



2011 - 2012
Family Handbook
Electa Quinney Elementary School

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(920)766-6116

Check us out on the internet! <http://www.kaukauna.k12.wi.us>
On the Menu to the left, click: "Schools," then "Electa Quinney"
Electa Quinney family newsletters, supply list, handbook, and
Mrs. Wolf's Library/Media site are all available online.

"Home of the Quinney Cougars"

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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 2011-2012 school year unless preempted by law.

The Family Handbook can be amended at any time at the discretion of the school district. If the district makes changes to the handbook during a school year, the principal will communicate those changes to parents and students.

Please understand that this Handbook is intended to serve as a reference and guide for your use. A copy of the district's board policies is available online at www.kaukauna.k12.wi.us.



PRINCIPAL'S WELCOME

It is with great enthusiasm that I welcome you and your family to the 2011-2012 school year at Electa Quinney Elementary School! There is nothing more exciting than the start of a new year. We truly feel a strong home-school partnership is essential to the success of your children. There are ample opportunities for you to become involved in our school. Our Parent Advisory Committee (PAC) provides many opportunities to get connected to our school community at large. Additionally, my door is open to you to partner in your child's education. I am committed to working with each of you to make this school year a great one for your child at Electa Quinney Elementary School.

Sincerely,
Stacy Knapp
Principal

ELECTA QUINNEY: PAST AND PRESENT

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



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

At that time, Electa Quinney was reconfigured to an elementary school and has served students at a variety of grade levels from second through fifth. In the summer of 2008, the district underwent a massive restructuring. As a result, Electa Quinney became home to approximately 550 students in first through fourth grade.

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.

ARRIVAL OF STUDENTS

The first bell rings at 7:45 AM which signals all students to enter school. Classes begin at 7:50 AM for all Grade 1 - 4 students. Students should plan to arrive as close to the starting time as possible, **but not before 7:35 AM** when supervisors are on duty. **There is NO ADULT SUPERVISION prior to 7:35 AM.**

- All children are also asked to proceed immediately to the playground upon arrival, rather than enter school first. They should take their back packs and other materials with them to the playground. Students having breakfast will enter from the playground starting at 7:35 AM on regular start days. Thank you for your cooperation.

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, we will no longer be able to excuse the absence.** 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 8:15 AM, you will be called to determine why your child is not in attendance. This will assure both you and the school that your child is safe.

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



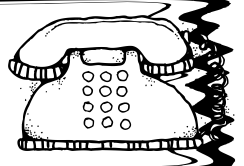
We understand that time spent together as a family on vacations can be an important part of family life. However, the instructional process does not stop when students are not at school, and lost instructional time cannot be recovered or recreated. **Therefore, we strongly encourage families to schedule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

- **Prearrange the absence with the teacher** via a note or email stating the dates the absences will occur and the reason for the absence. This will allow us to excuse your child from school and keep accurate attendance records.
- **Homework** often cannot be prepared in advance, because the purpose of homework is to provide practice and review of skills taught in the classroom. Your child's teacher may be able to prepare some work in advance with ample notice of the absence, but it is not required of the teacher. However, additional work may be assigned when your child returns.
- Any work assigned prior to the absence should be completed and returned when your child returns to school.

Try to minimize the pre-vacation excitement for your child to reduce the instructional time lost due to distraction and excitement. You can also help your child make a smooth transition back to school by talking with them about the return to school for several days before you return.

ADDRESS AND/OR PHONE NUMBER CHANGE

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



AFTER SCHOOL CARE - YMCA PROGRAM

The Kaukauna School District contracts with the YMCA to provide after school care for interested families. The program is based here at Electa Quinney Elementary for students in grades 1-4. Registration information is available at the Heart of the Valley YMCA and in the school offices. Please contact Sue Gratke at (920) 830-5719 sgratke@ymcafoxcities.org for registration information and/or questions.



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**, so all children should be picked up by this time. This will help ensure the safety of all students.

ANIMALS IN SCHOOL

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



BEHAVIORAL EXPECTATIONS

The Electa Quinney Elementary School staff wants to provide the best possible learning climate for your children. It is our desire that students learn to make appropriate decisions concerning their behavior so they not only become better school citizens, but will also be responsible citizens of the community in the future.

At all times and in all parts of the school, students are expected to demonstrate the six pillars of character: **respect, responsibility, fairness, trustworthiness, caring, and citizenship**. More specific expectations are posted in various areas throughout the building (lunchroom, hallways, playgrounds, and bathrooms). During the initial days of school, teachers review and discuss expected behaviors with students. Teachers use their judgment about needed consequences to teach appropriate choices. Students who receive a consequence have typically had multiple verbal warnings and discussions with staff members.

Students who demonstrate good character may be rewarded with a Cougar Character Award, which can be turned into the office for a chance to earn a small prize during our Friday announcements. Each child also has a Character Card in their classroom. If your child chooses not to demonstrate good character and does not follow the expected behaviors, they will receive a stamp in their agenda as a way to notify you and the following consequences will occur:

In One Month:

1. Mark Character Card (Warning to Improve Behavior)
 2. Mark Character Card and complete a "Consider Your Character" sheet in the assigned room
 3. Mark Character Card and complete a "Problem-Solving Sheet" in Lunch Detention (Inside for lunch recess, served in the office detention room)
 4. Mark Character Card and complete an "Apology Letter" in After School Detention. (30 minutes after school, served in the office detention room)
 5. Mark Character Card and write a letter of explanation to go home. This will be completed in Friday After-School Detention. (45 minutes after school, served in the office detention room)
 6. If behavior continues, start again at number 3, or a separate behavior plan or contract may be implemented.
- For any after school detention, parents will be contacted by the teacher or principal. At the end of each month, the students will receive a fresh start.

For serious misconduct, or if a child continually chooses to disregard the rules, any or all of these steps may be eliminated and more serious consequences may be administered. For example, a student may go directly to lunch detention, after school detention, or Friday detention, depending on the seriousness of the offense.

When a student is removed from class, he/she will go the short term removal area (detention room located in the main office). The student will fill out a behavior form and speak to the Principal or designee regarding the removal from class. When it is deemed appropriate, the student will be sent back to class.

Your support is an essential factor in guiding students to make appropriate choices and demonstrate good character. Please discuss the six pillars of character with your child as you review this information with them. By working together as partners in your child's education, we can help our leaders of tomorrow be responsible citizens.

BREAKFAST PROGRAM

Chartwells, the district food service provider, offers a "Breakfast in a Bag" opportunity for all students. The cost of daily breakfast is \$1.20 (reduced breakfast cost for families who qualify is .30 cents.) Breakfast begins at 7:35 AM and is served in the cafeteria. Students who arrive too late for breakfast in the cafeteria may take their bag breakfast to the classroom so that they do not miss important instructional time. Monthly menus are available on the district website (www.kaukauna.k12.wi.us). Click on the Parent Page link to locate the monthly menu. For more information or if you have questions about the breakfast program, please contact Chartwells at 759-6121.

BUSSING - KOBUSSEN TRANSPORTATION 766-0606

Students are eligible for transportation within the Electa Quinney attendance area as follows: **Grades 1-4 - students living 1.0 mile or greater** from the school (designated pick up points.) For transportation questions, please call Kobussen Transportation at 766-0606.



CALENDAR OF KEY EVENTS

- Class Lists Posted on Lobby Doors Thursday, August 25
- Open House/Visiting Day..... Tuesday, August 30 from 2:30-4:00 PM and 5:00-6:30 PM
- Picture Day..... Thursday, September 30
- Picture Retake Day..... Tuesday, November 9
- Fall Conferences..... Tuesday, November 15 from 12:00-4:00 PM and 4:30-8:30 PM
- Winter Conferences Tuesday, February 21 from 12:00-4:00 PM and 4:30-8:30 PM

CODE OF CONDUCT

In accordance with state statues, 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. The Code of Classroom Conduct, developed and adopted by the Kaukauna Area School District, was sent home to you for you and your student to review. If you have any questions about the code, please contact Mrs. Knapp at 766-6116.

In brief, the code is as follows:

- The Kaukauna Area School District recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe class environment, conducive to teaching and to the learning process. Every member of the school community (administrators, teachers and students) is expected to cooperate in this central mission.
- The district has a legal duty to make its schools as free as possible of the dangers of violence, weapons, drugs, and other behavior harmful to the educational environment.
- The district also owes its students, as a group, the opportunity to attend school as free as reasonably possible from unnecessary and unwarranted distraction and disruption, particularly by those relatively few students, who,

for whatever reasons, are unwilling, unready, or unable to available themselves of the opportunity for an education.

- A teacher employed by the district may temporarily remove a pupil from the teacher's class if the pupil violates the terms of this Code of Classroom Conduct.
- For purpose of this Code, a "class" is any class, meeting or activity which students attend, or in which they participate while in school under the control or direction of the district.
- A student may be removed from class for conduct or behavior which (a) violates the district's policies regarding suspension or expulsion; (b) violates the behavioral rules and expectations set forth by the school; (c) is disruptive, dangerous, or unruly; (d) which otherwise interferes with the ability of the teacher to teach effectively; or (e) which is incompatible with effective teaching and learning in the class.
- Except where the behavior is extreme, a teacher should generally warn a student that continued misbehavior may lead to removal from class. If a student is removed, the teacher shall submit to the building principal or designee, within 24 hours, a short and concise written explanation of the basis for the student's removal from class. As soon as possible, the building principal or designee shall notify the student's parent/guardian, verbally and/or in writing.
- A student with an impairment may be removed from a class by a teacher and placed in alternative educational setting only to the extent authorized by state law, the federal Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act and related regulations.
- A complete "Code of Classroom Conduct" policy is available for your review at any elementary school main office.

CONFERENCES

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



Scheduled conference dates:

- Fall Conferences: Tuesday, November 15 from 12:00-4:00 PM and 4:30-8:30 PM
- Winter Conferences: Tuesday, February 21 from 12:00-4:00 PM and 4:30-8:30 PM

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

CONTACTS

Personal contacts/phone calls and e-mails are encouraged to keep the communication open between home and school. All school personnel may be accessed via e-mail by: last name first initial @kaukauna.k12.wi.us (ex: larsong@kaukauna.k12.wi.us).

CUSTODIAL/NON-CUSTODIAL PARENTING AND THE SCHOOL

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



DROP OFF / PICK UP

- There is **NO** drop off, pick up, or stopping or parking in the circle drive. The circle drive is reserved for **Special Education and daycare vans/buses only**.
- Students will enter school in the AM and exit at the end of the day via the same doors from the playground (each door is marked).



- Adults transporting students are encouraged to **drop off/pick up on Ann Street**. Sullivan Avenue is the designated area for busses to drop students off at the start of the day and pick them up after school. Students may cross Ann Street by the water tower where there is a city designated crossing guard.
- **Adults need to model safe crossing** behaviors for students. Please cross at the four-way stop (Ann & Sullivan) or via the educational assistant.
- An educational assistant is designated to assist students in crossing Sullivan going to the tunnel. The assistant is located near the fire hydrant at the parking lot entrance. **No students or adults should be crossing in between bussing.**
- **Adults are encouraged to establish a consistent meeting location.**
- All students registered as bus riders will be placed on a bus at the end of each day unless a note is provided indicating they are not to ride.

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 AM - 3:20 PM).
2. Students may be allowed to use electronic devices on field trips 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.

EMERGENCY CLOSING OF SCHOOL

In the event of severe winter weather or another emergency, Kaukauna Schools may close early. The announcement of an early dismissal will be aired on the radio and television stations listed below. Parents are asked to complete an "Early Dismissal Plan" form to share with the Electa Quinney staff the plan that they have for their child/children in the event of an early dismissal from school. Notification of any early dismissal or school closing will be announced on the following radio and television stations:



<u>RADIO</u>	<u>FM</u>		<u>AM</u>	
WAPL (105.7 FM)	WGEE (99.7 FM)	WEMI (91.9 FM)	WGEE (1360 AM)	WSGC (1050 AM)
WIXX (101.1FM)	WPKR (99.5 FM)		WHBY (1150 AM)	
WNCY (100.3 FM)	WKFX (104.9 FM)		WNFL (1440 AM)	

<u>TELEVISION</u>	<u>CABLE</u>	<u>TELEVISION</u>	<u>CABLE</u>
WBAY-TV (Channel 2)	Channel 3	WGBA-TV (Channel 26)	Channel 7
WFRV-TV (Channel 5)	Channel 6	WLUK-TV (Channel 11)	Channel 12

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.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Kaukauna Area School District may disclose, without consent, "directory" information unless you have advised the District to the contrary. The primary purpose of directory information is to include this type of information from your child's records in certain school publications. Examples include: a playbill, showing your student's role in a program/drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets, such as for wrestling, showing weight and height of team members. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to

outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to companies that manufacture class rings, those who publish yearbooks, photography studios and local driver's education companies. In addition, two federal laws require local educational agencies to provide military recruiters, upon request, with directory information. This information may be used for marketing purposes. If you do not want the Kaukauna Area School District to disclose directory information from your child's education records without your prior written consent, you must notify the building principal in writing by the 15th of September. The Kaukauna School District has designated the following information as directory information: student's name, address, phone, email, photograph, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, date and place of birth, major field of study, most recent educational agency, dates of attendance, grade level attended.

FIELD TRIPS



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

GRADE ADVANCEMENT - GRADE 4 TO GRADE 5

Board of Education Policy 380 regarding grade advancement states students must pass one or more sets of criteria in order to advance or pass to fifth grade. If a student does not achieve proficient or advanced performance on the Reading and Mathematics portion of the Wisconsin Knowledge and Concepts Examination (WKCE), then the school will follow each of the steps below to determine grade advancement.

- The student receives an average rubric score of 2.25 or higher on their report card during the first three quarters of fourth grade on the standards in the Reading and/or Math subject areas.
- The student meets or exceeds typical growth in the areas of Reading and/or Mathematics on the Measures of Academic Progress (MAP) assessment during fourth grade.
- In the area of Reading only, the student demonstrates growth equivalent to one year or more on the Fountas & Pinnell Text Level Assessment (TLA).
- The student received a score of proficient or advanced on the Reading and/or Mathematics portions of the WKCE given in grade 3.
- The student makes satisfactory progress toward goals established in their ELL Plan of Service.
- The student satisfactorily completed their academic IEP goals. (Special Education Students.)



GRADING SCALE - KAUKAUNA AREA SCHOOL DISTRICT

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

A+	97.5 - 100.0	B+	87.5- 89.4	C+	77.5 - 79.4	D+	67.5 - 69.4
A	91.5 - 97.4	B	81.5 - 87.4	C	71.5 - 77.4	D	61.5 - 67.4
A-	89.5 - 91.4	B-	79.5 - 81.4	C-	69.5 - 71.4	D-	59.5 - 61.4
		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 instruction 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 \$6.00 per book.**

HANDICAPPED ACCESSIBILITY / PARKING

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

HATS/BANDANAS IN SCHOOL



Students are asked to refrain from wearing hats or bandanas while in school. Exemptions to this rule can be made in special circumstances (such as a loss of hair due to medical treatment or medical condition) by contacting the principal.

HEALTH INFORMATION

Activity Restrictions

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

Choking Hazards

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

Communicable Disease

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

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. 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 this rule may be made on an individual basis to accommodate certain health concerns. All such concerns will work through the school nurse who may require written accommodations from the physician.

Latex at School

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

Medication

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

Medication/Hard-Type

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

Participation in Activities

In general, if your child is well enough to be at school, they are well enough to participate fully in all activities, including recess. Exceptions to this rule may be made on an individual basis to accommodate certain health concerns.

All such concerns will be addressed through the school nurse who may require written accommodations from the physician.

Screening

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

- Please feel free to contact our school nurse (766-6116 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 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. 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.

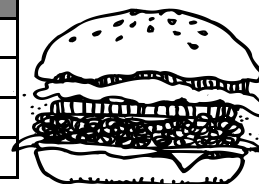
LOST AND FOUND

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

LUNCH PROGRAM

2011-2012 Electa Quinney Student Lunch Schedule

Grade	Lunch	Recess
1	11:30 - 11:55	11:55 - 12:20
2	12:05-12:30	11:40-12:05
3/ NDLC	11:40-12:05	12:05-12:30
4	11:55-12:20	11:30-11:55



LUNCH ACCOUNT INFORMATION

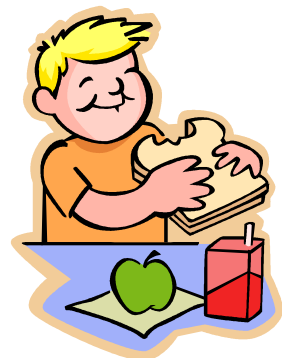
Each **individual child** in the district has a hot lunch account established in their name. Money may be deposited into this account for use by the family. Deposits for multiple children may be made with one check; however each child's name and account number should be included. **Payment should be placed in an envelope with your child's first and last name, account number, and the amount enclosed.** Checks should be written to the Kaukauna School District. This may be sent with any member of the family at any school, to be deposited into your account. There is a collection box available in the Electa Quinney office for lunch deposits. **The cost of daily lunch is \$2.35 (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 Chartwell's when your child's account balance is \$5.00 or less.

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

- White or chocolate milk will be served with the regular hot lunch meal.
- Any child choosing to purchase milk may do so through their lunch account. The cost is .40 per milk.
- Free/Reduced Hot Lunch forms are available in the office and will be sent home via our bulk mailing prior to the beginning of school (if available.) If your child qualifies for free or reduced lunch and chooses to take cold lunch and wants milk, they will need to **purchase** the milk at the .40 cost.
- Monthly menus are available on the district website (www.kaukauna.k12.wi.us). Click on the Parent Page link to locate the monthly menu.
- For further information regarding our meal program, please contact the Food Service Director at 759-6121.



NEWSLETTERS

Classroom teachers regularly send home class newsletters. The principal sends a family newsletter at the start of each month via the website. If you need a paper copy of the newsletter, it will be provided. A form will be sent home at the beginning of the year for you to specify the method you would like to receive the newsletter.

OFFICE HOURS

The Electa Quinney School office hours are 7:30 AM - 4:00 PM Monday - Friday. Voice mail is available anytime outside these hours at 766-6116.

PARENT ADVISORY COMMITTEE (P.A.C.)

The Parent Advisory Committee (PAC) is a group of parents/guardians with children attending Electa Quinney School who gather once a month to discuss school activities, events and concerns about our school. ALL parents/guardians are welcome anytime - please join us!

Quinney PAC meetings are usually held the **first Tuesday of each month** at 6:00 PM in the Electa Quinney Library. This year's meetings will be held on:

2011-2012 PAC Meetings

Tuesday, Sept. 6, 6:00 PM	Tuesday, Oct. 4, 6:00 PM	Tuesday, Nov. 1, 6:00 PM	Tuesday, Dec. 6, 6:00 PM
Tuesday, Jan. 3, 6:00 PM	Tuesday, Feb 7, 6:00 PM	Tuesday, Mar. 6, 6:00 PM	Tuesday, Apr. 3, 6:00 PM
Tuesday, May 1, 6:00 PM			

All interested parents are encouraged to attend. Our PAC is involved in the following fund raising activities:

- **ENTERTAINMENT BOOKS:** Information will be sent home with each family in September with the opportunity to sell more.
- **GENERAL MILLS BOX TOPS:** Please look for the General Mill's Box tops for Education label on their qualifying products and send the whole box top to school for processing.
- **SQUARE ONE ART:** This fall fundraiser is back by popular demand. Families can order items personalized with their child's art work.
- **TARGET: "Take Charge of Education":** If you have or open a Target Charge, you can designate Electa Quinney School to receive 1% of your total charges.

PARTIES & CELEBRATIONS

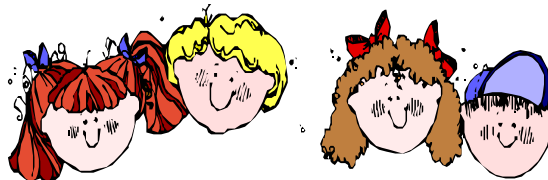
Holiday celebrations will occur throughout the school year at all grade levels. You will receive information regarding these celebrations from the classroom teachers.

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 PARTY SNACKS TO BE HEALTHY AND NUTRITIOUS. For more specific information, see Policy 341.34 (<http://www.kaukauna.k12.wi.us/schoolboard/policies/341-StudNutrition.pdf>).

- ☞ If you are celebrating your child's birthday with a party, we ask that you do not distribute the party invitations at school. Please make other arrangements for their distribution.

PICTURES

The Kaukauna Area School District has contracted with Herff Jones to provide student pictures. Picture day will be Thursday, September 29, with picture retakes on Tuesday, November 8. Information will be sent home in September regarding an opportunity to purchase portraits.



PROGRESS REPORTS

Progress reports are distributed quarterly. These reports are designed to provide formal written notification of student progress.

RECESS SCHEDULES - AM and PM

Morning Recess:	9:45 - 10:00 AM (Grades 1 & 2)	10:00 - 10:15 AM (Grades 3 & 4)
Afternoon Recess:	1:30-1:45 PM Grade 1	1:45-2:00 PM (Grades 2-3 only)

Cold Weather & Recess Guidelines

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



SAFETY PLAN

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

SCHOOL FEES

The school fee for the 2011-2012 school year for all students is \$20.00. An additional fee of \$2.00 (grade 1-4) will also be charged for the purchase of an assignment notebook that is used as a home-school communication tool on a daily basis. Fees may be paid at Visiting Day/Open House or the start of the school year. If you are unable to pay the full amount, please contact the office so arrangements can be made for extended payments.

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

All students have the opportunity to have a snack in the morning. Based on the District Student Nutrition Policy, WE REQUEST THAT FAMILIES SEND HEALTHY/NUTRITIOUS SNACKS. For more specific information, see the Nutrition Policy 341.34 (<http://www.kaukauna.k12.wi.us/schoolboard/policies/341-StudNutrition.pdf>).



SOLICITATION

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

S.T.E.P. (SENIOR TAX EXCHANGE PROGRAM)

The Kaukauna Area School district welcomes the many gifts and talents our senior citizens have to contribute to our school system and is pleased to offer the Senior Tax Exchange Program (S.T.E.P.) for the 2011-2012 school year. In S.T.E.P., senior citizens are given the opportunity to work in the district and apply their earnings toward payment of school property taxes. Throughout this school year, students may be given the opportunity of working with one or more senior citizens. If you or someone you know is interested in volunteering for S.T.E.P., please call Jayne Smits at 766-6111.

STUDENT DRESS/APPEARANCE

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

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

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 at which time all students enter the school building. Classes officially begin at 7:50 AM, which allows five minutes to enter the classroom. Students who are not in the classroom by 7:50 AM will be marked tardy.

Grade 1	AM 7:50-11:30	PM 12:20-3:10
Grade 2	AM 7:50-11:40	PM 12:30-3:10
Grade 3	AM 7:50-11:40	PM 12:30-3:10
Grade 4	AM 7:50-11:30	PM 12:20-3:10

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

For the safety of all the students and staff at Electa Quinney, we are asking that **ANYONE ENTERING** our building please come to the office, **sign in and receive a visitor's badge**.

A three-ring binder is on the office counter for **ALL VISITORS** to sign upon their arrival and departure. Parents coming to volunteer or to visit should follow the same procedures.

We **WELCOME** all of you to visit and participate in the events of Electa Quinney School, so please do not let this formality hinder your visits. Again, our interest is in protecting the safety of all our students and staff by knowing who is in the building at all times. Thank you for your understanding and cooperation.

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 School Volunteer Consent 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).

Please purchase boots with **NON-MARKING** soles when possible to limit the marks in our hallways.

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

BOARD POLICIES

A complete listing of 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. Searches are authorized in the district for the purpose of maintaining order and discipline in the schools and to protect the safety and welfare of students and school personnel. An administrator/designee may conduct a search of **student's locker person, or personal effects** if the search is based on reasonable suspicion.

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.

STUDENT NUTRITION POLICY (Policy 341.34)

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

CHILD ABUSE AND NEGLECT REPORTING (Policy 455)

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

USE OF DISTRICT TECHNOLOGY RESOURCES (Policy 363)

The KASD offers on-line access to information to students and staff. The Internet as an on-line service is an electronic highway connecting thousands of computers all over the world. E-mail allows communication in creative and efficient ways. Guidelines are necessary in order to ensure efficient, ethical and legal utilization of these resources. Violation of any of these guidelines will result in immediate suspension of the Internet privileges and might be considered a criminal offense. Use

appropriate language. Transmission, reception or production of obscene materials is prohibited. Chat rooms are not available for student use. Students should not plagiarize (i.e., copying ideas or works of others as their own) information obtained on-line. Students should not attempt to tamper with data, the operating systems, or the equipment.

HARRASSMENT/BULLYING (Policy 412)

It is the policy of the Kaukauna Area School District to provide a work and learning environment free from all forms of harassment including incidents of sexual harassment, intimidation, or bullying. The district defines harassment as striking, shoving, kicking, throwing objects at, or otherwise subjecting another person to physical contact or attempting or threatening to do the same; name calling; or engaging in a course of conduct or repeatedly committing acts which intimidate, cause discomfort to, or humiliate another person or which interfere with the recipient's academic performance. Intimidate means to make timid or fearful, to frighten, or to compel or deter by or as if by threats. Harassment includes verbal comments or other expressions which insult, degrade, or stereotype any person or group because of sex, race, religion, national origin, sexual orientation, or physical, mental, emotional or learning disability. The district defines bullying as a form of harassment that includes a mean look, gesture, word or action that is repeated over time by the same person or group of persons and that hurts a person physically, emotionally, socially or damages their personal property. Both harassment and bullying always involve a power imbalance. The School Board will not tolerate any form of harassment or bullying. Any student who violates this policy is subject to disciplinary action.

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

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.

DISTRICT EQUAL OPPORTUNITY CONTACTS

Title Coordinator's name, address, and phone number:

Section 504, Americans with Disability Act, and All other discrimination complaints

Randy Hughes, Director of Special Education
Kaukauna Area School District
1701 County Road CE, Kaukauna, WI 54130
(920) 766-6100 ext. 6105

Title IX

Corey Baumgartner, Associate Principal for Co-Curricular Activities
1701 County Road CE, Kaukauna, WI 54130
(920) 766-6113 ext. 6154

Title VI

Bob Schafer, Business Official/Financial Manager
1701 County Road CE, Kaukauna, WI 54130
(920) 766-6100 ext. 6104

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 60661
Telephone: 312-730-1560
FAX: 312-730-1576; TDD: 877-521-2172
Email: OCR.Chicago@ed.gov

STAFF LIST - 2011-2012

OFFICE

Stacy Knapp	Principal
Missy Jersett	Administrative Assistant
TBD	Administrative Assistant

GRADE 1 Room

Barb Conger	83
Leo Ebben	86
Kim Gloudeman	82
Jenny Neumann	80
Carrie Owen	88
Karen Ritzke	84

GRADE 2 Room

Stephanie Federwitz	2
Carrie Forster	95
Tara Rabideau	5
Caryn Rosenbeck	50
Jessica McKinnon	52

GRADE 3 Room

Sarah Dalke	33
Stacy Domer	64
Kelly Haehlke	66
Nicole Herlache	68
Jenny Jozwiak	67

GRADE 4 Room

Brenda Baumann	73
Katie Durrant	69
Sarah Nelson	70
Megan Schepp	74
Stephanie Streck	72
Julie Tilkens	71
Resa Beversdorf	91

LIBRARIAN Room

Sherri Wolf	62
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ART Room

Vicky Siegel	20
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MUSIC Room

Becky Nimmer	81
Karen Stangel	53

PHYSICAL EDUCATION Room

Kathy Look	4
Mickey Neumann	42
Susie Mursau	Gym

SPECIAL EDUCATION Room

Gena Gibbin CD	15
MaryJo Kilgas SLD	85
Janelle Krebsbach SLD	85
Carol Mucha CD	16
Jodi VanRossum CD	87

SPEECH Room

Nancy Lamer	32
TBD	31

ENGLISH LANGUAGE LEARNERS Room

Hilary Wians	90
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READING SPECIALISTS Room

TBD	51
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GUIDANCE Room

Julie Wydeven	9
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SOCIAL WORKER Room

Pam Schinker	25
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SCHOOL PSYCHOLOGIST Room

Kathy O'Connor	26
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SCHOOL NURSE Room

Mary Sundelius	8
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VISUALLY IMPAIRED Room

Maryann Halverson	61
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OT/PT Room

Marianne Crowley OT	24
Christina Keller PT	24

AUTISM Room

Carrie Haven	24
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AUDIOLOGIST Room

Emily Mooren	Office
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CUSTODIAN Room

Tom Carmody	1
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KITCHEN Room

Karen DeGroot	54
Sharon Johnson	54
Jane Waters	54
Kris VanRossum	54

SCHOOL POLICE LIAISON

OFFICER

Tom Raether	RVMS
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EDUCATIONAL ASSISTANTS/ STUDENT SUPPORT

Ellen Carney (Special Ed)
Vicki Driessen (Special Ed)
Mary Ebben (Library)
Jane Fuhrmann (Special Ed)
Deanna Gierach (Special Ed)
Emilia Hernandez (ELL)
Amy Hietpas (HI)
Xong Lee (ELL)
Bonnie Miller (ELL)
Michelle Oettinger (Special Ed)
Dawn Peters (ELL)
Peggy Popp (Health Room)
Lori Schedler (Special Ed)
Carol Schoenfeld (ELL)
Maureen Stoffel (Special Ed)
Lisa VanDeraa (Special Ed)
Ann Willmer (Special Ed)



