



River View School
101 Oak Street
Kaukauna, Wisconsin 54130
Web Page: <http://kaukauna.k12.wi.us>

Family Handbook 2011-2012

River View Eagles SOAR
the River View Way

Set your sights high!

Overcome your setbacks!

Always do your best!

Recognize your values!

**Respect, Responsibility, Citizenship,
Caring, Fairness, Trustworthiness**

School Phone: 920 766-6111

School Fax: 920 766-6109

Dear Family,

Welcome to the world of early adolescence level education! This time in your son's /daughter's development is exciting and trying. It is also referred to as a "turning point"; for it is in the middle grade years (fifth-eighth) that most students begin to make the decisions that will prepare them for a successful life.

As educators and parents, we must do everything we can to enable young adolescents to develop emotionally, socially, academically, and physically. Therefore, home-school communication is essential.

This River View School Family Handbook is intended to provide you with information about the school year, about school policies and procedures, and about your son's/daughter's stage of life called early adolescence. Unfortunately, a limited amount of space did not allow us to put every piece of information in the handbook. If you need other information or are concerned about something, please call us at 766-6111.

As parents, you are your son's/daughter's primary teachers. As professional educators, we have an opportunity to enhance your child's learning, but we need to work together. Educating Everyone...Takes Everyone and that can only occur with good two way communication and cooperation. With this focus on team work, we believe your son's/daughter's intermediate/middle level years will provide them with the direction to continue to be productive and successful adolescents during their high school years. We are dedicated to the education of your son/daughter during their time at River View and ask you to support our efforts.

Sincerely,

Dan Joseph, Principal
Elizabeth Thoreson, Associate Principal

The Origin of River View School

The name River View was selected from over one hundred suggestions. Students, staff and the Board of Education were the three groups involved in the selection process. The name depicts the location of the school overlooking the Fox River built originally as Kaukauna High School.

The schools colors of green, blue, and white are representative of the environment (green and blue) and the transition from the original middle School (Electa Quinney) that had school colors of blue and white.

The eagle mascot was selected to again tie into the environment as they nest up river near the environment center. The eagle has a strong sense of pride and independence as it soars and spreads its wings in flight which we believe exemplifies the journey of young adolescents during their intermediate middle level years. We hope students and their families share the pride and excitement that River View will offer.

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**School Office
Hours**

7:00 am to 4:00 pm

Mascot: Eagle

Colors:

Blue, Green, & White

Important Phone Numbers

Attendance Line.....759-6159
Press 6

School Office766-6111
School Fax.....766-6109

Chartwells Food Service759-6122
Kobussen Bus Co.....766-0606
Educ. Services Center (ESC) 766-6100

**FACULTY AND STAFF
2011-2012**

Administration

Joseph, Dan.....Principal
Thoreson, ElizabethAssociate Principal

Instructional

Albers, Katie..... Computers 5, 7-8	Mauel, Donna..... Science 7/8
Barmann, Louisa..... Learning Disabilities 6	Maurer, Molly Physical Education 6-8
Bauer, Roslyn..... Music 6-8	McDaniel, Chris..... Grade 5
Bestul, Amanda..... Grade 5	Meredith, DebSpeech & Lang. Pathologist
Boehme, Sharon..... Grade 5	Meyer, Patrick.....Social Studies 7/8
Czarnik, Carlene..... Language Arts 7/8	Mursau, Sue.....Physical Education 5 & Adaptive
Darling, Cindy Language Arts 7/8	Oberstadt, JeanFamily & Consumer Ed. 6-8
Davis, Paula..... Grade 6	Otto, Lisa.....Physical Education 5
Dressler, Mark..... Library Media Center	Proven, LauraGrade 5
Duncan, Matt..... Technical Education 6-8	Reedy, Sarah Cognitive Disabilities 5-8
Ebben, Sara..... Cognitive Disabilities 5-8	Reider, Jaime.....Grade 5
Fandrey, Becky EB Disabilities 7/8	Sanderfoot, Brian..... Physical Education 6-8
Fiestadt, Leanne..... Learning Disabilities 8	Schalow, Mike..... Physical Education 6-8
Gadbois, Amy..... Social Studies 7/Math 7	Schmidt, KaraMath 7/8
George, Craig..... Grade 6	Schultz, Alicia..... Speech & Lang. Pathologist
Grissman, Sheri General Music 5	Siebenalar, Catherine... Learning Disabilities 7
Hansen, Cathy..... Grade 6	Sievert, Christopher... ..Math 7/8
Hansen, Kathleen..... Language Arts 7/8	Sladek, Carolyn.....Social Studies 7/8
Haven, Carrie..... CD/Autism Program Support	Slowinski, Wayne.....Instrumental Music 7-8
Haw, Cheryl Speech & Lang. Pathologist	Smits, Dennis.....Health 5/7, Art 6-8
Hinkens, Joel..... Grade 6	Stangel, John General Music 5
Hinz, Steve..... Science 7/8	Swedberg, Sadie.....Learning Disabilities 5
Hoff, Sara..... Language Arts 7/8	Thiel, Allison.....Grade 6
Hughes, Ben EB Disabilities 5/6	VandeHey, Nathan.....Grade 6
Janssen, Sara..... Grade 5	VanderVelden, Larry... ..Social Studies 7/8
Johnson, Alison..... Grade 6	VanDreese, Jacqui.....Language Arts 7/8
Jones, Brian..... Science 7	Van Zeeland, Lori.....Art 5-8
Kempen, Lisa..... Science 7/8	VerVoort, Angela.....French 7/8
King, Tony..... Language Arts 7/8	Weast, Jennifer.....Grade 5
Knick, Beth..... Math 7/8	White, Diane..... Math 8
Koel, Lisa..... Grade 5	Wians, Hilary..... ELL 5
Krznarich, Dan..... Grade 5	Wilhelm, Kelly Language Arts 7/8
Kuhlow, Stacey Grade 6	Wirth, Dean.....Grade 6
Lacey, Lori..... Orchestra 5-8	Witthuhn, Betsy.....Spanish & Science 8/Math 7
Lahti, AnnMarie..... Spanish 7/8 /World Lang. 6	Woznicki, Mary.....Grade 6
Langenhuizen, Julia..... Instrumental Music 5-6	Wyngaard, Coreen..... Grade 5
Leisgang, Kim..... Language Arts 7/8	Xiong, Amy..... ELL 6-8
Lemmers, Andrew..... Technical Education 6-8	TBA..... Educational Talent Search
Leverance, Amy Literacy	
Lindberg, Laura..... Alternative Education	
Matzcak, Jeff..... Physical Education 6-8	

Student Services

Conkey, Sue Occupational Therapist	Hinz, Amy..... Counselor 5-8
Crowley, Marianne... .. Occupational Therapist	Keller, Christina..... Physical Therapist
Edelburg, Beth..... School Psychologist 5-8	Raether, Tom..... Police School Liaison Officer
Halverson, Mary Ann CESA #6-Visually Impaired	Smits, Jayne..... STEP Coordinator
Heindel, Bonnie School Nurse	Tuttle, Lisa Hearing Impaired
Heindel, Stacey..... Counselor 5-8	Wirth, Karen..... Social Worker

Secretarial / Custodian

Uitenbroek, Linda..... Administrative Assistant	Ned Wittman Custodian
Vanevenhoven, Sue Administrative Assistant	

All Kaukauna Area School District employees can be reached by e-mail:
lastnamefirstinitial@kaukauna.k12.wi.us

Educational Assistants

Biechler, Tami
Bowers, Laurie
Brandt, Michelle
Chandonais, Barb
Evers, Val

Hennes, Kris
Henry, Toby
Mounce, MaryAnn
Quandt, Pat
Romenesko, Kay

Schneider, Lorrie
Sheahan, Brenda
VandeLoo, Molly
VanDynHoven, Cindy
VerVoort, Bonnie

Vreeke, Joanne
Werbowsky, Tammy
Wippich, Jennifer

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lastnamefirstinitial@kaukauna.k12.wi.us

Who To Call

The following is a list of various people in the district or at River View School who are at your service. Just call either 766-6111 and leave a message for them to contact you.

- Mr. Dan Joseph, Principal (Gr. 5-8) – ext. 6142
- Mrs. Elizabeth Thoreson, Assoc. Principal (Gr. 5-8) – ext. 6147
- Mrs. Bonnie Heindel, School Nurse (5-8) – ext. 5250
- Mrs. Amy Hinz, Counselor (5-8) – ext. 4254
- Mrs. Stacey Heindel, Counselor (5-8) - ext. 4215
- Mrs. Beth Edelburg, School Psychologist (5-8) – ext. 4214
- Mrs. Karen Wirth, Social Worker (5-8) – ext. 4213 or 5214
- Mr. Tom Raether, Police School Liaison Officer – ext. 4188
- Mrs. Mary K. Weber, District Administrator – ext. 6100
- Mr. Bob Schafer, Business Manager – ext. 6104
- Mr. Randy Hughes, Director of Special Ed. – ext. 6105
- Mrs. Kelli Antoine, Director of Curriculum – ext. 6140

River View School – 766-6111

CIVIL RIGHTS COMPLIANCE

Equal Opportunity Officers

Section 504 and 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	Title IX
Randy Hughes, Dir. of Special Education	Corey Baumgartner, AP for Co-Curricular Activ.
1701 County Road CE, Kaukauna, WI 54130	1701 County Road CE, Kaukauna, WI 54130
(920) 766-6100, ext. 6105	(920) 766-6113, ext. 6154

Title VI and All other discrimination complaints
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

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.

Introduction

This handbook has been prepared to be a source of information for students and parents. Students are responsible for the contents. Parental signatures are required to show that a copy of this document has been reviewed electronically or as a paper document. Please sign the signature page and return it to the school. 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 is not a contract between the school and parents or students. It 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 administration of the district and the campus will communicate those changes in ways that are designed to inform parents and students of the new or revised information.

Please understand that this Handbook is intended to serve as a reference and guide for your use. However, during the course of the school year, it is impractical to address every circumstance or situation that could possibly occur. Therefore, the principal and/or district administrator has the authority to make decisions in the best interest of the students, faculty and the school. Please refer to the Board Policies in the handbook. A copy of the district's board policies is available online at www.kaukauna.k12.wi.us.

River View Daily Class Schedules

Please see River View website for current daily class/bell schedules

Student Behavior and Expectations**

Students have the right to enjoy themselves at River View School. However, it is reasonable that they respect themselves, have respect for others, the property of others, and school property. We believe every student has a right to learn without distraction or destruction from others.



Each student is responsible for his/her actions in school. Students abusing the property of others, damaging school property, and/or disrespecting others will be dealt with according to these guidelines. Teachers and adult supervisors identifying improper student behavior in the corridors, lunchroom, or on the playground will complete a behavioral referral and inform the student of the improper behavior. The student will be assigned consequences in accordance with school policy. A behavioral record for each incident will be recorded. Classroom teachers will prepare a set of classroom rules, guidelines, and consequences and arrange for supervision of consequences for student behavior in the classroom. Students will be expected to serve detentions assigned by classroom teachers. We believe people should respect each other and be kind; therefore we expect students to respect all school personnel and each other. We also expect appropriate use of the building, lavatories, lockers, desks, school equipment, and the property of other students and adults.

Intermediate and middle level students most often choose very appropriate behaviors. However, as humans none of us are perfect. The following expectations are established to foster a safe and respectful school environment. Learning to be in charge of one's behavior is a learning process which enables a person to be a responsible, respectful individual. The list below includes, but is

not limited to, examples of unacceptable behaviors and actions that do not show proper concern of other students or adults and personal or school property which will result in consequences.

Examples of not meeting school expectations:

1. Disrespect or being defiant to any adult (includes direct abusive or offensive language, repeated refusal to follow directions).
2. Fighting (obvious fighting situation such as taking a swing, kicking, and biting).
3. Possessing, selling, or using cigarettes, tobacco products, any drugs, alcohol, or look a likes, or being under the influence of any drugs, alcohol, or look a likes while in the Kaukauna Area schools, on Kaukauna Area school grounds or extension of school grounds, or at any Kaukauna Area District school function. (Additional intervention and consequences are established for violation of this policy as explained in the policy section of this handbook).
4. Possessing, selling, or using any form of explosive or dangerous instrument (e.g. knives, fire-crackers, martial arts weapons, or look a likes) at school or any school function.
5. Theft of any type - includes going into other student's lockers and removing locks. Items are to be returned or paid for and a complaint may be filed with the Kaukauna Police Department depending on the extent of the theft.
6. Threatening, intimidating, or harassing another person either physically, verbally, or in writing. This includes sexual harassment.
7. Vandalizing school or other's property while on school grounds or at any school function.
8. Use and/or possession of two way communication devices such as electronic pagers/cell phones.
9. Throwing hard objects or snowballs, shooting rubber bands, paper clips, or spitballs with the intent of hitting or hurting someone.
10. Rough play on playground (chicken fighting, intentional pushing, table topping, cracking the whip, tackle football, king of the hill, or any intentional act that may cause harm based on supervisor judgment).
11. Running, deliberate pushing, and excessive noise in the halls.
12. Swearing or using abusive language (written or verbal) or inappropriate actions (i.e. spitting, hand gestures). Posting inappropriate pictures or messages in lockers.
13. Leaving school grounds without permission. (Students needing to leave school grounds are required to have a note and phone call to the office in advance by a parent or guardian).
14. Improper lunch line and lunchroom manners (includes littering, throwing food, messy table, excessive noise).
15. Loitering (remaining in bathrooms or halls, staying outside after the bell rings) or unexcused tardy for class.
16. Eating candy or chewing gum.

Consequences for violating school expectations:

Students choosing to act inappropriately also choose the following consequences, as well those outlined in School Board Policy 470 Code of Classroom Conduct**, for their actions.

Violations of school expectations will result, but are not limited to, any one or a combination of the following:

1. An explanation will be given to the student as to what inappropriate behavior the student has displayed by the staff person.
2. A natural and logical consequence issued.
3. The student will serve a detention for violations of offenses and social skill violations.
4. A conference with a school administrator, the parent(s), and the student may be conducted.

5. Time spent in the Opportunity Room and/or developing a resolution/processing plan.
6. An in-school or out-of-school suspension (up to five days for each offense).
7. Parent contact and/or conference.
8. Possible police liaison officer intervention and police referral.
9. Expulsion.

Self-discipline is a key characteristic to being a productive person. Students who display inappropriate behavior on a consistent basis are generally signifying that they need some help. If students cannot take charge of themselves, other school and/or outside intervention will be explored including but not limited to:

1. Counseling services
2. A behavior management contract
3. Police School Liaison intervention
4. Psychological testing
5. School Board Intervention

As indicated before, school expectations are established to promote a safe environment which promotes respect and responsibility. Student and parent cooperation will enable our students to be productive citizens.

****See School Board Policies as outlined at the back of this handbook and also available online at www.kaukauna.k12.wi.us**

A list of school expectations as introduced to student the first week of school is included on the following pages and can also be found on each school's website.

Classroom / Homeroom Activity Expectations

Recognize your values by:

- being an active participant by sharing your ideas and talents during discussions, note taking, projects, labs, etc.
- coming to class prepared to learn
 - have pencil/pen
 - have your planner
 - changing for gym class
- ask questions
- being a respectful listener

Guest Teachers

- Show them respect
- Treat a substitute teacher like a guest in your home
- Understand they may run the class differently than your teacher
- Offer to help with the classroom routine

Expectations for Use of Your Planner

- your planner should go with you to all classes
- your planner is your ticket to the bathroom
- get parent signatures when needed
- do not vandalize/destroy your planner – take pride in how it looks
- your planner is yours, do not give it to anyone
- lost planners will need to be replaced

Clothing/Dress Expectations

- Take pride in yourself and how you look
- Remember the five “B’s”
 - No exposed bra straps
 - No exposed boxers
 - No belly buttons exposed
 - No exposed bottoms
 - No exposed bosoms
- Fingertip guideline for shorts - shorts need to be longer than your fingertips when arms are fully extended
- Clothing with beer, alcohol or other drugs, tobacco, or sexual implications, slogans, or connotations is unacceptable to wear at school or school functions.
- Students will not wear scanty or revealing clothing. Example of these items include, but are not limited to tube tops, halter tops, backless tops, strapless tops, spaghetti straps (straps must be 1” in width) and clothing that exposes the midriff and/or undergarments. This included pants that are worn too low.
- Pajama pants are not school appropriate wear.
- Jackets, coats, backpacks, purses, bags and gloves must be removed at your locker and not be worn around the building during school hours.
- Footwear must be worn except for approved activities. Slippers and bare feet are not allowed.
- If a student is wearing clothing deemed dangerous, vulgar or obscene or containing any inappropriate designs/words, he/she will be expected to cover it up, wear the clothing inside out or change it.
- Students are not allowed to wear head gear in the school building. Hats will be removed upon entering the building and placed in the student’s locker throughout the school day. This includes headbands, bandanas and/or caps.
- If it is necessary for a student to go home to change clothes, parents will be notified.

This list is not meant to be exhaustive; rather it is intended to provide some idea of acceptable dress.

Hallway Expectations

- Walk on the right side of the hallway and stairs
- Walk with a purpose
- Use an inside voice while in the hallway
- Have your planner with you for all classes
- Respect others by
 - keeping your hands to yourself
 - helping each other out (finding classrooms, picking things up)
- Keep a safe distance between you and others
- Use the best route to your classes

Expectations for Appropriate Language

Set your sights high to...

- use respectful language at all times -- classroom, hallways, playground, breakfast and lunch, recess, etc.

Keep it positive...

- consider what may be offensive to different races, backgrounds or religions
- don't use words that sound like swear words such as “frick'n”

Recess Expectations

- Show respectful behaviors toward staff, classmates and yourself
- Respect school property
- Cell phone, iPods or other electronic devices are not acceptable on the playground during the school day
- Throwing of objects intended to cause harm is unacceptable-this includes snowballs, rocks, branches, concrete, etc.
- Make good choices by
 - Keeping your hands to yourself
 - Playing safe
 - Following directions of supervisor
- Bring all outside clothing and playground equipment with you to the cafeteria as students are not allowed to go to lockers between lunch and recess
- Everyone goes outside if they have no pass from a teacher to go back to a room
- Stay in the designated recess area
- Line up immediately to go in when the bell rings
- No toys/equipment from home

Cell Phone/Electronics Expectations

- Cell phone/electronics will be off – not silent – and out of sight during the school day. This includes breakfast, lunch, recess and passing times.
- Students may use cell phones/electronics before 7:40 a.m. and after 3:10 p.m. or after 11:30 a.m. on half days of school
- 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.
- Students may use such devices if approved by the building principal for medical, school, educational, vocational or other legitimate purpose.
- Cell phones that are seen or heard during the school day will be confiscated and turned into the office. Parents will need to come to the school to pick up the phone.
 - Further offenses will result in a parent phone call with the phone remaining in the office for a longer period of time or asking the cell phone no longer come to school. Additional school consequences increasing in severity will also result.



Homework Expectations

As part of the River View way it is expected that homework and other assignments are taken seriously by all students. Choosing to NOT complete an assignment in its entirety and on time is not an option. It is a part of your responsibility to work to the best of your abilities all the time. Part of this responsibility is homework completion.

Cafeteria Expectations

- Enter the cafeteria in a respectful manner
 - Walk in an orderly fashion
 - Cutting/skipping line is disrespectful and unacceptable
- Have ID card ready or number memorized for check out
- Show respect toward kitchen staff, supervisors and custodians
- Show respect toward others while eating
 - tables are open to everyone
 - no throwing food
 - use inside voices
- Sharing of food is not acceptable
- Ask permission from a supervisor if you need to use the bathroom
 - use bathrooms by gym A
 - when possible use the bathroom before coming to the cafeteria
- A pass needs to be shown before reporting to any teacher rooms
- Leave the cafeteria cleaner than when you arrived
- When done eating wait to be dismissed

Breakfast Expectations

- Use assigned enter and exit doors
 - 5th and 6th grade use door under the skywalk (Door 23)
 - 7th and 8th grade use door by the tennis courts (Door 25)
 - Go directly to cafeteria (no classroom or locker stops)
- Go directly outside when dismissed

We show respect at River View by NOT BULLYING

Bullying behaviors are not welcome at River View as they do not fit with our belief that ALL students deserve the right to be in a school that is welcoming, safe and fun.

The following behaviors are forms of bullying and are not acceptable as they do not fit with the River View way:

- mean looks → inappropriate gestures
- intentionally hurtful words or actions repeated over time
- exclusion → cyber bullying
- teasing → name calling
- rumors → hitting
- sexual comments → pushing

Locker Expectations

- Keep your locker locked at all times; students are responsible for their own items
- Keep your combination to yourself
- Your assigned locker is yours – trading lockers is not acceptable
- Appropriate pictures are allowed in lockers
- Respect yourself and keep it clean
 - no food or drink should be left in locker overnight
 - dividers/organizers can be used in lockers to help keep it clean
- If you need assistance getting into your locker or it is stuck ask a teacher for help
- Administrators have the right to search lockers

Expectations for Treatment of School Property

River View is your school (inside and outside) so it is expected you will treat it as you do your own home.

Which means:

- respect our school grounds
- have pride in how our school looks
- clean up after yourself – put your trash in the garbage cans
- pick up litter when you see it laying around, even if it is not yours
- vandalism is not acceptable, which includes not writing on the hallway walls, desks, bathroom walls, or anywhere on your locker
- stay out of the flower beds
- do not climb on railings inside or outside
- do not stuff toilets or sinks



Outdoors Behaviors – before and after school

- respect the school's property
- respect the property of those who are waiting with you for the bus or their parents
- bikes are locked up at the bike rack, not ridden around the playground or parking lot
- throwing anything at others is unacceptable

Expectations of Student Spectators at Co-Curricular Activities

The conduct of all students at home and away contests should display respect and courtesy and portray our school in a positive manner. The following guidelines will be used to show respect and courtesy.

1. Booing is not considered respectful or courteous.
2. Our bleachers are made to sit on. Stomping on them is discourteous, disruptive, and damaging.
3. Remain in your seats during the game. You may leave during half-time or between games only.
4. Students in the building who are here for the game are expected to be in the gym, not in the corridors.
5. All students are responsible for the cleanliness of the gym and building. No confetti. Paper and other materials that you may have should be placed in pockets and deposited in containers in the corridors during half time, between games, or at the end of the game.
6. Students choosing inappropriate behavior will receive consequences according to school guidelines and not be permitted to attend the next home game or games.



Absence Procedures

Each student has the responsibility to attend school regularly and to report to school and scheduled classes on time. Students who attend class regularly not only do better in class but also reinforce lifelong work skills by arriving each day on time.

Wisconsin Statutes 118.15 and 118.16 establish the ultimate responsibility for regular school attendance with each student's parents. The parent of a student is responsible for reporting any absences, the cause, and if required, for sending information upon the student's return.

The parent or legal guardian must call the absence line (759-6159; press 6 and leave a message) by 8:30 am each day a student is legitimately absent in order to receive an excused absence. If the office does not receive a phone call, the absence will be marked as unexcused. If an absence extends beyond three days, a doctor's statement may be requested. Parents should also send a note with their child when the student returns to school explaining the absence.

Excused Absences: Excused absences include personal illness, severe illness or death in the family, court appearances, necessary health appointments, school sponsored activities, and other reasons which have been approved by the school administration in advance of the absence.

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

- The student must have a **Pre-arranged Absence form signed by his/her teachers and parent(s)** and returned to the office secretary before the absence occurs. The Pre-arranged Absence forms are available in the school office and on our website. 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 advance notice of the

What Should I Do If...

- ✓ **I arrive early for school?**
Supervision does not begin until 7:30 a.m.
- ✓ **I am late in the morning?**
Bring a note from home or have parent call to excuse you. Report to the office for a pass.
- ✓ **I must leave early?**
Bring a note from home or have your parent call the office. Have your parent report to the office when you are leaving to sign you out.
- ✓ **I have a problem or trouble in class?**
Talk with your teacher, guidance counselor, or an adult you feel comfortable with.
- ✓ **My parents want a meeting?**
A note or call to your teacher will begin the process.
- ✓ **I am moving?**
Ask your parent(s) to call the office with new address information and work/home phone numbers. Tell your teacher. Be sure to inform us in plenty of time if you are withdrawing from River View.
- ✓ **I need to use the phone?**
There is a student phone in the office for emergencies.
- ✓ **I want to leave at lunch time?**
We have a closed campus at lunch time. Only your parent can sign you out at lunch time.
- ✓ **I am being bullied or have a problem?**
Talk to your teacher, guidance counselor, or an adult you feel comfortable with. If you feel you are not being helped or things are getting worse, find another adult you trust or see the Principal.

absence. However, additional work may be assigned when your child returns. (See Make-Up Work During or Following an Absence below for more information.)

- **Try to minimize the pre-vacation excitement** for your child to reduce the instructional time lost due to distraction and excitement.

Unexcused Absences: If a student is absent and no pre-arrangements have been made, or if a parent has not called in to excuse the absence, that absence will be unexcused. Students will be expected to follow teacher policies for make-up work in the event of the unexcused absence. A student who is caught impersonating a parent or lying to obtain an excused absence status will be automatically unexcused for the absence and may face other school consequences.

Truancy: Truancy means a student is absent from school, without an acceptable excuse. "Habitual Truant" is defined by Wisconsin State Statute, section 118.16(1) (a) and (c), as a pupil who is absent without an acceptable excuse for part or all of 5 or more days on which school is held during a semester. Once a student is habitually truant a letter will be sent and a parent(s) meeting will be held regarding the truancy prior to referring the student to the Municipal Court of the City of Kaukauna or the Juvenile Intake of the county in which the student resides. A municipal citation may be issued to any student who is truant subject to Municipal Statute 9.27.

Complete information regarding the district's policy for student attendance can be found on the district web site: www.kaukauna.k12.wi.us and then click on Board Policies. Policy: Student Attendance (430)

Make-Up Work During or Following an Absence: If parents anticipate their child will be out of school more than two days, they are encouraged to phone the school office (766-6111) and request homework which may be picked up at the end of the day or brought home by a family member. Students should make up work missed as a result of an absence and will be responsible to arrange for make-up work. The amount of make-up work will be reasonable and commensurate with the situation, with emphasis on quality rather than quantity. Consideration for make-up work will be made for students absent from classes as a result of field trips or special in-school arrangements since they are involved in an educational experience.

Academic Support and Tutoring at River View School

Academic support is provided at River View. ELL students (English Language Learners) have tutoring support Monday-Thursday from 3:30-4:30 pm in Room 138.

In addition to these support programs, 6-8th grade students have homeroom each day of the week to do homework, make up quizzes, tests, assignments, or to get assistance from individual teachers. Many students also have a study hall in their schedule. This is a time when teachers may be available to assist them as well.

Students need to take responsibility to ask for assistance. Parents should inquire about these support options with homeroom teachers or grade level administrators. We believe with the additional support provided that all students can be successful academically if they choose to be.

The following Parent Tips provide guidance and assistance which foster quality study time at home.

1. At least one-half hour of study time.



2. Turn off TV or radio when studying. These items may create a distraction and less focus on the task.
3. Be in the room when they work.
4. Read to your children.
5. Watch student's diet. Limit caffeine!
6. Help with setting goals.
7. Take a break every 20 minutes.
8. Encourage your kids. Recognize achievement. Send notes such as, "Good luck on your test today."
9. Smile—maintain humor.
10. Be patient and supportive, but don't do the work for them.

Accidents

Accidents at school should be reported immediately to the classroom teacher, playground supervisor, or the office.

After School Hours

Students are not to be working in school unsupervised after 3:10 pm. Students being detained for regular school work or detention should leave the building by 4:00 pm unless other arrangements have been made with teachers and parents.

Announcements

Daily announcements are read over the PA system each day. **Parents may see these announcements via the parent portal and school websites** and are encouraged to access the parent portal to keep up to date on items coming home and school events.

Do You Ride "Wheels" to School?



If you ride your bike, skateboard, roller skates, ride your scooter, or have any other form of "wheels" you ride to school, **YOU CANNOT RIDE THESE WHEELS BEFORE SCHOOL OR AFTER SCHOOL ON THE SCHOOL GROUNDS – YOU MUST WALK.** Once you reach campus, you will need to walk your bike, pick up your skateboard, remove your rollerblades, etc. This is for the safety of the entire student and staff population.



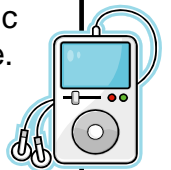
Bike racks are located in the two front corners of the building and at the back of the building near basketball court.

Cell Phones and Electronic Devices

Students are asked to leave all electronic devices at home. Students who bring them to school must keep them out of sight and turned off during the entire school day. Electronic devices found during the school day may be confiscated and turned into the school office.

- When a student has their cell phone (or another electronic device) taken due to use during the school day or not having the ringer off, parents will need to come to the school to pick up the phone.
- If a phone is taken for a second time, parents will be called by the principal to discuss the phone remaining at school for a longer period of time
- Further offenses will result in a parent phone call asking the cell phone no longer come to school. Additional school consequences increasing in severity will also result.

Additional specificity in expectations can be found in the expectations section of this handbook.



Co-Curricular Activities

Family, Career and Community Leader of America	FCCLA	(Gr. 7-8)
Cross Country	(Gr. 6-7-8)	Girls Volleyball (Gr. 7-8)
Boys Basketball	(Gr. 7-8)	Girls Basketball (Gr. 7-8)
Musical	(Gr. 6-7-8)	Student Council (Gr. 5-8)
Track	(Gr. 6-7-8)	Jr. Poms (Gr. 6-7-8)
Destination Imagination	(Gr. 5-8)	Wrestling (Gr. 6-7-8)
Yearbook	(Gr. 5-6-7-8)	

RVS Co-Curricular Activity Descriptions

Students may choose to participate in various co-curricular activities. With participation come the responsibilities included. The following descriptions give an overview of each activity. It is essential to know that students who are involved in co-curricular activities generally do well academically in school as well. We encourage all students to be involved in an activity in and/or out of school.

FCCLA-Family, Career and Community Leaders of America-FCCLA offers members opportunities to expand their leadership potential and develop skills through family and consumer education. Focusing on the multiple roles of family member, wage earner, and community leader; students choose activities using creative and critical thinking, interpersonal communications, reasoning skills, and vocational preparation.

Destination Imagination (Grades 5-6-7-8) – Meets one-two times each week after school on group problems in preparation for competition. Generally, the months of November-March. Competitions are on Saturdays in March. Usually 1-3 competitions.

Student Council (Grades 5-6-7-8) – One representative is elected through democratic process from each homeroom. School projects and student advocacy are main focuses.

Cross Country (Grades 6-7-8) – Boys and girls programs. Both groups practice together. Competition with other schools. Practice one-two nights with one meet per week. Season begins August and ends October.

Girls Volleyball (Grades 7-8) – Two teams at each grade level. Season begins August and ends October. Two practices per week, two games per week. Competition with other middle schools.

Boys Basketball (Grades 7-8) – Season begins early October and ends late December. Teams compete with other middle schools. Seventh-eighth grade practice two-three times per week, play one-two times per week.

Girls Basketball (Grades 7-8) – Same as boys season except girls begin early January and ends mid-March.

Wrestling (Grades 6-7-8) – Season begins early January and ends mid-March. 2-3 practices per week with one meet per week. No tryouts or cuts.

Boys/Girls Track (Grades 6-7-8) – Possible sixth grade participation if 7-8 numbers are low. Compete with other schools. Season begins April – ends May. Two to three practices per week, one meet per week. Some Saturday meets.

Jr. Poms (Grades 6-7-8) – Tryouts are held in August. Three practices per week; Tuesday, Thursday, Friday beginning after Girls Volleyball. Perform at all Boys Basketball home games, November-December.
www.leaguelineup.com

Musical (Grades 6-7-8) – This audition based performance provides students with an opportunity to display their singing, dancing and stagecraft abilities to tell a story through the use of music.

Yearbook (Grades 5-6-7-8) - Students are responsible for creating the River View yearbook. Students will participate in editing, taking pictures and other aspects of bringing the yearbook to completion.

Other Community Sponsored Activities –

1. Football – Raiders (Fall) Bob Fassbender-contact 585-7994 or www.kaukaunaraiderfootball.com
2. Tennis – Brian Sanderfoot-contact 766-6113 (late Fall)
3. Boys Volleyball – (March & April) more info will be coming at a later date
4. Pride Pals (Grades 5-6) / Club Pride (Grades 7-8) – Singing and dancing performance group promoting drug free school message. Students can participate as performers and/or as stage crew.
5. Ski Club – Christy Vandenberg - Contact

Curriculum

Fifth Grade Curriculum

<u>Core Classes</u>	<u>Specials</u>
Reading	Physical Education
Language Arts	Art
Word Study	Library
Math	Music
Science	Health
Social Studies	Computers

Sixth Grade Curriculum

<u>Core Classes</u>	<u>Encore Classes (electives)</u>
Language Arts	Technology Education
Reading	World Language
Math	Family/Consumer Educ.
Social Studies	
Science	
Physical Education	
Careers	
Band, Choir, Orchestra, and/or General Music	
Art	

Seventh Grade Curriculum

<u>Core Classes</u>	<u>Encore Classes (electives)</u>
Language Arts	Computer
Writing Skills	Family/Consumer Educ.
Social Studies	Exploring Technology
Math	Art I or Art Design
Science	Choir
Physical Education	Band
	Orchestra
	Piano Synthesizer 7
	Health
	French/Spanish

Eighth Grade Curriculum

<u>Core Classes</u>	<u>Encore Classes (electives)</u>
Language Arts	Art Design
Writing Skills	Band
Math	Choir
Science	Orchestra
Social Studies	Family/Consumer Educ.
Physical Education	Exploring Technology 3 or 4
	FCE III
	Family and Jobs
	Computer
	French or Spanish
	Art I or Art II

Detentions

For Inappropriate Classroom Behavior: Detentions assigned by teachers for inappropriate behavior will be served after school. Students will serve the detention the next day. Bus students are expected to arrange for transportation home if they are serving an after-school detention. These detentions are served with the classroom teachers in their rooms.

Entering School

Supervision begins at 7:30 am and students will enter the building at 7:40 am. Plan your arrival accordingly. Upon entering the building in the morning, students should go to their lockers and report directly to their homeroom or their first hour class.

Field Trips

Field trips are often set up to expand the classroom and give students new learning opportunities. However, field trips are a privilege, not a right. Students may lose their field trip privileges for various reasons to be determined by River View administrators.

Fundraisers

Students are prohibited from the sale or distribution of any materials unless approval has been granted by the school administration.

Harassment/Bullying

It is the policy of the Kaukauna Area School District to provide a work and learning environment free from all forms of discrimination including incidents of sexual harassment, intimidation, or bullying. The district defines harassment as a type of violence (a look, gesture, word or action) that is racial, cultural, or sexual in nature. It is unwanted, nonreciprocal abuse repeated over time by the same person or group of persons, and creates a hostile, intimidating, or offensive school environment. 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.



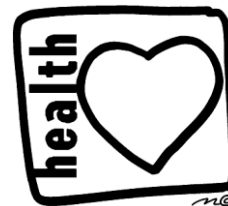
No employee, volunteer, School Board member or student, shall be subjected to any form of harassment or bullying including unsolicited and unwelcomed sexual advances, requests for sexual favors, or other sexual conduct, either verbal or physical. The School Board will not tolerate any form of harassment or bullying. Any employee or volunteer, including a supervisory employee, who violates this policy, is subject to disciplinary action up to and including discharge. Disciplinary action against an employee shall be in accordance with applicable administrative rules and collective bargaining agreements. Any School Board member who violates this policy is subject to disciplinary action up to and including censure by the School Board and/or removal from committee chairs or other committee assignments. Any student who violates this policy is subject to disciplinary action.

Homework Requests

When you are excused from school, how do you get your homework or check your grades? You can...

- Log in to <http://campus.kaukauna.k12.wi.us:8080/campus/portal/kaukauna.jsp>
- Call a friend/classmate
- Call school by 8:30 a.m. to request homework that will be available after 3:10 p.m. Call school 2:50-3:00 p.m. to make sure there is homework to pick up.

Health Services & Medication Policy



Policy for Medication:

1. Medication to be given in the school MUST have:
 - a. A written order from the physician.
 - b. Student's full name on the container.
 - c. Name of drug and dose.
 - d. Time to be given.
 - e. Parent/legal guardian permission (Verbal permission may be acceptable, providing written consent follows.)
2. Medication will be taken by the student at a designated time supervised by authorized personnel.
3. It is the responsibility of the student, if appropriate, not school personnel, to get his/her medication at the designated time.
4. Limited quantities of the medication should be kept at school.
5. Parents must notify school when the drug is discontinued. If the dosage or time is changed new medical orders are needed. If the medication is resumed, a new order must be received.
6. The school should establish an accurate and confidential record keeping system for each pupil receiving medication.
7. No over the counter medication will be administered to children unless parents have given written approval on the yearly health update.
8. Newly written orders for medication from the M.D. must be renewed annually for students on long term medication.
9. Cough drops and throat lozenges are prohibited because of the danger of them getting lodged in a person's throat. Cough medicine or throat spray may be kept in the health office and taken with permission from a parent or guardian.

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.

Homeroom Support and Intervention Meetings

The intermediate and middle school years are a time of great change. This is a time when many begin to identify strongly with a peer group, redefine their value systems, undergo physical and emotional changes, and contemplate their adult years. With the aid of a caring teacher, it is hoped that the intermediate and middle school years can become a more positive and less stressful experience.

5th grade students spend the majority of their day with their classroom/homeroom teacher. Students in grades 6th - 8th grade participate in homerooms that take place at the end of the school day. During this time the homeroom teacher will monitor the academic progress of their students and may contact parents for an intervention meeting if needed. This meeting will include the student, parent(s), student services staff, an administrator and classroom teachers as needed. At the meeting those gathered will develop strategies to provide for greater levels of success for the student. The homeroom teacher will monitor progress after the meeting and may schedule follow up meetings as needed.

Parents' Guide to

School Lunch

The Kaukauna Area School District participates in the National School Lunch Program under a contract with Chartwell's School Dining Service. Students may purchase lunch every day or as often as they like. Students may brown-bag-it if they prefer. We aim for our lunch program to be simple-to-use, appealing, and nutritious. Please consult this flyer for lunch program guidelines.

Our Goal

Menus are planned with a goal of providing a variety of nourishing items at an affordable price. Community food preferences are considered so that students will like the choices that are offered. Students are encouraged to try different foods and to use the cafeteria as a learning laboratory for making nutritious choices.

Offer-versus-Serve

KASD provides Offer-versus-Serve, which is a serving method that allows students to take foods that they will eat. The intent of Offer-versus-Serve is to allow students the right to refuse food items they do not like or do not plan on eating. Offer-versus-Serve helps increase student acceptability and decrease food waste.

The Breakfast Menu

Breakfast is offered at all schools except Tanner. Students may select up to 4 food items. Milk, juice, or both must be chosen to make a reimbursable meal.

*Breakfast Prices

Elementary	\$1.20
River View Inter/Middle	\$1.45
Kaukauna High School	\$1.45

The Lunch Menu

A nutritious lunch is provided every school day in all schools. A reimbursable lunch consists of an entrée (protein), vegetable, fruit, grains, and milk. Students may select three, four, or five of the offered items to make a reimbursable meal.

Elementary Schools offer an entree, fresh and frozen vegetables, canned and fresh fruits and milk. Extra milk is available to purchase. Dessert is offered once a week.

Inter/Middle and High Schools offer a choice of two hot entrées, two hot sandwiches, deli subs, wraps, salads, vegetables, canned and fresh fruits and milk. Dessert is offered once a week.

*Lunch Prices for reimbursable meal

Elementary	\$2.35
River View Inter/Middle	\$2.60
Kaukauna High School	\$2.60
Premium Meal	\$3.30

A la carte option: the a la carte option at the Inter/Middle and High schools consists of individual sales of various snacks, fresh fruits, vegetables, juice, water, milk and dessert items.

To ensure your child has lunch and breakfast waiting...

**Pre-pay for meals with Cash Check or On-Line Payments*

The KASD suggests that parents pay in advance for school meals and milk. You can send cash or check on a weekly, monthly, or semester basis for deposit in the Student Lunch Account. You may also pay on-line using the Parent Portal System.

- Put cash or a check (payable to the KASD) in an envelope. On a separate sheet OR on the outside of the envelope, write the names of your children and their Student ID Numbers. Put the envelope in the locked drop box inside each school office.
- OR, mail you lunch money to:
KASD Dining Services
1701 Cty Hwy CE
Kaukauna, WI 54130
- To have money in your child's account on the first day of school, please make a deposit by September 1, 2011.
- During the school year, money received in the morning will be recorded in time for the **next day's** lunch.
- Students who qualify for free and reduced-price meals get one reimbursable breakfast and lunch each day. This does not include a milk for someone bringing a cold lunch. To purchase second helpings or a la carte items, students getting free and reduced-price meals must pay cash or parent may put extra money in the Student Account for this purpose. To make arrangements, please call the Dining Services at 920-759-6122.

Keeping track of your account balance

1. If you have an email address or phone number listed in the Parent Portal, we will send you an email notice or a phone call to all accounts when your balance has reached a +\$5.00. Email notices and phone calls will be sent daily
2. River View and High school students may ask about their account balance any time they go through the lunch line.

Website

To access the Chartwells Dining Services website, go to the KASD website at www.kaukauna.k12.wi.us. After you have accessed the district's website click on the Parents/Students tab. Scroll to the bottom and click on the link for Chartwells. You will be able to access all school menus, school dining information, news about Chartwells and links to recipes and health and nutritional information.



Good Deal on Meals

The average school lunch costs more than \$2.35 to prepare and serve. The United States Department of Agriculture donates commodities and federal and state funds make up the difference between what the lunch costs to produce and what students pay. The subsidized school lunch is less expensive than a lunch of equal nutritional value prepared and packed at home.

Adults and Visitors Pay a Bit More

Because federal reimbursements and commodities are not received for lunches sold to school staff or visitors, adults and visitors pay more for the food than students. However, the cost is significantly less than what people pay at a restaurant for the same type or amount of food.

Join your Child for Lunch

If you plan to join your child for lunch any day, please call the school office by 8 a.m. to let us know you would like a hot lunch. Your child's account will be charged \$3.30 for the adult lunch or you may pay cash.

Allergies

If your child has any food related allergies, you must contact your school nurse and forward any medical information and forms **yearly** to the Dining Services Office for consideration.

Non-Discrimination Statement

In accordance with Federal law and U.S. Department of Agriculture policy, the MJSD is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue SW, Washington, D.C. 20250-9410 or call 202-720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Employment Opportunities

Job applicants may contact Chartwells with KASD National School Lunch Program by calling 920-759-6122.



National School Lunch Program Guides KASD Meal Service

The KASD participates in the National School Lunch (NSL) and School Breakfast Programs. The United States Department of Agriculture administers these programs and has established guidelines that must be followed by the District.

NSL guidelines specify the type of meal to be served and the quantities of each food that must be offered. The school lunch provides 1/3 of the Recommended Daily Dietary Allowances for key nutrients as well as sufficient calories to provide for the energy needs of growing children. An emphasis is placed on providing calories from whole grain breads, vegetables, and fresh fruits. Low fat milk is offered. Recipes have been revised to lower the amount of fat, sugar and salt. The nutritive value of products is evaluated so healthy choices are available to students.

GOT MILK?

All Reimbursable meals include one carton of milk. Extra milk costs 40¢



Important Numbers...

Leslie Willems	Chartwells Dining Service Director....920-759-6121
Pam Mischler	Dining Services Office.....920-759-6121
Bob Schafer	Financial Officer.....920-766-6100
Mary Weber	Superintendent.....920-766-6100

SSH! If you qualify for free meals, it will be our little secret!

Your child may be eligible for free and reduced-price meals

Free and reduced-price lunches are available if your family qualifies based on family size and income as established by federal guidelines. Reduced-priced breakfast is 30¢ and reduced-priced lunch (all grade levels) is 40¢. This includes one milk with each breakfast or lunch.

An application must be filled out every year. You may apply at any time during the school year—simply contact your child’s school office or the district office for an application.

- To qualify for free or reduced-priced meals by the first day of school on September 1, applications should be returned by August 25 to allow time for processing.
- Application forms for free and reduced-priced meals will be available at orientations and open houses and on the first day of school. Forms are available at school offices any time during the school year or on-line at www.Kaukauna.k12.wi.us
- Continuing students who received free or reduced-priced meals at the end of the 2010-11 school year will continue to receive free or reduced-priced meals **thru October 14, 2011 only.** To re-qualify for the remainder of 2011-12, families **must** submit a new application before October 14, 2011.

- For questions or information about free and reduced-price meals, please call 920-766-6100 x2048.

Tips for completing the free and reduced-price application

If you are currently receiving Foodshare, TANF (Temporary Assistance for Needy Families), or FDPIR (Food Distribution Program on Indian Reservations), the only information required is your child’s name, the Foodshare, TANF, or FDPIR case number, and your signature.

If you are not receiving any of the above benefits, your application must include the names of all household members and the current amount of income received by each member. Additionally, you must sign the application and include your social security number.

Once the application is returned to the school, you can expect to be contacted within about 10 days. If you are not contacted within 20 days, call Connie Mitchell at 920-766-6100 x2048 to ask about the status of your application.



Who can qualify for free or reduced meals?

There are two ways to qualify.

- If you currently receive Foodshare, TANF, or participate in FDPIR, your child is eligible for free school meals for as long as you receive these benefits.
- If your household’s total income is below certain amounts, your child can eat free or at a much reduced price.

Household size	Yearly	Monthly	Weekly
1	\$20,147	\$1,679	\$388
2	\$27,214	\$2,268	\$524
3	\$34,281	\$2,857	\$660
4	\$41,348	\$3,446	\$796
5	\$48,415	\$4,035	\$932
6	\$55,482	\$4,624	\$1,067
7	\$62,549	\$5,213	\$1,203
8	\$69,616	\$5,802	\$1,339
Each additional person:	\$7,067	\$589	\$136

Identification Cards

Students are expected to have their cards with them during school; staff members are expected to wear identification cards on a daily basis while at school during regular hours. The identification card is intended to

- help students and staff communicate on a name to name basis,
- enhance safety in the building and
- be readily available for library and cafeteria use.

Lost cards will be duplicated for students and staff at the cost of \$1.00.





Inclement Weather/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.

In the event of adverse weather or other emergency conditions involving the closing of school, notification will be announced on the following radio and television stations:

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

<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



Leaving School Grounds

Once students arrive on school grounds they may only leave to go home for lunch. Students going home for lunch will be excused with a parent note turned into the office and/or a parent phone call to the office. **Either a note or a call are required if the student is leaving school grounds at lunch.** Students who leave school at any time without permission may be considered unexcused and will be issued consequences for their inappropriate choice.

Lockers

5th and 6th grade students will be assigned a locker with another student in his/her homeroom and an individual student desk within their homeroom. 7th and 8th grade students will be assigned an individual locker and expected to keep all necessary material in his or her assigned locker. The school is not responsible for items taken from lockers. However, any vandalism done to a student's locker will be looked into and any student found to be going into other students' lockers will face disciplinary action. Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason, at any time, without notice, without student consent and without a search warrant.



Lunch & Hot Lunch



Hot lunch offers a variety of menu entrée items each day, in addition to select ala carte items that meet our nutrition policy. The cost for all of the hot lunch entrees is the same, while the cost of adding or choosing ala carte items alone varies according to the selection made. Milk is always on the menu. The best option is to pre-pay for student meals. Students can bring check/money for their student account to the cafeteria at breakfast or lunch, or funds can be sent to KASD Dining Services, 1701 Cty Hwy CE, Kaukauna, WI 54130. Or you may go to the district website and make an online payment. **You may also check your child's lunch account balance through the Parent Portal.** Also see pages 19-22.

Lost and Found

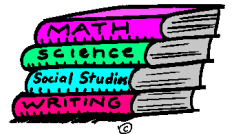
"Lost and Found" is located across from the school office and on each floor on the 5th/6th grade area. **Please make sure your name is clearly printed on all of your belongings.** Because we lack storage space, as well as for sanitary reasons, "Lost and Found" items are donated to area organizations such as St. Vincent and Goodwill various times during the year.

Media Center

The Media Center is for student use and enjoyment. The books, reference materials, magazines, and AV materials are available to help investigate questions that arise in classroom study and discussion, to research areas of special interest, and to enjoy for pleasure reading. All materials should be signed out and returned when due. There is no fine for overdue material; however, students are responsible for damaged and lost material.

Mid-Quarter Progress Reports -- 5-8 Grade

Progress reports are sent out in grades 5-8 at mid-quarter to identify students who are not meeting the minimum expectations in class. All students have a mid-quarter conference each quarter with their homeroom teacher and a report is sent home with the student regarding his/her academic status. Teachers in grades 5-8 are also expected to update their grade books within one week of the date an assignment is due. Parents can access live on line data on their child's performance via the parent portal. **Parents wishing to access the parent portal should send an email to parentportal@kaukauna.k12.wi.us asking for access.**



Parent Portal / Student Portal

Kaukauna Area School District uses "Infinite Campus" for its student database software program. This powerful tool is used for grading, attendance, emergency information, scheduling, and many other areas. Parents and students can access information via the internet...

<http://campus.kaukauna.k12.wi.us:8080/campus/portal/kaukauna.jsp> using an ID and password that is provided by the school district. Further information for login ID and password can be found on the Parent Page of the district website... www.kaukauna.k12.wi.us or by emailing parentportal@kaukauna.k12.wi.us .

Parent Advisory Committee (PAC)

The purpose of this committee is to increase home-school communications. This will be done through monthly meetings and will operate under the following guidelines:

1. We will inform parents of educational practices and programs taking place in our school.
2. We will ask for your feedback from the community concerning education in Kaukauna. In many cases, you hear more than we do.
3. We need to gain your support for volunteering and sponsoring other student events and special programs we may have.
4. Together we will explore information and resources to improve our schools.

The PAC will be designed to discuss issues that concern the majority of students. It will not function to be the final decision making body. Nor will it serve as a platform for private concerns that affect a few people. These need to be discussed with the classroom teachers or the building principal.

We look forward to working with you as partners in the educational process. You started out as your child's first teachers and you will remain in this teaching role for the rest of your child's life. In order to be successful we must continue to work together.

Parent/Teacher/Student Conferences

Parent/teacher/student conferences for all students are scheduled two times during the year –

Scheduled conference dates for Gr. 5-8:

November 17, 2011; 12:00-4:00 pm, 4:30-8:30 pm

February 23, 2012; 12:00-4:00 pm, 4:30-8:30 pm

These conferences provide the opportunity for parents and students to personally communicate with the teacher about school progress. Additional conferences may be arranged and initiated by both parents and teacher when there is a need. Parents are encouraged to communicate with staff members at any time throughout the year and regularly check their child's progress through the parent portal: <http://campus.kaukauna.k12.wi.us:8080/campus/portal/kaukauna.jsp>.

Physical Education Classes

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) parents must provide written excuse or 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.

Student Dress - 6th, 7th, and 8th grade students are expected to change for Physical Education classes. All students need to have a white or grey t-shirt with their name written on the outside of the back collar. Students should also wear shorts / wind pants / sweat pants of any style and color. Shorts should extend to/beyond the length of the fingertips when arms are placed at your side, even when worn with tights or leggings. If parents wish to purchase River View School green shorts they are available in the school offices. 5th grade students are expected to have tennis shoes at school for Physical Education classes. The tennis shoes need to remain at school in the student's homeroom locker.

REPORT CARD				
GRADING PERIOD	1	2	3	4
READING	A			
WRITTEN COMMUNICATION	A			
MATHEMATICS	C			
SCIENCE/HEALTH	B			
SOCIAL STUDIES	B			
ART	A			
MUSIC	A			
PHYSICAL EDUCATION	C			
Grade Average	B			
Attendance:	Present	48		
	Absent	2		
	Tardy	1		
<small>A = Excellent • B = Good • C = Satisfactory • N = Needs Improvement E = Unsatisfactory • I = Incomplete / Incomplete</small>				
Student:	Grade:	Year:		

Report Cards

Report cards are issued four times during the year - approximately one week after the end of the first, second, third, and fourth quarters. Parents of students in grades 5-8 can also print a report card at any time through the parent portal which is found at

<http://campus.kaukauna.k12.wi.us:8080/campus/portal/kaukauna.jsp> .

Schedule Changes – Grade 6, 7 and 8

At times a situation may occur where it is advisable to change a student's daily schedule. In order for a schedule change to take place the student must have permission of the school principal, the teacher of the class being dropped, and the teacher of the class being added. Students should not expect to have their schedule changed because their friends are not in class or other such reasons. Only reasons that will educationally benefit the students will be considered. Schedule changes end the first week of the semester.

School Bus

Kaukauna Area School District contracts with **Kobussen (766-0606)** to handle student transportation. Please make sure to pay attention to expectations shared at school and by your bus driver. The rules that apply at school, also apply while waiting for and riding the school bus. The consequences for misbehavior are stiff and the school and bus company will abide by these rules.



Only BUS STUDENTS can ride a school bus – no exceptions.

School Calendar 2011-2012

Please consult RVIS or RVMS website for current calendar and bell schedules.

August	30	Open House (Gr. 5/6 – 5:00-6:30 pm) (Gr. 7/8 – 6:00-7:30 pm)	January	3	Classes Resume
				11	Classes a.m. – 11:30 Dismissal
				20	End of Second Quarter
September	1	First Day of School	February	17	No School
	5	Recess – Labor Day		23	Gr. 5-8 Spring Conferences
October	18	Classes a.m.-11:30 Dismissal	March	8	In-Service (No Classes)
				23	End of Third Quarter
November	4	End of First Quarter	April	5-9	Spring Recess (No Classes)
	17	Gr. 5-8 Fall Conferences			
	24, 25	Thanksgiving Recess	May	28	Memorial Day (No Classes)
December	Dec. 23-Jan. 2	Recess – Winter Break		31	End of Fourth Quarter Last Day of School



Sixth Grade Camp

As part of science, social studies, and language arts, the sixth grade students participate in an outdoor education experience at a YMCA camp called Camp U-Na-Li-Ya. Students spend two days and two nights learning about the out-of-doors and experiencing it with their peers. During the thirty years camp has been held, it has provided students and staff an opportunity to learn and bond in an environment outside of school and home. Camp also exposes students to drug and alcohol free alternatives from which to choose.

Sixth grade camp is held in the Spring during the month of May and is intended for all students. However, because of the nature of the experience and the liability involved, some students may not be allowed the privilege to attend camp. Information about camp is presented to all students and sent home to all parents at the beginning of the school year. It is our intention that all students participate in this outstanding learning experience.

Special Education Program

The population of our school consists of students with various disabilities. Students with possible disabilities may be referred by a parent or staff member in order to be tested by school district personnel. Following various tests and interviews, a meeting called an IEP (Individual Education Plan) is held with teachers, special services staff (such as social workers, counselors, and school psychologists), and the parents and student. At this meeting information about the student is shared and a decision is reached as to whether or not the student qualifies for Special Education placement.

If the student qualifies for a Special Education program, the learner's Individual Education Plan or IEP is written. The goal of the IEP is to keep the child in the Special Education program in the

least restricted environment or the “mainstream of regular education classes.” Only areas the learner has a disability are put in the IEP which is developed and signed by all parties.

In every step and phase of the process for determining the need and providing students with Special Education support, the parents have the right of refusal. All steps of the process are explained and discussed thoroughly.

At River View School the following Special Education programs exist to provide students with various disabilities the support they require in order to be successful.

- ❖ Emotionally/Behaviorally Disabled (EBD)
- ❖ Cognitively Disabled – (CD)
- ❖ Hearing Impaired
- ❖ Specific Learning Disabled (SLD)
- ❖ Physically Handicapped
- ❖ Vision Impaired

Specific information or questions regarding the Special Education Program in the district can be obtained from...

Randy Hughes, Dir. of Special Education
1701 County Road CE, Kaukauna, WI 54130
920-766-6100, ext. 6105

Beth Edelburg, School Psychologist
101 Oak Street, Kaukauna, WI 54130
920-766-6111, ext. 4214

Student Dress

We take pride in the appearance of our students. How students act is often affected by what they wear. The limits that are imposed relate to health, safety, cleanliness, distraction, or indecency. Respectful dress makes students feel more comfortable about school and increases their chances of being successful students ready to learn.

Students' dress or attire must adhere to the following standards:

- Clothing with beer, alcohol or other drugs, tobacco, or sexual implications, slogans, or connotations is unacceptable to wear at school or school functions.
- Students may not wear scanty or revealing clothing. Example of these items include, but are not limited to tube tops, halter tops, backless tops, strapless tops, spaghetti straps and clothing that exposes the midriff and/or undergarments. This includes pants that are worn too low. Shorts/skirts should extend to/beyond the length of the fingertips when arms are placed at your side, even when worn with tights or leggings.
- Pajama pants are not school appropriate wear.
- Jackets, coats, backpacks, purses and gloves must be removed at the student's locker. Any such items may not be worn around the building during school hours.
- Footwear must be worn except for approved activities. Slippers and bare feet are not allowed.
- If a student is wearing clothing deemed dangerous, vulgar or obscene or containing any inappropriate designs/words, he/she will be expected to cover it up, wear the clothing inside out or change it.
- Students are not allowed to wear head gear in the school building. Hats should be removed upon entering the building and placed in the student's locker throughout the school day. This includes headbands, bandanas and/or caps.
- If it is necessary for a student to change clothes, parents will be contacted to bring a change of clothes to school.

This list is not meant to be exhaustive; rather it is intended to provide some idea of acceptable dress.

Since styles of clothing change rapidly, the administration reserves the right to restrict certain fashions that are inappropriate as well as to interpret what is considered to be in poor taste or distracting to the learning environment. Members of the staff will use their professional judgment when enforcing these expectations.

Student Services

The Director of Student Services is responsible for coordinating and supervising the team of personnel involved in these services: School Counselor, Nurse, School Psychologist, and School Social Worker.

School Counselor Services - *Amy Hinz, ext. 4254; Stacey Heindel, ext. 4211*



Some people have said, "Counseling is recognizing the importance of feelings, sharing thoughts and feelings, counseling is someone you can trust, counseling is someone who cares enough to listen, counseling helps understand jobs, counseling is helping with problems, counseling is learning about myself, and counseling is learning to live with some unchangeable."

Students may see the counselor at their request. Some of the counselor services are: group dynamics for students, individual counseling for students, work with school staff or parents, individual and group testing.

Students may request to see the counselor for any of the above services. Parents are welcome to contact the counselor for assistance by calling the school for an appointment. All counseling is treated with confidentiality.

School Nurse – Health Services – Bonnie Heindel, ext. 5250

“Healthy Students Learn Better”. It is the role of the school nurse to promote optimal health and to minimize health-related barriers to learning. The school nurse is a liaison between education and health care, providing a link between the school, home, and community. Students (or parents) with health concerns are encouraged to contact the school nurse on a drop-in basis, or by appointment.

Trained health aides, working under the supervision of the registered nurse, assist in meeting the daily health needs of students, including the administration of medication and first-aid for illness or injury.

Working together with all staff, the health services team wants to ensure a safe and healthy learning environment for all students!

School Social Work Services – Karen Wirth, ext. 4213

The overall goals of school social work services is to provide services, resources, programs, and develop an atmosphere that enables school age children and youth to receive the optimum benefits of the educational programs and to achieve an appropriate life adjustment.

School social workers are skilled in many areas including family management, behavior modification, and working with the special populations (handicapped, aged, delinquent youth, poverty groups, etc.)

School Psychologist Services – Beth Edelburg, ext. 4214

School psychologists are trained and experienced in the behavioral sciences and education. They apply their specialized competencies in assessment, remediation, therapeutic intervention and research to the understanding and modification of the learning process, interpersonal relationships, and personality dynamics. While school psychologists give direct help to pupils, they also assist parents and school personnel in their efforts to make school more meaningful for all children.

Police School Liaison Officer – Tom Raether, ext. 4188

Our philosophy of education centers around the conviction that the schools exist for the welfare of the individual as a member of an ever changing society. It is the responsibility of home, church, and school to offer such a program that will develop more responsible citizens. The Police School Liaison Program emphasizes the study of laws and law enforcement in school setting and should help students develop a favorable attitude towards the entire Juvenile Justice System. The Liaison officer from the Kaukauna Police Department will be in our building during the school year. Students experiencing a problem in or out of school are encouraged to contact the police school liaison.



Telephone Calls

Students will be permitted to make emergency phone calls from the school or health office. Emergency and necessary calls include calls in case of illness or accidents and calls deemed necessary by a School Nurse/Health Assistant, Administrative Assistants or teachers.

Visitor's Policy

Because safety of our students is a top priority, all entrances to River View are locked during the school day with the exception of the main entrance to the school under the canopy off of Crooks Avenue. All visitors must enter the building at these entrances and report to the office. Visitors will be greeted by the administrative assistant and issued a visitor's pass after signing in (name, time, and the purpose of visit). Visitors must sign out before leaving.



Students are told to never open an outside locked door for anyone. Students are to find a River View staff member if they have a question or concern regarding a visitor (in the hall without a visitor's pass, at the door wanting to enter, etc.)

Volunteers

Volunteer support is appreciated and encouraged. School wide opportunities are distributed through the office and classroom support is solicited through the individual teachers. You may obtain a Volunteer Form through the office to fill out. A background check is required for any volunteering that involves direct work/supervision of/with children.

BOARD POLICIES

To view each policy in its entirety or for a listing of all District Policies please go to the district web site: www.kaukauna.k12.wi.us and then click on Board Policies.

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.

USE OF DISTRICT TECHNOLOGY RESOURCES (Policy 363)

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

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

HARRASSMENT/BULLYING (Policy 412)

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

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

STUDENT ATTENDANCE (Policy 430)

In accordance with state law, all children between six (6) and eighteen (18) years of age must attend school full-time until the end of the term, quarter, or semester in which they become eighteen (18) years of age, unless they have a legal excuse, fall under one of the exceptions in the State Statutes, or have graduated from high school. The Board of Education recognizes a responsibility for insisting upon regular student attendance. Regular attendance is a responsibility that should be shared by parents, student and school. Once 5 days in a quarter or ten days cumulative for the school year has been reached a parent/guardian may be asked to provide more

information for the above absences to be considered excused. When a student is absent, his/her parents or guardians shall contact the school during the day by the time established at each school. Failure to contact the school will result in a follow up telephone call from the school to check on the safety/situation of the student. Students are required to attend all their scheduled classes unless they have obtained parental permission and a pass approved by the building principal or designee.

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

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

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

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

STUDENT USE OF ELECTRONIC DEVICES (Policy 443.5)

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

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

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

USE OF TRAINED DOGS TO DETECT DRUGS (Policy 443.7)

In an effort to protect the health and welfare of the student, school officials are authorized to allow the use of trained dogs on school property to detect marijuana or other illegal drugs, contraband, or explosives on school premises.

Canines accompanied by law officials may be used for exploratory sniffing of locker exteriors, vehicles parked on school property and any other area of school property deemed appropriate. This activity will be carried out on a random or periodic basis and/or when reasonable suspicion exists.

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 SUSPENSION/EXPULSION (Policy 447.3)

Student Suspensions

A student may be suspended from school when it is determined that the student is guilty of one of the following and that the suspension is reasonably justified:

1. Noncompliance with rules.
2. Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives.
3. Conduct while at school or while under the supervision of a school authority that endangers the property, health or safety of others.
4. Conduct while at school or while under the supervision of a school authority that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.
5. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of others at school or under the supervision of a school authority or endangers the property, health or safety of any employee or school board member of the school district in which the student is enrolled.
6. Conduct while at school or while under the supervision of a school authority that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

A student shall be suspended from school if it is determined that he/she possessed a firearm while at school or while under the supervision of a school authority.

The Board of Education has designated the District Administrator and building principals to act as its agents, individually or collectively, in issuing suspensions.

Student Expulsions

The Board may expel a student from school whenever it finds the student is guilty of one of the following and is satisfied that the interest of the school demands the student's expulsion:

1. Repeated refusal or neglect to obey the rules.
2. Knowingly conveying or causing to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives.
3. Engaging in conduct while at school or while under the supervision of a school authority which endangers the property, health or safety of others. Conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.
4. While not at school or while not under the supervision of a school authority engaging in conduct which endangers the property, health or safety of others at school or under the supervision of a school authority or endangered the property, health or safety of any employee or school board member of the school district in which the student is enrolled. Conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

In addition to the grounds for expulsion above, the Board may expel from school a student who is at least 16 years old if the Board finds that the student repeatedly engaged in conduct while at

school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct does not constitute grounds for expulsion under points (1) through (4) above and is satisfied that the interest of the school demands the student's expulsion.

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.

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.

Procedures to be Followed for Removing a Student From Class

Except where the behavior is extreme, a staff member should generally warn a student that continued misbehavior may lead to removal from class. When the staff member determines that removal is appropriate, the staff member should take one of the following courses of action:

1. Instruct the student to go to the main school office. After instructing the student to go to the office, staff member should call the office to let them know a student is being sent. In such case, the staff member should also complete a disciplinary referral for the student, as soon as possible, stating the reason for the student's removal.
2. If necessary, seek assistance from the office or other available staff. When assistance arrives one of the staff members should accompany the student to the office. The principal or designee shall be informed of the reason for the student's removal and a complete a discipline referral as soon as possible. When the student arrives at the office, the building principal or designee shall give the student an opportunity to briefly explain the situation. If the building principal or designee is not immediately available upon the student's arrival, the student will wait in the office until the principal or designee is contacted and gives further direction.

By the end of that particular school day, the staff member shall notify the student's parent/guardian of the removal from class via telephone or e-mail.

If the student's removal from class is also subject to disciplinary action for the particular classroom conduct (i.e. loss of privileges, detention, suspension), as soon as practical, the building principal or designee shall notify the student's parent/guardian of the disciplinary action via phone call, note, meeting, or e-mail.

Placement Procedures

1. Short-Term Placement

Following referral to the main office, a student who had been removed from class may be placed in the designated short-term removal area. At the discretion of the principal or designee, the student may be placed in another appropriate class, program or educational setting, provided the students are supervised in such alternative setting.

Students placed in the short-term removal area shall be supervised. During their time of placement, students should be required to do work of an academic nature. Such work should ordinarily be related to the work in the class from which the student was removed or may be related to the student's misconduct. In no event should a student's time in the short-term removal area be recreation or other free time.

In most cases, a student shall remain in the short-term removal area for at least the duration of the class from which he/she was removed. Prior to allowing the student to resume his/her normal schedule, the principal or designee shall speak to the student to determine whether the student is, or appears to be, ready and able to return to class without recurrence of the behavior for which the student was removed. In the event it is not deemed appropriate to return the student to regular classes, the principal or designee may consider a different placement option as outlined below.

2. Long-Term Placement

Long-term placement in an alternative setting is an extremely serious step that should not be undertaken hastily or for less than compelling reasons. Such a step could have profound consequences for the student and his/her class, as well as any new class or teacher to which the student may then be assigned. For these reasons, long-term placement should not ordinarily be considered or implemented except after a thorough consideration of alternatives by the principal or designee. The principal or designee shall make all long term placement decisions under this code.

If a classroom teacher believes that the best interests of the student and/or the class require the student's long-term placement in an alternative setting, the teacher should so notify the building principal in writing. Such statement should set forth as clearly and completely as possible: (a) the basis for the removal request, (b) the alternatives, approaches and other steps considered or taken to avoid the need for the student's removal from class, (c) the impact, positive and negative, on the removed student, and (d) the impact, positive or negative, on the rest of the class.

Upon receipt of such statement, the building principal or designee may at his/her discretion; consult with the teacher and/or other district staff. It is also appropriate to inform and consult with the student's parent/guardian and the student involved in the request for a long-term placement in an alternative setting.

Following consideration of the teacher's statement and any other information, the building principal or designee shall, at his/her discretion, take one of the following steps:

- a) Place the student in an alternative education program as defined by law;
- b) Place the student in another area in the school or in another appropriate place in the school;
- c) Place the student in another instructional setting; or
- d) Return the student to the class from which the student was removed if the principal or designee determines that readmission to the class is the best or only alternative.

Long-term placement in an alternative setting is an administrative decision. However, upon request the student and/or the student's parent/guardian may meet with the building principal or designee and/or the teacher(s) who made the request for the student's long-term placement in an alternative setting. Where possible, this meeting shall take place within five days of the request for a meeting. The building principal or designee has the authority to make a determination regarding the student's placement and implement the placement plan.

Removal and Placement Procedures for Students with Impairments

A student with an impairment may be removed from a class by a teacher and placed in an 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.

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.

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.