KIEL MIDDLE SCHOOL

PARENT/STUDENT HANDBOOK

GRADES 5-8
2016-2017
MISSION STATEMENT

The mission of the Kiel Middle School is to actively challenge all students to grow and develop above and beyond expectations by offering a wide variety of positive experiences that address the transitional needs of middle school students in a safe and supportive environment.

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The Kiel Area School District does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability. (KASD Board Policy 2260)

KIEL MIDDLE SCHOOL RAIDERS
CODE OF CONDUCT

Students at Kiel Middle School are expected to uphold high standards of behavior, academic performance, and service to others. Although we have detailed polices that outline these expectations, they can basically be summarized in three words. They are **RESPONSIBILITY, RESPECT, and SAFETY.** All expectations held for you originate from these three words. These words are posted around the building to remind everyone of the importance of these characteristics. Everyone is expected to uphold these expectations as a representative of the Kiel Middle School community.

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◆PRINCIPALS MESSAGE

Welcome to the Kiel Middle School! On behalf of the staff and myself, we would like to extend our best wishes to you for a positive and productive year.

Our first and most important priority is to provide a safe learning environment that allows your child to grow and achieve their maximum potential. If at any time, you need help or have questions, please call me or your children's teachers at 894-2264.

This handbook was developed to give parents and students their own reference regarding information and procedures at the Kiel Middle School. Additional information is provided on the Kiel Area School District website @ http://www.kiel.k12.wi.us/ . If you have any comments or questions, please call me at 894-2264 or email me at dsixel@kiel.k12.wi.us.

Best wishes for a great school year!

Dr. Sixel
Principal & Director of Curriculum & Instruction

********** THE BUSINESS **********

◆ARRIVAL AND DEPARTURES

Students need to be in their classrooms by **7:53 a.m.** Prior to that time, students may go to their lockers (6th, 7th, 8th graders) or hook areas (5th graders), other designated areas, students may shoot baskets in the gym until 7:45 a.m. or eat breakfast in the cafeteria.

Once a student arrives at school, they are not allowed to leave the grounds without permission from the office. Students riding bikes, scooters, or skateboards to and from school are to exercise extreme caution when operating them on school grounds between the hours of 7:30 a.m. and 3:15 p.m. Students who don't use caution, pose a risk to others, or cause damage to property, will need to walk/carry their bikes/skateboards on school grounds, or, if need be, lose their privilege of having them at school. Students are to stay away from the bike racks during school hours once their bikes are parked. Students are advised to secure their bikes with a padlock.

Prior to the beginning of a school day, students are to obtain special excuse passes for appointments such as doctor, dentist, etc. All notes requesting passes should be brought to the middle school office. Students are also encouraged to bring in notes for absences and get bus passes prior to the beginning of the school day.

Please note that students arriving at school prior to 7:30 a.m. will not be supervised. Students who walk to school or arrive with their parents are not to be in the building before 7:15 a.m. Students who are in the building prior to 7:15 a.m. need to be under the direct teacher supervision and have a purpose for being the building. Bus students will not be dropped off at school prior to 7:30 a.m.

Classes are over at 3:00 p.m. on Mondays, Tuesdays, Thursdays, and Fridays. Buses depart approximately five minutes after school lets out. *See addition from student handbook.

On Wednesdays, middle school classes end at 2:00 p.m. Again, buses depart approximately five minutes after school lets out. On Wednesdays, athletic practices will begin at 3:45 p.m.

The closing of school or early dismissal of students for inclement weather will be announced over the following radio stations: WHBL-1330 AM (Sheboygan), WCUB-980 AM and WOMT-1240 AM (Manitowoc), WJUB-1420 AM (Plymouth), WIXX-101.1 FM (Green Bay), and WAPL-105.7 FM (Appleton); and the following TV stations: Fox 11, WFRV-TV 5, WGBA-TV 26, and WBAY-TV 2. In addition, the district will also be using an automated dialing service to notify households of school closings and other urgent situations.

◆ATTENDANCE

Compulsory School Attendance (Board Policy 5200)

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy.

Student Absences and Excuses

Regular attendance is a responsibility of the student and the parent(s) or guardian. Notify School of Absence: When a student is absent, parent/guardians need to contact the school office on the day of the absence by 8:15 a.m. If contact is not made by that time the attendance secretary will contact the home or workplace of the parent.

****Students arriving after 8:17** (Half hour before and after school) **or leaving before 2:30 are considered absent for ½ a day****

The following shall be considered excused absences in the Kiel Area School District:

- Illness of the student
  - **After 5 days in a semester, a doctor's note is required**.
- Parental Permission
  - Parents may excuse students for 10 days:
    Parents are authorized to excuse their child from school attendance for any reason for up to a **MAXIMUM OF 10 DAYS** in a school year provided they notify the school.
    Examples of parental excused days may include, but are not limited to the following:
    - Appointments: dental, medical, etc.
    - Funerals
    - Legal proceedings
    - College visits
    - Job Fairs
    - Vacation
    - Emergency
    - Work
    - Car Trouble
    - Missed bus
    - Oversleeping
    - Weather

Note Changes Per Board Policy

- Other Excused Absences
  - Religious Instruction
  - Religious Holiday
  - Suspension
  - Program or Curriculum Modifications
  - Illness of a Family Member
  - HSED or Secured Facility
  - Technical College or other Schooling
  - Quarantine

Absences that are not considered **EXCUSED** by the Kiel Area School District or utilized by the parent/guardian as one of the allowed 10 parent-approved days per year are, **BY LAW**, considered **TRUANCIES**, and may result in a municipal citation.

Procedures Following an Absence

1. Absences from school require communication to the office via a phone call, note, or the Skyward student management system. Failure to notify the office will result in the absence being recorded as **UNVERIFIED** and the parent will have **FIVE (5)** school days to contact the office before it is permanently recorded as a truancy.

2. Students are responsible for making up assignments missed during any absence, excused or unexcused. In cases where students know they are going be absent in advance (i.e., family vacations), they and their parents are encouraged to talk with their teachers prior to leaving about their make-up responsibilities. The needs of the student, the nature of assignments, and the length of absence will be factors considered when make arrangements for make-up work with parents and students. Work not completed in the allotted time will be counted as "0" and be taken into account with other grades. If extenuating circumstances occur; the teacher has the discretion to modify the timeline for completion.

3. School-Directed Communication Regarding Absences
   - Illness
     - 5th absence in a semester, notification that future absences due to illness may require a doctor's note.
     - 6th absence and beyond (without a doctor's excuse) in a semester, may be recorded as a truancy and an appropriate truancy letter may be sent to the parent(s)/guardian(s) and to the Police School Liaison Officer.
   - Parental Permission
     - 8th absence, a second notification will be sent
     - 10th absence, notification that all Parent Permission days have been utilized will be sent
     - 11th absence and beyond may be recorded as a truancy and a notification may be sent to parent(s)/guardian(s) and to the Police School Liaison Officer if it is a truancy.

REPEATED ABSENCE/TRUANCY FROM SCHOOL

Kiel Municipal Ordinances allow for the issuance of municipal citations for individual acts of truancy. Legal proceedings will be brought against a student and/or parents when the student has become what is defined in law as a "habitual truant" from school (see below). (Wisconsin Statutes 118.15 and 118.16)

A **"HABITUAL TRUANT" is a student** who is absent from school without an acceptable excuse for part or all of 5 or more days on which school is held during a school semester.

When a student is identified as being **"HABITUALLY TRUANT",** school authorities will initiate the following procedures:

1. Appropriate school personnel will meet with the parent/guardian of the truant student to discuss the student's truancy problem, or attempt to have such a meeting.

2. The school will provide an opportunity for educational counseling of the student to determine whether a change in the student's curriculum would resolve the truancy. This will involve a review of the educational placement of the student, as well as possible curriculum modifications available that might be helpful in resolving the truancy problem

3. The school will evaluate the student to determine whether learning problems may be a cause of the truancy and, if so, will take appropriate action or make appropriate referrals.

4. The school will evaluate the student to determine whether social problems may be the cause of the truancy and, if so, will take appropriate action or make appropriate referrals.

Court Referral

Once these steps have taken place during a given school year, and the truancy problem persists, the school will refer the matter to the Kiel Police Department and the local Kiel Municipal Court for issuance of a citation on a **LOCAL ORDINANCE** violation forbidding truancy. This can result in consequences and fines as deemed appropriate by municipal court judge.

The school may also forward a legal action referral form to the appropriate county's juvenile intake officer who will review the case for referral to the District Attorney. This may result in a referral to the county court for a state law violation.

◆SCHOOL SECURITY

School security is a major issue facing many schools today. Obviously, students who feel safe in school will be more focused and attentive to their learning. Although we cannot be with children all the time to ensure their safety, we can take steps to make school a safer place. One of the things the Kiel Area School District has done to address this issue is develop "emergency plans" to use in response to various situations. These plans address such things as responses to a fire, tornado, death of a student or staff member, intruder in the building, bomb threat, etc.

Between the hours of 7:53 a.m. and 3:00 p.m., the school doors around the exterior of the building are locked, unless directly supervised by a staff member. During these hours, the only door open is the west office door in the front of the building. Students who arrive late to school, or are coming or going during the day need to exit through the office entrance. All visitors must also use these entryways during the school day. Visitors are required to check in at the office and get an access pass.

Many areas in and around the middle school are monitored by a video surveillance system 24 hours a day. The purpose of the system is to monitor activity in and around the building.

Another issue related to school security relates to the detection of drugs on school grounds. Periodically during the year, a drug canine unit may be brought in to search the building. These searches are unannounced.

The Kiel Area School District also has a full time police liaison officer on staff. The police liaison officer is Lee Pasket. Officer Pasket acts as a resource officer to the school, parents, students, and the community at large. At the middle school, the police liaison officer can be contacted by calling 894-2264 (ext. 3233). He also has an office on the third floor in room 300. When school is not in session, he can be contacted at the Kiel Police Department by calling 894-2909.

Parents and students are encouraged to contact the school if there are issues or concerns related to safety. This does a couple of things. First, it allows you to get first-hand information regarding matters of concern to you. Secondly, many times we are able to handle issues when they are minor if we are made aware of them ahead of time.

◆SEX OFFENDER PROCEDURE

The police liaison officer monitors the DOC registry on a regular basis and update staff regarding details and pictures of offenders living in the district. These individuals are not to be on school grounds. This directive may be modified if the offender is a parent or legal guardian of a student. These modifications will be handled on a case-by-case basis and communicated to staff.

If registered sex offenders are seen making contact with children off school property, staff is to report this to administration and the police immediately.
When practical or applicable, the district office will notify sex offenders of this policy. However, if the offender has not been notified, all restrictions related to their behavior outlined above still apply.

◆SCHOOL FEES/CHARGES/SUPPLIES

All parents receive a supply list in June and August. In June, the supply list is sent along with the child's report card; and in August, it is sent along with the child's schedule. All students must pay the following required fees:

$23.00 - Basic registration fee

$12.00 - exploratory class fees for grades 6-7-8 ($4.00-FCE, $4.00-TE, $4.00-Art)(not inclusive of special projects outlined under core/exploratory/elective classes)
$4.00 – exploratory class fee for grade 5 – Art only)(not inclusive of special projects outlined under core/exploratory/elective classes)
$3.00 - assignment notebook (given to 5th & 7th Grade students first day of school)
$20.00 – 7th Grade Camp Fee
$10.00 –6th Grade Camp Fee

In addition, parents may pay for the following optional items:

$26.00 - Instrument Rental (depends on instrument availability)
$13.00 - Instrument Rental (shared with another student, depends on instrument availability)
$20.00 – Athletic Fee (covers participation in all school sports activities: wrestling-5/6/7/8; Girls & Boys BB-7/8; Volleyball-7/8; Boys & Girls Intramural BB-5/6; Flag Football-5/6; Cross Country 6-8; Track 7-8
$31.50 – Milk Break - one semester
$63.00– Milk Break - all year

Other costs that may occur during the year include:

*Safety glasses/goggles for their technology education class.
*Flash Drives for various classes (available in the office)
*Band books, reeds, oil, and other various supplies (available in the office)
*V54 Locks for PE/same lock can be used all 4 years(available in the office)
*Fees for field trips
*Additional school supplies for special projects or as student supplies run out.

Any questions regarding fees or other costs should be directed to the middle school office.

◆VISITORS

If students wish to have friends or relatives visit the Kiel Middle School, parents of the student and parents of the visiting student each should write a note to the principal indicating this desire. The note should be received at least a day in advance, if possible. Student visitors should be of approximate middle school age. The host student should introduce the visitor to the classroom teacher when they enter. Only one student visitor is allowed per day with any student.

********** THE BEHAVIOR **********

◆STUDENT BEHAVIORAL EXPECTATIONS AND CONSEQUENCES

Appropriate student behavior is an important factor in insuring that all students have the opportunity to learn and participate in activities in a safe and supportive environment. Maintaining and reinforcing appropriate behavior is the responsibility of the entire school community, including students, staff and parents. It is a goal of the middle school program to instill in students a sense of responsibility for their actions, a sense of respect for both themselves and others, and the ability to make safe and healthy choices. The demonstration of these behaviors is best realized when students, staff and parents all work toward this goal. Posted around the building are "visual reminders" of the types of behaviors that define and support these goals. These reminders describe what respectful, responsible and safe/healthy behaviors look like in various areas of the building (See behavior grid). Students and staff are expected to encourage one another in demonstrating these expectations by modeling them themselves. Staff is expected to provide positive reinforcement of appropriate behaviors and correct inappropriate behavior whenever encountered.

KIEL MIDDLE SCHOOL BEHAVIORAL REFERRAL

School and Staff Responsibility For Discipline

It is the goal of Kiel middle School's staff to maximize teaching and learning opportunities. The school and staff will communicate any concerns to parents that result in disciplinary responses as listed below.

Staff determines if it is necessary to remove a student from the classroom for a period or activity for behavioral reasons. Staff will indicate whether this was a simple timeout situation, or if a written behavioral referral was forwarded to the office via Skyward. Discipline documentation will take place using the Skyward student management system. Any office referrals become an offense and are assigned a consequence. Parents will get e-mail notification when an action has been assigned to the offense.

◆Harassment and Bullying

Information related to the topic of harassment is addressed in School Board Policy 5517 (See district website). **Harassment** is verbal or physical conduct relating to an individual's membership in a protected class (including, but not limited to: age, sex, race, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, or physical, emotional or learning disability) that has purpose or effect of creating an intimidating, hostile, or offensive working or learning environment, or which interferes with the individual's work or learning performance. **Sexual harassment** is a particular form of harassment to which either sex can be subjected to by the same or opposite sex. It includes unwelcome sexual advances, unwelcome requests for sexual favors, and deliberate physical or verbal conduct of a sexual nature, whether repeated or not. Harassment may occur between employees, between employees and students, or between students.

The following procedure is to be followed when concerns regarding harassment arise:

1. Concerns related to the alleged harassment should first be reported to the building level administration.
2. The details of the alleged harassment will be documented on the Building Level Bullying and Harassment form.
3. The alleged incident will be fully investigated by the administration and Police School Liaison Officer
4. If warranted, appropriate intervention and/or disciplinary action will be taken to address the issue. These actions may include, but are not be limited to, those intervention/consequences outlined previously in this section.
5. If the complainant is not satisfied with the response to the incident, they may appeal this decision to the district office, in accordance with the procedures outlined in Kiel Area School District Policy 5517 (See district website).

Information related to bullying and other forms of aggressive behavior is addressed in Kiel Area School District policy 5517.01. **Bullying** is an aggressive behavior directed at a student in the form of intimidation or harassment that is **repeated enough, serious enough, to negatively impact a student's educational, physical or emotional well-being.** This form of harassment need not be based on any of the legally protected characteristics, such as age, sex, race, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, or physical, emotional or learning disability. Some examples of bullying may include acts of physical aggression, verbal aggression and taunting, psychological harm, and cyber bullying.

◆TARDIES

Students who are tardy to class not only hurt themselves, but frequently disrupt the learning of others. Although a student's tardiness is a classroom management problem, it also falls under the realm of school-wide discipline. The following procedures will be used when dealing with student tardiness:

1) There will be no consequences for the first five tardies each quarter.
2) When the number of tardies in a quarter exceeds five, a letter will be sent home stating that the student is experiencing problems with tardies and the guidance counselor will also be notified.
3) When there are six or more tardies per quarter, lunch detentions will be served for every tardy thereafter.

Unexcused tardiness is often a choice that a student makes. In most cases, students find "solutions" to their tardiness when motivated to do so. It is the intent of this procedure that students rethink their choices in relation to being tardy.

Students who are transported to school by their parents or by means other than the bus, who are tardy, will be counted as unexcused, unless due to an emergency (family/medical emergency, car breakdown, inclement weather).

☛Late Arrival to School

Students who arrive late to school are to report to the office to check in and obtain an 'admit to class' slip. The 'admit to class' slip will inform the teacher as to whether the student is excused or unexcused. Students receiving an unexcused admit slip should be recorded as tardy on the teacher's absent slip. Arrival after 8:30am is considered a ½ day absent per the attendance policy.

◆DRESS AND GROOMING

Kiel Middle School has established grooming guidelines necessary to promote discipline, maintain order, secure the safety of students, prepare students for careers and the workplace, and provide a healthy environment conducive to academic purposes.

Guidelines:

Each student has the right to determine personal dress while respecting the rights of others, keeping the learning environment appropriate to a work setting, and understanding that the administration and teachers will determine what is appropriate for the school and the classroom. The limits that are imposed relate to health, safety, cleanliness, distraction, or indecency. This includes the following:

1. The advertising or promotion, either directly or in innuendo, of any drugs, alcohol or tobacco related products is prohibited on any item of clothing.
2. The displaying or writing of obscene language or distracting advertising may not appear on any item of clothing. This includes clothing with sexually suggestive or degrading phrases, of a suggestive nature, or those that have depictions of inappropriate bodily functions.
3. Wearing clothing that supports or glorifies violence and dangerous behavior (including gang related apparel) is prohibited.
4. Hats, hoods, large head coverings, capes and coats are prohibited within the school building except while arriving at or leaving school. A coat is defined as outerwear that can be zipped, buttoned, snapped, or pulled over the head and worn as an outer layer during cold or inclement weather. In general, coats are lined, insulated, quilted, or worn to repel rain. The policy does not include sweatshirts, fleece, or wind suits.
5. Chains or other items that could cause injury are prohibited.
6. Shoes must be worn in and around the school at all times.
7. Distracting or revealing clothing will not be allowed.
    - Skirt and shorts length must be at fingertips.
    - No visible midriff.
    - No plunging and/or see-through necklines and/or backlines
    - Straps on shoulders must be at least one inch wide.
    - No visible undergarments.
    - No visible cleavage.

Students violating this section will be requested to change their clothing. Repeated refusal to follow these expectations will result in further consequences assigned by school administration.

◆LATE WORK

Failing to complete assignments on time is a major reason that students receive poor or failing grades. Getting assignments completed on time is a student's responsibility.

When students do not complete assignments on time, they may be assigned lunch/recess detention. During that time, students will work on missing tasks as reported by their teacher while eating lunch in a designated area. Teachers have the discretion to hold students after school due to late work. Parents will be contacted by the teacher(s).

◆STUDENT NETWORK AND INTERNET USE

The Kiel Area School District provides a variety of technology resources and filtered wireless internet/network access to students for educational purposes. The appropriate use of these resources is outlined in Kiel Area School District policies 7540 and 7542 as well as administrative guidelines 7540.03. **The use of these resources for any other purpose other than school related activity is strictly prohibited.**

Students accessing on-line resources must have a signed "Internet/Online Access Student Agreement and Permission Form" on file with the district before access will be granted. This is completed during online registration.

Please note that many personal communication devices that students have in their possession come with data plans that provide for internet access over a cellular network. When students are engaged in school activities or on school grounds they are expected to use their devices and access to these resources in a manner that is in accordance with district guidelines.

◆PERSONAL COMMUNICATION DEVICES

The Kiel Area School District shall not be responsible for the safety or security, loss, theft, damage or misuse of any personal communication devices that students choose to bring to school. This includes, but is not limited to, devices such as cell phones, pagers, iPods, personal computers, or portable data storage devices. Students and families assume responsibility for the technical support and maintenance of personal communication devices. There is to be no expectation of privacy for any contents of these devices.

School authorities may confiscate and examine these devices and their contents if there is reason to believe that school policies, rules or regulations have been violated or to ascertain information to determine ownership, if the device was lost or stolen on school property. Kiel Area School District policy 7542 further defines expectations relative to the use of personal communication devices.

The following pertains to the use of personal communication devices during the school day or while involved in school activities/events:

- Students may use their devices before/after school, during the recess/lunch period, and during hall passing. Student use of these devices during passing time is not an excuse for being tardy to class.
- Although students may retain possession of their devices during class time, they must be "turned off" unless staff authorizes the use of personal communication devices in the classroom. Students are not to send or respond to messages during class time. Students may not leave the classroom to go to the bathroom, or other areas of the building, to use their devices, without expressed consent of the staff.
- Students are strictly prohibited from using devices with picture/video capabilities in bathrooms, locker rooms, designated changing areas, or any other area where a reasonable expectation of privacy exists.
- **Students making contact with parents/guardians regarding issues of concern to the office during the school day should do so in the office.** Students may be allowed to use their devices to make these calls, however, office staff may need to have direct communication with the parent/guardian. Examples of potential situations that result in calls being made from the office may include, but are not limited to the following circumstances:

    - Any calls regarding being ill or wanting to go home due to being ill.
    - Any calls that result in items being brought to school by parents.
    - Any calls that require the office to get materials that a parent is coming to school to pick up.
    - Any calls that require the student to leave school early for appointments.
    - Any calls that result in alternative bus arrangements being made.

- Students may use their devices on buses and when traveling to and from school events and activities, unless otherwise directed by the supervising staff or bus driver.
- Students are not to use their devices to threaten/harass others, engage in acts that violate state statute, or otherwise significantly disrupt the learning or safety of others.

  1st Offense Personal device is kept in the office for the remainder of the day and student picks up
  2nd Offense Personal device is kept in the office for the remainder of the day and student picks up
  3rd Offense Personal device is kept in the office for the remainder of the day and a parent needs to pick it up

Students who repeatedly violate these expectations will receive a behavioral referral for insubordination, and, potentially, other infractions, as determined by the specific use of their device (i.e., harassment). In addition to the typical consequences associated with an insubordinate behavior (i.e., conferencing, detention, suspension), restrictions on the use and possession of their devices may be enforced (i.e., required to keep the device in their locker, in the office when entering school, or at home).

◆SCHOOL BAGS/BACKPACKS

School bags and backpacks are allowed to bring materials to and from school. They may not be taken to classrooms. A large number of students bringing school bags/backpacks to class create a great deal of clutter in the room. This makes it difficult to move around the room, and in the case where it is necessary to evacuate the room quickly, they interfere with the effective movement of students. Students in 6th, 7th, and 8th grade are provided with lockers and students in 5th grade with desks in which to store their materials.

◆FINES/CARE OF SCHOOL PROPERTY

Students and community members are urged to exercise care and respect, in regard to the use of school property. In accordance with the law, students who damage school property of any kind shall be held responsible and subject to disciplinary consequences. Students and parents should realize that the board of education authorizes the imposition of fines for the loss, damage or destruction of District owned, borrowed, or leased equipment, school records, apparatus, musical instruments, library materials, textbooks, computers, and for damage to District buildings (See Policy 5133).

********** THE PROGRAM **********

In the Kiel Middle School, there are three different types of classes that students take in their program. The first is their core classes. The core classes cover academic subjects of science, math, language arts, literature, social studies, and spelling (5-6). These classes provide instruction in core academic instruction. The second types of classes in their schedule are the exploratory classes. Exploratory classes include such subjects as art (5-8), technology education (6-8), family and consumer education (6-8), physical education (5-8), general music (5-8), Multimedia (5-6), health (8), agriculture (7), foreign language (7-8), careers (8), and quest (5-6). The purpose of the exploratory program is to give students an opportunity to "explore" a variety of potential interest areas and provide a solid basis of experience upon which to base future decisions on. The third types of classes which students may take are the electives. Currently, the middle school's electives include band and chorus. To provide you with greater insight regarding your child's instructional program, the teachers have prepared descriptions organized by core, exploratory, and elective classes which can be found online.

➢SPECIAL EDUCATION CLASSES

The Kiel Middle School educational program is supported by a variety of special education services designed to address the learning needs of students identified with a disability. If you suspect your child may have a disability, please contact your child′s teacher, school counselor, school psychologist, or the Director of Pupil Services (Mrs. Mueller - 894-5118) for assistance. Staff providing these services include: Mrs. Boettner, Mrs. Manz, and Mrs. Simonet. Speech and language services are provided by Ms. Palmer. Students requiring related services (e.g., occupational or physical therapy) are provided by the district-wide occupational and physical therapists.

➢CHARACTER COUNTS PROGRAM

The "Character Counts" program was implemented to help students develop appropriate and effective social and interpersonal skills. Each Wednesday morning, all students will participate in a variety of small group (13-14 students) activities that focuses on a central monthly theme. The monthly themes include: Team Building, Goal Setting, Growth Mindsets, Service, Responsible Leadership, Kindness and Compassion, Creative Problem Solving, Healthy Lifestyle and

Respect. Students will meet in the same grade level groups with a staff advisor from various grade levels throughout their time at the middle school.

➢CO-CURRICULAR/ENRICHMENT OFFERINGS

Students can participate in a variety of co-curricular activities. Student participation in these activities is strongly encouraged as they provide another avenue for students to learn and grow physically, intellectually, and emotionally. The availability of any activity is dependent on student interest and the availability of qualified coaches/sponsors.

Forensics is an extracurricular activity that offers students the chance to develop their public speaking skills. The program is open to students in grades 5 through 8, and they may compete in categories such as poetry reading, prose reading, Readers' Theater, and storytelling. There are two competitions: one at the local level, and one at the regional level. (Conference rules allow only 7th and 8th graders to compete at the regional competition.) All practices and competitions take place during the week, after school. (TBD)

The **Yearbook Club** is responsible for producing the Kiel Middle School yearbook. (Mrs. Fritsch)

Students may participate in the following school sports activities:

*5-6th Grade Intramural Flag Football (Fall)******
*5-6th Grade Boys Intramural Basketball (Fall/Winter)**
*5-6th Grade Girls Intramural Basketball (Fall/Winter)**
*7-8th Grade Weight Training (All year)**
5-8th Grade Cross Country (Fall)
7-8th Grade Girls Interscholastic Volleyball (Fall)
7-8th Grade Boys Interscholastic Basketball (Fall)
7-8th Grade Girls Interscholastic Basketball (Winter)
5-8th Grade Interscholastic Wrestling (Winter)
7-8th Track (Spring)

****Participation in these athletic activities is considered "club activities."***

All middle school students who participate in any middle school interscholastic sports activities are required to pay an athletic participation fee of $20.00/sport (Volleyball, Basketball, Wrestling, Flag Football, and Intramural Basketball, Cross Country & Track) – with maximum of two sports per year.

Students going out for interscholastic sports must have the appropriate WIAA consent form filled out and returned before they are allowed to practice. Students must have a physical athletic permit card filled out by a doctor before being allowed to participate. Students are encouraged to get their physicals as soon as possible to avoid delays in participation. Students who participate in these sports will be given a copy of the Middle School Co-Curricular Code that must be signed and returned. Students are expected to adhere to all aspects of the Middle School Co-Curricular Code. Questions regarding athletics and activities can be referred to Mr. Steve Walsh, activities director.

The middle school does encourage student participation in cross country and swim activities; however, these are not board approved middle school sports. Student participation in these sports is not supported by the district budget, but rather through other sources. Parents need to notify school when their child is to be excused for these activities. All absences are recorded as excused.

Students also have a great deal of opportunity to participate in a variety of community recreational activities including soccer, softball, baseball, football, and swimming. Information on recreation department programs can be obtained by contacting Melissa Brandt at 920-762-0790.

Aside from sports activities, students may participate in various other activities such as **Student Council** as class representatives and junior officers. The student council is very active in supporting a variety of school activities. This group usually meets during the school day. (Sponsors - Mrs. Garty & Mrs. Manz)

The **Peer Program** is a co-curricular activity that focuses on developing problem solving, mediation, peer relationship, and leadership skills in students. The peer mediator program, which is open to 5-8th grade students, provides mediation services for classmates involved in playground and personal disputes. Students in the peer helper program serve as

friendly helpers to classmates having personal problems and family problems. This program is open to students in grades 6-8. (Sponsor: Ms. Palmer)

The **Chess Club** is an activity that helps both the beginner and advanced chess players hone their skills. Chess is a game that teaches students problem-solving and strategy skills. Students of varying levels and ages have the opportunity to play each other in a supervised and relaxed setting. This activity is open to students in grades five through eight. (Sponsors: Mr. Radtke/Mr. Schmitz)

Students involved in co-curricular club activities will be expected to maintain passing grades to participate in activities. Students who receive failing grades on "interim" and "final" grade reports will need to be reinstated by having the appropriate form filled out (see Appendix: Weekly Academic Check).

In addition to academic/exploratory/co-curricular, the middle school offers a variety of activities and competitions through the enrichment program. The goal of the enrichment program is to work with students and teachers to provide instruction and activities that enrich the basic learning experiences of students. Some of these activities have included Geography Bee, Spelling Bee, and Young Authors' Anthology. There is also an opportunity for students to enter various contests throughout the year. The specific offerings provided are subject to change depending on the availability of activities, student interest, and sponsorship availability.

If you have any questions regarding these program offerings, please contact the school at 894-2264.

➢GIFTED & TALENTED PROGRAM

The Kiel Middle School provides programs and resources to address the needs of students identified as gifted and talented. This program is directed by the district gifted and talented coordinator. The coordinator's main duties are to appropriately identify students who meet criteria for inclusion in the gifted and talented program, to identify and coordinate services utilizing the various resources available in the district and community, and to be an "advocate" for the needs of these students. Programming at the Kiel Middle School focuses primarily on the employment of differentiation strategies in the classroom, the use of e-school resources, and the encouragement of student participation in various co-curricular events and activities.

The coordinator, Mrs. Peterson, can be reached at 894-2264, ext. 3247, to answer any questions you might have regarding gifted and talented programming services.

◆GRADING FOR LEARNING

The staff of the Kiel Middle School recognizes that a grade in a personal evaluation of a student by a teacher and, as such, requires the teacher's highest professional skill and judgment. Through the school's grading practices, we seek to meet the transitional needs of middle school students by actively challenging all students to grow and develop beyond expectations. The issuance of grades on a regular basis serves to:

1) Promote a process of continuous evaluation of student performance.
2) Provide useful information to the student and his/her parent(s) or guardian regarding the student's progress.
3) Provide a source of information to be used in making educational decisions relative to the student.

In assessing a student's performance, teachers will exercise their professional judgment in considering the impact of the following parameters on a student's grade:

1. The academic and/or motivational needs are considered in the assessment of the individual student.
2. The assessment takes into account the rigor of the course content, or special needs of instruction.
3. The assessment considers the use of alternative criteria as viable indicators of student learning.

The grading practices employed at the middle school reflect the understanding that learning is an ongoing process. Students shall be "graded" on content after they have been given adequate opportunity to practice the skills being evaluated. Determination of a "grade" shall accurately reflect the student's level of performance in relation to identified district standards and learning targets.

Grades will be determined using a variety of assessment strategies. Teachers may use, but are not limited to strategies such as classroom assignments, tests/quizzes, projects, direct observation of student performance, various class activities, and portfolios.

Grades shall be determined based on established criteria that are clearly communicated to both the parent and student by the teacher. Grades shall not be assigned in a capricious or arbitrary manner.

The teacher has the responsibility for determining a student's grade in a given class. The teachers' judgment will be final unless, upon administrative review, substantial error is discovered in the procedures used to determine the grade. Grades shall not be used for disciplinary action, although it is recognized that consistent behavioral problems may interfere with a student's ability to learn and so result in a lower grade.

Grades shall not be impacted by absences where the student has been provided opportunity to complete assignments. Students whose absences are excused will be given an opportunity to make up all work missed for grade criteria in accordance with guidelines outlined in the parent/student/teacher handbooks. Students who have unexcused absences will be provided an opportunity to make up exams, tests, and major projects for grade credit. Students with unexcused absences will be given opportunity to receive all daily work missed, however, they may receive "0" credit for the work.

Grades shall not be affected or withheld because of fees or materials owed to the school.

☛ Standards Based Grading Explanation for 5th Grade Students

At the Kiel Middle School, we are transitioning to a standards-based report card and grading for learning practices. This transition will bridge the elementary grading format with the middle school. The 2016-17 year will begin with fifth grade using a standards-based report card. The purpose of standards based reporting is to provide meaningful feedback to students and parents to track growth on key learning targets and standards. The new grading system called *Grading for Learning*, better reflects the standards-based instruction and assessment practices.

A standards-based report card lists the most important skills that students need to learn in each subject area at a particular grade level. Those learning targets or commonly referred to as "I CAN" statements are aligned to essential standards that students need to master. The purpose of standards-based grading is to identify what a student knows or is able to do according to those essential standards. Grade and subject standards and learning targets can be found on the district website.

☛Grade Explanation for 6th-8th Grade Students

Grading procedures used for the students in 6th – 8th grade in the middle school require that all letter grades convey the following meanings:

Grade	Explanation
A (100-93%)	Is making excellent progress, displays unusual interest, originality and initiative, does work of excellent quality. A (100-95%), A- (94-93%)
B (92-85%)	Is making very good progress, displays above average effort, does good work promptly and neatly, has good study habits. B+ (92-91%), B (90-87%), B- (86-85%)

C (84-77%) Is making adequate progress, makes a response on definitely assigned work, is developing satisfactory work habits.
C+ (84-83%), C (82-79%), C- (78-77%)

D (76-70%) Needs to improve, can do better work with more effort; needs to improve daily work and study habits, should prepare required work with more thoroughness.
D+ (76-75%), D (74-72%), D- (71-70%)

F (69-0%) Failed the course

Students may receive a mark of incomplete if assigned work has not been completed by the end of the grading term. Any incomplete work not made up within a reasonable amount of time as defined by the teacher will become a grade of "F."

At the end of each term, students receiving a failing or incomplete grade will be placed on the ineligibility list. Students identified as ineligible will need to be "reinstated" as outlined in the Middle School Co-Curricular Code before they can resume participation in co-curricular activities.

☛Grade Reporting

The mid-quarter and end quarter grade reporting schedule for all 5-7 classes, eighth grade academic and eighth grade quarterly exploratory classes (PE, Health, Tech. Ed.) is as follows:

Quarter	Quarter Begins	Mid-Quarter	Quarter Ends
#1	September 1, 2016	October 4, 2016	November 4, 2016
#2	November 7, 2016	December 9, 2016	January 20, 2017
#3	January 23, 2017	February 22, 2017	March 24, 2017
#4	March 27, 2017	May 2, 2017	June 2, 2017

The eighth grade exploratory classes that meet on a seven week rotation will begin and end according to the following schedule. This includes their art, general music, careers, FCE, and foreign language classes. Grade impact for co-curricular eligibility purposes will be posted following the end of term dates; however, grades will not be posted on report cards until the next closest end of quarter date is reached. Interim reports will be posted on Skyward on the dates indicated.

Term	Term Begins	Mid-Term	Term Ends
#1	September 1, 2016	September 21, 2016	October 25, 2016
#2	October 26, 2016	November 11, 2016	December 16, 2016
#3	December 19, 2016	January 13, 2017	February 10, 2017
#4	February 13, 2017	March 9, 2017	April 7, 2017
#5	April 10, 2017	May 3, 2017	June 2, 2017

Final grades are recorded in a student's permanent file; interim grades are progress reports and are not recorded in the student's permanent file.

◆ADVANCEMENT/RETENTION/SUMMER SCHOOL PARTICIPATION

Students in grades five through eight are promoted to the next grade by having a passing grade average in all core subjects and a passing cumulative grade average in their exploratory/elective classes. Students not meeting these criteria may be promoted by recommendation of a principal appointed education team **or** be conditionally promoted following participation in the district's remedial summer school program**.**

◆SUMMER SCHOOL INTERVENTION PROGRAM

Students who are assigned to the intervention summer school program are expected to participate fully. Participation is determined to be in the best interest of the student by the parent/guardian and school officials. The purpose of the summer

intervention program is to help students be successful in skills were they are deficient. Reducing summer loss of reading knowledge and math skills is also a benefit of the program.

◆HOME/SCHOOL COMMUNICATION

☛General Information

Home/school communication is one of the most important aspects of a successful school experience. It is also one of the most difficult, given everyone's hectic schedule, and the fact that people have very wide ranging expectations when it comes to the subject of communication. Teachers are encouraged to be proactive in their communications with parents, particularly when some major change has occurred in a child's performance, behavior, and/or attitude. Likewise, parents are encouraged to be proactive in contacting the school and/or their child's teacher(s) when questions or concerns arise. A variety of communication strategies are used at the Kiel Middle School to help ensure that appropriate information is getting home. Skyward, our student information system, is a major form of information. Please notify the office if you do not have Internet access.

School-wide parent/teacher conferences are held on October 19and 20, 2016, and March 1 & 2, 2017.

Teachers, likewise, use a variety of means to communicate with parents. These may include, but are not limited to the use of personal notes, telephone calls, personal conferences, interim/final report cards, and e-mail.

☛Family Access

"Family Access" is an on-line home-school communication tool that allows parents and students to access various information from district records. "Family Access" gives parents the ability to access information about their child's grades, daily assignments, attendance, discipline, assessment scores, health information and fees. Through this system, parents can also notify school of absences, send and receive e-mails, and update information quickly and easily. Students have their own account access and are able to check their grades and assignments. As with all forms of on-line communication systems, whenever there is a concern about a particular item, a call to the school is recommended to get further information.

☛Web Page

We encourage you to visit the Kiel Middle School web page at **www.kiel.k12.wi.us**. The site includes information about the middle school's code of conduct; our Mission Statement; a listing of the middle school staff; the calendar of the middle school; co-curricular offerings; information about exploratory classes and core classes by grade level; and information about elective classes.

☛ "School Messenger" (Automated Notification Service)

In an effort to further improve home-school communication, the district will be using the "School Messenger" automated notification service to share information with parents. One of the primary purposes of this system is to notify district residents about urgent situations that may exist in the schools. These might include school closings due to inclement weather, notification of early dismissals, or other emergency issues. Parents are encouraged to keep contact information up-to-date, so that information can be communicated effectively.

☛E-Mail

We encourage use of e-mail as another means of home-school communication. At the back of this handbook, you will find a listing of the e-mail addresses for teachers and administrators. When using the e-mail, parents should realize that an immediate response is not always possible given the demands on a teacher's time. Contacts regarding serious issues that may require lengthy dialogue or clarification should be addressed over the telephone or in personal conferences.

◆COMMON PLANNING TIME

Every Wednesday afternoon from 2:00-3:45 p.m., staff is involved in professional learning and planning activities. Students are dismissed at 2:00 p.m. and are required to leave the building as no supervision is provided at this time. They may return to the building at 3:30 p.m. for after school activities.

◆FIELD TRIPS

Field trips are an important part of a student's academic and social experience at the middle school. On field trips, students are expected to follow all school expectations and act in an appropriate and respectful manner. Students who have had two or more discipline infraction notices processed through the office in the 30 school days prior to a field trip will be excluded from that activity. Students may be excluded from any field trips, regardless of the 30-day stipulation, if their past or present behavior indicates that they are not sufficiently responsible to participate in the activity such that they pose a safety threat to themselves or others. Students who are excluded from field trips are expected to be in school unless otherwise decided by the principal or parent. Only students who are enrolled at the Kiel Middle School may attend field trips.

◆ACTIVITY PARTIES (5th & 6th Grade)

Fifth and sixth grade students will have various activity parties during the year. These activities, which are held after school in the gym, are over by 5:00 p.m. These parties are usually sponsored by the school's student activity groups. Following are expectations held for these activities:

1) Activities are staffed by parent and staff volunteers.
2) Only 5th and 6th grade students from the Kiel Middle School are allowed at the activities.
3) All school expectations outlined under the student conduct section apply.
4) Students who do not behave in an appropriate manner will be referred to the principal for appropriate consequence.
5) Parents are asked to pick up their children on time after the activity.

◆DANCES (7th & 8th Grade)

Seventh and eighth grade dances are conducted by various student groups (Student Council, Builders Club, Peer Facilitators) throughout the year. Dances begin at 6:30 p.m. and end at 8:30 p.m., unless otherwise authorized by the principal. The following expectations are held for dances.

1. Dances are chaperoned by parent and staff volunteers.
2. Parents are expected to drop off and pick up students on time.
3. Students must have a note from their parents or guardians if they enter the dance after the start time or leave before the end. Students who leave may not re-enter without a parent present. The note must be presented to a chaperone before students can be released.
4. Students are to enter and leave only through designated entrances and remain in the dance area.
5. Only 7th and 8th grade students from the Kiel Middle School are allowed at the dance, unless a KMS Dance Guest Pass is filled out and approved by the Principal. All passes must be approved at least three days before the dance. Only seventh and eighth grade students will be admitted as guests.
6. All other school expectations outlined under the student conduct section apply with the following exceptions to the dress code. During dances, girls may wear tops with spaghetti straps.
7. Students who do not meet the expectations above will be referred to the principal for appropriate consequence.

◆COMMUNITY PROJECTS

Community responsibility is another important aspect of development for students. The middle school currently conducts a couple of different activities in this area including the Atrium-Willowdale Nursing Home project (Grades 6-8 only) and supporting area help agencies. Other activities related to community service are considered on an individual basis. Student involvement in these activities is voluntary on an opt-out basis.

◆APPLICATION FOR OPEN ENROLLMENT

Under Wisconsin "Open Enrollment" statutes, parents may apply to have their children attend a school district outside of the district in which they reside. Parents and students who are interested in open enrolling to another school district for the 2017-2018 school year need to apply at the Kiel Area District Office between February 1 and April 30, 2017.

********** THE SERVICES **********

◆LUNCH PROGRAM

The Kiel Area School District uses a computerized lunch system. This is a pre-pay system for **all** school lunch/breakfast transactions. Food service products must be purchased with a lunch ID number. Each student will have a number unique to that student. Parents may send **one** (1) check for **the entire family** to the school office. There will be a computerized record of each meal eaten or milk taken by each member of the family during both the breakfast and lunch services. **Family statements may be requested at any time during the year by contacting the school secretary. Students who have a negative lunch account balance of $20.00 or more will not be allowed to purchase hot lunch, a la carte, or breakfast items.**

There are some procedural requirements, which are as follows: 1) Each student will have their own ID number. The student will punch in their number each day as he/she goes through the lunch line. 2) The computer will "read" the number and the cost of lunch will be automatically deducted from the family account. 3) Price for a middle school student lunch is $2.55. Adults are $3.45. 4) You may deposit any amount over the minimum deposit of $20.00. One deposit includes all the school age children. Please send the lunch money as soon as possible. 5) Any extra entrée is an additional cost. An "extra" milk or milk only will cost 35 cents per half pint carton. Money to cover this purchase must be in the lunch account at the time of purchase. 6) If your account reaches a **negative $20.00**, your child(ren) will not be allowed to have hot lunch until money is in your account to cover the amount owed, plus the $20.00 minimum deposit as stated in #4.

All students are to remain in the cafeteria during the lunch period until excused by the cafeteria supervisor to go to recess. Students are expected to return their trays to the dirty dish station.

Students may go home to eat lunch during their lunch period. Students regularly (i.e., every day, Monday & Wednesday) leaving school grounds for this purpose will need to **bring a permission note** from their parent/guardian to the office at the beginning of the year stating what days the student will be leaving. Students eating occasionally at home must also **bring a permission note** from their parent/guardian to the office before leaving each time. Students eating at another student's home must have written permission from both parents (parent of the student who is going to another student's home and parent of the student whose home they will be at). All permission notes must be written by the parent or legal guardian. All students leaving school grounds must return by the end of the lunch period or be counted tardy. Students are to check out and check in with the office secretary when going home for lunch. Students are not permitted to leave school grounds to eat at local eating establishments unless accompanied by a parent.

5th Grade Lunch 11:25-12
5th Grade Wednesday Lunch 11:17-11:47

6th Grade Lunch 11:01-11:38
6th Grade Wednesday Lunch 11:37-12:07

7th Grade Lunch 11:38-12:08
7th Grade Wednesday Lunch 11:07-11:37

8th Grade Lunch 11:09-11:39
8th Grade Wednesday Lunch 11:27-11:57

◆BREAKFAST PROGRAM

Breakfast is provided each day in the cafeteria/MPR from 7:30-7:50. The cost is $1.55 per day and is deducted from the students prepaid lunch account system.

☛Milk Break

Every day student's at the middle school may participate in the milk break program. Please note that students will not be allowed to receive milk during milk break unless you pay to have them participate in the program through the on-line registration process. Milk for the morning milk break may be paid for by the semester ($31.50) or the whole year ($63.00).

◆VENDING MACHINES

Vending machines may be available for use in the gym lobby area as sponsored by school organizations. These sponsorships are subject to change from one year to the next as student sales and responsible behavior dictate. Students are expected to use these machines appropriately so that products may be provided to students and so that student organizations may continue to benefit from their use. **Students may use vending machines before and after school only.**

◆ALCOHOL/DRUGS

The Kiel Middle School provides appropriate support and referral services for students who may be involved in misuse or abuse of alcohol and other drugs, or who may be negatively affected by the misuse of alcohol and other drugs by their friends or family members. Students, teachers, or parents who are concerned about a student's use or behavior due to the alcohol and drug involvement of themselves or others may contact the Guidance Department or the Director of Student Services for help.

Programs and procedures relating to this topic are described in detail in the Kiel Board of Education Policy 443.3 and 443.3 Rule.

◆INSTRUCTIONAL MEDIA CENTER (IMC)

The instructional media center is a part of the middle school program. The IMC is staffed by Mrs. Sabel (Director) and Mrs. Gamb (media paraprofessional). Through the IMC, students are able to check out a variety of print and digital material for schoolwork or leisure use. In addition, students may access other libraries through the inter-library loan system. In addition to circulating material, the IMC Director also supports the educational program by providing reading material for instruction, instructing students in the use of library resources, managing audio-visual equipment, etc. A number of activities and services are also conducted through the media center including "Battle of the Books" competition for 5th through 8th graders and two annual Book Fair (book sales at conferences). Throughout the year, students are able to order books from private companies such as "Tab", "Troll", and "Trumpet" through the media center.

◆STUDENT SERVICES

Psychological and guidance services are provided to middle school students. Both of them have offices at the middle school and can be reached at 894-2264. Services address the emotional, physical, and academic well-being of middle school students. Some of the services delivered by these staff members include providing classroom based guidance instruction, collaborating with teachers to address student academic/behavioral concerns, providing individual/group counseling or interventions, and connecting parents and students to outside public support agencies.

◆CHILDREN OF DIVORCED/SEPARATED PARENTS

The Kiel Area School District shall maintain neutrality between parents who are involved in an action affecting the family, unless otherwise directed by court order. It is the responsibility of the parent(s) to notify the district of any such order.

The parent enrolling the student in school shall be considered to be the custodial parent and that parent's residence shall be considered the student's residence for school purposes, unless a court order or other satisfactory documentation is presented which specifies otherwise.

The non-custodial parent of any student enrolled in a school subject to district control may be provided all report cards, notices of school activities, disciplinary reports or other student records which are provided to the custodial parent, unless otherwise expressly curtailed or restricted by a provision of a court order which as been provided to the building principal. The non-custodial parent may also participate in all school activities, including conferences. The school generally will conduct only one meeting for parents at appropriate times in which both parents will be permitted to participate.

A student enrolled in the district may only be released from school to the custodial parent, except under the following circumstance:

(1) Written permission has been obtained from the custodial parent; or
(2) As otherwise directed by a court order

◆SCHOOL BUSES

School bus service is regarded as a privilege, not a right, for students. Students who cause disruptions on the bus pose a serious safety threat to other passengers. Disruptive students will be referred to the principal for appropriate action as outlined in the Kiel Area School District Bus Rider Rules (Policy 443.2). The consequences for inappropriate behavior are defined below.

Parents will always be notified when their child has been disciplined for misbehavior on the bus. Parental contact will always precede suspension. Students who violate any of the bus or school rules will be disciplined as follows:

1. First Offense: The student will be warned by the school principal and the parent/guardian notified.
2. Second Offense: The student will be warned by the school principal and the parent/guardian notified.
3. Third Offense: The student will be suspended from bus riding privileges up to five (5) days. (during the time of suspension, parents/guardian, as required by law, must ensure that the student attends school).
4. Beyond Third Bus Suspension: Disciplinary incidents beyond a student's third suspension from bus privileges, or behavior which endangers the health and safety of others, will result in the student being suspended from all bus riding privileges for the remainder of the school year.

SEVERE CLAUSE: A student who is flagrantly disrespectful or insubordinate may advance to any disciplinary step at the discretion of the building principal.

NOTE: Misbehavior judged to be severe may involve both bus and school disciplinary measures as appropriate to the offense.

Students who want to ride another bus or get off at a location, other than their regular stop, must have written permission from a parent/guardian, as well as from the parent/guardian whose home they are being dropped off at. These permission slips should be brought to the office and a gold transportation form filled out to present to the bus driver. Students are to obtain these permission slips before school if at all possible. Waiting until after school may cause them to miss the bus.

◆OFFICE TELEPHONES

Students are encouraged to be proactive in making arrangements with their parents before and after school regarding their activities and needs. When needed, students may make use of the office telephones to contact parents. We also recognize, in the day and age, many students have access to cell phones. We ask that, if students must use their devices to contact their parents regarding matters that may involve the office or other school staff, **they make these calls from the office and only during approved times**. Students will be allowed to use their devices to make these calls, however, office staff may need to have direct communication with the parent/guardian. Examples of potential situations that result in calls being made from the office may include, but are not limited to the following circumstances:

- Any calls regarding being ill or wanting to go home due to being ill.
- Any calls that result in items being brought to school by parents.
- Any calls that require the office to get materials that a parent is coming to school to pick up.
- Any calls that require the student to leave school early for appointments.
- Any calls that result in alternative bus arrangements being made.

◆LOST AND FOUND

Lost and found items such as clothes, shoes, and coats are kept in the first aide room. More valuable items such as jewelry, watches, and calculators are kept in the office under the counter. Students should be aware that items in the first aide room are periodically sent to various service organizations, such as "Goodwill," if they are not claimed.

◆SEARCH AND SEIZURE

The procedures associated with the search and seizure of property is outlined in Kiel Area School District policy 5771. School authorities may search school property, such as lockers, computers and desks used by students, or the person or property of a student, in accordance with the following guidelines.

The school district retains ownership of the lockers and desks used by students. Students shall not have an expectation of privacy, in relation to these locations, and they may be searched at random, at any time, by designated school personnel. A showing of reasonable cause or suspicion is not needed when searching these locations. These searches may be conducted by the district administrator, building principals, assistant principals, or the police liaison officer.

When searching a person or their possessions, reasonable suspicion is needed that the search will turn up evidence that the student has or is violating a law or rule of the school. Any search under these circumstances must be reasonable in scope and in the manner it was conducted.
Under specific conditions, the Board of Education may authorize the use of specially trained dogs to detect the presence of drugs and devices, such as bombs on school property. These conditions and procedures are outlined under policy 5771.

◆USE OF LOCKERS

As noted above, lockers are the property of the school district. Students are expected to treat the lockers responsibly and not damage them. Students may post items inside their locker; however, they need to be easily removed. A student's locker combination is to remain confidential. Locker combinations should not be shared with other people, even friends. Items that are allegedly stolen from a locker should be reported to the principal or the police liaison officer. The principal or his designee will make every effort to recover these items; however, it is, ultimately, the student's responsibility to secure their possessions. Experience has taught us that, many times, things that are "stolen" have actually been mislaid or left somewhere. Before reporting something stolen, students are encouraged to take a few minutes to retrace their steps to see if it was left somewhere or even brought it to school. Also be advised that students who "set" their locker or "jam" their locker to open without a combination will be solely responsible for the loss of their items. Students are encouraged to label their possessions to assist in the identification of them.

All physical education students will be provided lockers during the quarters they are in class. When not in physical education classes, students need to take their clothes home. All, no exceptions, lockers must be locked with a "Master V-54" lock that can be purchased at the middle school office, so that they can be opened with a key in the event of an emergency. Locks can be reused every year.

◆ILLNESS/INJURY/MEDICATIONS

Students coming to the sickroom need to have a pass from their teacher or supervisor. If they don't have a pass, they will be asked to get one. If students have a fever, are vomiting, or otherwise ill, a parent or guardian will be called to pick them up. Student time in the sickroom will be limited to 10 minutes unless there are extenuating circumstances. Students may be asked to return to class if they are able while waiting for a ride. Under no circumstances are students to leave school grounds without permission when they are ill.

☛Injuries - In the case of injuries, the aides will provide assistance, however, this assistance is limited to the application of band-aids, bandages, and ice packs. Students using ice packs need to return them within an hour. All injuries should be reported to the staff person in charge.

☛Non-prescription medications (i.e., Tylenol, ibuprofen) - Students may be given these medications with written parent/guardian consent and provided by the parent/guardian in the original manufacturer's package. Excessive use of non-prescription medications will be reported to the parent/guardian.

☛Prescriptions/Medications - Medications should be administered at home when possible. If medication must be provided at school, the following procedures apply:

1) Student must have a medical consent form **signed** by parent or guardian on file in the aide room.
2) Medication prescribed by your doctor or dentist should include a completed Prescription Medication Consent Form.
3) All medication must be in original labeled container.
4) All notes and medication for all students should be given to the aides.
5) Students are responsible to come to the aide room for their medication.

Medications, which are controlled substances, must be brought to the office by an adult.

A controlled substance is a prescription with the potential for abuse. Controlled substances are traditionally prescribed for treating Attention Deficit Disorder or pain management. Some examples of controlled substances may be, but are not limited to: Adderall, Ritalin, or Dexedrine. If you are not confident your student's medication falls in this category, your

physician or pharmacist may assist in making the determination. If controlled substances are brought in by a student, the school will be contacting parents immediately to discuss proper transportation.

☛Procedure To Be Excused from Physical Education

All students are expected to take physical education. An excuse from parents will be honored for one class period if a student is injured. A written doctor's excuse will be required if a student cannot participate in physical education for 2 or more class periods.

E-MAIL ADDRESSES FOR TEACHERS AND ADMINISTRATORS

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Simonet, Lynn
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KIEL MIDDLE SCHOOL

5TH GRADE - SUPPLEMENT TO PARENT HANDBOOK – 2016-2017

➢COURSE DESCRITPTIONS FOR CORE CLASSES

In **communication arts**, instruction focuses on developing better readers and writers. Throughout the year, we will be exploring literature through programs like reader's workshop and literature circles. We will also develop writing skills through the writer's workshop model with a focus on narrative, informational, and argumentative writing. Students will read and analyze various genres and build foundational skills related to phonics, word recognition, grammar, and fluency. Speaking, listening, and presentation skills are further developed. These programs are designed to take each student's interests, abilities, and readiness into account. They allow us to personalize instructional activities to meet individual needs, and to help each student succeed as a reader and writer. (Teachers: Mrs. Grimes & Mrs. Salm)

In **science**, four major units will be covered including the systems of the human body, animal classification-vertebrates/invertebrates, geology-exploring earth structures and surface changes, and space science-exploring the stars and galaxies. (Teacher - Mr. Arenz)

In **math,** instruction will focus on the Common Core Standards. We will use many different resources in a personalized learning classroom to obtain mastery of the 5th grade standards. In this course students will add, subtract, multiply, and divide decimals and fractions. They will use these skills to calculate volume. Students will utilize reading and writing to deepen mathematical comprehension. (Teacher – Mrs. Kalinka)

In **social studies**, Social Studies instruction focuses on the regions of the United States. The curriculum targets the history, people, climate, and natural resources that make up each region. The culminating activity for Social Studies is the "State Fair" exhibit which is open to parents, friends, and guests. (Teacher – Mr. Arenz)

The fifth grade goes to the Ledgeview Nature Center in the fall to participate in their environmental education program. They also take part in BizTown, a financial literacy fieldtrip to Milwaukee.

Fifth grade students are welcome to bring "treats" on their birthday. Parents should check with their child's teachers to find out how many treats should be brought in so that no one is left out and if there are any allergies.

Teachers, likewise, use a variety of means to communicate with parents. These may include, but are not limited to the use of personal notes, telephone calls, personal conferences, interim/final report cards, and e-mail. The fifth grade core staff is generally available during the following hours:

Before school:	Monday - Friday - 7:30 - 7:53 a.m.
Prep time:	Monday/Tuesday/Thursday/Friday - 1:22 - 3:00 p.m. & Wednesday - 12:45-2:00 p.m.
After school:	Monday/Tuesday/Thursday - 3:00 - 3:30 p.m. / Friday – 3:00-3:15 p.m.

Please be aware that, during these times, staff may be engaged in meetings or be unavailable, due to other obligations or assignments. If contacting staff via the telephone, a message can be left in their voice mailbox. A staff directory is provided in the parent handbook with telephone and extension numbers.

➢EXPLORATORY CLASSES

The **physical education** program helps children acquire the knowledge, skills, and self-confidence they need to participate in a wide variety of physical activities. The students in physical education are expected to change into appropriate attire for class activity (t-shirts, shorts, tennis shoes). Students that shower need to supply their own towel. Fifth grade students are required to purchase a school lock from the middle school office (new locks are $6.50). Locks will be used each year. Personal locks are not allowed on gym lockers as teachers/administration need to access these lockers from time to time using a pass key. (Teachers - Mrs. Heathman, Mr. Walsh & Mr. Christopherson)

In **Multimedia**, students will build on online portfolio to house their work. They will use screencasting tools to demonstrate their proficiency throughout the course. Mini-units include: proper email etiquette, transferring and editing

digital media, presentation and video creation software exploration, word processing wrap up and computer programming introduction. Headphones with a microphone are recommended but not required. (Teacher – Ms. Faust)

In **general music**, students will sing and learn to play simple melodies on a recorder in the treble clef. They will identify and define standard symbols for pitch, rhythm, dynamics, tempo, articulation, and expression. (Teacher - Mrs. Toepel)

In **quest,** we use learn skills to help us get along with other people. The different units are: Building a School Community; Growing as a Group; What Does It Mean to Be a Good Friend? Making Positive Decision; and Growing Up Drug-Free. E classes from Children's Hospital are used to supplement their learning. (Teacher-Mrs. Fritsch)

In **art**, students not only learn about creating art, but also about knowing and understanding ideas about art and design that have developed throughout history. With this understanding, students are better able to understand the arts, themselves, and the world around them. The focus of art in the fifth grade is to learn basic vocabulary related to the study of art, explore the elements and principles of design, and develop basic skills to produce quality art in various media such as drawing, painting, and printing. All students will be required to keep a sketchbook in which they will include assigned weekly sketches, design ideas, preliminary drawings, and notes concerning art class. (Teacher – Ms. Schultz)

➢ELECTIVE CLASSES

In fifth grade, **band** students meet for one class period per week. In addition, all students are scheduled a small group 30 minute lesson per week. Students in band are taught to perform on an instrument with good posture, breath support, tone quality, expression, and accuracy. Participation in concerts and recitals is required. A schedule of music events is enclosed at the end of this booklet. (Teacher - Mrs. Marcus)

In fifth grade, **chorus** students meet for one class period per week. Students learn to sing on pitch, in rhythm, with timbre, diction, and posture. Participation in concerts is required. A schedule of music events is enclosed at the end of this booklet. (Teacher - Mrs. Toepel)

Participation in band and/or chorus enhances a student′s listening and coordination skills, improves self-esteem, and enables students to practice self-discipline and learn the importance of teamwork, commitment, and preparation in the accomplishment of a goal.

Students who choose to take band or chorus as an elective class are encouraged to continue it throughout the year. **A parent who wants to have their child drop band or chorus needs to arrange a conference with the child's teacher to discuss the change.** If, after this conference, the decision is still to have the child drop the class, the teacher will forward this information to the school secretary who will make the necessary changes to the student's master schedule.

KIEL MIDDLE SCHOOL

6TH GRADE - SUPPLEMENT TO PARENT HANDBOOK- 2016-2017

➢COURSE DESCRIPTIONS FOR CORE CLASSES

In **communication arts**, instruction centers on developing the student's reading, writing, speaking/listening, and language/grammar skills in a progressive manner, as they progress from grade level to grade level. Students focus on analyzing and understanding various literature and text types and on building foundational skills related to phonics, word recognition, and fluency. Writing instruction focuses on developing the student's ability to write and distribute different types of text for various audiences and purposes using appropriate conventions and vocabulary. The development of research and presentation skills is also a focus of the writing content. The development of speaking and listening skills is also a component of instruction. (Teacher - Mr. Radtke)

In **science**, units will cover Earth, Life, and Physical science topics. Students will be involved in various labs and projects throughout the year including element models, mystery powder identification, a disease report, and the egg drop. (Teacher – Mrs. Migacz)

In **math**, instructional time focuses on nine key areas: operations and properties, introduction to algebraic skills, decimals, number theory and fractions, multiplying and dividing fractions, data collection and analysis, proportional relationships, geometry, as well as integers with the coordinate plane. (Teacher – Mrs. Hollmann)

In **social studies,** the focus is on the study of ancient history, including Mesopotamia, Ancient Egypt, Ancient India, Ancient China, Ancient Rome, Ancient Greece, and the Middle Ages. In addition, students will study geography, develop math skills, and participate in weekly current event activities.. (Teachers – Mrs. Migacz)

One program unique to the sixth grade is the GANAS program. The program is a year long challenge for students to demonstrate their willingness to put forth their best effort in every core subject. Students receive GANAS shirts and awards by successfully completing a test and demonstrating the ability to go above and beyond throughout the year.

The sixth grade core staff is generally available during the following school hours:

Before school:	Monday - Friday - 7:30 - 7:53 a.m.
Prep time:	Monday/Tuesday/Thursday/Friday - 11:41 - 1:16 p.m. & Wednesday - 11:00-12:45 p.m.
After school:	Monday/Tuesday/Thursday - 3:00 - 3:30 p.m. / Friday – 3:00-3:15 p.m.

Please be aware that, during these times, staff may be engaged in meetings or be unavailable, due to other obligations or assignments. If contacting staff via the telephone, a message can be left in their voice mailbox. A staff directory is provided in the parent handbook with telephone and extension numbers.

➢EXPLORATORY CLASSES

The **physical education** program helps children acquire the knowledge, skills, and self-confidence they need to participate in a wide variety of physical activities. The students in physical education are expected to change into appropriate attire for class activity (t-shirt, shorts, tennis shoes). Students that shower need to supply their own towel. Sixth grade students are required to purchase a school lock from the middle school office (new locks are $6.50) if they do not have the lock from the previous year. Personal locks are not allowed on gym lockers as teachers/administration need to access these lockers from time to time using a pass key. (Teachers - Mrs. Heathman, Mr. Walsh, Mr. Christopherson)

In the **Computer Applications Course**, Students in this course focus on digital citizenship, and explore their personal digital footprint and how it affects their future employability. They learn how to conduct effective internet searches and evaluate websites for accuracy and reliability. They also learn how to properly cite information using online tools. Finally, they learn how to find information in online databases as well as how to create their own databases using Excel. (Teacher – Ms. Faust)

In **general music**, students will sing and learn to play simple melodies on electronic piano keyboards in both treble and bass clefs. They will continue to identify and define standard symbols for pitch, rhythm, dynamics, tempo, articulation, and expression. (Teacher - Mrs. Toepel)

The **technology education** class focuses on gaining an understanding of how transportation systems work in our society. Some of the major projects that may be used in the class include designing and building a CO2 car using the metric system, creating an efficient boat hull design, and creating an egg crash vehicle incorporating a restraint/bumper system using problem-solving skills. In this class, students are required to wear safety eyewear for lab work. The middle school does sell safety glasses at the office. Parents are reminded to be sure that the glasses/goggles fit properly. Students with long hair need to have some type of "scrunchy" or bobby pins to put hair up for lab work. (Teacher - Mr. Teske)

In **family and consumer education**, we focus on the challenges facing families. Students explore: identifying family challenges; learning how to cook using proper techniques in measuring and safety; learning how to use the microwave to prepare meals; learning grocery shopping techniques; learning about My Plate to learn how to eat in a healthy way; learning how to sew when making a tote bag (cost is $2); and learning how to communicate well with friends and family members. (Teacher-Mrs. Fritsch)

In **Quest,** we use learn skills to help us get along with other people. The different focuses are: Understanding the many changes of adolescence; Building self-confidence and communication skills; Managing emotions in positive ways; Improving friendships and resisting negative peer pressure; Strengthening family relationships; Making healthy choices; and Setting goals for successful and healthy living. (Teacher-Mrs. Fritsch)

In **art**, students not only learn about creating art, but also about knowing and understanding ideas about art and design that have developed throughout history. With this understanding, students are better able to understand the arts, themselves, and the world around them. The focus of art in the sixth grade is to learn vocabulary related to the study of art and explore skills in 3-dimensional problems such as ceramics and fibers. All students will be required to keep a sketchbook in which they will include assigned weekly sketches, design ideas, preliminary drawings, and notes concerning art class. (Teacher –Ms. Schultz)

➢ELECTIVE CLASSES

In sixth grade, **band** students meet for two class periods per week. In addition, all students are scheduled a small group 30 minute lesson per week. Students in band are taught to perform on an instrument with good posture, breath support, tone quality, expression, and accuracy. Participation in concerts and recitals is required. A schedule of music events is enclosed at the end of this booklet.

In sixth grade, **chorus** students meet for one class period per week. Students learn to sing on pitch, in rhythm, with timbre, diction, and posture. Participation in concerts is required. A schedule of music events is enclosed at the end of this booklet.

Participation in band and/or chorus enhances a student's listening and coordination skills, improves self-esteem, and enables students to practice self-discipline and learn the importance of teamwork, commitment, and preparation in the accomplishment of a goal.

Students who choose to take band or chorus as an elective class are encouraged to continue it throughout the year. **A parent who wants to have their child drop band or chorus needs to arrange a conference with the child's teacher to discuss the change.** If, after this conference, the decision is still to have the child drop the class, the teacher will forward this information to the school secretary who will make the necessary changes to the student's master schedule.

KIEL MIDDLE SCHOOL
7TH GRADE - SUPPLEMENT TO PARENT HANDBOOK – 2016-2017

➢COURSE DESCTIPTIONS FOR CORE CLASSES

In **communication arts**, instruction centers on developing the student's reading, writing, speaking/listening, and language/grammar skills in a progressive manner, as they progress from grade level to grade level. Students focus on analyzing and understanding various literature and text types and on building foundational skills related to phonics, word recognition, and fluency. Writing instruction focuses on developing the student's ability to write and distribute different types of text for various audiences and purposes using appropriate conventions and vocabulary. The development of research and presentation skills is also a focus of the writing content. The development of speaking and listening skills is also a component of instruction. (Teachers: Mr. Milski)

In **science** a variety of topics are covered from all areas of science; life science, earth science, and physical science. Emphasis is on the scientific method, using models to learn about and explain concepts, and how to clearly communicate the results of an experiment. Topics covered include measurement and mapping, cycles of the earth, atomic theory, the periodic table, chemical bonding, properties of matter, electricity & magnetism, human body systems, comparative anatomy, and how organisms obtain and use energy. (Teacher – Mrs. Zimmermann)

In **math**, instructional time should focus on four critical areas: (1) developing understanding of and applying proportional relationships; (2) developing understanding of operations with rational numbers and working with expressions and linear equations; (3) solving problems involving scale drawings and informal geometric constructions, and working with two- and three-dimensional shapes to solve problems involving area, surface area, and volume; (4) drawing inferences about populations based on samples. (Teacher – Mrs. Wegner)

In **literature and social studies**, various topics related to Colonial America, Westward Expansion, citizenship/civics, African American culture and current events are studied. These topics will be taught as an integrated component of the literature and language arts classes. Students will continue to receive a separate grade for social studies. (Teacher – Mrs. Lichtenwald)

In addition to the basic core academic program, the 7th grade staff also organizes various activities throughout the. One of the most significant is the Outdoor Education experience. The seventh graders spend one night and two days at Camp Tapawingo. Preparation for this activity involves a number of adjustments in scheduling and instruction early in the year. The "camp" experience is an excellent opportunity for students and teachers to get to know one another, establish expectations for the upcoming year, and introduce the first quarterly instructional theme of the year. Parents desiring more information on camp activities and expectations can contact Mr. Milski.

Teachers, likewise, use a variety of means to communicate with parents. These may include, but are not limited to the use of personal notes, telephone calls, personal conferences, interim/final report cards, and e-mail. The seventh grade core staff is generally available during the following school hours:

Before school:	Monday - Friday - 7:30 - 7:53 a.m.
Prep time:	Monday/Tuesday/Thursday/Friday - 7:53 - 9:31 a.m. & Wednesday - 8:15-9:30 a.m.
After school:	Monday/Tuesday/Thursday - 3:00 - 3:30 p.m. / Friday – 3:00-3:15 p.m.

Please be aware that, during these times, staff may be engaged in meetings or be unavailable, due to other obligations or assignments. If contacting staff via the telephone, a message can be left in their voice mailbox. A staff directory is provided in the parent handbook with telephone and extension numbers.

➢EXPLORATORY CLASSES

The **physical education** program helps children acquire the knowledge, skills, and self-confidence they need to participate in a wide variety of physical activities. The students in physical education are expected to change into appropriate attire for class activity (t-shirt, shorts, tennis shoes). Students that shower need to supply their own towel. Seventh grade students are required to purchase a school lock from the middle school office (new locks are $6.50) if they do not have the lock from the previous

years. Personal locks are not allowed on gym lockers as teachers/administration need to access these lockers from time to time using a passkey. (Teachers - Mrs. Heathman, Mr. Walsh)

In **general music**, students are allowed to elect a class from the following: "Learning To Play," "Show Choir," and "Broadway Musicals." Actual course offerings may vary from year to year depending on student interest. Outlines for these various options are available from the music teacher. (Mrs. Toepel or Mrs. Marcus)

In **technology education**, students are introduced to the terminology, technical systems, and processes related to communication. Students are exposed to the importance of communications role in society. A variety of technologies are used in this class to help students develop their understanding of communication. All students need to have a flash drive for class projects that can be purchased at the office. The flash drive (1GB minimum) will be used for this class only. No safety glasses are required for students in this class. (Teacher - Mr. Teske)

In **family and consumer education**, students focus on self-development: mental, physical, intellectual and social. Activities revolve around one of these areas. Students will make a stuff bag while learning sewing skills. This project is around $7 to make. Student will also learn about different areas of human development, such as puberty, healthy and unhealthy relationships, birth, etc. Students have a opportunity to take home the Real Care babies as part of the class. Food labs emphasize healthy foods. (Teacher-Mrs. Fritsch)

In **art**, students not only learn about creating art, but also about knowing and understanding ideas about art and design that have developed throughout history. With this understanding, students are better able to understand the arts, themselves, and the world around them. The focus of art in the seventh grade is to develop advanced drawing and design skills. Students also use problem-solving techniques to promote creativity and originality in such art projects as molded ceramics, relief printing, bottle drawing, and "Op Art." All students will be required to keep a sketchbook in which they will include assigned weekly sketches, design ideas, preliminary drawings, and notes concerning art class. (Teacher –Ms. Schultz)

In **foreign language**, students study four foreign languages and their cultures. Students explore why you should study a foreign language. Major projects include a French fashion show, counting and developing a family tree in German, writing a story using Spanish words, and learning about daily life and sports in Japan. (Teacher – Mr. Herschberg)

In A**griculture** – Today's agriculture is more than just about farming. Our agriculture today is about food, plant, and animal science, Natural Resources, wildlife, landscaping, mechanics, and leadership. Through a variety of hands-on activities, the students will learn about the agriculture around them and how it affects them everyday. (Teacher – Ms. Lamers)

➢ELECTIVE CLASSES

In seventh grade **band**, students meet for three class periods per week.. In addition, all students are scheduled a small group 30 minute lesson per week. Students in band are taught to perform on an instrument with good posture, breath support, tone quality, expression, and accuracy. Participation in concerts, festival events, and parades is required. (Teacher – Mrs. Marcus)

In seventh grade, **chorus** students meet for two class periods per week. Students learn to sing on pitch, in rhythm, with timbre, diction, and posture. Participation in concerts and festival events is required. A schedule of music events is enclosed at the end of this booklet. (Teachers –Mrs. Toepel)

Participation in band and/or chorus enhances a student's listening and coordination skills, improves self-esteem, and enables students to practice self-discipline and learn the importance of teamwork, commitment, and preparation in the accomplishment of a goal.

Students who choose to take band or chorus as an elective class are encouraged to continue it throughout the year**. A parent who wants to have their child drop band or chorus needs to arrange a conference with the child's teacher to discuss the change.** If, after this conference, the decision is still to have the child drop the class, the teacher will forward this information to the school secretary who will make the necessary changes to the student's master schedule.

KIEL MIDDLE SCHOOL
8TH GRADE - SUPPLEMENT TO PARENT HANDBOOK - 2016 – 2017

➤CORE CLASSES/ACTIVITIES

In the core areas of mathematics and communication arts (reading, writing, speaking/listening), we will be implementing the new Wisconsin Common Core Standards. A detailed description of these standards can be found on the Wisconsin Department of Public Instruction website (dpi.wi.gov/). As with the implementation of any new content standards, there is a period of "adjustment" as we integrate the new standards and bridge the gap between what students were required to do in the past and what the expectations are for the future.

In **communication arts**, instruction centers on developing the student's reading, writing, speaking/listening, and language/grammar skills in a progressive manner, as they progress from grade level to grade level. Students focus on analyzing and understanding various literature and text types and on building foundational skills related to phonics, word recognition, and fluency. Writing instruction focuses on developing the student's ability to write and distribute different types of text for various audiences and purposes using appropriate conventions and vocabulary. The development of research and presentation skills is also a focus of the writing content. The development of speaking and listening skills is also a component of instruction. (Teacher – Mrs. Emme)

In **science**, the major focus is on the physical and earth sciences. The eighth grade science course uses the Prentice Hall Earth Science textbook. It is designed as a complete program for use with middle school physical science students. The students will cover topics most widely covered by earth/physical science courses. Students will be exposed to critical thinking applications. (Teacher – Mrs. Schmitz)

In **math**, instructional time should focus on three critical areas: (1) formulating and reasoning about expressions and equations, including modeling an association in bivariate data with a linear equation, and solving linear equations and systems of linear equations; (2) grasping the concept of a function and using functions to describe quantitative relationships; (3) analyzing two- and three-dimensional space and figures using distance, angle, similarity, and congruence, and understanding and applying the Pythagorean Theorem. (Teacher – Mrs. Schmahl)

In **social studies**, the focus is on the study of American history from the early 1800's to the early 1900's. This year an emphasis will be placed on tying the instruction of literature and social studies together by using selected historically based pieces of literature in the teaching of history. (Teacher – Mr. Koppenhaver)

In addition to the basic core academic program, the eighth grade staff also organizes various activities throughout the year.

Teachers, likewise, use a variety of means to communicate with parents. These may include, but are not limited to the use of personal notes, telephone calls, personal conferences, interim/final report cards, and e-mail. The eighth grade core staff is generally available during the following hours:

Before school:	Monday - Friday - 7:45 - 7:53 a.m.
Prep time:	Monday/Tuesday/Thursday/Friday - 9:31 - 11:09 a.m. & Wednesday - 9:33-10:48 a.m.
After school:	Monday/Tuesday/Thursday/Friday - 3:00 - 3:45 p.m.

Please be aware that, during these times, staff may be engaged in meetings or be unavailable, due to other obligations or assignments. If contacting staff via the telephone, a message can be left in their voice mailbox. A staff directory is provided in the parent handbook with telephone and extension numbers.

The 8th grade lunch period runs from 11:09 - 11:39 a.m. on Monday/Tuesday/Thursday/Friday. It runs from 11:27-11:57 a.m. on Wednesdays.

➤EXPLORATORY CLASSES

The **physical education** program helps children acquire the knowledge, skills, and self-confidence they need to participate in a wide variety of physical activities. The students in physical education are expected to change into appropriate attire for class activity (t-shirt, shorts, tennis shoes). Students that shower need to supply their own towel. Eighth grade students are required

to purchase a school lock from the middle school office (new locks are $6.50). Personal locks are not allowed on gym lockers as teachers/administration need to access these lockers from time to time using a pass key. (Teachers - Mr. Walsh and Mrs. Heathman)

In **general music**, students are allowed to elect a class from the following: "Guitar", "Learning To Play", "Show Choir," and "Broadway Musicals." Actual course offerings may vary from year to year depending on student interest. Outlines for these various options are available from the music teacher and are given to students when they register early in spring. (Mrs. Marcus or Mrs. Toepel)

In **technology education**, students are introduced to the area of mass media. Through "hands-on" activities and basic problem-solving, students will create a video with the use of the latest technology. No safety glasses are required for this class. (Teacher - Mr. Teske)

In **family and consumer education**, the course work is focused around building strong family. In the eighth grade, students focus on communicating reflectively and working cooperatively. Students explore the following: identifying how society affects families; identify the actions families take (talk, think, do); and identifying how families work individually, competitively, and cooperatively. Special projects include making a sweatshirt. The cost of the project varies from $10.00 to $15.00 depending on the sweatshirt project the student chooses. Students will need to have a flash drive for various projects. (Teacher - Mrs. Fritsch)

In **careers** class, students focus on the study of various career clusters. Development of student electronic portfolios is a major activity in the class. A flash drive (1GB minimum) will be needed for the saving of projects that can be purchased at the office. (Teacher - Mr. Teske)

In **art**, students not only learn about creating art, but also about knowing and understanding ideas about art and design that have developed throughout history. With this understanding, students are better able to understand the arts themselves and the world around them. The focus of art in the eighth grade is to further develop individual drawing and design skills to be better prepared for art and/or design course work they may choose to pursue in high school. Students also use problem-solving techniques to promote creativity and originality in such art projects as hand-built ceramics and painting. All students will be required to keep a sketchbook in which they will include assigned weekly sketches, design ideas, preliminary drawings, and notes concerning art class. (Teacher – Ms. Schultz)

In **foreign language**, students continue their study of foreign languages and their cultures. Students explore why you should study a foreign language. Major projects include the study of French words used in the English language and French animal vocabulary, how to tell time in German, counting and doing simple mathematical functions in Spanish, and learn about daily life and Japanese "monga." (Teacher – Mr. Herschberg)

In **health**, students will explore the many choices that teens face in relation to health. Consequences as well as solutions will be discussed. Topics discussed will be: Stress; Suicide Prevention; Healthy Nutrition; Alcohol, Tobacco, and Other Drugs; and Human Growth & Development. (Teacher - Mrs. Fritsch)

➤ELECTIVE CLASSES

In eighth grade, **band** students meet for two or three class periods per week depending on rehearsal needs. In addition, all students are scheduled a small group 45 minute lesson per week. Students in band are taught to perform on an instrument with good posture, breath support, tone quality, expression, and accuracy. Participation in concert, festival events, and parades is required. A schedule of music events is enclosed at the end of this booklet. (Teacher – Mrs. Marcus)

In eighth grade, **chorus** students meet for two class periods per week. Students learn to sing on pitch, in rhythm, with timbre, diction, and posture. Participation in concert and festival events is required. A schedule of music events is enclosed at the end of this booklet. (Teachers –Mrs. Toepel)

Participation in band and/or chorus enhances a student's listening and coordination skills, improves self-esteem, and enables students to practice self-discipline and learn the importance of teamwork, commitment, and preparation in the accomplishment of a goal.

Students who choose to take band or chorus as an elective class are encouraged to continue it throughout the year. A parent who wants to have their child drop band or chorus needs to arrange a conference with the child's teacher to discuss the

change. If, after this conference, the decision is still to have the child drop the class, the teacher will forward this information to the school secretary who will make the necessary changes to the student's master schedule.

KIEL MIDDLE SCHOOL MUSIC DEPARTMENT CALENDAR 2016-2017

Date	***Time***	***Group***	***Event***	***Location***
9/30/2016	2:00	KMS BAND(7-8)	Homecoming Parade	Zielanis to HS
10/13/2016	8am-1:30pm	KMS BAND	Milwaukee Symphony Orchestra Trip	Milwaukee
10/27-10/28		KASD MUSIC FACULTY	State Music Convention	Madison
10/30/2016	3:45	KMS BAND(7-8)	Halloween Parade	KMS
11/2/2016	8-11am	KMS Choirs	KHS Musical	Castle
11/11/2016	TBD	KMS BAND & CHOIR	Veteran's Day Program	KMS GYM
12/20/2016	7:00 PM	KMS BAND & CHOIR	Holiday Concert	KMS GYM
				1/5/16 Snow Date
1/12/2017	7:00 PM	KMS 5th & Jazz BAND	Winter Concert	KMS MPR
2/6/2017	2:15 PM	KMS 7&8 BAND	Demonstration Concert	KMS MPR
2/7/2017	7:00 PM	Select Band students	Information Meetings	KMS MPR
3/25/2017	ALL DAY	KMS BAND(7-8) & CHOIR (7-8)	Solo & Ensemble	TBD
4/24/2017	TBD	KMS CHOIR 7-8	Large Group Festival	Lakeland
5/4/2017	7:00 PM	KMS BAND(7-8) & CHOIR(7-8)	Spring Concert	KMS GYM
5/12-5/14		KMS Show Choir	Home Show	Castle
5/16/2017	7:00 PM	KMS Jazz Band	Spring Recital	TBD
5/18/2017	1-3 PM	KMS 7&8 CHOIR	Choir Tour 7&8	Homestead & Willowdale
5/23/2017	7:00 PM	KMS 5&6 BAND & CHOIR 5 & 6	Spring Concert	KMS GYM
5/25/2017	7:00 PM	KMS 6TH BAND	6TH GRADE RECITAL	KMS MPR
5/25/2017	1-3 PM	KMS 5&6 CHOIR	Choir tour 5/6	Homestead & Willowdale
5/29/2017	10:00 AM	KMS BAND(7-8)	MEMORIAL DAY PARADE	FREMONT ST

5/30/2017	7:00 PM	KMS 5TH BAND	5TH GRADE RECITAL	KMS MPR

Kiel Junior High Cross-Country

2016

Event	Location	Date	Time (tentative)
First practice	Kiel High School	Aug. 22	3:40 pm
Kiel Invite	Kiel High School	Sept. 1	3:30 pm
Mike Hurlbert Invite	Mayville Golf Course	Sept. 8	4:00 pm
Bob Burzynski Invite	Valders High School	Sept. 15	4:00 pm
Plymouth Relay Invite	Plymouth High School	Sept. 20	3:30 pm
Jim Bremser Memorial	Mishicot Elementary School	Sept. 22	3:45 pm
Lions Invite	Brillion High School	Oct. 4	4:15 pm
Russ Fameree Classic	Northbrook Country Club Luxemburg, WI	Oct. 7	4:00 pm
EWC Conference Meet	Roncalli (Lincoln Park Manitowoc)	Oct. 15	4:00 pm

MIDDLE SCHOOL WRESTLING **2016-2017**

Matches start at 4:00 p.m. Coach: Brian Kienbaum

Date			Official		Workers
February 21st	Kiel/Mishicot/ Valders @ Brillion	Dismiss Class 2:55 Bus Leaves 3:00			
February 28th	Brillion/New Holstein/Two Rivers @ Kiel		Kraig Binversie Robert Horst		2 Wrestlers Sophia Heus/Olivia Casper
March 2nd	Kiel/Manitowoc/ Two Rivers @ Chilton	Dismiss Class 3:00 Bus Leaves 3:05			
March 7th	Kiel/Chilton/ Reedsville @ New Holstein	Dismiss Class 3:00 Bus Leaves 3:05			
March 9th	Kiel/Plymouth/Two Rivers @ Reedsville	Dismiss Class 2:45 Bus Leaves 2:50			
March 13th	Brillion/New Holstein/ Sheboygan Falls @ Kiel		Robert Horst Kraig Binversie		2 Wrestlers Hailey Wirta/???
March 16th	Conference Touranament @ Manitowoc	Dismiss Class 2:50 Bus Leaves 2:55		Names due by Noon March 15th	

BOYS BASKETBALL 7th and 8th grade 2016-17

Games start at 3:45 p.m.

8th Grade Coach:
7th Grade Coach: Mike Stephany

"B" Games 3:45 "A" Games 4:45 However, Home team has option of playing A game first if prior notification is given. Man-to-man defense. NO ZONES. No pressing until final 2 minutes of "B" games. Pressing will be allowed in the "A" game for the second half only. No pressing when leading by 10 points or more. Coaches should discuss number of players available prior to game. Coaches box will be allowed by coaches on a one year trial basis. Coaches box is the area in front of the bench players.

Date	7th Grade		8th Grade		Officials	ScoreKeepers
Thursday November 3rd	Kiel @ Manitowoc Washington	Dismiss Team 2:30 Bus Leaves 2:35	Manitowoc Washington @ Kiel		KMS--Brian Uhness Lars Luchterhand	KMS-Sophia Heus and Olivia Casper
Monday November 7th	Sheboygan Falls @ Kiel (ZIELANIS)	Dismiss Team 2:45 Bus Leaves 2:50	Sheboygan Falls @ Kiel (MIDDLE SCHOOL)	Dismiss Team 2:45 Bus Leaves 2:50	KMS--David Friend Pat Pankratz Zielanis--Dave Teske Rich Rammer	
Tuesday November 8th	Kiel @ Plymouth	Dismiss Team 2:45 Bus Leaves 2:50	Kiel @ Plymouth	Dismiss Team 2:45 Bus Leaves 2:50		
Tuesday November 15th	New Holstein at Kiel (ZIELANIS)		New Holstein at Kiel (MIDDLE SCHOOL)		KMS--Dave Teske Jeff Schwarz Zielanis--Todd Wanek Gary Kramer	Zielanis-- Hailey Wirtz and Sophia Heus KMS--Olivia Casper
Tuesday November 22nd	Manitowoc Wilson @ Kiel		Kiel @ Manitowoc Wilson	Dismiss Team 2:30 Bus Leaves 2:35	KMS-Mark Zaechi Steve Weber	KMS-Hailey Wirtz and Olivia Casper
Tuesday November 29th	Kiel @ Two Rivers	Dismiss Team 2:30 Bus Leaves 2:35	Two Rivers at Kiel		KMS-Todd Wanek Mark Barta	KMS-Sophia Heus and
Thursday December 1st	Manitowoc Washington @ Kiel		Kiel @ Manitowoc Washington	Dismiss Team 2:30 Bus Leaves 2:35	KMS-Dan Bentz Rick Haberk	KMS-Olivia Casper and
Tuesday December 6th	Plymouth @ Kiel (ZIELANIS)		Plymouth at Kiel (MIDDLE SCHOOL)		KMS--Brian Uhness Lars Luchterhand Zielanis--Rick Rammer Ken Heberline	Zielanis-- Olivia Casper and Hailey Wirtz KMS--Sophia Heus
Thursday December 8th	Kiel @ Sheboygan Falls (Elementary School		Kiel @ Sheboygan Falls (Middle School)			
Tuesday December 13th	Kiel @ New Holstein (Elementary School)	Dismiss Team 2:50 Bus Leaves 2:55	Kiel @ New Holstein (Middle School)	Dismiss Team 2:50 Bus Leaves 2:55		

GIRLS VOLLEYBALL 7th and 8th grade

2010-2014

Games start at 3:45 p.m.

8th Grade Coach: Steve Schmitz
7th Grade Coach: SueAnn Kohlman

Games begin @ 3:45pm. Play to 25 with rally scoring. Play as many games as possible with no game starting after 5:15pm. NO A/B Concept. Prior to the match, coaches should meet to discuss matching teams with similar abilities to avoid lopsided games. Coaches box will be allowed by coaches on a one year trial basis. Coaches box is the area in front of the bench players.

Date	7th Grade		8th Grade		Officials	Scorekeepers
Monday September 12th	Sheboygan Falls @ Kiel (Zielanis)		Sheboygan Falls at Kiel (MIDDLE SCHOOL)		KMS-Jeff Schwarz Zielanis-Jen Christopherson	KMS-Julie and Cassie Raquet Zielanis-Hailey Wirtz
Monday September 19th	Kiel @ Plymouth	Dismiss @ 2:50 Bus @ 2:55	Kiel @ Plymouth	Dismiss @ 2:50 Bus @ 2:55		
Tuesday September 20th	Kiel @ Two Rivers	Dismiss @ 2:30 Bus @ 2:35	Kiel @ Two Rivers	Dismiss @ 2:30 Bus @ 2:35		
Monday September 26th	Kiel @ Manitowoc Washington	Dismiss Team 2:30 Bus Leaves 2:35	Kiel @ Manitowoc Washington	Dismiss Team 2:30 Bus Leaves 2:35		
Thursday September 29th	Manitowoc Wilson @ Kiel (ZIELANIS)		Manitowoc Wilson @ Kiel (MIDDLE SCHOOL)		KMS-Jen Christopherson Zielanis-Tom Hau	KMS-Julie and Cassie Raquet Zielanis-Hailey Wirtz
Monday October 3rd 4:15 Start	St. Francis @ Kiel (ZIELANIS)		St. Francis @ Kiel (MIDDLE SCHOOL)		KMS-Tom Hau Zielanis-Jeff Schwarz	KMS-Julie and Cassie Raquet Zielanis-Hailey Wirtz
Thursday October 6th	Kiel @ Sheboygan Falls (Elementary School)	Dismiss @ 2:45 Bus @ 2:50	Kiel @ Sheboygan Falls (Middle School)	Dismiss @ 2:45 Bus @ 2:50		
Monday October 10th	New Holstein @ Kiel (ZIELANIS)		New Holstein @ Kiel (MIDDLE SCHOOL)		KMS-Jen Christopherson Zielanis-Mark Barta	KMS-Julie and Cassie Raquet Zielanis-Hailey Wirtz
Thursday October 13th	Plymouth @ Kiel (ZIELANIS)		Plymouth @ Kiel (MIDDLE SCHOOL)		KMS-Jen Christopherson Zielanis-Tom Hau	KMS-Julie and Cassie Raquet Zielanis-Hailey Wirtz
Monday October 17th	Two Rivers @ Kiel (ZIELANIS		Two Rivers at Kiel (MIDDLE SCHOOL)		KMS-Mark Barta Zielanis-Tom Hau	KMS-Julie and Cassie Raquet Zielanis-Hailey Wirtz
Tuesday October 18th	Kiel @ New Holstein (Elementary)	Dismiss Team 2:50 Bus Leaves 2:55	Kiel @ New Holsetin (Middle School)	Dismiss Team 2:50 Bus Leaves 2:55		

GIRLS BASKETBALL 7th and 8th grade 2016-2017

Games start at 3:45 p.m.

8th Grade Coach: Mike Stephany
7th Grade Coach: Lynn Simonet

"B" Games 3:45 "A" Games 4:45 However, Home team has option of playing A game first if prior notification is given. Man-to-man defense, NO ZONES. No pressing until final 2 minutes of "B" games. Pressing will be allowed in the "A" game for the second half only. No pressing when leading by 10 points or more. Coaches should discuss number of players available prior to game. Coaches box will be allowed by coaches on a one year trial basis. Coaches box is the area in front of the bench players.

Date	7th Grade		8th Grade		Officials	ScoreKeepers
Tuesday January 10th	Kiel @ Plymouth	Dismiss Team 2:50 Bus Leaves 2:55	Kiel @ Plymouth	Dismiss Team 2:50 Bus Leaves 2:55		
Thursday January 12th	Two Rivers @ Kiel		Kiel @ Two Rivers	Dismiss Team: 2:30 Bus Leaves 2:35	KMS--Mark Zucchi Steve Weber	KMS--Hailey Wirtz and Sophia Heus
Tuesday January 17th	Kiel @ Manitowoc Washington	Dismiss Team 2:35 Bus Leaves 2:40	Manitowoc Washington at Kiel		KMS--Ralph Sukoenny Ken Heberline	KMS--Olivia Casper and
Thursday January 19th	New Holstein @ Kiel (ZIELANIS)		New Holstein @ Kiel (MIDDLE SCHOOL)	Dismiss Team 2:30 Bus Leaves 2:35	KMS--Larz Lachterhand Dave Teske Zieanis--Don Benter Rick Haberk	Zielanis-- Olivia Casper and Sophia Heus KMS--Hailey Wirtz and
Tuesday January 24th	Kiel @ Manitowoc Wilson	Dismiss Team 2:35 Bus Leaves 2:40	Manitowoc Wilson @ Kiel		KMS--Todd Wanek Pat Pankratz	KMS--Sophia Heus and
Thursday January 26th	Kiel @ Sheboygan Falls (Elementary)	Dismiss Team 2:45 Bus Leaves 2:50	Kiel @ Sheboygan Falls (Middle School)	Dismiss Team 2:45 Bus Leaves 2:50		
Thursday February 2nd	Plymouth @ Kiel (ZIELANIS)		Plymouth @ Kiel (MIDDLE SCHOOL)		KMS--Dave Teske Rick Rammer ZIELANIS--Ken Heberline David Friend	Zielanis-- Sophia Heus and Hailey Wirtz KMS--Olivia Casper and
Tuesday February 7th	Kiel @ Two Rivers	Dismiss Team: 2:30 Bus Leaves 2:35	Two Rivers @ Kiel		KMS--Rick Haberk Don Benter	KMS--Sophia Heus and
Thursday February 9th	Manitowoc Washington @ Kiel		Kiel @ Manitowoc Washington	Dismiss Team 2:35 Bus Leaves 2:40	KMS--Steve Weber Mark Zucchi	KMS--Olivia Casper and Hailey Wirtz
Tuesday February 14th	Kiel @ New Holstein (Elementary)	Dismiss Team 2:50 Bus Leaves 2:55	Kiel @ New Holstein (Middle School)	Dismiss Team 2:50 Bus Leaves 2:55		

KMS PHONE EXTENSIONS

✔Arenz, Jamie – 3244
✔Schmitz, Brenda - 4403
✔Blaha Michelle- 2508
✔Boettner, Emily 3257
✔Bowe, Stephanie/Cooks/Kitchen – 3150
✔Christopherson, Chris 4319
✔Craney, Jill–6014
✔Custodians - 3248
✔Emme, Paula – 3241
✔Faust, Aaryn - 3260
✔Fritsch, Jill - 3251
✔Gamb, Barb – 3101
✔Garty, Jennifer – 3240
✔Grimes, Lori –3234
✔Heathman, Corey – 3249
✔Herschberg, Zack – 3235
✔Hill, Ben – 2119
✔Hollmann, Janell – 3261
✔Kalinka, Portia - 3243
✔Kolb, Marcia–6015
✔Koppenhaver, Randy – 3236
✔Lamers, Erica –5094
✔Lau, Keri – 3000
✔Library (IMC) - 3101
✔Lichtenwald, Connie – 3229
✔Lindsay, Amber - 3214
✔Manz, Tavia – 3239
✔Marcus, Becky – 3202
✔Migacz, Kari – 3262
✔Miller, Ashley - 3217
✔Milski, Marty – 3228
✔Muhs, Elizabeth - 6016
✔Olson, Debra– 6017
✔Palmer, Eileen - 3238
✔Pasket, Lee (Police Liaison) – 5144
✔Peterson, Andria – 3247
✔Pionek, Katrina - e-school - 2510
✔Radtke, Tod – 3213
✔Ramminger, Kathy – 3001
✔Wegner, Emily – 3224
✔Sabel, Trisha – 5180
✔Salm, Betsy – 3215
✔Schmahl, Tricia - 3242
✔Schmitz, Steve – 3246
✔Schultz, Kay–3225
✔Secord, Ann–6018
✔Simonet, Lynn – 3237
✔Sixel, Deb – 3002
✔Teske, Dave - 3220
✔Toepel, Sue - 3222
✔Walsh, Steve – 3250
✔Wanty, Alice – 6005
✔Zimmermann, Rebecca - 5402
✔Zinger, Andrew 3248

KASD 2016-17 SCHOOL CALENDAR

August 2016

S	M	T	W	T	Fr	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2016

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2016

S	M	T	W	T	Fr	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2016

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2016

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2017

S	M	T	W	T	Fr	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2017

S	M	T	W	T	Fr	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2017

S	M	T	W	T	Fr	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2017

S	M	T	W	T	Fr	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2017

S	M	T	W	T	Fr	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2017

S	M	T	W	T	Fr	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2017

S	M	T	W	T	Fr	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Aug. 25-26.....New Teacher Inservice***
Aug. 29.....Non-work Day***
Aug. 30-31.....Inservice**
Sept. 1.....1st Day for Students*
Sept. 5.....Labor Day-No School***
Oct. 19.....P/T/S Conf for ZES/MS (4-7)*
Oct. 20.....P/T/S Conf for ZES/MS (2-8)*
Oct. 21.....NWD-No School***
Nov. 24-25.....Thanksgiving Recess***
Dec. 23-Jan. 1....Winter Recess***

Feb. 17.....Inservice***
Mar. 1.....P/T/S Conf for ZES/MS (4-7)*
Mar. 2.....P/T/S Conf for ZES/MS (2-8)*
Mar. 3.....NWD-No School***
Apr. 13.....Snow Make-up, if needed or NWD
Apr. 14-17.....Spring Recess***
May 29.....Memorial Day***
June 2.....12:30 Dismissal Last Day*
June 2.....Full Day for Students, if snow day

9/1-11/4 = 46 days 1st Qtr
11/7-1/19 = 46 days 2nd Qtr
1/20-3/27 = 46 days 3rd Qtr
3/28-6/2 = 45 days 4th Qtr

*Student Contact Day
**School Recessed for Students
***School Recessed for Students/Staff
High School Conference Dates TBD

New Teacher Inservice ◇ Paid Holiday- △ P/T/S Conferences ◯ Non-work Day-No School ☆ Non Paid Holiday
□ Inservice ⌒ Last Day for Students ♡ Snow Make-up Day

Board approved 12.16.2015

The Kiel Area School District is committed to a policy of nondiscrimination on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. This policy will prevail in all matters concerning staff, students, the public, educational programs and services, and individuals with whom the board does business.

In keeping with the requirements of federal and state law, the Kiel Area School District shall strive to remove any vestige of discrimination in employment, assignment, and promotion of personnel; in educational opportunities and services offered students, in their assignment to schools and classes, and in their discipline; in location and use of facilities; in educational offerings and materials.

Copies of district nondiscrimination policies shall be available to students, citizens, employees and job applicants. Notice of the district nondiscrimination policies shall be published periodically in the local and student newspapers, incorporated into district application forms and published elsewhere as is necessary to give continuing notice.

In accordance with the procedures outlined under policy 5517-AG, inquiries or complaints regarding the implementation of this policy may be directed to the following staff:

Title I, III, IV, X Coordinator Title IIA, IIC, IX	Dawn Mueller Director of Student Services Phone (920)864-2266
Other:	Dr. Louise Blankenheim District Administrator Phone (920) 894-2266

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STUDENT RECORDS NOTICE

The Kiel School District maintains student records for each student attending school in the district. State and federal laws require that the maintenance of such records assure confidentiality. Accordingly, only those individuals or agencies specifically authorized by state and federal law are granted access to a student's records. Exceptions will only be made when the student's parent or guardian, or an adult student, grants permission.

An adult student, or the parent(s) or guardian(s) of a minor student, may inspect, review and obtain copies of student records kept by the school in accordance with Board policy and established procedures and may challenge the content of such records if he/she believes the records are inaccurate or misleading. Copies of the Board's student records policy and procedures are available upon request at the Kiel Area Schools District Office, 416 Paine Street. Regular office hours are: 8:00 a.m. - 4:00 p.m. Complaints regarding the content of student records may be made to the District in accordance with established procedures. If the complainant is not satisfied with the District's decision regarding the challenged records, he/she may file a complaint with the Family Policy and Regulations Office of the United States Department of Education.

Further, the Board of Education has designated the following student record information as directory data: student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and name of school most recently previously attended by the student. This information may be disclosed to any person **UNLESS** the parent, legal guardian or guardian ad litem informs the school that all or any part of the directory data may not be released without prior consent of the parent, legal guardian or guardian ad litem. The District will not release student directory data earlier than two weeks **(14 days)** after the opening of school or receipt of this notice.

Parents need to provide the school with the legal name of their children for state reporting purposes.
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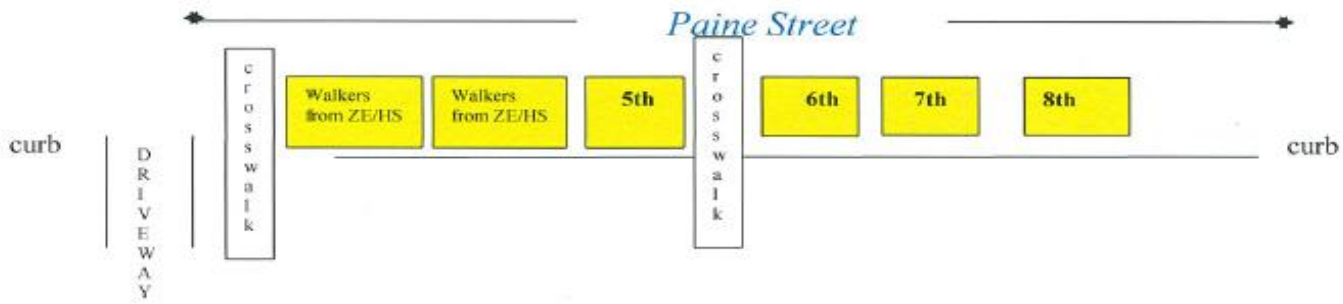
Student Pick-Up/Drop-Off

Updated 2016-17



BUS LINE-UP OUTSIDE-(end of day)

IMPORTANT

- **Students must wait until the busses leave before crossing.**
- **Students MUST use the crosswalks on Paine Street.**