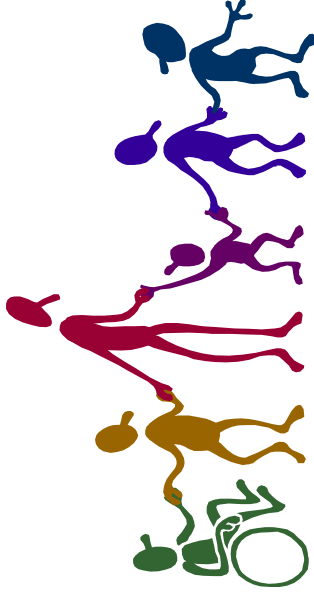


Koenig
Elementary School

Parent/ Student Handbook



Together **E**veryone **A**chieves **M**ore

2011-2012

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Koenig Elementary School

Principal

Mrs. Dana McLinn
(920) 794-7522 ext. 2102
mclindan@trschoools.k12.wi.us

Guidance Counselor

Mr. Jim Milske
(920) 794-7522 ext. 2105
milskjam@trschoools.k12.wi.us

Secretary

Mrs. Patti Quistorf
(920) 794-7522
quistpat@trschoools.k12.wi.us

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Procedure for Investigating Reports of Bullying

An investigation to determine the facts will take place in a timely manner to verify the validity and seriousness of the report. Affected parents and/or guardians will be notified that a report has been made. The district shall keep the complaint confidential to the extent required by law for both the accused and the accuser.

Sanctions and Supports

If it is determined that students participated in bullying behavior, or made false reports in violation of the policy, the district will take remedial/disciplinary action up to and including expulsion and/or referral to law enforcement officials for possible legal action as appropriate.

Students found in violation of the bullying policy may be referred to school counseling staff or other educational programming designed to prevent repetitive bullying behavior. Employees, volunteers, parents, coaches and visitors found to have participated in bullying behavior, or having become aware that bullying was taking place and failed to report the behavior, are considered to be in violation of the prohibition expressed by this policy. They may be subject to disciplinary action consistent with the collective bargaining agreement or disciplinary action established by policy or practice.

Disclosure and Public Reporting

The policy will be distributed annually to all students enrolled in the school district, their parents and/or guardians and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools. The school district will also provide the policy to any person who requests it.

Records will be maintained on the number and types of reports made, and the sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report shall be prepared and presented to the school board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

The mission of Koenig Elementary School is to blend our rich heritage as a family-oriented neighborhood school with an emphasis on high expectations for our future. We celebrate the importance of parents, staff, and the community working together in a safe and caring environment to achieve academic readiness and a positive self-concept for our children as they progress to middle school and future learning.



The Two Rivers Public School District does not discriminate on the basis of race, color, religion, sex, national origin or handicap.

Right to Privacy: Media Coverage
Photographs, pictures, and names are used in newsletters, media and/or school-related activities. Parents should contact the school office if they do not give consent for the release of this information.

Bullying

Introduction

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

Definition

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be isolated or repeated behavior. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; genetic information; physical attributes; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be, but is not limited to:

1. Physical (e.g. assault, hitting or punching, kicking, theft)
2. Verbal/Written (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet- also known as cyber bullying)

Between students and students, students and adults, or adults and adults.

Prohibition

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district. Educational environments include, but are not limited to, every activity under school supervision.

Procedure for Reporting/Retaliation

It is the responsibility of all school staff members, students and individuals who observe or become aware of acts of bullying, or are victims of bullying to reports these acts confidentially to any school staff member, administrator or the district human relations officer. All such reports, either verbal or in writing are to be made in a timely manner and will be taken seriously. A clear account of the incident is to be documented. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated.

Principal's Message

I am excited to begin the 2011-2012 school year. As principal of Koenig Elementary School and in coordination with Magee, we will continue with last year's theme, "*Koenig and Magee United are We*". This unifying theme at both elementary buildings promotes a community dedicated to reaching *all* students and families together. We have a professional and dedicated elementary school staff that strives on improving the success and accomplishments of our schools while targeting your child's individual needs.

A key component for your child's success is that your child knows that **you** value education. Your child needs a parent at home to check their work and provide them with support in helping your child to succeed. It is important that you talk with your child about school. Ask them specific questions about what they are learning, who their friends are, and celebrate all the small successes *along* the way. Read together and study math facts nightly. A child is never too old to be *read to*. Reading with and being read to are best practices in developing early readers. Encourage your child to read for variety; such as, books that are fantasy and books for information.

I look forward to a successful year full of positive beliefs, choices, and as a result, a positive feeling about Koenig. I believe I can help our school be a school of excellence where families are at the heart of all we do. I look forward to working with each and everyone one of you. Please contact me, via e-mail, telephone or stop in my office with your questions or ideas. Communication is key to effective teamwork and leads to the success of *every* student. Teaching your child is a privilege. Thank you for trusting us!

"Let us put our minds together and see what life we can make for our children."

Quote by: Sitting Bull

Thank you for your support!

Dana McLinn

Discrimination and Harassment Policy

The Two Rivers Public School District has established policies against discrimination, including harassment, for all persons within the realm of school activities and functions. Both students and employees guilty of sexual harassment, sexual violence, discrimination or harassment are subject to disciplinary action. For students this could include any disciplinary action up to and including expulsion.

What is harassment?

Harassment is defined as unwanted, deliberate or repeated actions based upon a person's group membership that has the purpose or effect of creating an intimidating, hostile, or offensive working or learning environment. It can include teasing and bullying, various gestures, pictures or drawings, jokes, requests for favors, or physical contacts.

Sexual harassment is any form of harassment of a sexual nature. Various examples of sexual harassment include unwelcome or unwanted sexual advances, communications, or teasing. Patting, pinching, brushing up against, or fondling may be considered as sexual harassment. Sexually oriented jokes, pictures, language, and drawings may also be considered as forms of sexual harassment.

What to do if harassed?

If you are being harassed, sexually harassed, or discriminated against, talk to your teacher, guidance counselor, dean of students, or principal - whomever you feel most comfortable. You may also choose to contact the District Human Relations Officer, Stan Phelps, located at L.B. Clarke Middle School, (920) 794-1614 ext. 4102. You may also choose to file an official written complaint. All persons subjected to discrimination including harassment, sexual or otherwise, should be aware that an official written report is always an option, but that this report must be submitted within the time limits specified by policy (See Board Policies 411, 411 RULE, and 411.1).

How to file an official written report?

Any student, parent, staff member, or any part of the school organization that believes that he or she has been subjected to discrimination or harassment, as provided by state law, within the realm of school activities and functions may bring forward a complaint through their building's guidance counselor, principal, or District Human Relations Officer. These people will help you with the process. Official complaints must be in written form with the complainant's signature and filed with the District's Human Relations Officer within 90 days of the alleged act or 90 days of the last occurrence of an ongoing condition. An investigation will follow.

What if someone gets mad or wants to get even?

The policy makes it clear that anyone who engages in retaliatory conduct against a complainant will be subject to disciplinary action. In other words, getting even will only get a person in trouble.

2011-2012 Koenig School Staff

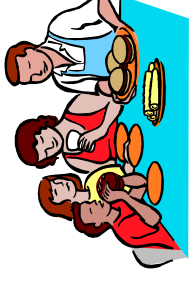
Adaptive PE	Chris Ferge
Art	Torre Webster
Custodians	Mike Schad, Erv Coenen
Early Childhood/4K	Stephanie Jeske Aide: Jackie Reed
ELL	Cathy Tegen Aide: Chue Lee
Food Servers	Roxanne Jacquart, Laura Mohr
Grade 1	Amanda Kaminsky, Tanya Shillcox, Sheila Hansen
Grade 2	Brenda Carle, Colleen Willman, Karen Morrow
Grade 3	Mary Basken, Carol Gilson, Karla Kleist
Grade 4	Tracie Jaeger, Brianna Wagner
Guidance	James Miilke
Kindergarten	Jean Fredrickson, Susan Rabas, Kelly Wallin
Library Specialist	Lucy Miller Aide: Ruthie Stehula
Music	Janet Rank, Dana Dolezal
Noon Supervisors	Kelli Nowak, Lisa Klein,, Laura Mohr, Rebecca Reimer
Nurse	Jamie Rohrer
Occupational Therapy	Tammy Reigles COTA: Jody Garcia
Physical Education	Chris Ferge, Michael Schultz
Physical Therapy	Dave Hilke
Police Liaison	Officer Monty Greene
Principal	Dana McLinn
Psychologist	Amber Lindsay
Resource (CD)	Wendy Schlosser Aide: Nancy Derenne
Resource (CD/LD)	Noreen Borhardt
Resource (EBD)	Aide: Lori Frerichs
Resource (LD)	Andrew Myers Aide: Sandy Kimmes, Brenda Schrimpf
Secretary	Amanda Pribek
Speech	Aide: Shanon Holschbach
Technology	Patti Quistorf Kelly Brauer, Amy Gallagher Brooke Walesh
CLC Coordinator	Aide: Cathy Ahearn
Title I Reading	Brooke Walesh
Walking/Activity	Jenny Price, Beth Wilson Kelli Nowak

4th Grade Evening Farewell

May 31, 2012

5:00 to 6:00 p.m.

Dinner and Program with book gift



End of the Year Picnic 4K-4 With Grades 1-3 Field Events

Thursday, June 7th

Parents are invited to eat lunch at our Koenig Picnic.

There will be a cost for parents and children under 5 years old.

Koenig students will pay through their lunch account.

Grade level lunch times will be announced.

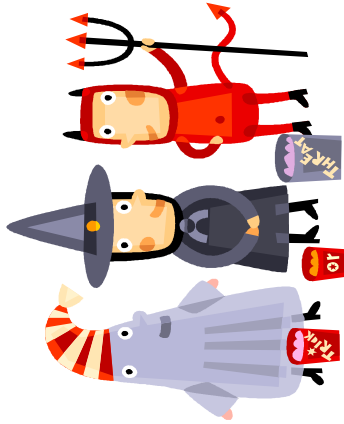
A flyer with a picnic reservation form

will be sent home prior to this event.

We hope you can join us!



Spooky Story Night



We celebrate Halloween with a Spooky Story Night.

Students do NOT wear costumes to school on this day. As a school, students have the option to participate in orange and black day. At night we come together in costumes for spooky stories.

The teachers begin the night with a Reader's Theater in the gym. Then teachers read or tell stories in various rooms throughout the school.

Tuesday, October 25th

Spooky Story Night is held from 6:00 to 7:00 p.m.

Fun Family Night

Parade

Snacks

Costumes

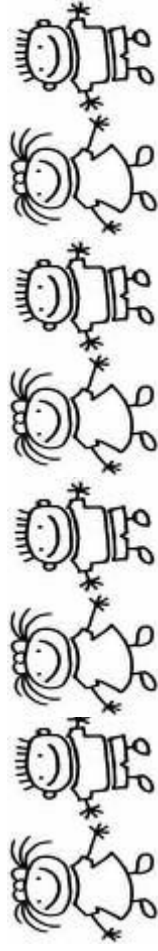
(No blood/guts or gory costumes)

Spooks, goblins and other creatures welcome!!!

Mark your calendar !

District Administration

District Administrator.....Randy Fredrikson
 Accounting Manager.....Mary Kay Slattery
 Director of Pupil ServicesJoe Koch
 Director of Maintenance and Operations..... Bob Bauknecht



Two Rivers Board of Education

President Robert Bergeon—553-4055
Vice President Eileen M. Charles—794-7597
Clerk Pat Bannen-794-7010
Treasurer Dick Rohrer—553-4664
Commissioner Melissa Chambers—629-1244
Commissioner Nancy Pinchard—793-1003
Commissioner Leigh Stegemann—793-4157

Koenig Calendar 2011-2012

August 30	Back to School Night (5:30-6:30 pm)
September 1	First day of school for students 4K– 4th Kdgn. students as scheduled.
September 21	Spaghetti for Success (grades K, 1 and 2)
September 13	First day of school for Early Childhood
September 28	Spaghetti for Success (grades 3 & 4)
September 15	Picture Day (PK-4th)
September 12	First Quarter Milk Money Due
September 23	MAPS testing (Concludes October 21)
September 21	Early Release K-12 (12:45 dismissal)
September 30	Homecoming Parade
September 26	After school programming begins
October 7	Progress Reports go home
October 20	Lights On After school program
October 24-28	Red Ribbon Week
October 24-November 22	WKCE Testing
October 25	Spooky Story Night (6:00-7:00)
October 27-28	No School
October 31	2nd Quarter Milk Money Due
November 4	No School-Records Day-End of First Quarter
November 7 & 8	All School Parent Teacher Conference
November 11	RIF Distribution
November 11	Veterans Day Program
November 8-12	Parent Teacher Conference Week
November 11	1/2 Day of School—Early Dismissal (11:15)
November 23-24-25	No School
November 21	Family Open Gym Night 6:00-7:30 p.m.
December 12	On-Demand Writing Week Grades 2-4 Baseline 2nd grade

Testing

The Two Rivers Public School District uses NWEA-MAP (Measure of Academic Progress) assessments for all K-9 students. This is a computer assessment taken to measure academic growth in the areas of reading and math. Students in grades K-4 take this assessment 3 times per year - September, January and May.

We also participate in mandatory Wisconsin Knowledge and Concepts Examination (WKCE) testing in October. All students in grades 3-8, and 10 enrolled in public schools in the state of Wisconsin are **required** to take this test. You will receive information on the WKCE in the fall. If you have any questions or concerns, please contact the Principal, or Guidance Counselor.

On-Demand Writing assessments are given four times a year grades 2-4. K-1 students use practice prompts to prepare for the upper grades.

All assessments are included on the exit criteria and are used for grade advancement and/or summer school requirements.

Spaghetti for Success

This is a night for a family meal of spaghetti and for receiving important information pertaining to the NWEA-MAP assessments and the WKCE, among other things. Each school year, two nights are scheduled. The first night, September 21st is for all K, 1st and 2nd graders and their families and the second night, September 28th is for 3rd and 4th graders. If you have children that fit in both nights, please choose one night to attend. We will celebrate Koenig families by eating together and sharing strategies to help your child be successful in school.



Reading is Fundamental (RIF) Reading Motivation Week
Dates: March 2—9th

Koenig Elementary is a RIF (Reading Is Fundamental) school. Under this program, children choose free paperback books three times year of which are theirs to keep at home. We also participate in a Reading Motivational Week. This reading challenge week fosters a new generation of lifelong readers by having children read for fun and involving families and community members in motivating children to read regularly.

During their library time, each student needs a guest reader to come in and celebrate reading with them. Look for Reading Motivational Week information to come home at the mid January and get ready to participate! Koenig has earned recognition as the State and National RIF Challenge Champions and has also been continually named a Program of Excellence!

You can get more information and get fun reading ideas at <http://www.rif.org>.



"Children are made readers on the laps of their parents."

— Emilie Buchwald

December 12-16	Christmas Store
December 7	Winter Concert w/cookie sale
December 16	Progress Reports go home
December 16	Pajama Day
December 22	Red and Green Day with Sing Along
December 23-January 2	Winter Break
January 3	School Resumes
January 6-February 3	Maps Testing
January 16	3rd Quarter Milk Money Due
January 19	Bingo Night (6:30-7:30)
January 19	Early Release K-12 (12:45) also Parent's Day
January 28	No School Records Day
February 7-11	RIF Motivation Week (Kick off Feb 4)
February 9	100th Day
February 25	Progress Reports go home
February 27	On Demand Grades 2-4
February 28	All School Conference Night w/Rootbeer Floats
March 4	Koenig Carnival
March 19	4th Quarter Milk Money Due
March 27	Spring Portraits
April 6th-15th	Spring Break
May 4-June 1	MAPS Testing
May 4	Progress Reports go home
May 9	Spring Concert
May 18	After school programming ends
May 25	Grandparents Day
May 28	Memorial Day-No School
May 31	Fourth Grade Farewell Dinner (5:00-6:00)
June 7	End of Year Picnic Grades 1-3 Field Events
June 8	Last Day of School-Early Release (12:45)

School Hours 8:00 a.m. to 2:45 p.m.


Kindergarten—4th Grade

4K and EC — Monday through Thursday

A.M. 8:00—11:05 P.M. 11:40—2:45

Outdoor morning supervision begins at 7:40 along with the start of our breakfast program. **Students should not arrive before 7:40 a.m. as children will be un-supervised.**

The first bell rings at 8:00 a.m. Students line up by class at the first bell and teachers will meet them on the playground and walk them to their classroom. When it is raining or when the temperature is below zero, students will gather in the gym and line up by class at the 8:00 bell.

	
<u>Student Dismissal Times</u>	
Normal School Day	2:45
Half Day of School	11:15
Early Release	12:45

School Closings

Occasionally it becomes necessary to close school because of extreme weather conditions. This decision is made by the District Administrator and should be announced before 7:30 a.m. Please listen to the following radio stations:

WGBW-AM (1590) WQTC-FM (102.3)
WCUB-AM (98) WOMT-AM (1240)
WLTU-FM 92.1 WLKN-FM 98.1 WIXX-FM (101.1)

Weather closings will also be posted on our district cable Channel 98, and channels 2, 5, 11 & 26.

There may be times when it is necessary to close school during the day due to increasingly bad weather. The same radio stations will make early school closing announcements. **Parents should have a plan developed for childcare if this situation occurs and children arrive home earlier than usual.**

Guidance Counselor

School counseling is a process designed to help students achieve optimum development in their personal growth. Counseling goals for students include positive behavior change, self-acceptance, and various personal improvement skills. Services are provided to all students.

The guidance counselor facilitates classroom activities and is available for individual and small group counseling. A child, parent, or teacher can request to see the counselor. Please feel free to contact the counselor at 794-7522 ext. 2105.



Child Abuse and Neglect

Wisconsin State Law requires teachers to report any suspected case of child abuse or neglect to the Manitowoc County Human Service Department. Failure to do this can result in penalty to the teacher, principal, and superintendent. The Two Rivers Public School District follows the requirements of the law.

Weapons and Firearms

Any item brought to school to cause physical harm or used to threaten another student shall be considered a weapon. The Board of Education has set a policy of immediate suspension with the possibility of expulsion when students bring a weapon to school. In these cases, authorities will be contacted immediately for possible charges.

Items that students bring to school which are not considered regular school items and may be viewed as dangerous, regardless of intent, shall be taken away from the student and will only be returned when collected personally by a parent.

Special Education/Remedial Education

The Two Rivers School District is committed to providing a free appropriate education to all of its students. A wide variety of programs to meet the needs of students identified with special needs are available. The district identifies students and provides programming for students with special needs.

Services are provided to help the student benefit from their special education services. Related services may include occupational therapy, physical therapy, special transportation, technology equipment, counseling, and psychological services.

Parents, teachers, or any individual who has concerns about a child may initiate a referral to have a building consultation team meeting to discuss concerns. Contacting the director of special education, the building principal, the school guidance counselor, or your child's classroom teacher can initiate referrals for evaluation.

Please contact your child's teacher, guidance counselor, or principal if you have any questions.

Exit Criteria

Exit criteria are expected academic expectations for each grade level. Every grade level has a brochure that outlines the criteria students must meet to exit each grade level. These brochures are available in the parent wait center and will be discussed with you at your child's first parent/teachers conference. It is important for you to understand what we expect your child to achieve. Understanding grade level expectations and keeping good communication between home and school is a great way to support your child.

Summer School

Summer school begins the week after the regular school year ends and concludes mid July. Several enrichment and remedial programs are scheduled through the summer school program. All students are invited to participate in the enrichment programs. *However, students must attend their required and recommended classes first.* These remedial classes are based on grade level exit criteria (brochures with this information is given at the beginning of the school year or can be found in the office). Registration materials are distributed in May and scheduling preferences will be given to those who return them on time.

School Incentive Programs

Pick N Save and Piggly Wiggly no longer offer school incentives for store receipts.

Our two programs we ask you to support are:
"Box Tops For Education" and
"Milk Cap" collections.

Save these items to raise \$\$ for Koenig!



Milk Caps

Please save your milk caps and send to school. We participate in all milk cap programs and receive \$.05 for each cap. Please wash all milk caps and send them to school.

Koenig Elementary School will profit from your participation in these programs.

Parking/Pick Up/Drop Off

Bus Drop Off: The buses will drop off students on 11th Street. Please be aware of the bus drop off areas. **The police department will ticket vehicles using this zone.** After students are dropped off they will proceed to the playground until the 8:00 bell.

Automobile Drop Off/Pick Up: All students must be dropped off on the **school side** of 12th street by the playground. Students will then remain on the playground. They will line up at the 8:00 bell. *Please follow safe parking lot procedures.*

Students may not be picked up at any 11th street doors as these are bus pick up locations and no cross walk is available.

Parking: When visiting school, cars should be parked in the “Visitor Parking” stalls in the school parking lot. Handicapped spaces are also provided in that area.

Inclement weather: Even during rain or cold weather students should be *dropped off on 12th street.* Students will then go to the gym until the 8:00 bell.

We ask that you use **CAUTION** when picking up or dropping off students at school.

For your child’s safety, pick up and drop off students on the school side of the street only.



Bus Transportation

Bus service is provided by Two Rivers Buses, Inc. Bus schedules and routes are published in the Herald Times Reporter and the Lakeshore Chronicle in late August. Questions should be directed to Two Rivers Buses, Inc. at 793-2541. Students are expected to act appropriately on the bus. The bus is a moving vehicle. Students are to remain seated at all times. Other rules will be at the discretion of the bus company. The Bus Company will revoke the bus privilege for repeated rule violation.

Library

The school library is an integral part of the student’s learning environment. Resources available to the students include reference, fiction, non-fiction, easy books, and periodicals. Computer programs and CD-ROM technology have recently been added for student use. Students are expected to return materials on time so other students are able to use them. **Students are responsible for paying for lost or damaged library materials.**

Student Council

Koenig Elementary School has a Student Council represented by students in grades 2-4. Periodically, the Student Council sponsors special theme days. These days are designed to kindle school spirit. Notices will be sent home with information on these special days.

Book Orders

On a regular basis, book orders are sent home with students. Participation is voluntary. School book clubs give families an opportunity to purchase paperback books at very reasonable prices. **Do not** make checks out to Koenig Elementary School. The classroom teacher will let you know who to make the check out to for your child’s books.

Reading Buddies

Reading buddies is an after school program for first and second grade students. These students are nominated by their teacher to be part of this program. The student is then matched to a volunteer buddy. They meet every Tuesday and Thursday after school. Busing is provided.

We are always in need of responsible adult reading buddies. If you are available on Tuesday and/or Thursday’s from 3:00 to 3:40 please call the school office and volunteer to be a reading buddy.

Kick Start to Koenig

“Kick Start to Koenig” is a summer reading program. This program is made up of students 4K-4 who are recommended by their classroom teachers. The students meet for two hours and for two weeks. If your child is nominated for this program you will be notified before the end of the school year. Busing is provided.

Music

Formal band instruction begins in fifth grade. Fourth graders are introduced to the band program in the last quarter of the school year. All fourth graders purchase and learn to play a recorder as part of the introduction to musical instruments. Recorders are nominally priced.



Chorus

Chorus is available to any interested 3rd or 4th grade student. The chorus will meet on designated days as assigned by the music teacher. Information will be sent home with your child prior to the start of after-school chorus.

21st Century Learning Grant

Koenig Elementary is a recipient of the 21st Learning Century Grant (CLC). This grant provides before school programming, after school programming, family events and weekend activities. Look for the CLC informational brochure and program flyers that will come home in your child's daily folder in early September. This is a great opportunity to continue the school day with enrichment and reinforcement of the skills learned during the school day. Transportation is provided from these to and from these activities per the parent request.

Programming will begin the week of September 26th and conclude on May 18th.

No CLC before or after school programming will occur during early release, conference weeks, concert dates or if there is no school the following day. Notices will be sent home prior to these events.



Heelies/Bicycles/Scooters/Skateboards/Roller Blades

A bike rack is provided for students who ride their bikes to school. Bikes should be locked.

Scooters need to be folded and stored in a student's personal locker or locked at the bike rack. Skateboards, roller blades also need to be stored in a student's locker.

These items of transportation are not allowed on the playground for obvious safety reasons.

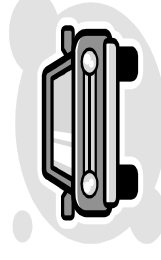
The school is not responsible for lost, stolen, or damaged bikes, scooters, skateboards, roller blades, etc.

Please make sure that you discuss proper safety procedures with your child concerning their mode of transportation. Also, make sure that they have the proper safety equipment.

Heelies may not be worn in school as the hinges may cut the school floor.

Vehicles

**Vehicles MUST be turned off
when you come inside to pick up your children.**



Do not leave children in a car unattended!

Student Behavior

To continue to improve the school atmosphere, attitude, and general climate, it is necessary to insist on appropriate student behavior. All elementary schools within the Two Rivers Public School District have implemented a discipline plan. Rules and consequences will be discussed with all students and copies will be sent home to all parents. Positive behavior will be rewarded throughout the year with the use of such things as activity days, drawings, award recognition, etc. The responsibility for appropriate student behavior rests with the student. Should a problem arise, the parents will be contacted. Parents are asked for their support and follow through in the matter.

CODE of CONDUCT

I will behave in a way that allows myself and others to learn.

I will treat everyone with courtesy and respect.

I will not hurt others with my body or my words.

I will treat personnel and school property with respect.

School Rules

All students are expected to:

- Treat all teachers and each other with respect.
- Walk quietly without disrupting other classrooms.
- Use good manners.
- Keep hands, feet, and other objects from interfering with others.
- Obey all reasonable requests given by the adults who work at school.
- Respect the property of others and Koenig.
- Use appropriate language and gestures.

Supplies

While the majority of the school supplies are provided by the school, students are expected to provide items such as gym shoes, scissors, rulers, erasers, pens, pencils, crayons, etc. Each teacher requires specific supplies. The supply lists are posted at the stores in the area and on our school page of the district website (www.trschools.k12.wi.us). Please label gym shoes, art boxes, and any other major items. If you have difficulty in purchasing needed items, please let the office know your circumstances and we will address your needs.

Student Lockers

Students may be issued lockers for the storage of coats and boots. These lockers are not locked, so valuable items should not be kept in them. The lockers are the property of the school district and may be searched by the principal or her designee if such a search is thought to be necessary in order to enforce school rules or school board policy.

School Resource Officer

The Two Rivers Public School District in cooperation with the Two Rivers Police Department employs two full-time School Resource Officers (SROs). One officer is assigned to the high school and one officer is assigned to LBC, Koenig and Magee. Officer Greene is the trained law enforcement officer assigned to the elementary to assist in keeping our schools safe. He plays an important role in the education of our children. He focuses on student safety using the “Triad Model” which consists of law enforcement, student counseling, and law-related education. Officers may also be contacted by school personnel to assist with student safety issues.



Lost and Found

Two Rivers Public Schools is not responsible for lost items.

Parents are encouraged to **label all of their child’s belongings** such as, wearing apparel, gym shoes, backpacks, supplies, etc. It is very difficult to track down the rightful owner without proper identification.



Parents/ Visitors Entering the Building

For the safety of your children all visitors **MUST** enter the building through the Lowell Street doors. It is tempting to enter a door that is near your child's classroom. Because of safety concerns, this is a practice that will not be allowed. The school office must be aware of who enters our building at all times.

All doors are locked from 8:30 to 2:30. You must use the door bell and the school secretary will buzz you in.

Parents must wait in our parent wait area until after the dismissal bell. The purpose of this wait is that the closing of a school day instills many learning procedures that are part of developing independence.

We have a parent wait center near the office for parents until the 2:45 dismissal. Children will not be exiting on the 11th street side of the building unless they are being bussed.

If you are in the parent wait center and you hear announcements, it is important to stop talking and listen to the announcements. The announcements provide school information.

Please stop in the office or call Koenig if you have any questions about procedures or programs.

Pet Visitation Policy

Pets often add teachable and memorable special moments to classroom experiences. Our policy requires teacher notification and written permission prior to the animal visit. **Forms are available in the office.** Depending on the size and nature of the animal, there must be an adequate means of control either by leash, cage, or other acceptable feature. An adult, preferably the parent of the student must accompany the animal during the entire visit, unless special arrangements are made and accepted by the teacher.

Playground Rules

All students are expected to:

- Treat all teachers and each other with respect.
- Use appropriate language and gestures.
- Wear appropriate clothing for weather.
- Bikes, roller blades, skateboards, etc. are not allowed on the playground.
- Games that may be considered physically aggressive are prohibited (e.g. tackle football, wrestling, karate).

Winter Rules

All students are expected to:

- Dress appropriately including boots and snow pants to enter the playfield when there is snow on the ground.
- Keep snow on the ground. (No throwing of snow/snowballs.)
- Stay on your feet. (No laying or sitting on the snow.)
- Stay off the snow mountains in front of the school.

Lunchroom Rules

All students are expected to:

- Stand quietly in line.
- Take the top tray.
- Use good manners.
- Use a quiet voice, speak only to others nearby.
- Remain seated.
- Walk when leaving the lunchroom.
- Go outside immediately after being dismissed.

Eating in the lunchroom is a privilege that may be revoked when rules are broken.

Morning Milk Break and Snack

The Two Rivers Public Schools offers a morning milk break to all elementary students. Milk money is collected by the quarter. The cost is \$15.00 per quarter. A notice will be sent home with your child prior to the start of each quarter. If you do not pay for morning milk, please send a juice for your child. Students are also given the opportunity to have a healthy snack. It is important for your child to have healthy nutrition and keep the brain and body fed for him/her to do his/her best.

If your child's class does not provide group snacks, please make sure your child has a healthy snack for everyday!

Early Childhood & 4K milk is \$12.00 per quarter.



Materials User Fee

Fees are established by the Two Rivers school board on an annual basis. The school board approved a \$10.00 fee to all students' in grades 1-4 for the 2011-2012 school year. This fee may be paid on back to school night or should be sent with your child to the school office the first week of school.

School T-shirt

Koenig Elementary purchases grade level t-shirts for every child. These T-shirts are worn on various days throughout the year. They instill team pride and allow everyone to share in that pride. They are also worn on class trips. This allows all students to be easily identified in the Koenig grade level shirts. The cost of a shirt is \$5.00. We house the shirts in each classroom. They are washed right here at Koenig after every time they are worn. All students that pay for their shirts may wear them home after our all school celebration on the last day of school.

All fees must be put in a separate envelope and clearly labeled with the child's name, amount of money and the type of fee.

Parent Teacher Conferences

Scheduled conferences are held for each student at the end of the first quarter and also mid-way into the third quarter. Families will be notified of their designated time to meet with their teacher the previous week. These conferences are a vital connection between school and home, therefore, 100% participation is necessary.

November 7-11 First Quarter Conference Week
February 27-March 2 Third Quarter Conference Week

Progress/Report Cards

Report cards are issued to parents at the end of the first quarter during conferences. They will be sent home with the child at the end of the second, third, and fourth quarters.

Progress reports will be sent home in the communication folder midway through each quarter.

Communication Folders

Communication with parents will be maintained through a school folder. This folder goes home regularly. It includes your child's work as well as important messages. We ask that you go through this folder with your child and return it the following school day.



Field Trips

School sponsored trips to museums, parks, etc. provide a powerful educational benefit to classroom lessons. A parent's signature on the emergency card approving field trips serve as permission for all *in* district field trips for the entire school year. All out of district field trips will require special permission slips. Parental notification will be made for all trips.

School Pictures

Fall Pictures	September 15th	Pre-pay packets
Spring Portraits	March 27th	Pre-pay packets

Each student will have a school picture taken in fall for the school yearbook. Students will also have pictures taken in spring. The purchasing of fall and spring portraits are optional for all parents.

Student Dress and Personal Grooming

Students should be dressed in such a way that does not interfere with the instructional program of the school. Koenig School expects students to follow good judgment in determining their school attire. Parents' cooperation in this matter is vital to good grooming and appropriate attire. Tank tops, bare midriffs, shirts with questionable slogans or pictures are not considered appropriate. Shorts will be permitted in September and May (weather permitting). Short shorts, short skirts and short dresses are not permitted. As a rule of thumb, shorts, skirts and dresses should extend beyond the palm of one's hands with arms down at the side. Students are also not allowed to wear hats or scarves on their heads in school.

Examples of dress code violations (not permitted at any school function) include:

- Shirts with advertising or slogans containing drugs, alcohol, tobacco, profanity, sex, violence or gruesome graphics
- Writing on any body parts
- Gang related fashions
- Chains on clothing

Any other inappropriate attire or grooming as determined by the building administrator.

Students wearing any items not considered appropriate, will immediately contact their parents to bring the suitable apparel.



Hot Lunch

Hot lunch is served daily except on days when school is in session for only half a day. Lunch is \$1.90 for full price and 40 cents for reduced. The hot lunch menu is posted on the district web page. The Two Rivers Public Schools provide an "Offer Versus Serve Provision." This allows students to decline up to two of the five food groups being offered each day. **Students MUST have at least three of the five food groups on their tray.**

Breakfast

Breakfast is available at Koenig School. **Serving times are from 7:40 a.m. until 8:00 a.m.** Breakfast is \$1.30 (\$0.30 for reduced) per meal. Those students who qualify for free or reduced lunches also qualify for free or reduced breakfast.

Free/Reduced Lunch

Applications for free or reduced lunch and breakfast are sent home with each student the first week of school in fall. **One application per family needs to be turned in yearly.** The school district will notify you by mail whether or not you qualify. If your child qualified for free or reduced lunch/breakfast last school year, the status will carry over for the first 2 weeks of the new school year.

Meal Accounts

Family meal accounts are set up within the district. Money may be put in your family account by sending it to school or to the district office. Please be sure to include the child's name and parents' names on the check and/or envelope. Notices will be made by phone to those families who have a negative balance. If your lunch balance in more than \$10.00 your child will need to take cold lunch until the balance is paid. The school office is able to inform you on the status of your account.

Cold Lunch

Students eating cold lunch may purchase a half-pint of milk for \$0.30. Please remember a nutritious meal should include a fruit/or vegetable, grain, dairy, and protein if you are planning on providing your child with his/her own lunch. *Soda is not allowed as a drink for cold lunches*

Children spend a portion of their lunchtime playing outside during their lunch period.

***Please have your child dress appropriately for the weather.**

Attendance

Parents must call the school office (794-7522) in the morning if their child is unable to attend class for illness or other acceptable reasons. The school office is equipped with an answering machine if you need to call school before office hours. **Parents who do not call school to report their child's absence will be called at home or work for verification.** *If a student is absent for 3 or more days parents may be required to provide a doctor's excuse for the student to return.*

When your child is absent it is important to make arrangements to have your child's work picked up.



Telephone

The school telephone is a business phone. Only in the case of necessity will a child be permitted to use the phone.

Parents should make every effort to arrange after school activity schedules before leaving for school in the morning. If you are picking your child up early for any reason, please remember to send a note with your child in the daily folder and call the office.

Illness/Injury

In the event that your child becomes ill or is injured at school, the parents will be contacted immediately. If the illness or injury is serious or possibly life threatening, emergency personnel will be called before parents. It is important that the Emergency Information Cards are kept up to date and a person to contact is designated in the event the parent cannot be reached.

If your child is not feeling well in the morning, please keep him/her home. Many times the school calls the parents just after the school day starts because a child is ill and felt that way before leaving for school. Ill children do NOT belong in school.

Insurance

Group medical and dental insurance is available to all Two Rivers Public School students at a cost to parents who enroll. Information is sent home the first week of school. Contact the office if you do not receive this information.

Emergency Cards

Each student is required to have two emergency cards with updated family information. These cards are sent home the first day of school and are to be returned the 2nd day of school. One is kept on file in the school office. The second is on file with the teacher and used on field trips. **If at any time throughout the year your information changes you need to call the school office at 794-7522 to update your card.**

Nurse

The Two Rivers School District has a nurse. She provides services to all of the schools in the district. The school nurse has established regular hours at each of the buildings. She can be contacted during the designated building times. Please contact the school office if you need to meet with the school nurse.



Medication

School staff, without first securing appropriate authorization, cannot administer medication including over the counter medications such as Tylenol and cough drops. If your child needs to have medication administered in the school setting, you must complete a medication authorization. Forms are available in the school office or from your family physician. The authorization form requires the signature of the parent (for non prescription medication) and both the parent and child's physician for prescription medication.

Students are NOT allowed to carry medications to, from and within school.

A parent or guardian must deliver medications to the school office.