused medical absence. Medical providers include, but are not limited to: Licensed physician, Nurse, Nurse Practitioner, Dentist, Orthodontist, Chiropractor, Optometrist, Psychologist/Mental health therapist, Christian Science Practitioner, Physical/occupational/nutritional or speech therapy. It is the parent/guardian responsibility to submit all documentation to the school within 10 business days after the actual medical appointment.

Students are expected to and are responsible for completing missed work.

E. Students who have a medical reason to be excused from specific classes shall obtain a written statement from their medical provider and should share with their school administration/Health Office. The statement shall include the reason for the request and the period of time the student is to be excused

F. Each level of the school system (elementary, intermediate, middle and high) shall establish a limit for unexcused absences after which an attendance notification letter will be sent. This information will be provided in the student handbook. Truancy as defined by DPI: A student is considered truant if he/she is absent without an acceptable excuse for all or part of one or more days during which school is held. "Part of a School Day" for the purpose of determining truancy, means unexcused absence from class in excess of 10 minutes which is defined as tardy. A student qualifies to be

habitually truant when he/she is absent without an acceptable excuse all or part of five or more days in a school semester. SS 118.16 (1)(a) and (c), Stats. Truancy intervention is determined based on an individual student basis.

A legal referral may be initiated if a poor attendance pattern has continued and if the building principal/designee has completed the following as appropriate:

1. Met with the student's parent or guardian to discuss the child's truancy or have attempted to meet with the student's parent or guardian and been refused.
2. Provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy and have considered curriculum modifications under Sec. 118.15 (1)(d).
3. Assessed the student to determine whether learning problems may be a cause of the student's truancy, and, if so, have taken appropriate action or made appropriate referrals.

G. Students with significant truancy may be given an attendance flag in the student management system. This flag indicates the student is only absent excused from school via the school health office or specific documentation received from the child's physician indicating a need to be absent.

H. The Administration may use discretion to modify attendance practices during a pandemic or other event for which such discretion is legally appropriate.

#### **STUDENT ALCOHOL AND 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, tobacco 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.

In order to provide for a school environment free of chemical abuse, the Board sets the following policy guidelines:

1. No student shall use, possess or be under the influence of tobacco or nicotine products such as electronic delivery devices, intoxicants or mood-altering substances not prescribed by a physician or possess drug paraphernalia at any time on school premises or while at a school-related activity. Students violating this policy shall be subject to disciplinary action up to and including possible expulsion.
2. No student shall exchange, distribute, sell, give away, or attempt to exchange, distribute, sell, give away or possess with the intention of exchanging, distributing, selling or giving away intoxicants or mood-altering substances or drug paraphernalia at any time on school premises or while at a school-related activity. For purposes of this Policy, "intent" will be defined by Wis. Stat. § 939.23. Students violating this policy shall be subject to disciplinary action up to and including possible expulsion.
3. No student shall exchange, distribute, sell, or give away, or attempt to exchange, distribute, sell, or give away, or possess with the intention of exchanging, distributing, selling, or giving away any substance, regardless of its true nature, which such student has represented in any manner to be an intoxicant or mood-altering substance (i.e.,

“look-alikes”) at any time on school premises or while at a school-related activity. Students violating this policy shall be subject to disciplinary action up to and including possible expulsion.

4. Any student who owns or operates a motor vehicle for attendance at school or school-related activities shall accept responsibility for the behavior of others who use that vehicle on school premises. This responsibility may subject the owner and/or operator student to the full ramifications of Board policy and its implementing procedures for violations of this policy by persons in the vehicle while on school premises.

A student may be required to submit to a test(s) to determine the presence of intoxicants (alcohol) or mood-altering substance if a school official or law enforcement officer has reasonable suspicion that the student has used or is under the influence of an intoxicant or mood-altering substance in violation of this policy. Such test shall be administered by (e.g., a law enforcement officer, trained school district employee or other health care facility) and shall meet state law requirements. A student may be disciplined for refusing to submit to such test(s).

The District Administrator shall provide for the development of administrative rules relating to this policy, which shall include relevant definitions.

A copy of this policy and its implementing rules shall be distributed annually to students and their parents/guardians. Also, there shall be a periodic review of the policy and rules in accordance with established procedures.

#### **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)**

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.

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.

Locker and vehicle searches are to be conducted by the building principal, associate principal, and/or designee in the presence of the student, if possible. If not possible for the student to be present, the District will proceed with the search. . The administrator shall be in the company of the police liaison officer and/or a member of the faculty. The administrator/police school liaison officer (PSLO) may make a video recording of the search in its entirety. School officials may seize any items which are dangerous, illegal, or in violation of school rules during the search. Reasonable searches among the personal belongings of the students contained within the locker may be conducted where there are reasonable grounds to believe that the search will provide evidence that the student has violated or is violating the law or school rules. Any items which are seized during the search shall be safeguarded by the principal, designee, or appropriate law enforcement until determination has been made by the appropriate authorities for disposition of the items. If any items are seized, the search shall be documented by school officials in an electronic report. The adult student or the parent(s)/guardian(s) of a minor student shall be notified of the items removed.

An administrator accompanied by a faculty member of the same sex of the student and/or the police school liaison officer (PSLO) may conduct a search of a student's person or personal effects if the search is based on reasonable suspicion, based on personal observation or reliable information from a third party, that the student has dangerous or illegal items or substances in his/her possession. In instances where the PSLO is not available, a search may occur only if there is inadequate time based on the nature of the situation to contact the law enforcement agencies. School authorities should remain sensitive so as not to invade the privacy of students any more than necessary to achieve the purpose of the search. The results of the search shall be documented by school officials. The adult student or the parent(s)/guardian(s) of a minor student shall be notified of items removed.

Strip searches shall not be conducted by the District at any time. If the nature of the problem is so serious or severe that this type of search is to be considered, law enforcement agencies shall be contacted immediately.

#### **CHILD ABUSE AND NEGLECT REPORTING (Policy 454)**

The Board of Education is concerned with the health, safety and welfare of all children and recognizes the legal and ethical obligations that school employees have to report suspected or threatened child abuse or neglect. Therefore, the Board expects school employees to carry out those obligations with due diligence in accordance with state law requirements.

Any school employee as defined in by state laws and administrative regulations, having reasonable cause to suspect that a child seen in the course of their professional duties has been abused or neglected or having reason to believe that a child has been threatened with abuse or neglect and that abuse or neglect will occur, shall report that suspicion or belief to the appropriate authorities. At all times it shall be the aim of the school employee to make the report to county child protective services or law enforcement personnel as quickly as possible. Any delay would not be in the best interests of the child and is not the policy of the District.

A school employee making a child abuse or neglect report shall inform the building principal or his/her designee of the report so they are aware of the situation. School employees may also consult with student services staff (e.g., the school guidance counselor) on the reporting process and any necessary follow-up activities. No building principal or other District employee may attempt to delay, modify or prevent any report of suspected or threatened child abuse or neglect. It is not the responsibility of school personnel to investigate child abuse or neglect reports or to prove that abuse or neglect has occurred or will occur. Investigation of child abuse and neglect reports is the legal responsibility of trained county child protective services and/or law enforcement personnel.

All information pertaining to a child abuse or neglect report shall be kept confidential, including the identity of the reporter, and shall only be shared with those individuals specifically authorized by law to have access to that information.

The District shall not take any disciplinary action against a school employee, discriminate against an employee in regard to employment, or threaten an employee with any such treatment for making a child abuse or neglect report in good faith under this policy. School employees may be subject to school disciplinary action, as well as penalties under state law, for failure to report suspected or threatened child abuse or neglect which they have knowledge of or for divulging confidential child abuse and neglect report information to an unauthorized person.

If a school employee or student is suspected of misconduct under this policy, the District shall conduct its own internal investigation to determine appropriate school disciplinary and other actions.

The District Administrator or his or her designee shall establish any necessary procedures to implement this policy and to comply with state law requirements. To maintain awareness on the part of school employees of their child abuse and neglect reporting responsibilities under this policy and state law, each school employee shall participate in required training in identifying and reporting child abuse and neglect. In addition, school employees shall be informed of this

policy and its implementing procedures annually through the Staff Handbook and through other means deemed appropriate by the District Administrator or his or her designee.

#### **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.

The district has 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. This duty is enforced through the district's policy on suspension and expulsion, which provides procedures by which students may be removed from the school community either temporarily, or in the case of expulsions, permanently.

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. Such behavior, while not necessarily so serious or pervasive to warrant suspension or expulsion, can be nearly as destructive to the educational environment. Such behavior warrants, at a minimum, that the student be removed temporarily from the class or activity (short term removal). Such removal serves multiple purposes of eliminating, or minimizing the disruption, or reinforcing the district's commitment to an appropriate educational environment, and of allowing a respite period, for disciplinary or other reasons, short of suspension or expulsion.

In other circumstances, the student's conduct, or the best interests of the student and the other members of the class, may warrant longer term removal from the class (long term removal). Long term removal may, but need not always be, for disciplinary purposes.

A staff member employed by the district may temporarily remove a pupil from the staff member's class if the pupil violates the terms of this Code of Classroom Conduct. In addition, long term removal of a student will be possible if the principal or designee upholds a staff member's recommendation that a student be removed from the class for a longer period. Removal from class under this Code does not prohibit the district from pursuing or implementing other disciplinary measures, including, but not limited to detentions, suspensions, and expulsions, for the conduct for which the student was removed.

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. This may include, but not be limited to regular classes, special classes, testing sessions, field trips, resource room sessions, counseling groups, recess, lunch, study halls, media center, school assemblies, and labs, and school sanctioned programs off school property. Class may also include district sponsored extracurricular activities, either inside or outside of school hours. "Staff member" is defined as a person holding a license or permit issued by the state superintendent whose employment by the school district requires that he/she hold that license or permit. Additionally, a staff member may also include substitute teacher, proctor, monitor, group leader, and for purposes of this code, educational assistant functioning in supervision of students or adults employed by the district in coaching or advisory positions. "Student" is defined as any student enrolled in the district, exchange student, or student visitor to the district's schools.

Reasons for Removal of a Student from Class

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 in the Student Handbook; (c) is disruptive, dangerous, or unruly; (d) which otherwise interferes with the ability of the staff member to teach effectively; or (e) which is incompatible with effective teaching and learning in the class.

Removal is a serious measure, and should not be imposed in an arbitrary, casual, or inconsistent manner. Behavioral expectations are always more constructive, and more likely to be followed, where their terms are communicated as clearly as possible to students and staff. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every inappropriate circumstance, that would justify removal under this Code. A staff member's primary responsibility is to maintain an appropriate educational environment for the class as a whole. Therefore, notwithstanding the provisions of this Code, in every circumstance the staff member should exercise his or her best judgment in deciding whether it is appropriate to remove a student temporarily from class.

Except as otherwise provided, a staff member may remove a student from class for the following conduct or behavior:

1. **Conduct covered by the district's policies regarding suspension and expulsion** (e.g., conduct rule violations, possessing a firearm, knowingly conveying a threat to destroy any school property by means of explosives). It should be noted that building administrators make decisions regarding suspension, and the district administrator makes recommendations to the Board of Education for expulsion. Thus, a staff member's decision to remove a student from class for behavior covered by district policies regarding suspension and expulsion may, but does not necessarily, mean that the student will also be suspended or expelled.
2. **Disruptive, dangerous or unruly behavior.** The following behavior, by way of example and without limitation, may be determined to be disruptive, dangerous or unruly:
  - Inappropriate physical contact intended or likely to hurt, distract or annoy others such as hitting, biting, pushing, shoving, poking, pinching or grabbing.
  - Inappropriate verbal conduct intended or likely to upset, distract or annoy others such as name calling, teasing or baiting.
  - Behavior that may constitute sexual or other harassment.
  - Repeated or extreme inappropriate verbal conduct likely to disrupt the educational environment, particularly when others are talking (e.g., lecture by teacher, response by other student, presentation by visitor) or during quiet study time.
  - Throwing any object, particularly one likely to cause harm or damage such as books, pencils, scissors, etc.
  - Inciting other students to act inappropriately or to disobey the teacher or school or class rules.
  - Destroying the property of the school or another student.
  - Loud, obnoxious or outrageous behavior.

**3. Conduct which otherwise interferes with the ability of the staff member to teach effectively.** Students are required to cooperate with the staff member by listening attentively, obeying all instruction promptly and responding appropriately when called upon. A student's non-compliance may, in turn, distract others either by setting a bad example or by diverting the class from the lesson to the student's inappropriate behavior. By way of example and without limitation this behavior includes:

- Open defiance of the staff member, manifest in words, gestures or other overt behavior
- Open disrespect of the staff member, manifest in words, gestures or other overt behavior.
- Other behavior likely or intended to sabotage or undermine classroom instruction.

4. **Conduct which is incompatible with effective teaching and learning in the class.** In some cases, a staff member may believe that a student should be removed from the class for the good of the student and in the best interests of



the class as a whole. Such reasons may, but need not be disciplinary in nature, and include for purposes of illustration and without limitation irreconcilable personality differences or issues between students in the class.

**Procedures to be followed for removing and placement of a student from class will be identified in the school handbook.**

#### **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.

Oral complaints shall be converted to written form by the person taking the complaint and referred to the person who has responsibility over the matter in question. Copies of all complaints shall be sent to the District Administrator.

All complaints shall be responded to in writing and with proper documentation of the complaints. If the concern/complaint causes a change in policy, procedure or programming, this also should be noted.

#### **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 buildings 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 locations.

When implementing this policy, school administrators and other employees should be aware that state-issued licenses permitting certain private individuals to lawfully carry a handgun or certain other weapons in various public places generally do not permit the possession, carrying or use of such weapons in schools or on school premises. This policy is not intended to prohibit the possession or use of potentially dangerous objects not designed primarily as weapons, provided that such objects have been issued or expressly authorized by the District, and provided that such objects are possessed and used exclusively for their limited and authorized purpose.

Law enforcement officials shall be contacted to help deal with a weapons situation which presents an immediate threat to safety. If the situation does not allow an opportunity to contact law enforcement officials immediately, school staff shall attempt to diffuse and control the situation in the safest manner possible until law enforcement officials can be summoned. Appropriate information and training shall be provided to staff in dealing with weapons situations in accordance with the school safety plan.

A student who possesses a firearm or destructive device in violation of this policy shall be suspended from school, referred for an expulsion hearing and expelled from school for not less than one year. The School Board may modify the expulsion order on a case-by-case basis. Students otherwise possessing a weapon in violation of any District policy or rule shall be subject to appropriate school disciplinary action, up to and including suspension and expulsion from school. A law enforcement or juvenile justice referral shall also be made for all students violating this policy.

Principals have the discretion not to proceed with disciplinary procedures for students possessing a facsimile firearm in violation of this policy.

Employees violating this policy may be subject to disciplinary action up to and including termination of employment, and shall be referred to law enforcement officials for prosecution under applicable state laws and/or local ordinances.

Any other person violating this policy shall be referred to law enforcement officials for prosecution under applicable state laws and/or local ordinances.

No person shall possess, use, or store a weapon on school premises, on school buses, while under the supervision of a school authority, or while at any school-related event. This prohibition does not apply to law enforcement officers

discharging their official duties or who are in compliance with local and state laws for carrying a firearm or military personnel who are armed in the line of duty.

This policy shall be published annually in student and staff handbooks and through other means appropriate to notify the public as required by law or determined by the administration.

### **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.

Students should not be penalized for exercising their rights to honor or celebrate recognized religious or cultural holidays. Recognizing the need to respect the variety of holidays or celebrations, such activities should not interfere with the continuity of instruction and the approved curriculum. All curricular/instructional based activities or extra curricular activities that are school sponsored must remain neutral especially in relationship to religion.

In supporting this diversity within the school and community, the cultural/religious expressions about holidays may be taught as part of the school curriculum, providing that the teaching is done to support the curriculum rather than to promote or infringe upon cultural/religious beliefs or to show preference for one religion over another.

School sponsored programs specifically related to religious holidays or observances will be permitted only if the program or activity:

1. has a secular educational purpose,
2. neither advances or inhibits religion, and
3. does not violate the Wisconsin Constitution's prohibition of religious or sectarian instruction.

The following guidelines are appropriate if classroom instructional time is used to teach about holidays or observances associated with religious/cultural traditions:

1. Teachers will balance their instruction with the school district's commitment to provide an inclusive environment where diversity is acknowledged and appreciated.
2. Classrooms will reflect a climate where cultural, religious, and non-religious differences are respected and self-expression is encouraged.
3. Teachers will be sensitive to the diversity that exists among their students and will consider the social, emotional, and cognitive development of their students in initiating special programs or activities.
4. Programs or activities will not require students to celebrate the holiday or observance, express assent to a particular belief system, or participate in ceremonies traditionally performed in church or other religious organizations.
5. Teachers will avoid emphasis on information or activities related to any one religion's traditions.
6. Information, activities, classroom decorations or displays will reflect a balance of cultural/religious diversity.
7. Perspectives of students who do not believe in religion or whose religion does not have holidays are considered and introduced where developmentally appropriate for the students involved.
8. Music programs scheduled close to religious holidays should not use the religious aspect of these holidays as the underlying motive or theme. Although religious music is appropriate in the schools to the extent that it is sung or presented for musical appreciation rather than religious content, its use should not violate the secular nature of the schools or favor one religion over another.
9. Assemblies, pageants, plays, recitals, and other literary or dramatic activities should not be used to convey religious messages.
10. While the holidays represent a valid source of ideas for meaningful school art experiences, teachers should avoid assigning or encouraging art work that promotes religious aspects of the holidays. If, however, individual

students choose to use a religious personage, event, or symbol as the vehicle for an artistic expression, they should be allowed to take such action.

The following guidelines are appropriate for extra-curricular activities or if a student will be absent for holidays or observances associated with religious traditions:

1. As much as possible care should be taken when scheduling after school events that the events do not conflict with major holidays or celebrations.
2. Students who miss an extra curricular activity or practice because of cultural or religious holiday or observances are to be excused and said absence should not hurt the student's standing with the team or activities.
3. Students who miss school for cultural or religious holidays or observances should be excused.

#### **DISTRICT EQUAL OPPORTUNITY CONTACTS**

Equal Opportunity Officers

#### **Section 504, Americans with Disability Act, and all other discrimination complaints**

Sarah Newberry, Director of Special Education

1701 County Road CE, Kaukauna, WI 54130

920-766-6100

#### **Title IX & Title VI**

Elosisa DeLeon, Director of Human Resources and Legal Services

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 age, race, creed, religion, color, physical, mental, emotional or learning disability, marital or parental status, pregnancy, sex, national origin, ancestry, sexual orientation, arrest record, conviction record or military service. Employees of this District are required to comply with the provisions of Title VI of the Civil Rights Act and Title IX of the 1972 Education Amendments. 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. 60660-7204 Telephone: 312-730-1560

## **Meet the Park Community Staff**

Photo and Email Link Available at <https://park.kaukauna.k12.wi.us/about-our-school/our-staff>

<b>Park Staff</b>	<b>Position</b>
Biesack, Lindsey	Principal
Cunniff, Jenny	1st
McMullin, Angie	1st
Benson, Andy	2nd
Gries, Jennie	2nd
Hinkens, Jill	3rd
Nicholson, Karen	3rd
Roehrig, Crissy	4K
Jansen, Erin	4th
Okroy, Nicole	4th
Schlies, Veronica	5K
Warden, Kristin	5K
Evers, Tricia	Art
Cornell, Jeanne	EA
Nabbefeld, Brenda	EA- Library
Hawkins, Brooke	EA
Kavanaugh, Laurie	EA- Health
King, Kelley	AA
McKee, Laura	EA- 4K
Simmons, Abby	EA
Open	EA
Roberts, Samantha	Literacy Coach
Schmitz, Emily	School Counselor
Sanchez, Holly	Special Education
Kruchoski, Lindsey	Special Education
Van Camp, Cassidy	Special Education
Solberg, Haley	Speech
Schuh, Trish	Youth Advocate
Welter, Lori	ESOL
Krueger, Alex	School Psychologist
Weisbeck, George	School Psychologist
Sievert, Ryan	School Social Worker
Molly VandeWettering	School Nurse
Baumgartner, Kara	Math Coach
Crouse, Katie	Music
Skrupky, Layne	PE
Lemke, Melinda	Library
Hoyman, Carol	Reading Intervention

