

Tanner Early Learning Center Family Handbook 2011-2012



2500 Fieldcrest Drive
Kaukauna, WI 54130
766-6150

Check us out on the internet! <http://www.kaukauna.k12.wi.us>
On the Menu to the left, under "Schools" click "Tanner"

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INTRODUCTION

This handbook has been prepared to be a source of information for students and parents. This book reflects the policies of the Board of Education as well as regulations set by the State of Wisconsin and will be in effect during the 2011-2012 school year unless preempted by law.

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

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

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.

PRINCIPAL'S WELCOME

Welcome to the 2011-2012 school year at Tanner Early Learning Center. I am very excited to have all the Early Childhood, 4-year-old Kindergarten and Kindergarten students together in one building. Each of us benefits from the rich diversity this brings to our school and we treasure these opportunities to grow together.

On behalf of our entire faculty, I would like to extend an invitation for you to become involved in the education of your child. There are many opportunities for your involvement through volunteering in classrooms, attending conferences and other special programs, chaperoning field trips, and finally becoming a member of our Parent Advisory Committee. We look forward to working with you as a team in educating your child. Communication is essential in this partnership, so please feel free to contact myself or other school personnel with any questions, concerns, or ideas that arise.

The primary years are full of excitement and learning, and at Tanner we are committed to making them successful, memorable and fun! I am confident that with a cooperative and collaborative partnership between home and school, your child will have a fantastic experience this year! Once again, welcome to Tanner Early Learning Center!

Sharon T. Rath
Principal

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, 4K and Kindergarten 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 8:15 a.m., you will be called to determine why your child is not in attendance. This will assure both you and the school that your child is safe.

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

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

Absence: Planned/Extended

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

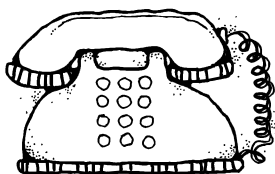
Vacation Guidelines

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

- **Prearrange the absence with the teacher** via a note or email stating the dates the absences will occur and the reason for the absence. This will allow us to excuse your child from school and keep accurate attendance records.

- **Homework** often cannot be prepared in advance, because the purpose of homework is to provide practice and review of skills taught in the classroom. Your child's teacher may be able to prepare some work in advance with ample notice of the absence, but it is not required of the teacher. However, additional work may be assigned when your child returns.
- Any work assigned prior to the absence should be completed and returned when your child returns to school.

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



ADDRESS AND/OR PHONE

NUMBER CHANGE

If you move or change your phone number...

please notify the school office immediately so that we have your correct address and phone number.

This is extremely helpful to keep our records up to date.

AFTER SCHOOL CARE - YMCA

The Kaukauna Area School District contracts with the YMCA to provide after school care for interested families. The program is based at Tanner Early Learning Center and services students that are five-years old or older from Tanner School. Registration information is available at the Heart of the Valley YMCA and in the school offices. Please contact Sue Gratke at (920)830-5719 or sgratke@ymcafoxcities.org for registration information and/or questions.

AFTER SCHOOL HOURS

We ask that all children leave the school grounds at the end of the day, unless your child has been asked to stay after school by a teacher. **Supervision ends at 3:20 p.m.**, so all children should be picked up by this time. This will help ensure the safety of all students.

ANIMALS IN SCHOOL

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

BEHAVIORAL EXPECTATIONS

The Tanner Early Learning Center staff wants to provide the best possible learning climate for your children. We believe it is our responsibility to work with children beginning at a young age to build a strong foundation for positive decision making and the promotion of good behavior at school, at home and in the community.

Throughout the year, we will focus on teaching and developing within your child the character traits of **respect, responsibility, caring, fairness, citizenship, and trustworthiness**. Lessons may include book discussions, projects, role-playing, etc. to teach what each trait is and how the students can exhibit that trait at school, at home and in the community.

Students who demonstrate good character anywhere at school (classroom, hallway, playground, lunch room) may be rewarded with an "I was caught being good" coin. Once a student accumulates 5 coins, their name will be announced during the morning announcements.

If your child chooses not to demonstrate good character and breaks a rule a consequence may be issued, taking into account the severity of the incident and previous related incidents. Every attempt will be made to have the consequence match the behavior and the age level of our students. We will use this as an opportunity for reflection as well as learning to make better choices. Consequences may include missing recess, apologizing, and/or calling parents.

When a student is removed from class, he/she will go the short term removal area (main office). The student will speak to the Principal or designee regarding the removal from class. When it is deemed appropriate, the student will be escorted back to class.

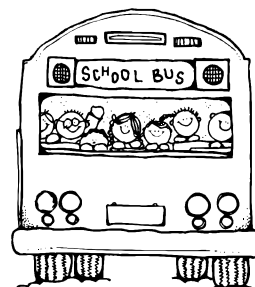
Your support is an essential factor in guiding students to make appropriate choices and demonstrate good character. As you receive information about the six pillars of character, please discuss this with your child. By working together as partners in your child's education, we can help our leaders of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

BUSSING - Kobussen Transportation 766-0606

Students are eligible for transportation to Tanner as follows:

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

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



2011-2012 CALENDAR

August	17	4K Parent Orientation - 4:30 p.m. or 6:00 p.m.	January	3	Classes Resume
	30	KG Visiting Day-2:30-4:00 p.m. and 5:00-6:30 p.m.		11	11:30 Dismissal - Students
				20	Inservice PM
					End of Second Quarter
September	1	First Day of School for Grades K-12	February	17	No School
	5	No School		21	Spring Conferences
	7	First Day of School 4K			11:30 Dismissal for students
October	18	11:30 Dismissal - Students Inservice PM	March	8	In-Service (No Classes)
				23	End of Third Quarter
November	4	End of First Quarter	April	5-9	No school
	15	Fall Conferences	May	25	Last day for EC & 4K students
	24, 25	Thanksgiving Break		28	No School
				31	Last day for Kindergarten students
December	Dec. 23-Jan. 2 Winter Break				



CALENDAR OF KEY EVENTS

Kindergarten Visiting Day	Tuesday, August 30 from 2:30-4:00 p.m. and 5:00-6:30 p.m.
First Day for Kindergarten.....	Thursday, September 1
First Day for 4K.....	Wednesday, September 7 or Thursday, September 8
Picture Day for Kindergarten and M/W 4K students.....	Wednesday, October 12
Picture Day for T/Th 4K students.....	Thursday, October 13
Picture Retake Day.....	Thursday, November 17
Fall Conferences.....	Tuesday, Nov. 15 from 12:00-4:00 p.m. and 4:30-8:30 p.m.
Spring Conferences.....	Tuesday, Feb. 21 from 12:00-4:00 p.m. and 4:30-8:30 p.m.

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. Rath 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: Tuesday, Nov. 15th from 12:00-4:00 p.m. and 4:30-8:30 p.m.
- Spring Conferences: Tuesday, Feb. 21st from 12:00-4:00 p.m. and 4:30-8:30 p.m.

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

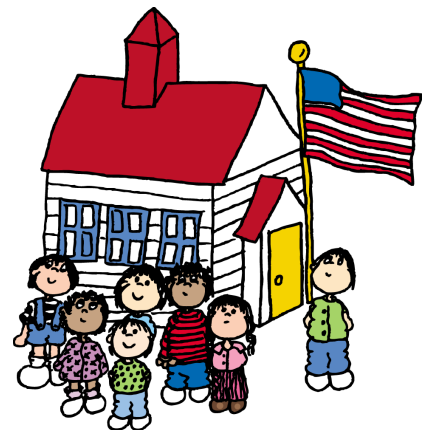


CUSTODIAL/NON-CUSTODIAL PARENTING & THE SCHOOL

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.

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: raths@kaukauna.k12.wi.us).



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 escorted by an Educational Assistant to the playground

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
- Supervision begins at 7:35 so please do not arrive BEFORE that time

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

Bus

- Pick up will be in the circle drive
- Students will be escorted to the bus by an Educational Assistant or Teacher

Day Care Vans and Busses

- Pick up will be on Fieldcrest Drive
- Students will be escorted to their van or bus by an Educational Assistant

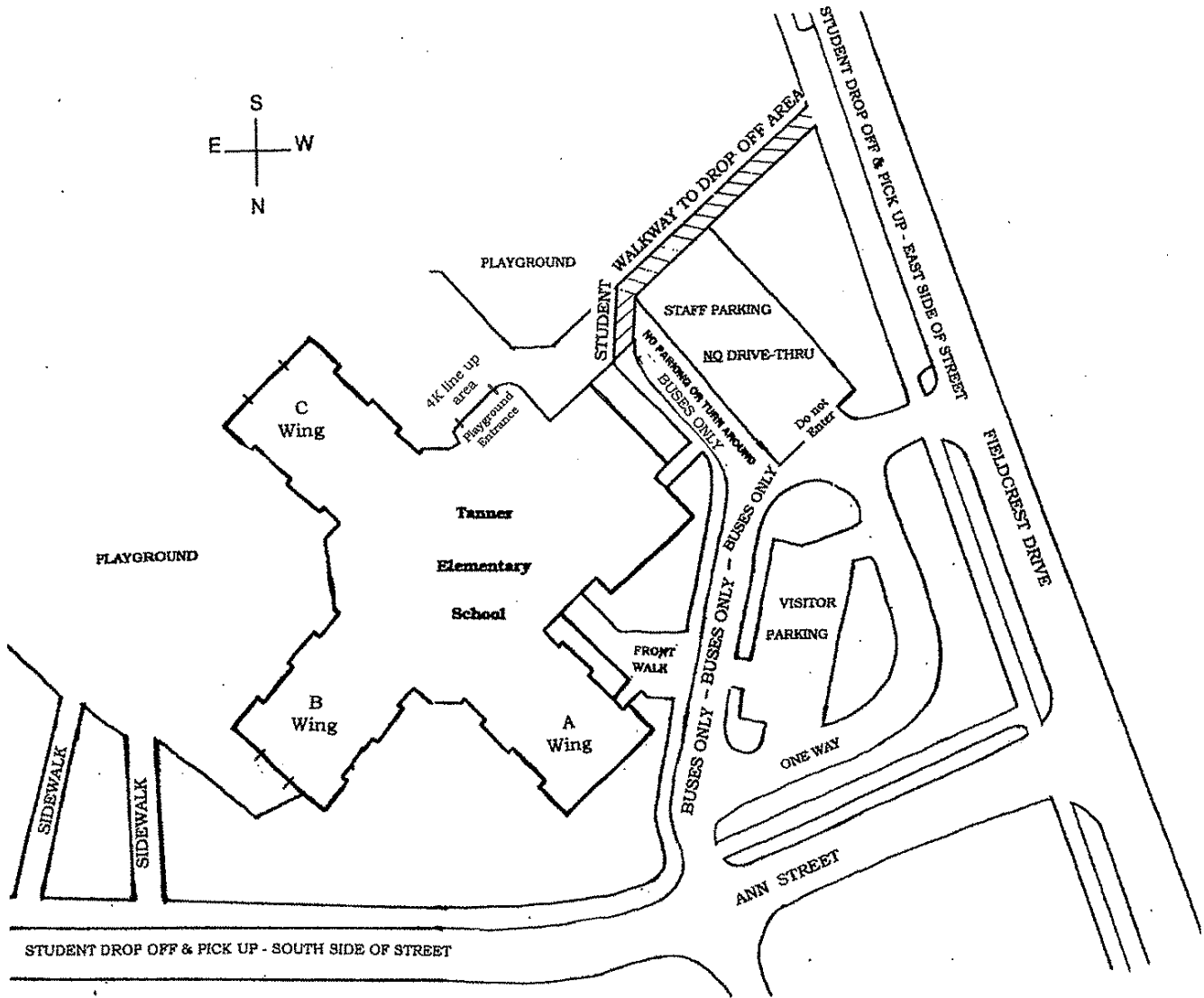
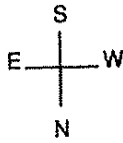


Parent/Sitter Pick up/Walkers

- 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 by the Playground Entrance (4K line up area). Kindergarten 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.)

THANK YOU FOR ALL OF YOUR HELP & COOPERATION
THROUGHOUT THE SCHOOL YEAR!!

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 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 will be announced on the following radio and television stations:

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

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

EMERGENCY CONTACT INFORMATION

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

FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT (FERPA)

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

In addition, two federal laws require local educational agencies to provide military recruiters, upon request, with directory information. This information may be used for marketing purposes.

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

FIELD TRIPS

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

GRADE ADVANCEMENT GRADE 4 TO GRADE 5

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

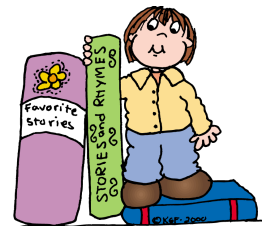
- The student receives an average rubric score of 2.25 or higher on their report card during the first three quarters of fourth grade on the standards in the Reading and/or Math subject areas.
- The student meets or exceeds typical growth in the areas of Reading and/or Mathematics on the Measures of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

GRADING SCALE - KAUKAUNA AREA SCHOOL DISTRICT

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

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

GUIDED READING BOOK RETURN POLICY



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

HANDICAPPED ACCESSIBILITY / PARKING

The main entrance of the building has a power assisted wheelchair accessible doorway. There are two designated handicapped parking stalls 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 in special circumstances (such as a loss of hair due to medical treatment or medical condition) by contacting the principal.

HEALTH INFORMATION

Activity Restrictions

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

activity. If more information is needed regarding a medical excuse, the health office may contact the physician for further direction. The health office reserves the right to restrict a student's participation in recess or PE for safety reasons.

Choking Hazards

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

Communicable Disease

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

Illness

In order to protect the health of students and staff, we ask that a child who appears ill or has had a fever, has vomited, or has had diarrhea in the past 24 hours should remain home from school. The school reserves the right to request a physician's excuse after three consecutive days absent.

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 766-6150 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

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 \$2.35 (reduced lunch is 40 cents.) 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 cents 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 cost of 40 cents.
- Monthly menus are available on the district website (www.kaukauna.k12.wi.us). Click on the Parent Page link to locate the monthly menu.
- For further information regarding our meal program, please contact the Food Service Director at 759-6121.

NEWSLETTERS



Classroom teachers regularly send home class newsletters. The principal sends a family newsletter at the start of each month via the website at www.kaukauna.k12.wi.us. If you need a paper copy of the newsletter it will be sent home. A form will be sent home at the beginning of the school year for you to indicate the method you would like to receive the newsletter. Most school communications 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. Voice mail 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 at 6:00 PM. This year's meetings will be held on:

2011-2012 PAC Meetings

Tuesday, September 20, 6:00 PM
Tuesday, October 18, 6:00 PM
Tuesday, November 22, 6:00 PM (4th Tuesday)
Tuesday, December 20, 6:00 PM
Tuesday, January 17, 6:00 PM
Tuesday, February 28, 6:00 PM (4th Tuesday)
Tuesday, March 20, 6:00 PM
Tuesday, April 17, 6:00 PM
Tuesday, May 15, 6:00 PM

All interested parents are encouraged to attend.

Our PAC is involved in the following fund raising activities:

- **HANSEN'S FUNDRAISER**

This will begin on September 13 with all orders due on September 27. Products sold during the fundraiser can be picked up at Tanner on October 20, starting at 3:15 (no early pick ups as students will need to be dismissed first).

- **SPRING FLING/BASKET RAFFLE**

The Spring Fling & 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 Elementary 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 Elementary 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".

- **KEMPS, NATURE'S TOUCH & MORNING GLORY MILK CAPS**

Please save Kemps milk caps that have the "Give 'Em Five" sticker on them. Also save Morning Glory caps, their program is called "Kids, Caps & Cash". The school receives a nickel for every cap we send in. The caps may be sent to school with your child.



PARTIES & CELEBRATIONS

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

If your beliefs restrict the celebration of certain holidays, please contact your child's teacher so appropriate accommodations can be made. Based on the District Student Nutrition Policy, WE ENCOURAGE PARTY SNACKS TO BE HEALTHY AND NUTRITIOUS. For more specific information, see Policy 341.34

(<http://www.kaukauna.k12.wi.us/schoolboard/policies/341-StudNutrition.pdf>).

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

PICTURES

The Kaukauna Area School District has contracted with Herff Jones to provide student pictures. Picture day will be Wednesday, October 12th for all Kindergarten and M/W 4K students, and Thursday, October 13th for T/TH 4K students. Picture retakes will take place on Thursday, November 17. Information will be sent home in September regarding an opportunity to purchase portraits.

PROGRESS REPORTS

Progress reports are distributed at the end of 2nd and 4th quarter to 4K and Kindergarten students. These reports are designed to provide formal written notification of student progress.

RECESS SCHEDULES

Morning Recess: 9:30 - 9:45 A.M. - 4 year old Kindergarten
9:45 - 10:00 A.M. - Kindergarten

Lunch: 11:25-12:15 4 year old Kindergarten (eat first)
11:25-12:15 B Wing Kindergarten (outside recess first)
11:35-12:25 C Wing Kindergarten (outside recess first)

Afternoon: 1:30 - 1:45 P.M. - 4 year old Kindergarten
1:45 - 2:00 P.M. - Kindergarten

Cold Weather & Recess Guidelines

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

SAFETY PLAN

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 2011-2012 school year for all students is \$20. 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

All students have the opportunity to have a snack in the morning. Based on the District Student Nutrition Policy, *we request that families send healthy/nutritious snacks.*

For more specific information, see the Nutrition Policy 341.34

(<http://www.kaukauna.k12.wi.us/schoolboard/policies/341-StudNutrition.pdf>).

SOLICITATION

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

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

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

STUDENT DRESS/APPEARANCE

We take pride in the appearance of our students. All students are expected to dress themselves neatly in clothes that are suitable for their grade level and for the

type of instructional or recreational activity in which they are involved.

- Clothing with inappropriate or suggestive sayings/graphics is unacceptable to wear at school or school functions.
- Undergarments and midriffs should be covered at all times.
- Students are asked to refrain from wearing hats or bandanas while in school.
- Footwear should be appropriate for students to safely participate in school activities including recess. Sandals and flip-flops can be unsafe for school activities.

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.

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.

4-year old Kindergarten
7:50-11:25 12:15-3:10

Kindergarten (B Wing)
7:50-11:25 12:15-3:10

Kindergarten (C Wing)
7:50-11:35 12:25-3:10

TOYS/PERSONAL ITEMS

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

VISITORS IN THE BUILDING

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

A three-ring binder is on the office counter for **ALL VISITORS** to sign upon their arrival and departure.

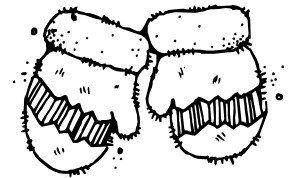
Parents coming to volunteer or to visit should follow the same procedures.

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

VOLUNTEERS

Volunteer support is appreciated and encouraged. School wide opportunities are distributed through the office and classroom support is solicited through the individual teachers. For safety reasons, anyone requesting to volunteer within the school must complete a School Volunteer Consent Form, two weeks prior to the event and be cleared prior to volunteering, unless previously approved.

WINTER WEATHER/DRESS



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

- Wears boots, a hat, mittens, and snow pants during wet, cold, and snowy weather.
- Has inside and outside footwear, i.e. boots for outside, regular shoes for inside (other than gym shoes). Please purchase boots with **NON-MARKING** soles when possible to limit the marks in our hallways.

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

BOARD POLICIES

A complete listing of all District Policies can be found on the district web site: www.kaukauna.k12.wi.us and then click on Board Policies.

HONORING OF CULTURAL/RELIGIOUS HOLIDAYS (POLICY 886)

The Board of Education recognizes that there are diverse religious and multi-cultural beliefs among the students who attend school in the Kaukauna Area School District and their families. It is important that the religious and cultural values held by students and family members be honored and respected by the District. The District also recognizes the need to foster understanding and mutual respect among students, parents, and school personnel, whether it involves race, culture, economic background, or religious beliefs.

STUDENT USE OF ELECTRONIC DEVICES (POLICY 443.5)

The Board recognizes the value of students maintaining communication with their parents/guardians and other appropriate persons for health, safety, educational and other legitimate purposes. Therefore, intermediate, middle and high school student use of cellular telephones, electronic paging or other two-way communication devices shall be allowed on school premises, in school vehicles and at school-sponsored activities.

Students violating this policy shall be disciplined in accordance with established procedures.

This policy shall be published in student handbooks and distributed annually.

Use of these devices by students will be regulated by the principal and addressed in the student handbook.

LOCKER, CAR AND STUDENT SEARCHES (POLICY - 446)

Although student lockers are considered property of the Kaukauna Area School District, the district expects students to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school administrators for any reason at any time without student consent and without a search warrant. Searches are authorized in the district for the purpose of maintaining order and discipline in the schools and to protect the safety and welfare of students and school personnel.

An administrator/designee may conduct a search of student's locker person, or personal effects if the search is based on reasonable suspicion.

STUDENT ATTENDANCE (Policy 430)

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

STUDENT NUTRITION POLICY (Policy 341.34)

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

CHILD ABUSE AND NEGLECT REPORTING (Policy 455)

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

USE OF DISTRICT TECHNOLOGY RESOURCES (Policy 363)

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

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

HARRASSMENT/BULLYING (Policy 412)

It is the policy of the Kaukauna Area School District to provide a work and learning environment free from all forms of harassment including incidents of sexual harassment, intimidation, or bullying. The district defines harassment as striking, shoving, kicking, throwing objects at, or otherwise subjecting another person to physical contact or attempting or threatening to do the same; name calling; or engaging in a course of conduct or repeatedly committing acts which intimidate, cause discomfort to, or humiliate another person or which interfere with the recipient's academic performance. Intimidate means to make timid or fearful, to frighten, or to compel or deter by or as if by threats. Harassment includes verbal comments or other expressions which insult, degrade, or stereotype any person or group because of sex, race, religion, national origin, sexual orientation, or physical, mental, emotional or learning disability. The district defines bullying as a form of harassment that includes a mean look, gesture, word or action that is repeated over time by the same person or group of persons and that hurts a person physically, emotionally, socially or damages their personal property. Both harassment and bullying always involve a power imbalance.

The School Board will not tolerate any form of harassment or bullying. Any student who violates this policy is subject to disciplinary action.

PUBLIC COMPLAINTS (Policy 820)

The Kaukauna Area School District is open to concerns and complaints expressed by individuals in the school district.

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

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

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

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

The Kaukauna Area School District believes that the use and possession of alcohol and other drugs is unlawful and harmful. For this reason disciplinary sanctions are provided.

CODE OF CLASSROOM CONDUCT (Policy 470)

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

DISTRICT EQUAL OPPORTUNITY CONTACTS

Equal Opportunity Officers

Section 504, Americans with Disability Act and

All other discrimination complaints = Randy Hughes, Director of Special Education

Title IX = Corey Baumgartner, Associate Principal for Co-Curricular Activities

Title VI = Bob Schafer, Business Official/Financial Manager

Title Coordinator's name, address, and phone number

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

Randy Hughes, Director of Special Education

Kaukauna Area School District

1701 County Road CE, Kaukauna, WI 54130

(920) 766-6100 ext. 6105

Title IX Corey Baumgartner, Associate Principal for Co-Curricular Activities

1701 County Road CE, Kaukauna, WI 54130

(920) 766-6113 ext. 6154

Title VI Bob Schafer, Business Official/Financial Manager

1701 County Road CE, Kaukauna, WI 54130

(920) 766-6100 ext. 6104

Non Discrimination Statement

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

Reasonable Accommodations

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

Office of Civil Rights Address

Office for Civil Rights

U.S. Department of Education

Citigroup Center

500 W. Madison Street, Suite 1475

Chicago, IL 60661

Telephone: 312-730-1560

FAX: 312-730-1576; TDD: 877-521-2172

Email: OCR.Chicago@ed.gov

DR. H. B. TANNER ROOM NUMBERS 2011-12

OFFICE

Mrs. Sharon Rath, Principal
Mrs. Carol Wall, Administrative Assistant

EARLY CHILDHOOD

Mrs. Shawn Cleveland B108
Mrs. Sue Hasz A116
Mrs. Nicole Ropella C108

4-KINDERGARTEN

Ms. Kristin Lindbloom A121
Mrs. Lisa Mader A108
Mrs. Stacy Mader - M/W A122
Mrs. Mary McDaniel A112
Mrs. Suzanne Meerdink A102
Miss Elly Paulson A113
Mrs. Juli Resch A118

KINDERGARTEN

Ms. Gina Abel B109
Mrs. Carrie Bartel C113
Mrs. Kim Borgeson-Nennig B112
Mrs. Carrie Bowen B102
Mrs. Kristin Brazier C109
Mrs. Marcy Fitzgerald C111
Mrs. Stacy Geiger C104
Mrs. Christine Heim C102
Mrs. Lynn Justice B113
Mrs. Ann Kuehl-Martin B103
Ms. Stacy Lake C106
Mrs. Mandy Rinne B107
Mrs. Jamie Torrey C107
Mrs. Kerri Vanderloop B106

MUSIC

Miss Sheri Grissman D178
Mrs. MaryJo VanGrinsven D178

PHYSICAL EDUCATION

Mrs. Lisa Otto D155

AUTISM CONSULTANT

Mrs. Carrie Haven T156

ELL

Ms. Hilary Wians T118

CUSTODIAN

Mr. Mike Laux T149

GUIDANCE

Mr. Lee Levknecht T117

LIBRARIAN

Mrs. Sherri Wolf LMC

OCCUPATIONAL THERAPIST

Mrs. Sue Conkey T156

PHYSICAL THERAPIST

Ms. Christina Keller T156

READING SPECIALIST

Mrs. Aimee Hamilton T130

SCHOOL NURSE

Mrs. Mary Sundelius T137

SCHOOL PSYCHOLOGIST

TBD T120

SCHOOL SOCIAL WORKER

Mrs. Pam Schinker

SCHOOL POLICE LIAISON OFFICER

Mr. Tom Raether

SPEECH PATHOLOGISTS

Mrs. Cheryl Haw T119
Mrs. Stacy VanGrinsven T121
TBD T127

EDUCATIONAL ASSISTANTS & STUDENT SUPPORT

Mrs. Irene Arts (Library)
Mrs. Julie Dorn (4K)
Mrs. Mary Frederickson (4K)
Mrs. Martha Haen (4K)
Mrs. Sue Hanaway (Health Room)
Mrs. Emilia Hernandez de Santiago (ELL)
Mrs. Cindy Hietpas (SE)
Mrs. Xong Lee (ELL)
Mrs. Jyl Madson (4K)
Mrs. Chris Pogrants (SE)
Mrs. Jane Roovers (4K)
Mrs. Dorene Van Caster (4K)
Mrs. Kathy VandeWettering (4K)
Mrs. Sue Van Vreede (SE)

