

Kaukauna Area School District

Victor Haen Elementary School

Student Handbook 2015/2016



Home of the Hawks

1130 Haen Drive

Kaukauna, WI

54130

920-766-6134

Check us out on the web at <http://kaukauna.k12.wi.us> or see videos and pictures by liking our school on Facebook.

Principal's Welcome

September, 2015

Dear Parents/Guardians;

Welcome to the 2015/2016 school year at Victor Haen Elementary School. I hope that you take a moment to look through this handbook and keep it for a reference throughout the school year. It is filled with lots of helpful information regarding our school policies and procedures. If you have any questions or concerns, please feel free to contact me.

This is my seventh year as Principal of Victor Haen Elementary School and my 19th in administration. I am excited to once again work with the fine staff here at Victor Haen Elementary School. I also look forward to further developing my relationships with the parents and students of our school. The energy and excitement to learn from your children is contagious and I plan to do my best to keep that excitement alive.

I encourage you to visit our Haen website on a regular basis at <http://www.kaukauna.k12.wi.us/Schools/Haen> and see many pictures and videos of our students as we move through the upcoming school year by liking our school on Facebook.

On behalf of our entire faculty, I would like to extend an invitation for you to become involved in the education of your child. There are many opportunities for your involvement through volunteering in classrooms, attending conferences and other special programs, chaperoning field trips, and finally becoming a member of our **Parent Advisory Committee**. We are thrilled to have both you and your child as part of our Haen School family!

Sincerely,
Kenneth D. Kortens
Principal



Contents

THE HISTORY OF VICTOR HAEN	5
DISTRICT MISSION STATEMENT	5
DISTRICT VISION STATEMENT	5
ARRIVAL OF STUDENTS	5
ADDRESS AND/OR PHONE NUMBER CHANGE.....	6
AFTER SCHOOL HOURS	7
ANIMALS IN SCHOOL	7
BEHAVIORAL EXPECTATIONS.....	7
BREAKFAST PROGRAM	8
BUSING – Kobussen Transportation 766-0606.....	9
CALENDAR.....	9
CHILD CARE.....	9
CODE OF CONDUCT	9
CONFERENCES	10
CONTACTS	10
CUSTODIAL/NON-CUSTODIAL PARENT CONTACT AT SCHOOL	11
DROP OFF / PICK UP	11
ELECTRONIC DEVICES.....	11
EMERGENCY CLOSING OF SCHOOL	11
EMERGENCY CONTACT INFORMATION.....	12
Family Educational Rights and Privacy Act (FERPA).....	12
FIELD TRIPS	13
GRADE ADVANCEMENT	13
GRADING SCALE – KAUKAUNA AREA SCHOOL DISTRICT	13
GUIDED READING BOOK RETURN POLICY	13
HANDICAPPED ACCESSIBILITY/PARKING.....	13
HATS/BANDANNA IN SCHOOL.....	13
HEALTH INFORMATION.....	14
INSTRUMENTAL BAND/ORCHESTRA	15
LEAVING SCHOOL DURING SCHOOL HOURS.....	15
LOST AND FOUND	16
LUNCH PROGRAM	16
NEWSLETTERS	16

OFFICE HOURS 17

PARENT ADVISORY COMMITTEE (P.A.C.) 17

PARTIES/CELEBRATIONS 17

PICTURES..... 17

PROGRESS REPORTS..... 17

RECESS & LUNCH SCHEDULES 17

SAFETY PLAN 18

SCHOOL FEE 18

SCHOOL MAP 19

SMOKING 20

SNACKS..... 20

SOLICITATION..... 20

S.T.E.P. (SENIOR TAX EXCHANGE PROGRAM)..... 20

STUDENT DRESS/APPEARANCE..... 20

TIME SCHEDULE..... 20

TOYS/PERSONAL ITEMS 21

VISITORS IN THE BUILDING 21

VOLUNTEERS 22

WINTER WEATHER/DRESS..... 22

BOARD POLICIES 22

DISTRICT EQUAL OPPORTUNITY CONTACTS 26

MEET THE STAFF..... 27

THE HISTORY OF VICTOR HAEN

Our school is named in honor of Victor Haen, a prominent Kaukauna citizen who was dedicated to providing excellent education and educational facilities in our community. He was born on May 31, 1914 in the Town of Buchanan and lived in Kaukauna most of his life where he operated the Haen Insurance Agency. Victor Haen served on the Board of Education for 19 years and was president of the Kaukauna School Board at the time of his sudden, unexpected death on August 20, 1969.

Rapid increase in student enrollment during the middle and late 1960's created a need for more school space in Kaukauna. Even though classes were held in a number of rented spaces in churches and community buildings, great effort was required to positively publicize and persuade the citizens of the community to pass a bond referendum to build this school.

Victor Haen worked diligently to make our school a reality. Through his leadership, the building was designed and approved for construction. After intense campaigning and several referendums, a referendum for construction was passed in the spring of 1970. Construction began in 1970 and was completed in the summer of 1971. The building was dedicated on October 24, 1971.

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.

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 8:00 a.m., you will be called to determine why your child is not in attendance. This will assure both you and the school that your child is safe.

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

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

Absence: Planned/Extended

Please prearrange all planned, extended absences for students (such as for a family vacation) with the teacher by sending a note which lists the dates the absence will occur and states the reason for the absence. This will ensure an accurate attendance record for your child.

Vacation Guidelines

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

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

ADDRESS AND/OR PHONE NUMBER CHANGE

If you move or change your phone number...

Please notify the school office immediately so that we have your correct address and phone number. This is extremely helpful to keep our records up to date.

AFTER SCHOOL HOURS

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

ANIMALS IN SCHOOL

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

BEHAVIORAL EXPECTATIONS

Victor Haen 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 and learners, but will also be responsible citizens of the community in the future. To help students learn our expectations we will continue to focus on the character education traits, adjust our Purple/Dark Blue/Light Blue/Green/Yellow/Orange/Red (Color Clip Chart) system to further remind students of their behavior and added Behavior Boot Camp. This section should help to explain these items but if not feel free to contact the school principal.

Character Education - 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**. We will continue to have character focused assemblies and will work them into classroom lessons whenever possible. We also plan to continue character coins for outstanding behavior. After 5 coins are earned, a student gets a Hawk Award that can be used to purchase fun items in the Haen Exchange or to help the building earn a school wide reward.

PBIS (Positive Behavior Intervention Supports) Behavior Boot Camp - Specific rules are posted in various areas throughout the building (lunchroom, hallways, playgrounds and bathrooms.) The expectations will be taught to students during the first few days of school during "Behavior Boot Camp". Students will rotate through stations with their teacher and classmates to learn these important behavior expectations. These are fun activities for all students to learn about our school rules together so that we can consistently set a positive tone for our school. The behavior expectations to be taught are listed in the Behavior Matrix found on the Haen website and attached to this mailing. Students will practice the expectations throughout the year through behavior mini lessons, videos during announcements, and posters throughout the school.



Purple/Blue/Lt. Blue/Green/Yellow/Orange/Red - The Color Clip Chart system used in all homerooms will continue with the addition of a clip up to Lt.BLUE, BLUE or PURPLE option. The student will always start on GREEN each day and have an opportunity to move up or down the chart depending on the level of expected behavior. If a student exhibits a behavior that stands out positively, they have an opportunity to clip up. If a negative behavior persists after a verbal warning, the student will clip down to YELLOW...if behavior persists throughout the day, another clip down to ORANGE will

occur. If more negative behavior continues within the day, the student will clip down to RED, but can move back up if behavior changes positively. The continuum of teaching will apply as follows:

RED #1 – Warning (with a note home in planner)

RED #2 – Call home from teacher and Process with the teacher

RED #3 – Lunch Recess Detention (Responsibility Time) with a detention supervisor

- Letter sent home from Infinite Campus documentation
- Copy of processing sheets
- Students receiving 3 RED Referrals within one month will also be invited to participate in a PBIS Tier 2 Intervention call Check In Check Out. The student will have a positive mentor that checks in with them in the a.m. and previews their expectations that are noted on their Daily Progress Reports (DPR). At the end of the day, they will check out with their mentor and review the DPR. If your child is invited, you will receive written notification and a phone call to discuss this opportunity. If they are able to maintain positive behavior while on Tier 2 for a set amount of time (usually a month) they will return to Tier 1 without Check In Check Out.

RED #4 – Call from Principal’s Office, consequence based on action, severity, student record, parent conference may be initiated to help create a positive intervention

RED #5, #6, etc. – Same as #4

- Student can move directly to a MAJOR
- Reset each month

Incidents of a MAJOR severity can go directly to RED and could result in other consequences determined by administration. (ex. Bullying, Harassment, Threat, Physical Fighting, etc.)

Attached to this letter is our Behavior Matrix which will be the centerpiece of our Behavior Boot Camp (PBIS). Please return the sign off below regarding this information and our handbook which is available on line on our Haen website. If you are unable to access the handbook on the internet please contact the Haen school office and a copy can be picked up or mailed.

We firmly believe that good behavior is directly related to positive relationships between students, teachers and parents. We hope that the efforts we are making above will continue to improve our school in a positive way.

BREAKFAST PROGRAM

Chartwells, the district food service provider, offers a “Breakfast in a Bag” opportunity for all students. The cost of daily breakfast is \$1.45 (Students who qualify for free or reduced will all receive a free breakfast). **Breakfast will be served in the classroom starting at 7:45 Students may not enter school early for breakfast now that it is served in the classroom during morning meeting. Monthly menus are available on the district website (www.kaukauna.k12.wi.us).** Click

on the Daily Meal Menu link on the school website. For more information or if you have questions about the breakfast program, please contact Chartwells at 759-6121.

BUSING – Kobussen Transportation 766-0606

Students who live in the Haen attendance area and are **1.0 mile or more** from Victor Haen are eligible for district-provided transportation. Determinations on distance and eligibility are made by the district and Kobussen Transportation. For transportation questions, please call Kobussen Transportation at 766-0606 and ask for or Sandy.

CALENDAR

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

CHILD CARE

The Kaukauna Area School District collaborates with the YMCA to offer the opportunity for child care outside of the normal school day (before or after school depending on interest). The program services students in grades 1-4 from Haen School. Registration information is available at the Heart of the Valley YMCA and in the school offices. Please contact (920) 687-7747 Claire Nodolf cnodolf@ymcafoxcities.org for registration information and/or questions.

CODE OF CONDUCT

In accordance with state statutes, all school districts must provide a written code of conduct based on guidelines provided by the State of Wisconsin (1998). Students, parents/guardians, and staff members shall be informed of this code of classroom conduct annually. 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 Mr. Kortens at 766-6134.

In brief, the code is as follows:

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

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

CONFERENCES

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

Scheduled conference dates: **Fall Conferences: Thursday, November 12, 4:00-7:30 p.m., Monday, November 16, 12:30 – 4:00 p.m. Tuesday, November 17, 4:00-7:30 p.m.**

Spring Conferences: Thursday, February 18 & Tuesday, February 23, 4:00-7:30 p.m. Thursday, February 25, 12:30-4:00 p.m.

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: kortensk@kaukauna.k12.wi.us)

CUSTODIAL/NON-CUSTODIAL PARENT CONTACT AT SCHOOL

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

DROP OFF / PICK UP

For student safety, we ask that all students be **dropped off in the back of school on High Street and picked up in the front of school on Haen Dr.** Students who arrive after the bell need to enter the building through the front doors and signed in to the office by a parent or guardian. Children should proceed directly to the appropriate playground via the sidewalk upon arrival. **NO PICK UPS WILL BE ALLOWED ON HIGH STREET.** All students should be picked up in the front of school on Haen Drive not in the circle drive. The circle drive needs to remain open for buses and day care vans.

Please note: There is no parking or standing in the diagonally marked EMERGENCY VEHICLE AREA in front of each entrance and on the street side of the drive around. Also, please do not wait for students in the MARKED BUS LOADING AREA. Students should not enter the building until the 7:45 bell rings.

ELECTRONIC DEVICES

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

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

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 Haen 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 may be announced via the Automated Messenger System or on the following radio / television stations:

Radio FM/AM

WAPL (105.7 FM)

WGEE (99.7 FM)

WGEE (1360 AM)

WIXX (101.1FM)

WPKR (99.5 FM)

WHBY (1150 AM)

WNCY (100.3 FM)

WKFX (104.9 FM)

WNFL (1440 AM)

WEMI (91.9 FM)

WSGC (1050 AM)

Television:Cable

WBAY-TV (Channel 2) Channel 3
WFRV-TV (Channel 5) Channel 6

WLUK-TV (Channel 11) Channel
12WGBA-TV (Channel 26) Channel 7

EMERGENCY CONTACT INFORMATION

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

Infinite Campus has the ability to use the system to make emergency contacts with parents regarding school closing or other information during the school day. If the superintendent would determine that district schools would be closing early for some reason, parents will receive an automated message giving them details. It is very important that your contact information in Infinite Campus is up to date. If you haven't already set up a Parent Portal account or would like to verify contact information within Infinite Campus/Parent Portal, please visit the Parent/Student page <http://www.kaukauna.k12.wi.us/parent/default.aspx> or e-mail ParentPortal@kaukauna.k12.wi.us. If you have question regarding your contact information please review it via the Parent Portal or call our school administrative assistant to check.

Family Educational Rights and Privacy Act (FERPA)

The Kaukauna Area School District may disclose, without consent, "directory" information unless you have advised the District to the contrary. The primary purpose of directory information is to include this type of information from your child's records in certain school publications. Examples include: a playbill, showing your student's role in a program/drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets, such as for wrestling, showing weight and height of team members. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to companies that manufacture class rings, those who publish yearbooks, photography studios and local driver's education companies. In addition, two federal laws require local educational agencies to provide military recruiters, upon request, with directory information. This information may be used for marketing purposes.

If you do not want the Kaukauna Area School District to disclose directory information from your child's education records without your prior written consent, you must notify 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 chaperons 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 chaperons 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.

GRADE ADVANCEMENT

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

GRADING SCALE – KAUKAUNA AREA SCHOOL DISTRICT

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

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

GUIDED READING BOOK RETURN POLICY

Teachers use guided reading books as part of their reading instruction. Guided reading provides students the opportunity to read at their instructional level. Rereading these books at home builds fluency, comprehension and confidence. Often times these books will travel between home and school. Although they are paperback books, they are considered our reading textbooks. **Therefore, if they are misplaced or damaged, you will be financially responsible for the replacement. Replacement costs are currently \$6 per book.**

HANDICAPPED ACCESSIBILITY/PARKING

The main entrance of the building has a power-assisted, wheelchair-accessible doorway. There are two designated handicapped parking stalls on the north east end of the main parking lot.

HATS/BANDANNA IN SCHOOL

Students are asked to refrain from wearing hats or bandannas while in school. Exemptions to this rule can be made on spirit days/weeks or 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.

Extra Change of Clothes PLEASE!

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

Illness

In order to protect the health of students and staff, we ask that a child who appears ill 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 grade 2 and 4. All children will also have their height and weight measured yearly. Screening results will be recorded in the child's health file. If your child has a concern with any of the screenings, you will be notified by a letter or phone call. If you would like any type of screening at any time please contact our school nurse (766-6134 ext. 3308).

- Please feel free to contact the school nurse with any questions or concerns related to your child's health (766-6134 ext. 3308).

INSTRUMENTAL BAND/ORCHESTRA

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

LEAVING SCHOOL DURING SCHOOL HOURS

Please call or send a dated and signed note if your child will need to leave school early or will be going home with someone different than their usual routine. Our first concern is for the safety of the children. Without proper notification, we will not release your child to someone unfamiliar to school staff.

If you need to pick up your child during school you are asked to come to the office, and we will notify the classroom teacher or playground supervisors that you've come to pick up your child(ren). By having children leave through the office, we are able to monitor their safety more effectively.

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

LOST AND FOUND

Parents are asked to write their children's names on clothing and other personal materials. Unclaimed items are placed in the "lost and found" boxes in the corridor by the health office. Please be sure to check the boxes often for missing items. Small items such as eye glasses, jewelry and keys can be found in the office.

LUNCH PROGRAM

Each **individual child** in the district has a hot lunch account established in their name. Money may be deposited into this account for use by the family. Deposits for multiple children may be made with one check; however each child's name and account number should be included. Payment should be placed in an envelope with your child's first and last name, account number, and the amount enclosed. Checks should be written to the Kaukauna 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 Haen office for lunch deposits.

The cost of daily lunch is \$2.60 (reduced lunch is .40.) Payments may be made daily, weekly, or in larger amounts. Hot lunch money will be collected in the classrooms. Any money deposited will remain in the account for future use as refunds will not be issued unless requested. At the end of the year, any remaining balance will be carried over for use the next school year.

- You will receive an automated phone message from Chartwells when your child's account balance is \$5.00 or less.

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

- White or chocolate milk will be served with the regular hot lunch meal.
- Any child choosing to purchase milk may do so through their lunch account. The cost is .40 per milk.
- Free/Reduced Hot Lunch forms are available in the office and also included in the first day handout packet. If your child qualifies for free or reduced lunch and chooses to take cold lunch and wants milk, they will need to **purchase** the milk.
- The hot lunch menu is available on the school website.
- For further information regarding our meal program, please contact the Food Service Director at 759-6121.

NEWSLETTERS

Classroom teachers regularly communicate with parent's class information through paper or electronic newsletters (daily, weekly, or monthly). The principal writes a family newsletter monthly posted on the Haen website at www.kaukauna.k12.wi.us. If you need a paper copy of the newsletter it will be sent home. A form will be sent home at the beginning of the school year for you to indicate the method you would like to receive the newsletter. Most school communications during the school year are distributed one per family and will be given to the youngest/only child attending Haen School.

OFFICE HOURS

The Haen School office hours are 7:30 a.m. - 4:00 p.m. Monday-Friday. Voice mail is available anytime outside these hours at 766.6134 or the absence line at 759.6159.

PARENT ADVISORY COMMITTEE (P.A.C.)

The Parent Advisory Committee (PAC) is a group of parents/guardians with children attending Haen who gather to discuss school activities, events and concerns about our school. This group meets on the third Monday of every month at 5:30. ALL parents/guardians are welcome anytime.

PARTIES/CELEBRATIONS

Holiday celebrations will occur throughout the school year at all grade levels. You will receive information regarding these celebrations from the classroom teachers. If your beliefs restrict the celebration of certain holidays, please contact your child's teacher so appropriate accommodations can be made. Based on the District Student Nutrition Policy, we encourage SPECIAL OCCASION snacks (INCLUDING BIRTHDAY TREATS) to be healthy and nutritious. It would also be very helpful if you would please send pre-packaged, labeled treats. This helps staff determine if the treat can be safely eaten by students with food allergies. Additionally, please only send the number of treats needed for your child's classroom. Sharing of treats with other classrooms and staff is discouraged. For more specific information, see Policy 341.34 which can be found on our district website.

PICTURES

The Kaukauna Area School District has contracted with Network Photography to provide student pictures. Picture day will be during our Visiting Day Wednesday, August 26 from 4:00-6:30 p.m. Information on picture re-take day will be sent home in September.

PROGRESS REPORTS

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

RECESS & LUNCH SCHEDULES

Lunch & Lunch Recess:

Grade	Recess	Lunch
1	11:30 – 11:55	11:55 - 12:20
2	11:35 – 12:00	12:00 – 12:25
3	11:40 – 12:05	12:05 – 12:30
4	11:45 – 12:10	12:10 – 12:35

1:40 – 2:00 Recess grades 1-4

Recess During Cold Weather

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

SAFETY PLAN

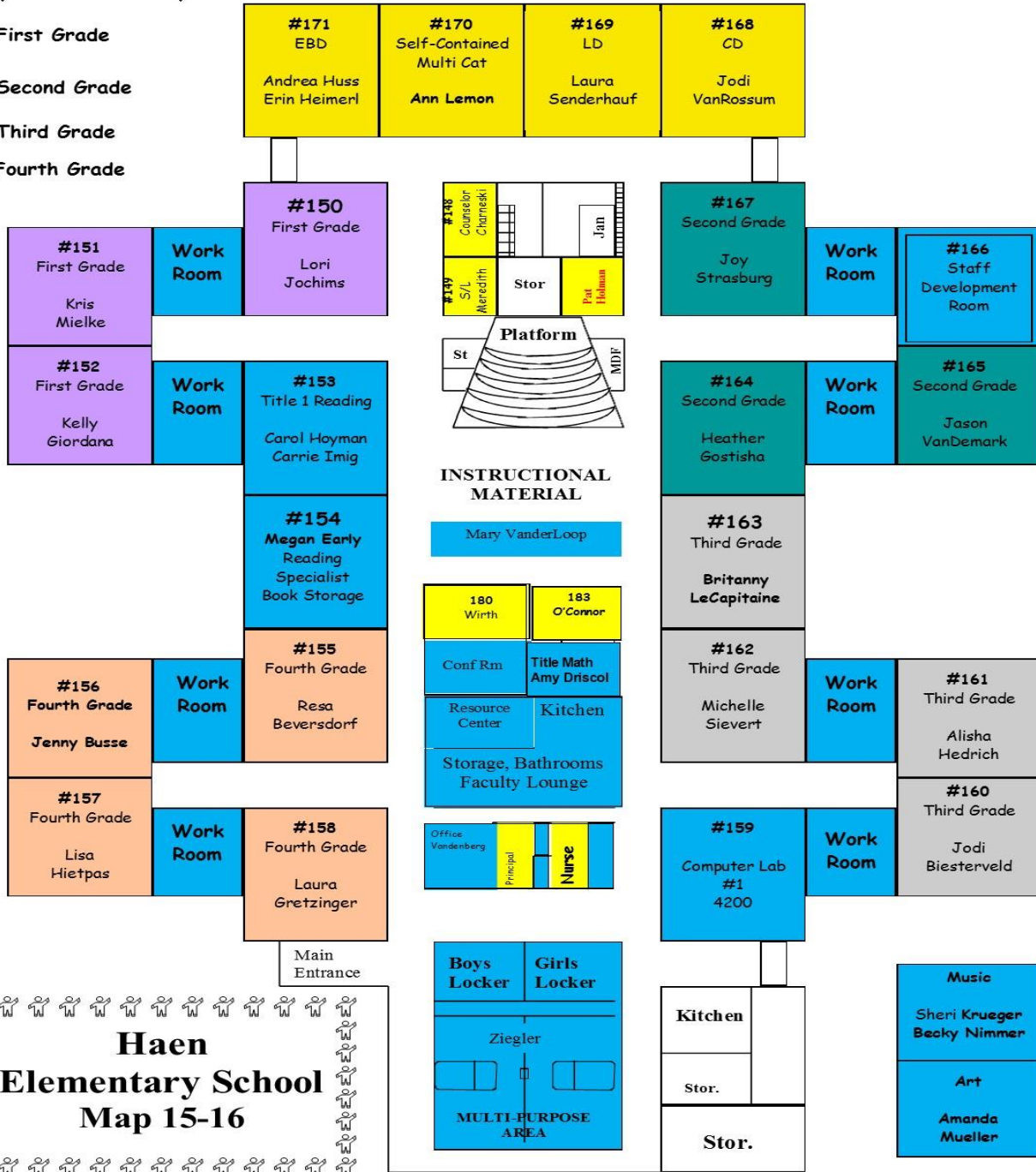
Victor Haen School has safety plans covering procedures for a variety of emergencies. Copies are housed for quick reference in each office area/classroom. Part of our safety plan is to practice monthly drills to prepare for emergency situations. Any parent wishing to see a copy of the plan may contact the office.

SCHOOL FEE

The school fee for the 2015-2016 school year for all students is \$20.00. In addition, families will be charged \$2 per child for student agenda/planner. **All School Fees Can Be Paid On Line through the Infinite Campus Parent Portal.** If you are unable to pay the full amount at the start of the year, please contact the office so arrangements can be made for extended payments.

SCHOOL MAP

- Other Room
- Special Ed Room/Pupil Services
- First Grade
- Second Grade
- Third Grade
- Fourth Grade





Haen
Elementary School
Map 15-16

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 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 2015-2016 school year. In S.T.E.P., senior citizens are given the opportunity to work in the district and earn wages. 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 at 766-6100.

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 midriiffs should be covered at all times.
- Students are asked to refrain from wearing hats or bandannas 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.

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

TIME SCHEDULE

The first bell rings at 7:45 AM which signals all students to enter school. Students are expected to be at their desks and ready to learn by the second bell at 7:50 AM. Students who are not in the classroom by 7:50 AM will be marked tardy. Students are dismissed at 3:10 AM. See the "Recess & Lunch Schedules" section for more schedule information.

TOYS/PERSONAL ITEMS

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

VISITORS IN THE BUILDING

Safety continues to be a priority in the Kaukauna Area School District. We have secure entrances, equipped with cameras and an intercom system at all of our schools. The intent of this added security measure is to provide a systematic approach to knowing who is entering our building.

Our school office will be open from 7:30 a.m. to 4:00 p.m. During these hours, school personnel will be available to provide visitors access to the building. This means, that visitors will not be able to enter before 7:30 a.m.

- There is an intercom at the main entrance of our school. When you approach:
 - Simply press the doorbell and then when greeted, you will be asked to share your name and the reason for your visit.
 - The office will provide you access and remind you to come directly to the office to sign in and get a name tag if you will be visiting a classroom.
 - If you are picking up a child during the school day, office staff will call students from the classroom to the office for pick up.
 - If your child is late for school or will be returning from an appointment during the school day, the adult should bring the child into the office and sign them in.
- Each year classroom teachers will assist in familiarizing students with this security/entrance system and practice at the start of the school year.
- All students should continue to be dropped off and proceed directly to the playground. This provides all of our students with supervision beginning at 7:35 a.m. If your child needs to bring something into school that cannot go out on the playground, they should speak with a supervisor on the playground or be escorted by an adult through the main entrance, and then proceed back to the playground until the bell rings and all students enter school.
- At 3:30 p.m. the main entrance will be opened for access to after-hours activities and pick up from childcare.

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

VOLUNTEERS

Volunteer support is appreciated and encouraged. School wide opportunities are distributed through the office and classroom support is solicited through the individual teachers. For safety reasons, anyone requesting to volunteer within the school must complete a Background Check Form, a minimum of two weeks prior to the event and be cleared prior to volunteering, unless previously approved. Background checks are active for six years after that time they need to be resubmitted.

WINTER WEATHER/DRESS

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

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

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

BOARD POLICIES

A complete listing of all District Policies can be found on the district web site:

www.kaukauna.k12.wi.us and then click on School Board on the left hand side then Board Policies.

DISTRICT WELLNESS POLICY (Policy 341.34)

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

USE OF DISTRICT TECHNOLOGY RESOURCES (Policy 363)

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

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.

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 ALCOHOL AND OTHER DRUG ABUSE (ATODA) (Policy 443.4)

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

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

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.

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.

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.

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.

WEAPONS ON SCHOOL PREMISES (Policy 882)

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

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

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

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

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

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

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

No person shall possess, use, or store a weapon on school premises, on school buses, while under the supervision of a school authority, or while at any school-related event. This prohibition does not apply to law enforcement officers discharging their official duties or who are in compliance with local and state laws for carrying a firearm or military personnel who are armed in the line of duty.

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.

DISTRICT EQUAL OPPORTUNITY CONTACTS

Equal Opportunity Officers

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

Sarah Newberry, Director of Special Education

1701 County Road CE, Kaukauna, WI 54130

920-766-6100

Title VI and IX

Scott Mikesh, Director of Human Resources and Legal Services

1701 County Road CE, Kaukauna, WI 54130

920-766-6100

Non Discrimination Statement

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

Reasonable Accommodations

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

Office of Civil Rights Address

Office for Civil Rights

U.S. Department of Education

Citigroup Center

500 W. Madison Street, Suite 1475

Chicago, IL. 60660-7204

Telephone: 312-730-1560

Fax: 312-730-157

Meet the Staff

Grade 1

Kelly Giordana
Lori Jochims
Kris Mielke

Grade 2

Heather Gostisha
Joy Strasburg
Jason VanDemark

Grade 3

Jodi Biesterveld
Alisha Hedrich
Brittany LeCapitaine
Michelle Sievert

Grade 4

Resa Beversdorf
Jennifer Busse
Laura Gretzinger
Lisa Hietpas

Art

Amanda Mueller

Music

Sheri Krueger
Becky Nimmer

Physical Education

Mary Ziegler

Special Education (Multi Cat)

Erin Heimerl – Grades 1&2
Andrea Huss – Grade 3
Ann Lemons – All Grades
Jodi VanRossum – All Grades
Laura Senderhauf – Grade 4

Autism Specialist

Shawn Cleveland

Speech & Language

Deb Meredith

Reading Specialist

Megan Early
Becky Keehan

Title I

Carol Hoyman (Reading)
Pat Holman (Reading)
Carrie Imig (Reading)
Amy Driscoll (Math)

Media Center

Mary VanderLoop

Nurse

Mary Sundelius

Kitchen

Carmen Poppleton

Pupil Services

School Psychologist:
Kathy O'Connor
Social Worker:
Karen Wirth
Counselor:
Kristin Charneski

Office

Principal:
Ken Kortens
Admin Assistant:
Barb VandenBerg

Custodian

Perry Rahn

Education Assistants

Mary Arnoldussen – Health
April Fischer – Library
Jodi Lenhart – Health
Laura Martinez-Gonzalez - Library
Michelle Oettinger – Special Ed
Rhonda Stewart – Spec Ed
Maureen Stoffel – Spec Ed
Laura Sutton – Special Ed
Lori Otley – Special Ed