



KAUKAUNA HIGH SCHOOL

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July 28, 2017

Dear KHS Families,

I sincerely hope that this letter finds you doing quite well and having experienced an enjoyable summer so far! As August is quickly approaching we here at KHS are very excited about the upcoming school year. School will officially start on Tuesday, September 5 and many different people have been passionately preparing to have our school ready to provide our students with the absolute best learning environment and opportunities available.

Please know that throughout this school year I will continuously use our high school website and electronic newsletter to keep you informed of any changes and our progress. I humbly request your continued support and involvement in your son's or daughter's education throughout the year. I ask for this for when we are all able to truly work together our students will certainly have positive experiences within the classroom and beyond. In addition, please feel free to contact me if you any questions or concerns that you would like to discuss. Each student's educational journey is unique and presents different challenges, therefore I want to make sure that **EACH** of our students is properly supported along the way.

Please take the time to read the important information below:

1. Kaukauna High School students will register for the upcoming school year on Wednesday, August 16, and Thursday, August 17, from **9:00 A.M. until 7:00 P.M.** Students from any grade level may come on either day. All students must start the registration process in the commons. You may also pay your fees online. The following forms need to be turned in (Student /Co-curricular Handbook signature page and health form no later than Sept 15, 2017). Photographs for student ID's, activity passes, and school pictures will be taken on these dates. If you are unable to attend registration you can come to the HS office anytime after the registration dates to pay fees and turn in paperwork. Network Photography will be back at KHS on September 11, 2017 at 7:15 A.M. to take any ID pictures that they have missed. The makeup date for Network photo packages will be October 18, 2017 at 7:15 A.M. in the HS Commons.
2. The first meeting of the Parent Advisory Committee (PAC) for the 2017-18 school year will be on Monday, September 18, in the High School Library at 6:30 P.M. If you are interested in becoming a member or would like more information about the PAC, contact Sara Hooyman at 920-284-9246, via email at sandbhooyman@yahoo.com or Corey Baumgartner, Principal, at 766-6113, ext. 6151. Please complete and return the enclosed PAC postcard to the high school office if you are interested in volunteering for the many activities with which the PAC is involved.
3. **Incoming freshmen and any student new to KHS - SAVE THIS DATE!** We would like to inform you that on **Monday, August 28** from 5:00-5:50P.M., IGNITION Mentors will be serving a complimentary spaghetti dinner. We invite you and your parents to come to the High School Commons to enjoy a complimentary meal with your fellow freshmen and new students. Building tours will also be offered during that time for those who are interested. The "Path to Success" presentation will begin promptly at 6:00 P.M. with break-out sessions to follow. The purpose of orientation is to ensure that incoming students and their families feel comfortable and knowledgeable about the potential experiences of transitioning to high school. Please plan to join us for this evening. We trust this approach to freshman and new students will be meaningful for all.

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4. The 2017-18 school year for all KHS students will begin on Tuesday, September 5. **From 7:50 A.M. to 12:30 P.M. ONLY THE STUDENTS IN GRADE 9 will report to school at that time.** Scheduled activities are planned for the entire morning. A lunch will be provided for freshman prior to the afternoon schedule. Freshmen will then be joined by all other high school students for a similar afternoon of classes. **Ninth grade students will remain at school and ALL OTHER STUDENTS SHOULD REPORT AT 12:30 P.M.** All students should come prepared to attend each of their classes.

Buses will run on the normal daily schedule. If an upperclassman needs to ride the bus the first day of school, pickup will be at the regular time in the morning. The student should report to the high school office to be directed to a supervised area during the freshman morning activities. The day will end at 3:11 P.M. with bus pickup at the normal daily scheduled time of 3:15 P.M.

5. The daily schedule of instructional time will be from 7:50 A.M. – 3:11 P.M. Bus pickup will begin at 3:15 P.M. Passing time between classes is eight minutes and an Advisory Period will be held twice monthly. The Advisory Period will have students grouped by grade. We will have a two-lunch period schedule again this year. The student's schedule will note whether the student has first or second lunch. We will continue to have closed lunch for all students in Grade 9. Grades 10 through 12 will have open campus if they so desire, though tardy and attendance rules will apply.
6. Enclosed you will find information in regard to attendance and cell phone usage. Our focus at KHS centers around teaching and learning. We feel it is vitally important that students maintain regular attendance and that distractions are limited within our learning environments. That is why you will find information in regard to attendance procedures and cell phone usage within this packet for your review. Please feel free to call with any questions you may have about either topic.
7. Students are reminded to enter the building after 7:30 A.M. unless they have an appointment with a faculty member or belong to a club or organization that meets before school. To increase school safety, we are asking all students to enter the building through the doors to the commons only. All other doors will be locked. Please plan accordingly.

REGISTRATION INFORMATION

8. **Parents and students are expected to review ONLINE the Student-Parent Handbook, which includes the Co-Curricular Policy, the WIAA High School Athletic Eligibility Information Bulletin, and the Kaukauna Area School District Policy 443.8-Suspicionless Random Drug Testing, then sign and return the Student-Parent Handbook/Co-Curricular Policy/WIAA High School Athletic Eligibility Information Bulletin/Kaukauna Area School District Policy 443.8-Suspicionless Random Drug Testing Signature Sheet to the high school office at registration, before the first sports practice of any sport starting before registration, or no later than September 15 indicating that you have read and understand the information. ALL parents/guardians and students of Kaukauna High School MUST sign and return the Student-Parent Handbook/ Co-Curricular Policy/WIAA High School Athletic Eligibility Information Bulletin/Kaukauna Area School District Policy 443.8- Suspicionless Random Drug Testing Signature Sheet.**
9. Student fees of \$30.00, ID fee of \$3.00, and a planner fee of \$5.00 are required to be paid at registration. **In addition, class fees for all trimesters are to be paid at the time of registration, along with any overdue fees or fines.** Class fees that are due for this year will be available to view on the Parent Portal prior to registration. A Registration Checklist with course fees is posted online for your convenience in determining class fees. If you are unable to attend registration, you may register in the high school office after August 17.
10. Uniform guidelines have been established by the District for school and class fee charges for those that qualify for free and reduced lunch. A new application for Free/Reduced Lunch must be completed each year. The form, which is enclosed in this packet, may be returned to the high school office. Students that qualify for free lunch prices do not

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have to pay any amount of the school or class fees and students that qualify for reduced lunch prices are responsible for 50% of school and class fees. Also, all students will still be responsible for a fee for a project that is above the requirements of the class and for such things as lost or damage to textbooks, lost or damaged Chromebooks, lost supplies, etc., regardless of their lunch status.

11. Student parking on school grounds is a privilege. All students are expected to familiarize themselves and comply with established rules and expectations, including the Kaukauna Area School District Policy 443.8-Suspicionless Random Drug Testing. By purchasing a parking permit, the student and parent agree to participate in suspicionless random drug testing and give permission for testing and the release to the district concerning the results of said testing in the event they are randomly selected and understand this agreement is binding through graduation from high school. The fee for a parking permit is **\$30.00** for the school year or \$10.00 per trimester. Students must have a parking permit in order to park in the main student located on the north of the High School. Current permits must be on vehicles by September 15 to avoid consequences.
12. The 2017-18 yearbook will be available for ordering online through a link on KHS website. The price of the book is \$50.00 if ordered between (July 16, 2017–September 29, 2017), \$54.00 (September 30, 2017-March 23, 2018) and \$60.00 (March 24, 2018-May 25, 2018).
13. **All students** must have their pictures for ID cards taken at this time. **ID cards will be issued immediately at registration.** For those students who do not have their ID pictures taken on registration days, pictures will be taken on September 11, 2017. Please remember to dress appropriately and that no hats are allowed on photos. A student must be in possession of their ID to check out materials from the Information Center, and for Grade 10, 11, and 12 students, to leave school grounds for lunch. Replacement ID's are issued through the office at a cost of \$10.00.
14. Activity passes will be sold at registration for \$25.00 per student. **Activity passes will be printed directly on school issued ID's.** Please be sure to purchase your activity pass prior to having your photo taken. Passes for adults will also be available at registration for \$50.00. Passes will allow entrance to all home athletic events other than special tournaments we host and WIAA Regional or Sectional contests. An “on-the-road” pass is \$35.00 and is good for admission to other FVA schools' events. Fees for home events **without** a pass will be \$5.00 for adults and \$2.00 for students. Senior citizens (age 60 and over) will be allowed in free to regular season events.
15. Athletic/Activity fees will also be collected from those who are certain they will be participating in a fall sport or school activity. Again this year, there will be a fee to join all WIAA sponsored athletic programs. The following teams will be charged for participation: Boys and Girls Cross Country, Football, Boys and Girls Volleyball, Boys and Girls Tennis, Boys and Girls Golf, Boys and Girls Soccer, Boys and Girls Basketball, Wrestling, Gymnastics, Baseball, Softball and Boys and Girls Track. The following activities will be charged for participation: Forensics and Math Team. The fees will be \$40.00 per sport/activity, capped at \$80.00 per student and \$200.00 per family. Athletic fees will be collected by the coaches or can also be paid at registration. There will be no refunds for those who quit a team or are removed for disciplinary reasons during the season.
16. Physical forms, Alternate Year cards, and the REQUIRED Concussion Parent-Athlete Agreement form can be picked up in the KHS office. The forms are also available on website. The completed forms need to be turned in to the school before students can participate in practice or try-outs and are available on the High School website.
17. Payments:
 - Registration fees may be paid with check or cash, or **online** with a credit/debit card (school fees, planner fee, ID photo fee, class fees, past fees, and/or fines).
 - Parking permits may be paid by check or cash only.
 - Activity passes and activity fees require a SEPARATE check or cash only.
 - Student picture orders require a SEPARATE check or cash at registration or **online** with a credit/debit card. For online payment go to [Kaukauna High School Picture Prepay Online 2017](#)
 - Chartwells Dining Services lunch account payments will require a SEPARATE check, cash, or online credit/debit card payment.

18. KHS is proud to announce that this school year students grades 9, 10 and 11 will have the opportunity to participate in our 1:1 Initiative where they will be issued a Google Chromebook. We are very excited about the expansion of this technology initiative and the positive impact that it will undoubtedly have on student learning. Included in this packet you will find a KASD Chromebook Loan Agreement form that also needs to be completed for registration in addition to a student guide for proper use and handling of the device.
19. Enclosed are the following forms: Student-Parent Handbook/Co-Curricular Policy/WIAA High School Athletic Eligibility Information Bulletin/Kaukauna Area School District Policy 443.8- Suspicionless Random Drug Testing signature sheet, health information form, Parent Advisory Committee (PAC) handout, PAC Volunteer Card, Parents' Guide to School lunch 2017-18, directions on how to apply for free/reduced lunch online, wellness screening consent form (grade 9 only), 2017-18 calendar, student parking permit application for grade 11 and 12 students, Registration checklist, school supply list, senior photo guidelines and a picture order form for students in grades 9, 10, and 11. **The Health Information form and student/co co-curricular handbook signature page must be returned at the time of registration or no later than September 15.**
20. Registration forms are also posted online at <http://www.kaukauna.k12.wi.us/family/forms.cfm> or by going to district home page, family resources, KASD Forms.
- Handbook/Code signature page
 - Registration checklist
 - Supply list
 - Directions on how to apply for free and reduced lunch online
 - Parents' Guide to School Lunch
 - Parking permit
 - Health informational form
 - Chromebook guidelines and loan agreement
 - Network Photography packages
 - Wellness consent form (9th grade only)
 - 2017-18 parent calendar
 - Senior Photo Guidelines
21. Also enclosed is a Census Verification Form. Listed on the form is the information we currently have on record in Infinite Campus. Please make any changes/additions, sign, and return at registration. You may also update your information using the Parent Portal.
22. **In a continued effort to reduce costs of postage and mailing supplies, Kaukauna High School will once again not be mailing newsletters, week 6 progress reports, or report cards this year.** This information is always available on the parent portal. If you have not used the parent portal and need a user ID and password, please send an email to parentportal@kaukaunasd.org.
23. If you do not have internet access, you may call 766-6113, ext. 5471, and request that your name be put on the mailing list.

In closing, please know that I am extremely excited to have the opportunity to work with each and every student as we strive to support them on their path of success here at KHS and beyond. I am wholeheartedly devoted to this school community and feel immensely honored to serve our stakeholders. We are looking forward to a great upcoming school year!

Sincerely,



Corey Baumgartner
Principal

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