2025-2026
Kaukauna Area School District
Elementary School Handbook

Check us out on the internet! www.kaukauna.k12.wi.us
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Dr. H.B. Tanner Early Learning Center
2500 Fieldcrest Drive
Kaukauna, WI 54130
Ph: (920)766-6150
Fax: (920)766-6550
Principal: Elizabeth Thoreson

Electa Quinney Elementary
2601 Sullivan Avenue
Kaukauna, WI 54130
Ph: (920)766-6116
Fax: (920)766-6122
Principal: Stacy Knapp

New Directions Learning Community
2601 Sullivan Avenue
Kaukauna, WI 54130
Ph: (920)766-6116
Fax: (920)766-6122
Principal: Autumn Steif

Park Community Charter School
509 Lawe Street
Kaukauna, WI 54130
Ph: (920)766-6129
Fax: (920)766-6544
Principal: Lindsey Biesack

Victor Haen Elementary
1130 Haen Drive
Kaukauna, WI 54130
Ph: (920)766-6134
Fax: (920)766-6138
Principal: Janitra Thomson

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PRINCIPAL'S WELCOME

Greetings Kaukauna Area School District Families!

Welcome to the 2025-2026 school year. The buildings have been cleaned, the classrooms are organized and the staff is excited to kick-off the year!

Our classrooms provide students with the building blocks for a bright future filled with opportunities to learn and grow. The learning environments are safe, nurturing and positive. There is a strong emphasis on providing endless opportunities for students to meet grade level benchmarks through the use of intervention, enrichment and engaging lessons. Most importantly, our staff will work hard to build positive relationships and meet the needs of each child.

On behalf of our entire faculty, we would like to extend an invitation for you to become involved in the education of your child. The school alone cannot teach the whole child. It takes the effort of the school, the parents, and the community working together. Parents are encouraged to become involved in the education of their children. You can become involved by reviewing take-home folders and/or agendas each evening, listening to and reading with your child, attending Parent-Teacher Conferences and other special programs. There will also be many opportunities for your involvement through volunteering in classrooms, chaperoning field trips, and attending parent meetings, etc. We look forward to working with you, as a team, in educating your child.

These years are full of excitement and learning. We are committed to providing our students with positive, memorable and fun experiences. We are confident that with a cooperative and collaborative partnership between home and school, your child will have a fantastic experience this year! Please feel free to contact our school offices with any questions, concerns or ideas that arise.

The staff and administration look forward to getting to know you and assisting each child to reach his/her highest potential. Have a great year!

Sincerely,
Elementary School Principals

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 life-long learners who can successfully meet the challenges of their lives and be positive to society.

DISTRICT CORE VALUES

- We Are
  - Student Centered
  - Relationship Focused
- We Will
  - Be Intentional
  - Act with Integrity
- We Believe In
  - Collective Efficacy
  - Continuous Improvement

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 2025-2026 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 are available online at www.kaukauna.k12.wi.us .

ARRIVAL OF STUDENTS

Students can arrive as early as 7:35 a.m. Students will enter the building after the 7:45 bell. Students can play outside from 7:35-7:45. Classes begin at 7:50 a.m. for all AM-4K, K-4 students. Classes begin at 12:20 for PM-4K students The PM 4K students can enter schools at 12:15. Students should plan to arrive as close to the starting time as possible, **but not before 7:35 a.m**. when supervisors are on duty. There is **NO ADULT SUPERVISION prior to 7:35 a.m.**

ABSENCES

Absence: Daily

We request that parents/guardians call the automated absence line at **(920)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 a.m., (or 12:30 p.m. for afternoon 4K 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, 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 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 will ensure an accurate attendance record for your child.

Vacation Guidelines

We understand that time spent together as a family on a vacation 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 3:15 p.m. on full days and 11:30 a.m. on half days. All children should be picked up by this time. This will help ensure the safety of all students.

ANIMALS ON SCHOOL GROUNDS

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

The Kaukauna Area School District staff wants to provide the best possible learning climate for your children. We feel it is important for young children to establish a strong foundation for positive decision making and understanding the importance of good behavior at school, at home and in the community.

If a child receives an office discipline referral, they may meet with the classroom teacher, principal or pupil service member to discuss their behavior choices and learn ways to make better choices. Along with this, consequences such as missing recess, written apology, and behavior contract may be used to reinforce desired results.
Your support is an essential factor in guiding students to make appropriate choices and demonstrate good character. By working together as partners in your child's education, we can help our students be responsible citizens.

BUSING- KOBUSSEN BUSES (920)766-0606

Students are eligible for transportation to Tanner as follows:

- **4K, Kindergarten, and Grade 1-4 students living more than 1 mile** from the school (designated pick up points)

Bus expectations:

- Stay seated, facing forward
- Keep aisle clear
- No eating or drinking
- Keep your hands to yourself
- Use respectful voices/volume
- All school rules apply

Possible Consequences of Behavior Referrals:

1st - To be determined by school official and parents
2nd - Up to a 14 day suspension
3rd - Up to a 30 day suspension
4th - May be suspended for the remainder of the school year or possibly longer

Any form of violence (i.e. hitting, pushing, punching, kicking) intended to cause bodily harm may result in a 5 day suspension of bus privileges. The suspension may be increased due to the severity of the violent act. If you have any questions, please call Kobussen Buses at (920) 766-0606.

BEFORE & AFTER SCHOOL CARE- YMCA

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 care are available pending family interest). KASD offers before-school care, starting at 6:30 a.m. and after-school care until 6:00 p.m. for students at Tanner, NDLC/Quinney, Haen, and Park Elementary Schools. Wrap-around care for 4K students is also available. Registration information for all child care options are available at the Heart of the Valley YMCA and in the school offices. Please contact Sarah Locy at (920) 830-5720 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 your building principal.

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 an impairment may be removed from 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 conferences provide an opportunity for parents to communicate with the teacher about student progress. Please refer to the school calendar for 2025-26 conference dates. 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. A directory with staff pictures and email address links are available on the school website.

CUSTODIAL/ NON-CUSTODIAL PARENTING 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 be shared with relevant school personnel only. Please refer to board policy #491

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 the student's locker/backpack during the school day including before and after school supervision times (7:35 – 3:15).
2. Students may be allowed to use electronic devices on field trips or for specific classroom activities with permission from the teacher in consultation with the building principal.
3. Students may use such devices if approved by the building principal for medical, school, educational, vocational or other legitimate purposes in accordance with board policy #443.5.

EMERGENCY SCHOOL CLOSINGS

In the event of severe winter weather or another emergency, Kaukauna Schools may close early. Parents are asked to complete an "Emergency School Closing" form to share with the staff the plan that they have for their child/children in the event of an early dismissal from school. This form will be emailed for you to fill out electronically. Notification of any early dismissal or school closing may be announced via the Infinite Campus Automated Messenger System or local media.

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://kaukaunawi.infinitecampus.org/campus/portal/kaukauna.jsp 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 assistants to check.

EMERGENCY CONTACT INFORMATION

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

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 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. Forms are available in the school office.

FOOD SERVICE

Kaukauna Area School District contracts with Chartwells to provide school meal services. Monthly menus are available on the school website (www.kaukauna.k12.wi.us). Click on the Lunch Menus link, located on the front page. For more information or if you have questions about the breakfast program, please contact Chartwells at (920) 759-6121.

Account Information

Each **individual child** in the district has a food service account established in their name. Money may be deposited into this account for use by the family.

Breakfast Program

Chartwells offers a "Breakfast in a Bag" opportunity for all students. The cost of daily breakfast is **$2.00** (reduced breakfast cost for families who qualify is **30¢**.) Breakfast will be served in the classroom so that students do not miss important instructional time.

Free & Reduced Application

Free/Reduced Hot Lunch applications are available online and in the office. 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 50¢**.

Lunch Program

Hot lunch is offered at each school. The cost of daily lunch is **$3.25 (reduced lunch is 40¢**). Payments may be made daily, weekly, or in larger amounts. White or chocolate milk will be served with the regular hot lunch meal. Any child taking a cold lunch may purchase milk through their lunch account. The cost is **50¢ per milk.**

Payment

Payments may be made daily, weekly, or in larger amounts. Cash or check payments 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 child's account. Deposits for multiple children may be made with one check; however each child's name and account number should be included. On-line payments can be made via the Parent Portal with a credit or debit card.

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

GRADE ADVANCEMENT- GRADE 4 TO GRADE 5

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

GRADING SCALE- KAUKAUNA AREA SCHOOL DISTRICT

Elementary students grading is standards based using the following rubric:

Academic Performance Level for Character Traits	
Name	**Score**
Strength	!
Meets Expectations	+
Needs Improvement	-

Academic Performance Level for Grading Rubric	
Name	**Score**
Exceeds benchmark	4
Meeting benchmark	3
Developing towards benchmark	2
Does not meet benchmark	1
Incomplete	INC

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. 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 approximately $6.00 per book.

HANDICAPPED ACCESSIBILITY/PARKING

The main entrance of each building has a power assisted wheelchair accessible doorway. There are designated handicapped parking stalls in the main parking lots.

HEALTH INFORMATION

Activity Restrictions

Physical education (PE) is an important part of a students 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 such 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 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.

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 of fever (100°) without the use of fever-reducing medications.

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 (prescription)

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 vision screening will be conducted for all students. Screening results will be recorded in the child's health file. If your child has a concern noted following the screening, you will be notified by a letter. Hearing screenings will be conducted by parent or teacher request as needed.

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

INSTRUMENTAL BAND/ ORCHESTRA

Students are eligible to sign up for Band and Orchestra during the spring of 4th grade. Participation opportunities will begin in the summer or at the beginning of 5th grade.

LEAVING 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. By having children leave through the office, we are able to monitor their safety more effectively.

- There is a sign-out book in the office to log student departures and returns to school. *Thank you* for your cooperation.

LOST AND FOUND

A lost and found area is maintained at each school. Please inquire in the school office regarding its location. Small items or valuables such as eye glasses, jewelry and keys will be held in the office. Those items that remain unclaimed will be donated to Goodwill three times each year: after Parent Conferences in the Fall and Spring, and at the end of the school year. Parents are highly encouraged to write their children's names on clothing and other personal materials.

NEWSLETTERS

Classroom teachers regularly communicate with parents through paper or electronic newsletters (daily, weekly, or monthly).

OFFICE HOURS

All elementary school office hours are 7:30 a.m. - 4:00 p.m. Monday - Friday during the school year. Voicemail is available anytime outside these hours.

PARTIES & CELEBRATIONS

Individual birthday party invitations will not be handed out by the classroom teacher unless all students in the classroom are invited. Special celebrations may 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.

For more specifics, click here to search board policy for wellness information.

PICTURES

The Kaukauna Area School District has contracted with Network Photography to provide student pictures. Information on Picture Day will be sent via email in August.

PROGRESS REPORTS

Reporting student progress on a regular basis is important for parents and students. Formal progress reports are made available online in the parent portal in January and June. Parent teacher conferences are held in November and March.

RECESS GUIDELINES FOR COLD WEATHER

- If the wind chill or the temperature is 0 degrees Fahrenheit or below (according to weather.com), the students will have inside recess.
- If the wind chill or the 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

Kaukauna Area School District 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.

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. Special school events may allow for wearing hats or bandanas.
- Footwear should be appropriate for students to safely participate in school activities including recess. Sandals and flip-flops can be unsafe for school activities.

For more specific information, click here to search board policy for Student Dress and Grooming Policy (443-1).

TIME SCHEDULE

Supervision begins at 7:35 a.m. at which time all students enter the school building. Classes officially begin at 7:50 a.m. (12:20 p.m. for PM 4K students). Students who are not in the classroom by 7:50 a.m. will be marked tardy. Students are dismissed at 3:10 p.m. (AM 4K dismissal is 10:40 a.m.).

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 and lost, broken or stolen items will not be replaced by the school.**

VISITORS IN THE BUILDING

Safety is a priority in the Kaukauna Area School District. We have secure entrances, equipped with cameras, an intercom system, and a visitor management system that will require you to have a driver's license or state photo ID upon entry. We recognize that some members of our community may not have this form of identification. If that is the case, please contact your child's school. The intent of this added security measure is to provide a systematic approach to knowing who is entering our building.

Our school offices 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. **Visitors will only be allowed to enter if they have to pick-up early, have a scheduled meeting with school staff, or have a child requiring medical or behavior support.**

- There is an intercom at the main entrance of our school. When you approach:
    - Press the doorbell. 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.
    - Signing in will require a driver's license or state photo ID which will be scanned by our visitor management system.
    - Cleared visitors will receive a badge to be worn during their visit.
    - If you are picking up a child during the school day, the office staff will call students down from the classroom.
    - If your child is late for school or will be returning from an appointment during the school day, the adult should continue to bring the child into the office and sign them in.
    - For further details, please refer to board policy #840.
    - When the visit is complete, visitors must sign out in the main office prior to leaving the school

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 chaperone for field trips and those working one on one with students must complete a Background Check Form and be cleared prior to volunteering, unless previously approved. Background checks are active for five years.

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 may be asked to call home to get proper attire. Please label ALL items with your student's name.

BOARD POLICIES

A complete listing of all District Policies can be found on the district web site: www.kaukauna.k12.wi.us and then click on Board Policies.

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.

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 **students' locker person, or personal effects** if the search is based on reasonable suspicion.

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, student 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.

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. A healthy lifestyle optimizes student performance potential and ensures that no child is left behind.

CHILD ABUSE AND NEGLECT REPORTING (Policy 454)

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.

USE OF DISTRICT TECHNOLOGY RESOURCES (Policy 363)

The KASD offers online access to information to students and staff. The Internet as an online 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.

STUDENT BULLYING/HARASSMENT (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.

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.

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).

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.

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 socioeconomic 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.

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.

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.

355 RULE

DISCRIMINATION COMPLAINT PROCEDURES - STUDENTS PARTICIPATING IN CO-CURRICULAR ACTIVITIES

Any person who believes that the Kaukauna Area School District or any part of the school organization has discriminated against student participation in co-curricular activities, standards and rules of behavior, disciplinary actions or facilities usage on the basis of sex, sexual orientation, race, national origin, ancestry, color, creed, religion, pregnancy, marital or parental status, or physical, mental, emotional or learning disability may forward a complaint to the Equal Opportunity Officer listed below.

411 RULE

DISCRIMINATION COMPLAINT PROCEDURES

(STUDENTS)

If any person believes that the Kaukauna Area School District or any part of the school organization has inadequately applied the principles and/or regulations of:

1. Title VI or in some way discriminates on the basis of race, color or national origin, he/she may bring forward a complaint to the appropriate Equal Opportunity Officer listed below.
2. Title IX or in some way discriminates on the basis of sex, he/she may bring forward a complaint to the appropriate Equal Opportunity Officer listed below.
3. Section 504 of the Rehabilitation Act of 1973 or in some way discriminates on the basis of handicap, he/she may forward a complaint to the appropriate Equal Opportunity Officer listed below.
4. Section 118.13 of the state statutes or in some way discriminates on the basis of sex, sexual orientation, race, national origin, ancestry, color, creed, religion, pregnancy, marital or parental status, or physical, mental, emotional or learning disability, he/she may forward a complaint to the appropriate Equal Opportunity Officer listed below.

DISTRICT EQUAL OPPORTUNITY CONTACTS & CIVIL RIGHTS COMPLIANCE

Equal Opportunity Officers

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

Title Coordinator's name, address, and phone number

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

Title IX
Tammy Werbowsky, Human Resources Coordinator
1701 County Road CE, Kaukauna, WI 54130
920-766-6100

Title VI
Tammy Werbowsky, Human Resources Coordinator
1701 County Road CE, Kaukauna, WI 54130
920-766-6100

All Other Discrimination Complaints
Tammy Werbowsky, 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 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
Fax: 312-730-1576
Email: OCR.Chicago@ed.gov