NEW DIRECTIONS LEARNING COMMUNITY
2018-2019
FAMILY HANDBOOK

MR. VANDEWETTERING – GR. 4
MRS. STRECK – GR. 4

MS. KABARA – GR. 3
MRS. KOCOUREK – GR. 3

MR. SKURR – GR. 2
MS. ZOBEL – GR. 2

MRS. LUDTKE – GR. 1
MS. WITTMANN – GR. 1

MRS. Lenzner/MRS. Hixon – GR. KG

MRS. KRUEGER – GR. 4K

Mrs. Abbey Frischmann ~ Principal
2601 Sullivan Ave.
Kaukauna, WI 54130
920.766.6116
Fax 920.462.4400

Taking Steps Towards Literacy
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 2018-2019 school year unless preempted by law. The Family Handbook can be amended at any time at the discretion of the school district. If the district makes changes to the handbook during a school year, the principal will communicate those changes to parents and students.

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

PRINCIPAL'S WELCOME
It is with great enthusiasm that I welcome you and your family to the 2018-2019 school year at New Directions Learning Community! There is nothing more exciting than the start of a new year. We truly feel a strong home-school partnership is essential to the success of your children. There are ample opportunities for you to become involved in our school. Our Parent School Committee (PSC) provides many opportunities to get connected to our school community at large. Additionally, my door is open to you to partner in your child's education. I am committed to working with each of you to make this school year a great one for your child at NDLC.

Sincerely,
Abbey Frischmann

NEW DIRECTIONS LEARNING COMMUNITY – BEGINNINGS
New Directions Learning Community (NDLC) is a free, public school that is a part of the Kaukauna Area School District. Launched in 2011, NDLC’s philosophy is that literacy empowers people. Literacy – reading, writing and speaking – is the backbone of our school. NDLC provides a unique learning opportunity for elementary school students and their families in Kaukauna and surrounding communities. In our supportive community, students receive individualized instruction to help them grow as readers, writers, and problem solvers. NDLC students become citizens for our global world.

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 for all students to enter school. Classes begin at 7:50 AM. Students should plan to arrive as close to the starting time as possible, but not before 7:35 AM as there is NO ADULT SUPERVISION prior to 7:35 AM. 7:40 AM for 4K. 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. 4K enters and dismisses through the front entrance.
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, the absence will not be excused.** 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 AM, you will be called to determine why your child is not in attendance. This will assure both you and the school that your child is safe.

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

The school reserves the right to request a physician’s excuse when attendance is a concern. Attendance letters will be sent out to students when they have accumulated 5, 10, 15 and 20 days of absence/tardiness for grades KG-4 or 10, 15, and 20 day letters for K4.

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
New this year: If you move or change your phone number...please go into the Parent Portal and update your demographics. This is extremely helpful to keep your information 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 (11:40 on half-days), so all children should be picked up by this time.** This will help ensure the safety of all students.
ANIMALS IN SCHOOL
Due to students, staff and other visitors to our building that may suffer from allergies and/or asthma, or have a fear of animals; we ask that you refrain from bringing animals/pets to school or on school grounds. If there is an educational relevance, requests can be made in advance through your child’s teacher and the school nurse for a visit outside the school building.

BREAKFAST PROGRAM
Chartwells, the district food service provider, offers a “Breakfast in a Bag” opportunity for all students. The cost of daily breakfast is $1.55. Students who qualify for free will receive a free breakfast, reduced cost is .30. Breakfast will be served in the classroom starting at 7:45. Students may not enter school early for breakfast as breakfast is served in the classroom. Monthly menus are available on the school website for more information or if you have questions about the breakfast program, please contact Chartwells at 759-6121.

BUSSING – KOBUSSEN TRANSPORTATION 766-0606
Students are eligible for transportation to and from NDLC as follows: 4K and Kindergarten students living greater than 0.5 mile and Grades 1-4 students living greater than 1.0 mile from the school (designated pick up points.) and reside within the Electa Quinney School boundaries. For transportation questions, please call Kobussen Transportation at 766-0606.

CALENDAR
An updated calendar and dates of events can be found on our website.

CHILDCARE (Before, After, Wrap-Around)
The Kaukauna School District collaborates with the YMCA to provide opportunity before school, after school and summer care for interested families. The program is based here at Electa Quinney Elementary/NDLC for students in grades K-4. Wrap-Around will be offered to 4K students and is held at NDLC this year. Registration information is available at the Heart of the Valley YMCA and in the school offices. Please contact Meghan McKeithan at 920-830-5724 mmckeanhan@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. If you have any questions about the code, please contact Mrs. Frischmann at 759-6132.

In brief, the code is as follows:
• The Kaukauna Area School District recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe class environment, conducive to teaching and to the learning process. Every member of the school community (administrators, teachers and students) is expected to cooperate in this central mission.
• The district has a legal duty to make its schools as free as possible of the dangers of violence, weapons, drugs, and other behavior harmful to the educational environment.
• The district also owes its students, as a group, the opportunity to attend school as free as reasonably possible from unnecessary and unwarranted distraction and disruption, particularly by those relatively few students, who, for whatever reasons, are unwilling, unready, or unable to available themselves of the opportunity for an education.
• A teacher employed by the district may temporarily remove a pupil from the teacher’s class if the pupil violates the terms of this Code of Classroom Conduct.
• For purpose of this Code, a “class” is any class, meeting or activity which students attend, or in which they participate while in school under the control or direction of the district.
• A student may be removed from class for conduct or behavior which (a) violates the district’s policies regarding suspension or expulsion; (b) violates the behavioral rules and expectations set forth by the school; (c) is disruptive, dangerous, or unruly; (d) which otherwise interferes with the ability of the teacher to teach effectively; or (e) which is incompatible with effective teaching and learning in the class.
• Except where the behavior is extreme, a teacher should generally warn a student that continued misbehavior may lead to removal from class. If a student is removed, the teacher shall submit to the building principal or designee, within 24 hours, a short and concise written explanation of the basis for the student’s removal from class. As soon as possible, the building principal or designee shall notify the student’s parent/guardian, verbally and/or in writing.
• A student with an impairment may be removed from a class by a teacher and placed in alternative educational setting only to the extent authorized by state law, the federal Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act and related regulations.
• A complete “Code of Classroom Conduct” policy is available for your review at any elementary school main office.

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

Scheduled conference dates:
• Fall Conferences: Thursday, November 9 & Tuesday November 14 evening
• Spring Conferences: Tuesday March 20 & Thursday, March 22 evening

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 email addresses are available on the school website.

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

DROP OFF / PICK UP
• There is NO drop off, pick up, or stopping or parking in the circle drive. The circle drive is reserved for daycare vans/buses only.
• Students will enter school in the AM and exit at the end of the day via the same doors from the playground (NDLC’s door is marked).
Adults transporting students are encouraged to drop off/pick up on Ann Street or St. Marys PL. Please cross in crosswalks ONLY!

Adults need to model safe crossing behaviors for students. Please cross at the four-way stop (Ann & Sullivan) or via the educational assistant.

An educational assistant is designated to assist students in crossing Sullivan going to the tunnel. The assistant is located near the fire hydrant at the parking lot entrance. No students or adults should be crossing in between bussing.

Adults are encouraged to establish a consistent meeting location.

All students registered as bus riders will be placed on a bus at the end of each day unless a note is provided indicating they are not to ride.

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**ELECTRONIC DEVICES**

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

1. Devices must remain off and in student’s locker/backpack during the school day including before and after school supervision times (7:35 AM – 3:20 PM)
2. Students may be allowed to use electronic devices on field trips 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 in accordance to Board policy 443.5.

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**EMERGENCY CLOSING OF SCHOOL**

In the event of severe winter weather or another emergency, Kaukauna Schools may close early. Notifications of any early dismissal or school closing will be announced via the Automated Messenger System or on the following television/radio stations. Television Stations are WBAY TV 2, WFRV TV 5, WLUK TV 11, and WGBA TV 26. Radio Stations are WHBY 1150 AM, WAPL 105.7 FM, WGEE 1360 AM, WIXX 101.1 FM, WNCY 100.3 FM, WKSZ 95.9 FM, WZOR 94.7 FM

Parents are asked to complete an ‘Early Dismissal Plan’ form to share with the NDLC staff the plan that they have for their child/children in the event of an early dismissal from school.

Infinite Campus has the ability to use the system to make emergency contacts with parents regarding school closing or other information during the day. If the district administrator 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 family resources page https://kaukaunawi.infinitecampus.org/campus/portal/kaukauna.jsp or e-mail ParentPortal@kaukaunasd.org. If you have a question regarding your contact information please call our school Administrative Assistant, Mrs. Mitchell, to check.

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**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 go into the Parent Portal and update your Demographics. This helps to facilitate quick contact with families in case of illness, accident, or other emergency. Please let the office know if you have made changes.
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 District 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. Contact the school office for a form, and it must be completed a minimum of two weeks prior to the field trip. (Teachers will provide a form if the chaperone is needed.)

GOVERNANCE COUNCIL MEETINGS
The Governance Council will meet on Wednesdays at 5:45 PM on the following dates:

|---------|---------|---------|---------|---------|---------|---------|---------|---------|

The Council members are: President: Alyssa Lotzer, Vice-President: Lana Knoener, Treasurer: Vern Hixon, Secretary: Molly Lenzner and Members: Charles West, Ronnie Grow and Kathy Zobel.

GRADE ADVANCEMENT – GRADE 4 TO GRADE 5
Please refer to Board of Education Policy 380 regarding grade advancement.

GRADING SCALE – KAUKAUNA SCHOOL DISTRICT
Although letter grades are not issued at the elementary level, listed below is the district grading scale for reference:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A+</td>
<td>97.5 - 100.0</td>
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<tr>
<td>A</td>
<td>91.5 - 97.4</td>
</tr>
<tr>
<td>A-</td>
<td>89.5 - 91.4</td>
</tr>
<tr>
<td>B+</td>
<td>87.5 - 89.4</td>
</tr>
<tr>
<td>B</td>
<td>81.5 - 87.4</td>
</tr>
<tr>
<td>B-</td>
<td>79.5 - 81.4</td>
</tr>
<tr>
<td>C+</td>
<td>77.5 - 79.4</td>
</tr>
<tr>
<td>C</td>
<td>71.5 - 77.4</td>
</tr>
<tr>
<td>C-</td>
<td>69.5 - 71.4</td>
</tr>
<tr>
<td>D+</td>
<td>67.5 - 69.4</td>
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<tr>
<td>D</td>
<td>61.5 - 67.4</td>
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<tr>
<td>D-</td>
<td>59.5 - 61.4</td>
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<tr>
<td>F</td>
<td>59.4 - or lower</td>
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GUIDED READING BOOK RETURN POLICY
Teachers use guided reading books as part of their reading instruction. Guided reading provides students the opportunity to read at their instruction level. Rereading these books at home builds fluency, comprehension and confidence. Often times these books will travel between home and school. Although they are paperback books, they are considered our reading textbooks. Therefore, if they are misplaced or damaged, you will be financially responsible for the replacement. Replacement costs are currently $6.00 per book.
HANDICAPPED ACCESSIBILITY / PARKING
The main entrance of the building has a power assisted wheelchair accessible doorway. There is designated handicapped parking in the front of the building now.

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 should remain home from school. Additionally, your child should remain at home until at least 24 hours after they are free of fever (100°) without the use of fever-reducing medications. 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 grades 2 and 4. All children will also have their height and weight measured yearly. Screening results will be recorded in the child’s health file. If your child has a concern with any of the screenings, you will be notified by a letter or phone call. If you would like any type of screening at any time please contact your school nurse.

➢ Please feel free to contact Mary Sundelius, our school nurse with any questions or concerns related to your child’s health, 920-766-6100 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. By having children leave through the office, we are able to monitor their safety more effectively.

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

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

LUNCH PROGRAM
2018-2019 NDLC Student Lunch Schedule

<table>
<thead>
<tr>
<th>GRADES</th>
<th>LUNCH</th>
<th>RECESS</th>
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<tbody>
<tr>
<td>Grades 3-4</td>
<td>12:00-12:25</td>
<td>10:45-11:05</td>
</tr>
<tr>
<td>K-2</td>
<td>12:20-12:45</td>
<td>12:25-12:45</td>
</tr>
<tr>
<td>3-4</td>
<td>12:00-12:20</td>
<td>2:20-2:40</td>
</tr>
<tr>
<td>K-2</td>
<td>12:25-12:45</td>
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LUNCH ACCOUNT INFORMATION

Each individual child in the district has a hot lunch account established in their name. Money may be deposited into this account for use by the family. Deposits for multiple children may be made with one check; however each child’s name and account number should be included. Payment should be placed in an envelope with your child’s first and last name, account number, and the amount enclosed. Checks should be written to the Kaukauna School District. This may be sent with any member of the family at any school, to be deposited into your account. There is a collection box available in the NDLC office for lunch deposits. The cost of daily student lunch is $2.70 (reduced lunch is .40.) Payments may be made daily, weekly, or in larger amounts. Hot lunch money will be collected in the classrooms. Any money deposited will remain in the account for future use as refunds will not be issued unless requested. At the end of the year, any remaining balance will be carried over for use the next school year.

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

Note: Families whose lunch account reaches a negative balance will not be allowed to charge on the account until it is paid in full.
- White or chocolate milk will be served with the regular hot lunch meal.
- Any child choosing to purchase milk may do so through their lunch account. The cost is .40 per milk.
- Free/Reduced Hot Lunch forms are available in the office and will be sent home via our bulk mailing prior to the beginning of school (if available.) If your child qualifies for free or reduced lunch and chooses to take cold lunch and wants milk, they will need to purchase the milk at the .40 cost.
- Monthly menus are available on the district website (http://kaukauna.nutrislice.com/). Click on Choose your school and choose a menu.
- For further information regarding our meal program, please contact the Food Service Director at 759-6121.

NEWSLETTERS

Classroom teachers regularly do blogs email class newsletters. NDLC posts a family newsletter at the start of each month via the website. If you need a paper copy of the newsletter, please inform your child’s teacher and it will be provided.

OFFICE HOURS

The NDLC office hours are 7:30 AM - 4:00 PM Monday – Friday during the school year. Voice mail is available anytime outside these hours at 766-6116.

PARENT SCHOOL COMMITTEE (P.S.C.)

The Parent School Committee (PSC) is a group of parents/guardians with children attending NDLC who gather once a month to discuss school activities, events and concerns about our school. ALL parents/guardians are welcome anytime – please join us! NDLC PSC meetings are held the first Monday of each month.

This year’s meetings will be held on:

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<tr>
<th>2018-2019 PSC MEETINGS</th>
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<tr>
<td>Monday, Sept. 11, 6:00 PM</td>
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<tr>
<td>Monday, Dec. 3, 6:00 PM</td>
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<tr>
<td>Monday, Mar. 5, 6:00 PM</td>
</tr>
<tr>
<td>Monday, June 3, 6:00 PM</td>
</tr>
</tbody>
</table>

All interested parents are encouraged to attend. Our PSC is involved in the following fund raising activities:
- **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.
PARTIES & CELEBRATIONS
All classes will participate in celebrations through the year. You will have advance notice of these celebrations. If your beliefs restrict the celebration of certain holidays, please contact your child’s teacher so appropriate accommodations can be made. Based on the District Student Nutrition Policy, WE ENCOURAGE PARTY SNACKS TO BE HEALTHY AND NUTRITIOUS. For more specific information, see Policy 341.34 (http://www.kaukauna.k12.wi.us/schoolboard/policies/341-StudNutrition.pdf). 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 Wednesday Sept. 26th. Retake day will be Thursday, Nov. 1st. Information will be will be included in the 1st day packets or sent home in September regarding an opportunity to purchase portraits.

PORTFOLIO REPORTS
Portfolio reports are distributed by semester. These reports are designed to provide formal written notification of student progress.

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

RESPONSIVE CLASSROOM
NDLC uses the Responsive Classroom approach to teaching and learning that will foster a safe, joyful, and challenging classroom environment. Using this approach there are several steps each class will follow in setting up classroom rules and expectations that will form the discipline policy for our school. At the beginning of the year each class will spend a significant amount of time discussing the hopes and dreams individual students have for their learning. The next step will be creating classroom rules that will enable students to successfully accomplish their hopes and dreams. At the same time there will be many opportunities for interactive modeling of behavior expectations in the classroom and school wide situations. When expectations are met, their appropriate choices and positive behavior will be recognized and supported. When behavior expectations are not met, students will be given a reminder and a chance to make a better choice. If students do not do this, they may be redirected or asked to take a break until they are ready to re-join the class and/or the activity. Certain situations may require an intervention where the child will take a break in a different classroom. In persistent or severe situations a child may be sent to the office.

SAFETY PLAN
New Directions Learning Community 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 2018-19 school year for all students is $20.00. Additional fees of $2.25 (grade 1-2) and (grade 3-4) is $2.45 will 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 online in your Parent Portal account, 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, WE REQUEST THAT FAMILIES SEND HEALTHY/NUTRITIOUS SNACKS. 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 the Nutrition Policy 341.34. A suggested list of healthy and nutritious can be found on our school website.

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

STEP (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 STEP for the 2017-18 school year. In STEP, 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 S.T.E.P. coordinator 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 and are not allowed to be worn on any playground equipment.

Please refer to the Student Dress and Grooming Policy for more information (http://www.kaukauna.k12.wi.us/family/studentconduct.cfm)

TIME SCHEDULE
The first bell rings at 7:45 AM at which time all students enter the school building. Classes officially begin at 7:50 AM, which allows five minutes to enter the classroom. Students who are not in the classroom by 7:50 AM will be marked tardy. 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; 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:
  o Simply press the doorbell and then when greeted, you will be asked to share your name and the reason for your visit.
  o 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.
  o 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.
  o 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.
  o Supervision begins at 7:35 am. An adult supervising will greet students when it is time to enter school, and provide them safe access.
• 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. 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. For further information see Board policy 840.

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, three weeks prior to the event and be cleared prior to volunteering, unless previously approved.

WINTER WEATHER/DRESS
To help keep children healthy and our building clean, please be sure that your child:
  • Wears boots, a hat, mittens, and snow pants during wet, cold, and snowy weather.
  • Has inside and outside footwear, i.e. boots for outside, regular shoes for inside (other than gym shoes). Students without proper dress for wet or snowy weather will be asked to call home to get proper attire.
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 as follows:  
1. Students may use such devices before school and/or after school.  
2. Students may use such devices during co-curricular activities (including games) and other school-sponsored activities provided such use or possession does not disrupt the activity.  
3. Students may use such devices if approved by the building principal for medical, school, educational, vocational or other legitimate purpose. Students violating this policy shall be disciplined in accordance with established procedures.

LOCKER, CAR AND STUDENT SEARCHES (POLICY ~ 446)  
Although student lockers are considered property of the Kaukauna Area School District, the district expects students to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school administrators for any reason at any time without student consent and without a search warrant. Searches are authorized in the district for the purpose of maintaining order and discipline in the schools and to protect the safety and welfare of students and school personnel. An administrator/designee may conduct a search of student's locker person, or personal effects if the search is based on reasonable suspicion.

STUDENT ATTENDANCE (Policy 430)  
In accordance with state law, all children between six (6) and eighteen (18) years of age must attend school full-time until the end of the term, quarter, or semester in which they become eighteen (18) years of age, unless they have a legal excuse, fall under one of the exceptions in the State Statutes, or have graduated from high school. The Board of Education recognizes a responsibility for insisting upon regular student attendance. Regular attendance is a responsibility that should be shared by parents, student and school. Once 5 days in a quarter or ten days cumulative for the school year has been reached a parent/guardian may be asked to provide more information for the above absences to be considered excused. When a student is absent, his/her parents or guardians shall contact the school during the day by the time established at each school. Failure to contact the school will result in a follow up telephone call from the school to check on the safety/situation of the student.  

Students are required to attend all their scheduled classes unless they have obtained parental permission and a pass approved by the building principal or designee.

STUDENT NUTRITION POLICY (Policy 341.34)  
The Kaukauna Area School District promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of children. A healthy lifestyle optimizes student performance potential and ensures that no child is left behind.

CHILD ABUSE AND NEGLECT REPORTING (Policy 455)  
State statute 48.981 requires certain people to report cases of suspected child abuse or neglect. These school employees are: nurse, social worker, school teacher, administrator, and counselor. To comply with the law, all such employees shall familiarize themselves with reporting procedures or the law contained in Section 48.981 (3). It is not the responsibility of the school employee to prove that the child has been abused or neglected or to determine whether the child is in need of protection.

USE OF DISTRICT TECHNOLOGY RESOURCES (Policy 363)  
The District strongly believes that technology resources are a tremendous source of information that provides countless opportunities for growth for students and staff in the district. All use of district technology resources must be in support of the mission and educational objectives of the District with occasional personal use by staff permitted. Any use which does not fall into this definition may result in loss of use privileges, disciplinary action, legal action and/or compensation for damages to school property.  
Computer system usage by students shall be based on a specific planned educational purpose and/or topic and shall take place in a supervised setting such as a classroom, lab, or media center. Supervision is required when students are using District's technology equipment.  
The District will educate students about appropriate online behavior, including interacting with other individuals on social networking web sites and in chat rooms, as well as cyberbullying awareness and response.  
The District is obligated to protect its investment in computer resources. Therefore, everyone using district technology shall follow established guidelines to protect computer systems from viruses, spyware, other malware and unintentional and intentional harm. Malware and intentional tampering can cause considerable havoc to computer systems, including loss of data, identity theft, accidental release of student data or other confidential information, disabling a computer so that it will not start up, slowing systems down, causing computers to lock up, and other serious and costly damages. These problems can render expensive hardware and software useless and can be costly both financially and in down time. Deliberately damaging computer systems is an illegal act, according to state and federal laws and shall be dealt with accordingly.

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.
PUBLIC COMPLAINTS (Policy 820)
The Kaukauna Area School District is open to concerns and complaints expressed by individuals in the school district. The Board of Education is committed to the prompt solution of any concern/complaint(s) at the level closest to the area of concern. Parents or other citizens with concerns/complaints relating to the school district or its operation should attempt to resolve the matter by discussing their complaint/concern with the school district employee most closely involved. These concerns/complaints shall be taken seriously and dealt with in an orderly, professional manner. Anonymous complaints will not be dealt with.

STUDENT ALCOHOL AND OTHER DRUG ABUSE (ATODA) (Policy 443.4)
The Kaukauna Area School District regards chemical abuse, addiction or dependency as it does any other behavioral or medical problem. No moral or social stigma should be attached to such personal problems. It is acknowledged that chemical problems are found in all socio-economic groups and in all age groups.

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

CODE OF CLASSROOM CONDUCT (Policy 470)
The Kaukauna Area School District recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe class environment, conducive to teaching and to the learning processes. Every member of the school community is expected to cooperate in this central mission. Staff, including administrators and teachers, must use their training, experience, and authority to create schools and classes where effective learning is possible. Students are expected to come to school, and to every class, ready and willing to learn. Parents should be aware of their children’s activities, performance, and behavior in school, and are encouraged to cooperate with the school in supporting educational environments that optimize learning and teaching.

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).

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. This policy shall be published annually in student and staff handbooks and through other means appropriate to
notify the public as required by law or determined by the administration.

RULE DISCRIMINATION COMPLAINT PROCEDURES - STUDENTS PARTICIPATING IN CO-CURRICULAR ACTIVITIES (Policy 355)

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 on page 26.

DISCRIMINATION COMPLAINT PROCEDURES (STUDENTS) (Policy 411)

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 on page 26.

RIGHTS AND RESPONSIBILITIES OF DIVORCED/SEPARATED PARENTS/GUARDIANS AND PARENTS/GUARDIANS NOT SHARING THE SAME HOUSEHOLD (Policy 491)

It is the goal of the Kaukauna Area School District to work in the best educational interests of each student while working in partnership with the student’s parents/guardians. The District recognizes that while the parents of some students may be divorced, separated or otherwise not sharing the same household, unless otherwise provided by a court order or other legally required reason, both parents have a right to be informed of and involved in their child’s educational program.

In order to maintain a collaborative relationship with both parents/guardians, the District will maintain strict neutrality between parents/guardians who are involved in an action affecting the family, unless otherwise directed by a court order, a parenting plan, subpoena or other court document. District employees, in their official capacities, will not voluntarily participate in family law court proceedings or related matters.

It is important for the District to have the information necessary to make appropriate decisions regarding the student’s school programs and the parents/guardians involvement with the schools, particularly where the parents/guardians have been involved in family law matters. Upon enrollment or when issued by a court or agency, the parents/guardians shall provide the District with:

1. The most recent court-related documents that provide information on residency, legal custody, physical placement arrangements, educational decision-making authority and other matters relevant to the District so that the District may abide by those decisions and orders;
2. Any legal action affecting the family that might have an impact on parent involvement and participation in the schools; and
3. Any court order that may define or restrict a parent’s rights in relation to children enrolled in the District.

Parents/guardians who share legal custody may each make educational decisions for their students. Unless the parent/guardian has been denied periods of physical placement with the child or a court order, parenting plan, or other court document or law provides otherwise, parents/guardians may view their child’s school records, receive school progress reports and mailings, attend parent/teacher conferences and visit their child at school and remove their child from school grounds.

When initially enrolling a student in the District, the parent/guardian completing the enrollment process must designate the primary household in which the student will reside. In circumstances where divorced, separated or parents/guardians not residing within the same household share physical custody (50% with one parent/guardian and 50% with the other parent/guardian), one parent/guardian’s household must be designated as the primary household. Once designated, the student’s primary household shall remain as originally designated unless altered by a court order indicating that the student’s primary household has changed to the other parent/guardian. The District shall require the agreement of all parties who share legal custody to move a student to a different school within the District except as otherwise provided by a court order, parenting plan, other court document, or the law. A student’s parents/guardians may change the student’s primary household once during the period of the student’s enrollment in the District by mutual agreement and petition by all custodial parents/guardians to the District Registrar. The designated primary household will be used for the purpose of determining the student’s school attendance area.

Each parent/guardian is individually responsible for observing his/her respective parenting rights, obligations, and restrictions in all of the parent/guardians’ interactions with the District. The following guidelines shall apply to the enforcement of such rights, obligations and restrictions:

1. As a general rule, if one parent believes that the other parent is acting in a manner that is inconsistent with such rights, obligations, or restrictions, his/her primary method of obtaining recourse is to seek enforcement of applicable laws, court orders, and agreements by involving law enforcement and/or the courts.
2. If parents/guardians disagree with one another about their respective rights, obligations, or restrictions, it is the responsibility of the parents to obtain appropriate clarifications of, or modifications to, any applicable agreements or court orders through the family court system.
3. The District will not be responsible for monitoring, interpreting and/or enforcing any physical placement order/schedule. If a dispute occurs on District premises regarding physical placement, the District will contact law enforcement authorities to assist the parents/guardians in the dispute.
In the event that the parent/guardian advises the District that a court order restricts parental rights in relation to students enrolled in the District, the parent shall provide the District with the court order providing such restrictions(s). The District may also ask the other parent/guardian to provide the court order if the parent/guardian asserting that a court order restricting parental rights exists fails to provide the court order to the District. Any relevant information from a court order restricting parental rights shall be entered in the student’s records and shared with the student’s classroom teacher(s) and other relevant staff. Should neither parent/guardian provide the District with a copy of a court order restricting parental rights, neither parent/guardian shall be deemed to have rights superior to the other with respect to any student enrolled in the District or with respect to parent/guardian participation in school-related activities.

Absent a court order setting forth restrictions on parental rights, both parents/guardians will be presumed to have the ability to visit their student(s) at school. If the District has received a court order clarifying parental rights and privileges and any restrictions on parental rights, the following shall apply:

1. A custodial parent/guardian or joint custodial parent/guardian or a parent/guardian with physical placement rights may visit their student(s) at school during school hours in accordance with the District’s visitor policy, unless the visitation is prohibited by a court order provided to the district, without the written authorization of the custodial or joint custodial parent/guardian. Unless expressly prohibited by a court order, it is not a violation of District policy for such a parent/guardian to, for example, volunteer in his/her child’s class, eat lunch with his/her child or chaperone a school field trip on a day when the parent does not have physical placement of the student.

2. Pursuant to the District’s visitor policy, the District may prohibit either parent/guardian (regardless of custodial status and the language of a court order) from entering the school during school hours, or otherwise participating in school sponsored activities, if the parent/guardian disrupts the educational environment or the parent/guardian’s presence is detrimental to the health, safety, academic learning or productivity of students or others at school.

3. A parent/guardian who has been denied physical placement with the child is not permitted to remove a child from school grounds. Where a parent/guardian who has been denied periods of physical placement attempts to remove a child from school, the school shall contact law enforcement.

4. Any person who is prohibited from having contact with a student of the District under a court order is prohibited from entering onto school grounds or into school buildings where the student/child may be present.

Legal Reference: Wisconsin Statutes
Sections 118.07(4) 120.12(1) 120.13(35)
Section 120.44(2) 121.02(1)(i) 301.475

Cross References: 491 – Rights and Responsibilities of Divorced/Separated Parents/Guardians and Parents/Guardians Not Sharing the Same Household
731, Privacy in Locker Rooms/Restrooms
810 and 810 Rule, Public Use of School Facilities
831, Public Use of Tobacco and Beverage Alcohol Products
882, Weapons on School Premises
815, Distribution of Non-School Materials
School Safety Plans

VISITORS TO THE SCHOOLS (Policy 840)
Many individuals may want to enter school buildings during the instructional day for a variety of reasons. The District, however, has a responsibility to protect the safety of students, staff and others while they are in school buildings and to make sure the educational process is not disrupted.

Since the building principal is responsible for helping ensure the safety of all persons in the school and for maintaining a school environment conducive to learning, all visitors are expected to report to the school office for a visitor’s pass before going anywhere in the building during the school day. Determination or disposition of an individual’s request to visit the school will be made by the building principal or his/her designee in accordance with administrative procedures currently in force. The building principal may designate exceptions to the requirement that visitors report and register in the school office in connection with a school performance, assembly, or similar event that is open to members of the public and that occurs during the school day. Other exceptions may also be authorized by the District Administrator.

For purposes of this policy and its implementing procedures, any person other than a District student or a District employee who is present on school premises is regarded as a visitor. Visitors may include parents and guardians of students, School Board members, school volunteers, invited speakers, vendors, representatives of the news media, students not enrolled in or attending courses in the Kaukauna Area School District, interested citizens, etc.

State law specifically prohibits registered sex offenders from being on public school premises unless they have provided the required prior notification to school officials or fall under one of the exceptions provided by law. It is the responsibility of the registered sex offender to provide the required school notification. After receiving the required prior notification, the building principal shall determine whether the registered sex offender will be allowed to be present on school premises for the proposed purpose or event and determine any conditions that may be placed on such permission for the safety of other persons present in the school environment.

Regardless of the time of day, the District Administrator or any building principal or his/her designee has the discretionary authority to exclude from the school premises any person who the District determines has no legitimate and approved purpose or is likely to become a disruption to the educational program, or threatens the health or safety of students, staff or others in the school. Any such individual shall be directed to leave the school premises immediately and law enforcement authorities may be called if necessary.

Legal References:

Wisconsin Statutes

Section 118.07(4) 120.12(1) 120.13(35)
Section 120.44(2) 121.02(1)(i) 301.475

Cross References:

491 – Rights and Responsibilities of Divorced/Separated Parents/Guardians and Parents/Guardians Not Sharing the Same Household
731, Privacy in Locker Rooms/Restrooms
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831, Public Use of Tobacco and Beverage Alcohol Products
882, Weapons on School Premises
815, Distribution of Non-School Materials
School Safety Plans

Approved: May 9, 2016
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
Sara 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 60660-4544
Telephone: 312-730-1560
Fax: 312-730-1576
Email: OCR.Chicago@ed.gov
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<tr>
<th>Department</th>
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<tr>
<td><strong>OFFICE</strong></td>
<td>Abbey Frischmann</td>
<td>Principal</td>
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<td></td>
<td>Connie Mitchell</td>
<td>Administrative Assistant</td>
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<td><strong>READING SPECIALIST</strong></td>
<td>Autumn Steif</td>
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<td><strong>4K</strong></td>
<td>Linsey Krueger</td>
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<td><strong>KINDERGARTEN</strong></td>
<td>Molly Lenzner/Elly Hixon</td>
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<td><strong>FIRST GRADE</strong></td>
<td>Samantha Ludtke</td>
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<td></td>
<td>Taylor Wittmann</td>
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<td><strong>SECOND GRADE</strong></td>
<td>Aaron Skurr</td>
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<td></td>
<td>Kathy Zobel</td>
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<tr>
<td><strong>THIRD GRADE</strong></td>
<td>Courtney Kabara</td>
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<td></td>
<td>Jennifer Kocourek</td>
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<td><strong>FOURTH GRADE</strong></td>
<td>Jon VandeWettering</td>
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<td></td>
<td>Stephanie Streck</td>
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<tr>
<td><strong>MUSIC</strong></td>
<td>Sheri Krueger</td>
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<tr>
<td><strong>PHYSICAL EDUCATION</strong></td>
<td>Mollie Stratton</td>
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<td></td>
<td>Kenneth Halloran</td>
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<tr>
<td><strong>ART</strong></td>
<td>Vicky Siegel</td>
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<tr>
<td><strong>INTERVENTIONIST</strong></td>
<td>Heather Kolosso</td>
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<td><strong>LIBRARY</strong></td>
<td>Sherri Wolf</td>
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<td><strong>GUIDANCE</strong></td>
<td>Ashley Duda</td>
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<tr>
<td><strong>SOCIAL WORKER</strong></td>
<td>Karen Wirth</td>
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<td><strong>SCHOOL PSYCHOLOGIST</strong></td>
<td>Kathy O'Connor</td>
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<td><strong>SCHOOL NURSE</strong></td>
<td>Mary Sundelius</td>
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<tr>
<td><strong>SPEECH &amp; LANGUAGE</strong></td>
<td>Lisa England</td>
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<td>Nancy Lamer</td>
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<tr>
<td><strong>CUSTODIAN</strong></td>
<td>Ashley Schimmel</td>
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<tr>
<td><strong>SPECIAL EDUCATION</strong></td>
<td>Kaitlyn Behrmann</td>
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<td>Shawn Cleveland</td>
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<td><strong>KITCHEN</strong></td>
<td>Sharon Johnson</td>
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<td>Audrey Sherrill</td>
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<td>Jane Waters</td>
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<td><strong>EDUCATIONAL ASSISTANTS</strong></td>
<td>Lori Schedler</td>
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<td></td>
<td>Dawn Teesch</td>
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<td>Dawn Vosters</td>
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<td></td>
<td>Amber Hall</td>
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<tr>
<td><strong>SCHOOL RESOURCE OFFICER</strong></td>
<td>Matt Kohl</td>
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Kaukauna Area School District
Parent Calendar
2018-2019

August

June

End of Quarter
Quarter 1 - Nov. 2
Quarter 2 - Jan. 18
Quarter 3 - March 22
Quarter 4 - June 5

End of Trimester
November 30/ March 8/ June 5

High School Graduation
June 5

Attendance/Absence Procedures:
If a KASD student will be absent from school, the parent or legal
guardian must call KASD’s absence line (920) 759-6159 and
leave a message for the appropriate school by 8:00 a.m. for Ele-
mentary families and by 8:30 a.m. for River View Middle School
and KHS families. If a call is not received as identified, the
absence will be marked “unexcused”. A complete listing of the
absence procedures can be found in the Student/Family Hand-
books for each school.

May

March

April

No School: Students
All Students dismissed at 11:30.

Elem./RVMS Students dismissed at
11:30. KHS attends all day.

KHS Students dismissed at 11:30.
Elem./RVMS attend all day.

First Day Classes: Early Childhood
and 4K (New Directions & Tanner)

ND
New Directions Parent/Teacher
Conferences - (4:00-7:30 p.m.)

HC
High School Parent/Teacher
Conferences - (4:00-7:30 p.m.)

ME
River View School Parent/Teacher
Conferences - (4:00-7:30 p.m.)

BC
Elementary Parent/Teacher
Conferences - (6:00-7:30 p.m.)

EMC
Elementary/River View
Parent/Teacher Conferences
(12:30 - 4:00) Elementary & River
View students dismissed at 11:30.