



2015-2016
Family Handbook
Tanner Early Learning Center
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Kaukauna, WI 54130
(920)766-6150

Check us out on the internet! www.kaukauna.k12.wi.us
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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 2015-2016 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

Greetings, Tanner Families!

Welcome to the 2015-2016 school year. The building has been cleaned, the classrooms are organized and the staff is excited to kick-off the year!

Tanner Early Learning Center is a unique and special building. We house Early Childhood, 4-year-old Kindergarten, 5-year-old Kindergarten and 1st grade students. Our classrooms provide students with the building blocks for a lifelong love of learning. The learning environments are safe, nurturing and positive. There is strong emphasis on providing endless opportunities for students to meet grade level benchmarks through the use of intervention, enrichment and engaging lessons that are age-appropriate and meaningful. Throughout the year, the staff will work hard to build positive relationships and meet the needs of each child.

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

The primary years are full of excitement and learning. At Tanner, we are committed to providing our students with positive, memorable and fun experiences. I am confident that with a cooperative and collaborative partnership between home and school, your child will have a fantastic experience this year! Please feel free to contact myself or other school personnel with any questions, concerns or ideas that arise.

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

Sincerely,
Elizabeth Thoreson
Principal

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.

TANNER MISSION STATEMENT

Tanner ELC is committed to providing student with foundational skills that promote academic excellence and positive character development.

- We accept, appreciate and challenge our students according to their individual needs.
- We provide a safe and nurturing environment by building positive relationships with our students.
- We expose our student to a variety of valuable learning experiences, including the use of technology.
 - We create positive partnerships with families and the community.
 - We are respectful, responsible and ready to learn.

ARRIVAL OF STUDENTS

The first bell rings at 7:45 a.m. which signals all students to enter school. Classes begin at 7:50 a.m. for all EC, AM-4K, 5-year-old Kindergarten and Grade 1 students. Classes begin at 12:20 for PM-4K students. Students should plan to arrive as close to the starting time as possible, **but not before 7:35 a.m.** when supervisors are on duty. There is **NO ADULT SUPERVISION** prior to 7:35 a.m.

- 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. 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 8:00 a.m., (or 12:30 p.m. for afternoon students) you will be called to determine why your child is not in attendance. This will assure both you and the school that your child is safe.

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

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

Absence: Planned/Extended

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

Vacation Guidelines

We understand that time spent together as a family 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 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 p.m. on full days and 11:40 a.m. on half days.** 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, a request for consideration can be made in advance through your child's teacher and the school nurse for a visit outside the school building.

BEHAVIORAL EXPECTATIONS

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

This year at Tanner School we will be focusing on 3 expectations and learning what these "look like" in different areas of our school. Students will learn to be **Respectful, Responsible, and Ready to Learn.**

We will also be focusing on teaching and developing within your child the character traits of **respect, responsibility, caring, fairness, citizenship, and trustworthiness.** Each month we will focus on a different trait explaining what the trait is and how the students can exhibit that trait in different environments.

Each classroom will select a positive class incentive that the class, as a community of learners, can work toward earning by making positive behavior choices (following the expectations and exhibiting good character). Students will also be able to earn Character Coins for making good behavior choices throughout the day.

We will be using the color chart (green, yellow, orange, red) as a visual reminder if students choose not to demonstrate good character and/or follow our 3 expectations. Students will all begin the day on green. They will receive a reminder and re-teaching of the expectation for poor choices. If the behavior continues, the student will

change their card to yellow. This will serve as a warning and will be accompanied by the following: fix the problem, apologize, and potentially give time back. We will also provide an opportunity for re-teaching of the skill. If a poor behavior choice is made again within the day, the student will change their card to red. Students will once again be responsible to fix, apologize, give time back and re-learn the expected behavior. Parents will also be contacted via note, e-mail, or phone call. We will focus on the positive and students will be able to move back up the colors!

If a child receives a red, they will receive an 'Oops Slip' and may meet with the principal or pupil service member to discuss their behavior choices and learn ways to make better choices. Along with this, consequences such as missing recess, written apology, and behavior contract may be used to reinforce desired results. Parents will be notified about the behaviors via the 'Oops Slip' and the Office Discipline Referral entered into the Infinite Campus system.

Your support is an essential factor in guiding students to make appropriate choices and demonstrate good character. By working together as partners in your child's education, we can help our 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 \$1.45 (reduced breakfast cost for families who qualify is .30 cents.) Breakfast will be served in the classroom so that students do not miss important instructional time. 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 BUSES 766-0606

Students are eligible for transportation to Tanner as follows:

- **4K & Kindergarten students living 0.5 miles or greater** from the school (door to door pickup)
- **Grade 1 students living 1.0 mile or greater** from the school (designated pick up points)

For transportation questions, please call Kobussen Buses at 766-0606.

CALENDAR

The calendar is available on the school website and in the monthly newsletter.

CHILD CARE – YMCA

The Kaukauna Area School District collaborates with the YMCA to offer the opportunity for child care outside of the normal school day (before or after school pending family interest). The program services students in grades 5K & 1st grade at Tanner. Wrap Around Care options are also available for 4K families. Registration information for all child care options are 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 Mrs. Thoreson at 766-6150.

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 conferences provide an opportunity for parents to communicate with the teacher about student progress.

Scheduled conference dates:

- Fall Conferences:
Thursday, Nov. 12th-4:00-7:30 p.m., Monday, Nov. 16th-12:30-4:00 p.m., Tuesday, Nov. 17th-4:00-7:30 p.m.
- Spring Conferences:
Thursday Feb. 18th-4:00-7:30 p.m., Tuesday, Feb. 23th-4:00-7:30 p.m., Thursday, Feb. 25th-12:30-4:00 p.m.

Additional conferences may be arranged and initiated by both parents and teachers when there is a need. Due to the number of students that each 4K teacher has (AM group & PM group), we will be offering conferences on other dates as well. 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: thoresone@kaukauna.k12.wi.us).

CUSTODIAL/NON-CUSTODIAL PARENTING AT SCHOOL

Each year we receive requests from parents/guardians to restrict access by another parent/guardian to a child at school. Please realize that although we may empathize with families encountering difficulties, we cannot restrict contact unless we have a legal document outlining the specific limitations. Any **legal documentation** should be

sent to the principal and the paperwork will be kept on file in the office. This information will be shared with relevant school personnel only.

DROP OFF/PICK UP

With an increase in the number of young students at Tanner, we have modified our drop off/ pick up procedures slightly. Please take a moment to review the map on the next page and the procedures listed below. To help us keep your children safe, please follow these procedures for **dropping off students at school**:

Bus/Day Care Vans

- Drop off will be in the circle drive
- Students will be directed to the playground by an Educational Assistant

Parent/Sitter Drop off/Walkers

- Drop off on either the **south side of Ann Street** or the **east side of Fieldcrest Drive**
- **DO NOT** drop off in the circle drive or drive through the teacher parking area (these areas are for BUS drop off ONLY)
- We strongly recommend that you walk your child to the playground/class line
- All 4K students need to be escorted to the assigned door by parent/sitter/guardian
- Supervision begins at 7:35 so please do not arrive before that time

Please follow these procedures for **picking-up students from school**:

Bus/Day Care Vans

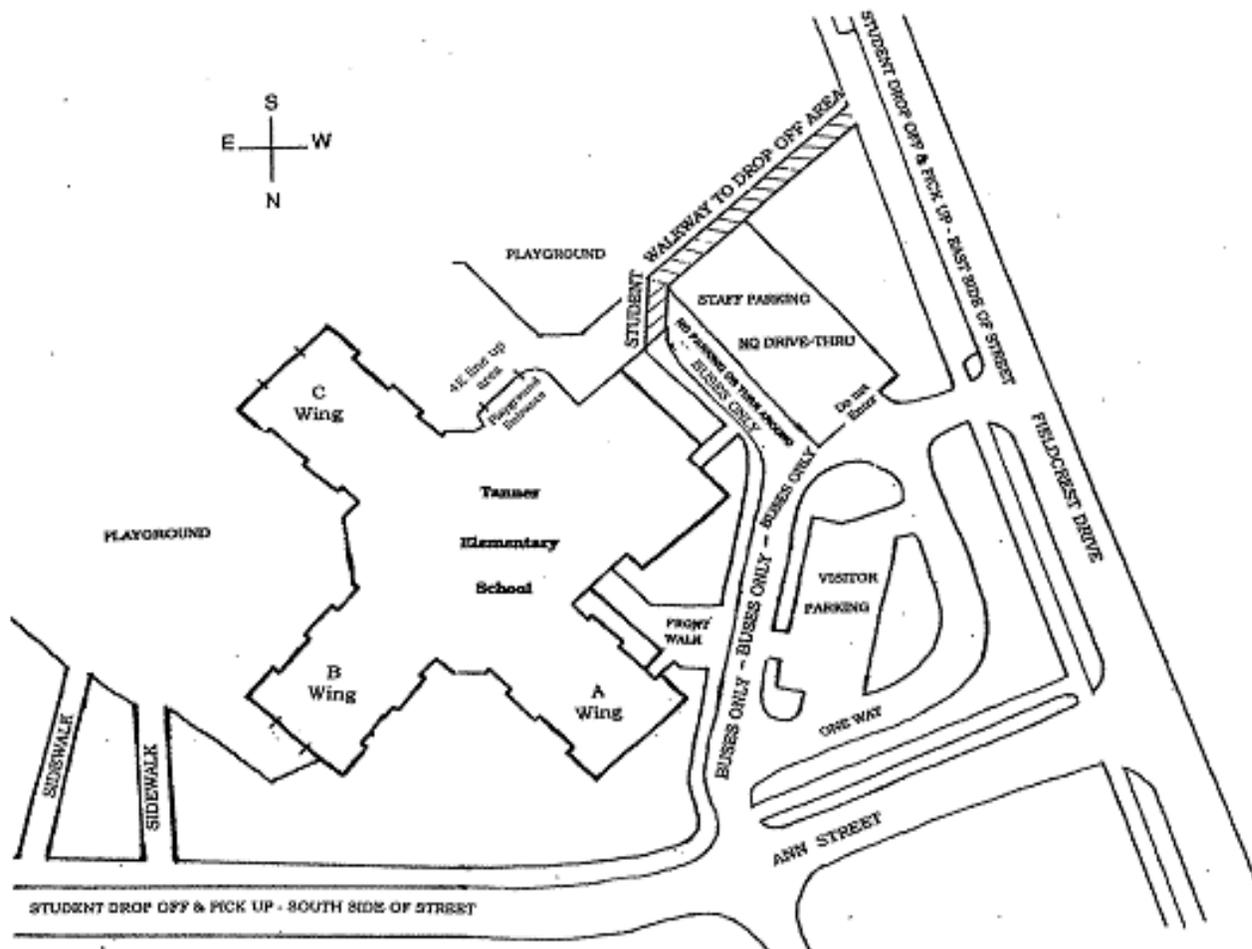
- Bus pick up will be in the circle drive
- Day care van/bus pick up will be on Fieldcrest Drive and/or Ann Street
- Students will be escorted to the bus/day care vans by an Educational Assistant

Parent/Sitter Pick up/Walkers

- Pick up on either the **south side of Ann Street** or the **east side of Fieldcrest Drive**
- **DO NOT** pick up in the circle drive or drive through the teacher parking area (these areas are for BUS pick up ONLY)
- We strongly recommend that you pick up your child at their Wing door and walk them safely to your vehicle. Parents of 4K students should wait outside the playground entrance. Kindergarten and Grade 1 students will be dismissed out B Wing and C Wing doors. Please meet your child outside these doors at dismissal time (3:10 p.m.)



DROP OFF / PICK UP MAP



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 for specific classroom activities with permission from the teacher in consultation with the building principal.
3. Students may use such devices if approved by the building principal for medical, school, educational, vocational or other legitimate purposes.

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 on the following page. Parents are asked to complete an "Emergency School Closing" form to share with the Tanner 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

WAPL (105.7 FM) WYDR (99.7 FM)
WIXX (101.1 FM) WTAQ (97.5 FM)
WNCY (100.3 FM) WWWX (96.9 FM)
WKSZ - (95.9 FM)

Radio - AM

WTAQ (1360 AM)
WHBY (1150 AM)

Television:

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

Cable

Channel 3
Channel 6

Television:

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

Cable

Channel 7
Channel 12

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 questions regarding your contact information please review it via the Parent Portal or call our school administrative assistants, Mrs. Stein or Mrs. Wall to check.

EMERGENCY CONTACT INFORMATION

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

FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT (FERPA)

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

If you do not want the Kaukauna Area School District to disclose directory information from your child's education records without your prior written consent, you must notify the building principal in writing by the 15th of September. The Kaukauna School District has designated the following information as directory information: student's name, address, phone, email, photograph, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, date and place of birth, major field of study, most recent educational agency, dates of attendance, grade level attended.

FIELD TRIPS

Parent/family chaperones are welcome 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.

GRADE ADVANCEMENT GRADE 4 TO GRADE 5

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	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 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 \$6.00 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 in the main (front) parking lot.

HATS/BANDANAS IN SCHOOL

Students are asked to refrain from wearing hats or bandanas 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, has vomited or has had diarrhea in the past 24 hours remain home from school. Additionally your child should remain at home until at least 24 hours after they are free of fever (100°) without the use of fever-reducing medications.

The school reserves the right to request a physician's excuse after three consecutive days absent. In general if your child is well enough to be at school they are well enough to participate fully with all activities, including recess. Exceptions to these guidelines may be made on an individual basis to accommodate certain health concerns. All such concerns will work through the school nurse who may require written accommodations from the physician.

Latex at School

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

Medication

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

Medication/Hard-Type

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

Participation in Activities

In general if your child is well enough to be at school they are well enough to participate fully in all activities, including recess. Exceptions to this rule may be made on an individual basis to accommodate certain health concerns. All such concerns will be addressed through the school nurse who may require written accommodations from the physician.

Screening

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

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



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 front lobby. Please be sure to check the boxes often for missing items. Small items or valuables such as eye glasses, jewelry and keys will be held in the office.

LUNCH PROGRAM

2015-2016 Tanner Student Lunch Schedule

<u>Grade</u>	<u>Lunch</u>	<u>Recess</u>
Kindergarten C Wing	11:20 -11:45	11:45 -12:10
KG & Grade 1 B Wing	11:30 -11:55	11:55 -12:20

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.

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.

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 child's account. There is a collection box available in the Tanner office for lunch deposits.

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

- 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. 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 cost of 40¢.
- Monthly menus are available on the district website (www.kaukauna.k12.wi.us).
- For further information regarding our meal program, please contact the Food Service Director at 759-6121.

NEWSLETTERS

Classroom teachers regularly communicate with parents through paper or electronic newsletters (daily, weekly, or monthly). The principal sends a family newsletter at the start of each month. Most school communications are distributed to each child attending Tanner Early Learning Center.

OFFICE HOURS

The Tanner office hours are 7:30 a.m. - 4:00 p.m. Monday - Friday. Voicemail is available anytime outside these hours at 766-6150.

PARENT ADVISORY COMMITTEE (P.A.C.)

The Parent Advisory Committee (PAC) is a group of parents/guardians with children attending Tanner Early Learning Center who gather once a month to discuss school activities, events and concerns about our school. ALL parents/guardians are welcome anytime – please join us! Tanner PAC meetings are usually held the third Tuesday of each month (except November’s meeting) at 6:00 PM. This year’s meetings will be held on:

2015-2016 PAC Meetings (All interested parents are encouraged to attend):

Tuesday, Sept. 15, 6:00 PM	Tuesday, Oct. 20, 6:00 PM	Monday, Nov. 16, 6:00 PM
Tuesday, Dec. 15, 6:00 PM	Tuesday, Jan. 19, 6:00 PM	Tuesday, Feb. 16, 6:00 PM
Tuesday, Mar. 15, 6:00 PM	Tuesday, Apr. 19, 6:00 PM	Tuesday, May 17, 6:00 PM

The following are some examples of fundraising activities our PAC is involved in:

- **HANSEN’S FUNDRAISER**

This will begin on September 12 with all orders due on September 27. Products sold during the fundraiser can be picked up at Tanner on October 17, starting at 3:15 (no early pick ups as students will need to be dismissed first).

- **BASKET RAFFLE**

The Basket Raffle will be in May.

- **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.

- **TARGET**

“Take Charge of Education”: If you have or open a Target Charge, you can designate Tanner School to receive 1% of your total charges.

- **PICK ‘N SAVE**

If you shop Pick ‘N Save, obtain a card from customer service and designate Tanner as your school, our **account number is 830550**. Each time you shop, your card is scanned and credit is automatically issued to Tanner based on the amount you spend.

- **SOUP LABELS**

Tanner School collects Campbell's Soup labels throughout the year. We appreciate your help in this project. The labels may be sent to school with your child. To make the process more efficient, we ask that you send the part of the label with the UPC code including the logo “Labels for Education”.

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 (<http://www.kaukauna.k12.wi.us/schoolboard/policies/341-StudNutrition.pdf>). A suggested list of healthy and nutritious options can be found on our school website.

PICTURES



The Kaukauna Area School District has contracted with Network Photography to provide student pictures. Picture day will be Thursday, October 8th with picture retakes on Wednesday, November 18th. Information will be sent home in September regarding an opportunity to purchase portraits.



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 SCHEDULES

Morning Recess: 9:30 – 9:45 – Kindergarten & Grade 1

Lunch: 11:20-12:10 - C Wing Kindergarten
11:30-12:20 - B Wing Kindergarten & Grade 1

Afternoon: 1:40 – 1:55 – Kindergarten & Grade 1

Cold Weather & Recess Guidelines

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

SAFETY PLAN

Tanner Early Learning Center 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 2015-2016 school year for all students is \$20. 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 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

Parents are encouraged to provide a healthy snack for their child to eat during the school day based on the District Student Nutrition Policy 341.34. This policy and a suggested list of healthy and nutritious options can be found on our school website.

SOLICITATION

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

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.). 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 the Human Resources 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 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.

For more specific information, go to www.kaukauna.k12.wi.us, click on School Board, scroll down to Board Policies and look for Student Dress and Grooming Policy (443-1).

TIME SCHEDULE

The first bell rings at 7:45 a.m. at which time all students enter the school building. Classes officially begin at 7:50 a.m., which allows five minutes to enter the classroom. Students who are not in the classroom by 7:50 a.m. will be marked tardy. Students are dismissed at 3:10 PM. See recess and lunch schedule sections 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 and 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 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, the same procedures currently in place will continue where 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 continue to bring the child into the office and sign them in.
- All students should continue to be dropped off and proceed directly to the playground. This provides all of our students with supervision. 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. upon the closing of the office, 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 our school security. The intent is not to prevent access, but rather to provide school personnel with the knowledge of who is entering the building.

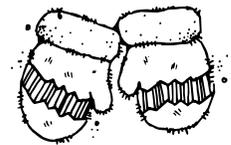
VOLUNTEERS

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, two weeks prior to the event and be cleared prior to volunteering, unless previously approved. Background checks are active for five years.

WINTER WEATHER/DRESS

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

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



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

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.

DISTRICT WELLNESS POLICY (Policy 341.34)

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

CHILD ABUSE AND NEGLECT REPORTING (Policy 454)

State statute 48.981 requires certain people to report cases of suspected child abuse or neglect. These school employees are: nurse, social worker, school teacher, administrator, and counselor. To comply with the law, all such employees shall familiarize themselves with reporting procedures or the law contained in Section 48.981 (3).

It is not the responsibility of the school employee to prove that the child has been abused or neglected or to determine whether the child is in need of protection.

USE OF DISTRICT TECHNOLOGY RESOURCES (Policy 363)

The KASD offers 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.

STUDENT BULLYING/HARRASSMENT (Policy 412)

Introduction

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

Intervention

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

Sanctions and supports

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

PUBLIC COMPLAINTS (Policy 820)

The Kaukauna Area School District is open to concerns and complaints expressed by individuals in the school district. The Board of Education is committed to the prompt solution of any concern/complaint(s) at the level closest to the area of concern. Parents or other citizens with concerns/complaints relating to the school district or its operation should attempt to resolve the matter by discussing their complaint/concern with the school district employee most closely involved. These concerns/complaints shall be taken seriously and dealt with in an orderly, professional manner. Anonymous complaints will not be dealt with.

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

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

CODE OF CLASSROOM CONDUCT (Policy 470)

The Kaukauna Area School District recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe class environment, conducive to teaching and to the learning processes. Every member of the school community is expected to cooperate in this central mission. Staff, including administrators and teachers, must use their training, experience, and authority to create schools and classes where effective learning is possible. Students are expected to come to school, and to every class, ready and willing to learn. Parents should be aware of their children's activities, performance, and behavior in school, and are encouraged to cooperate with the school in supporting educational environments that optimize learning and teaching.

WEAPONS ON SCHOOL PREMISES (Policy 882)

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

355 RULE

DISCRIMINATION COMPLAINT PROCEDURES - STUDENTS PARTICIPATING IN CO-CURRICULAR ACTIVITIES

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

411 RULE

DISCRIMINATION COMPLAINT PROCEDURES (STUDENTS)

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

1. Title VI or in some way discriminates on the basis of race, color or national origin, he/she may bring forward a complaint to the appropriate Equal Opportunity Officer listed below.

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

Civil Rights Compliance

Equal Opportunity Officers

Section 504, Americans with Disability Act – Sarah Newberry, Director of Special Education & Pupil Services
Title IX – Scott Mikesh, Director of Human Resources and Legal Services
Title VI – Scott Mikesh, Director of Human Resources and Legal Services
All other discrimination complaints – Scott Mikesh, Director of Human Resources and Legal Services

Title Coordinator's name, address, and phone number

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

Title IX
Scott Mikesh, Director of Human Resources and Legal Services
1701 County Road CE, Kaukauna, WI 54130
920-766-6100

Title VI
Scott Mikesh, Director of Human Resources and Legal Services
1701 County Road CE, Kaukauna, WI 54130
920-766-6100

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

TANNER STAFF LIST 2015-2016

OFFICE

Elizabeth Thoreson, Principal
 Jean Stein, Administrative Assistant
 Carol Wall, Administrative Assistant

EARLY CHILDHOOD

Veronica Dix A112
 Sue Hasz D173
 Andrew Kieckhafer C112
 Brooke Rooney B104
 Sarah Velicer D173
 Lyndsay Zuleger A120

4-KINDERGARTEN

Fassbender A112
 Lisa Mader A108
 Mary McDaniel A113
 Suzanne Meerdink A102
 Juli Resch A118
 Kristin Warden A121

KINDERGARTEN

Carrie Bartel C113
 Marcy Fitzgerald C111
 Stacy Geiger C104
 Christine Heim C102
 Lynn Justice B108
 Stacy Lake C106
 Mandy Rinne B107
 Jamie Torrey C108
 Kerri Vanderloop C109

GRADE 1

Kim Borgeson-Nennig B112
 Carrie Bowen B102
 Barbara Conger B103
 Kim Gloudeman B113
 Jennifer Neumann B109
 Emily Schwobe B106

ART

Liz Austin T148

MUSIC

Karen Stangel D178

PHYSICAL EDUCATION

Lisa Otto D155

AUTISM SUPPORT TEACHER

Shawn Cleveland D174

CUSTODIAN

Seneca Tesch T149

DEAF & HARD OF HEARING

Gay O'Connell

ELL

Hilary Klevesahl A122

GUIDANCE

Daniel Zamost T117

LIBRARIAN

Cheryl Miller LMC

MATH COACH

Susan VandeHey T158

OCCUPATIONAL THERAPIST

Nicole Claffey D174

PHYSICAL THERAPIST

Pam Westdorp D174

READING SPECIALIST

Aimee Hamilton T118

SCHOOL NURSE

Mary Sundelius T137

SCHOOL PSYCHOLOGIST

Lisa Sheppard T120

SCHOOL SOCIAL WORKER

TBD T158

SCHOOL POLICE LIAISON OFFICER

Adam VanderHyden

SPEECH PATHOLOGISTS

Maria McQuillan T127
 Stacy VanGrinsven T121
 Meghan Velasques T119

EDUCATIONAL ASSISTANTS & STUDENT SUPPORT

Amy Bartel (4K)
 Megan Bayorgeon (4K)
 Ellen Carney (4K)
 Sarah Copeland (SE)
 Julie Dorn (4K)
 Mary Frederickson (4K)
 Carly Giordana (Library)
 Sue Hanaway (Health Room)
 Emilia Hernandez de Santiago (ELL)
 Cindy Hietpas (SE)
 Kay Hofmann (4K)
 Kayla Huss (SE)
 Suzie Isselman (4K)
 Lora Javenkoski (ELL)
 Jessica Johnston (SE)
 Julie Kern (SE)
 Beth Sanderfoot (Library)
 Kathy VandeWettering (4K)
 Chao Vang (ELL)
 Megan Walker (SE)
 Danielle Wettstein (SE)