

2024-2025 STUDENT / PARENT HANDBOOK



ZIELANIS ELEMENTARY SCHOOL

Kiel Area School District

Website: www.kiel.k12.wi.us

**Zielanis Elementary School
1010 Adams Street
Kiel, WI 53042**

Phone: 920-894-2265

Fax: 920-894-5104

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)

Please review this handbook with your child/ren before the first day of school. It is required and agreed when you register online.

We hope this student/parent handbook will help you become better acquainted with your school and its workings.

Your comments concerning this handbook would be appreciated! As always, if we can be of any further assistance or clarification, please feel free to contact your child's teacher and/or the principal.



**PLEASE REMEMBER TO CALL THE
MAIN OFFICE AT 920-894-2265
BEFORE 8:15 a.m.
IF YOUR CHILD IS ILL OR
WILL BE ABSENT OR TARDY.**

Please Note –

If you need to contact the school with emergency information (i.e. medical, transportation changes) or any other important message,

please call the main office at 920-894-2265.

If you send an email, please be advised that staff may not be able to check their email, or respond in an adequate time frame to meet the needs of time sensitive emails.

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❧❧❧ SECTION 1 – INTRODUCTION

FROM THE PRINCIPAL'S OFFICE...



Dear Parents and Students,

We'd like to welcome you to the 2024-2025 school year. Everything is ready for the students to start an exciting new school year.

We're looking forward to a great learning year involving numerous educational opportunities for your children. We need your full support and cooperation to maximize your child's overall learning. This includes such things as having your child read every night, appropriate nutrition and sleeping patterns, assistance with homework and having the children to school "on time", etc. Educating each child is a very important job and we all need to work together to accomplish this.

We are continuing the "Before and After School Care" program -- Full Circle Care -- being provided at Zielanis from 5:45 to 7:45 AM and 3:00 to 6:00 PM Monday, Tuesday, Thursday and Friday and 2:00 to 6:00 PM on Wednesdays. This is for elementary students (4K through 5th grade) from the public and private schools in Kiel. Full Circle Care is a separate, self-funded program. We also have Raider Zone which is a daycare for 4K students from 8am until 3pm. Before and after these hours your child will be able to participate in Full Circle Care. If you need care for your child before and after school or all day care for you 4K child, please call 894-5123 to reach Leigha Goeser, the director of these programs.

We hope you had a good summer and the students are returning "READY TO SUCCEED"! We are planning for an exciting learning year!

Sincerely,

Chad Ramming
Principal

STAFF		
PRINCIPAL:	Mr. Chad Ramminger	
4K	Mrs. Andrea Freund	113
	Mrs. Sara Sagal	117
	Mrs. Cari Schmidt	
KINDERGARTEN	Mrs. Kattie Huber	302
	Ms. Sandra Weber	300
	Mrs. Stacy Beres	304
		306
	Mr. Mike Pritchard	
FIRST GRADE	Mrs. Sarah Tegen	204
	Mrs. Judy Meyer	202
	Mrs. Nicole Neils	200
		207
	Mrs. Leah Woelfel	
SECOND GRADE	Miss Sharon Driessen	208
	Mrs. Lori Steffen	209
	Mrs. Cheryl Vogel	211
		206
	Mrs. Nancy Casper	
THIRD GRADE	Mrs. Wendy Dvorak	406
	Mrs. Kris Tarnowski	405
	Mrs. Lori Schneider	407
		408
	Miss Hayley Berchem	
FOURTH GRADE	Mrs. Karen Propson	403
	Mrs. Jennifer Neils	400
	Miss Kayla Sheehy	404
	Miss Nicole Baus	402
	Mr. Nick Propson	
SPECIAL ED	Mrs. Kari Langenhahn	303
	Mrs. Rebekah Vandermeuse	401
	Mrs. Marguerite Geiser	207
	Ms. Barbara Schuller	401
EARLY CHILDHOOD		117
ART/KEYBOARDING		305
MUSIC	Mr. Charles Luoma-Mannisto	307
PHY ED	Mrs. Pam Erickson	321
SPEECH	Mr. Mark Runge	104
LIBRARY MEDIA SPECIALIST	Mrs. Becky Achter	
4K-4 READING SPECIALIST COORDINATOR	Mrs. Amber Lutze	
SCHOOL PSYCHOLOGIST	Mr. Tyler DeVoght	
SCHOOL COUNSELOR	Mrs. Emily Meicher	
SCHOOL SOCIAL WORKER	TBD	
SCHOOL NURSE	Mrs. Brandi Conway	
	Mrs. Jesi Brandl	
ELL TEACHER	Mrs. Laura Furdek	

OCCUPATIONAL/PHYSICAL THERAPIST**Mrs. Lauren Burkhardt****SECRETARIES****Mrs. Jo Ann Jaschob
Mrs. Stephanie Eckardt****PARAPROFESSIONALS****Mrs. Traci Rabe
Mr. Michael Arrington
Mrs. Jennifer Albright
Mrs. Amanda Schipper
Mrs. Ann Secord
Mrs. Tasha Rabe
Mrs. Sarah Binversie****KITCHEN****Mrs. Jennifer Swanson
Mrs. Janet Johannes
Mrs. Colleen Genrich
Mrs. Mesha Abler****CUSTODIAL****Mr. Corey Suttner
Miss Lori Wozniak
Mrs. Lisa Lefeber****FULL CIRCLE CARE****Ms. Leigha Goeser
Ms. Mackenzie Salm****FCC ASSISTANT****Mrs. Joyce Meyer****DISTRICT OFFICE****920-894-2266****DISTRICT ADMINISTRATOR Dr. Brad Ebert
DIRECTOR OF TEACHING & LEARNING Mrs. Mackenzi Schwarz****BOARD OF EDUCATION (KASD)****PRESIDENT Mr. Dan Meyer
VICE PRESIDENT Mr. Tony Johannes
TREASURER Mrs. Karin Wille
CLERK Mr. Stuart Long
DEPUTY CLERK Mr. Jim Bajczyk
MEMBERS Mrs. Tammie Stahl
Mr. Jon Lee**

NON-DISCRIMINATION POLICY

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.

Inquires or complaints regarding the implementation of this policy may be directed to the following:

Title I	Brad Ebert
Title IIA	Brad Ebert
Title IID	Brad Ebert
Title III	Brad Ebert
Title IV	Brad Ebert
Title IX	Brad Ebert
Title X	Brad Ebert

Kiel Area School District 2024-25 School Calendar

August 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				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 2024						
Su	Mo	Tu	We	Th	Fr	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
Su	Mo	Tu	We	Th	Fr	Sa
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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 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					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 2024						
Su	Mo	Tu	We	Th	Fr	Sa
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 2025						
Su	Mo	Tu	We	Th	Fr	Sa
			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 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						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 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						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 2025						
Su	Mo	Tu	We	Th	Fr	Sa
		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 2025						
Su	Mo	Tu	We	Th	Fr	Sa
				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 2025						
Su	Mo	Tu	We	Th	Fr	Sa
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					

	Inservice
	Nonwork Day
	Holidays/Breaks
	P/T Conferences
	End of Quarter

Aug. 20-21.....New Staff Inservice
 Aug. 26-27.....All Staff Inservice
 Aug. 28-30.....Non-work Day
 Sept. 2.....Labor Day (no schl)
 Sept. 3.....First Day (PK-9)
 Oct. 9.....P/T/S Conferences (4-7)
 Oct. 10.....P/T/S Conferences (2-8)
 Oct. 11.....Non-work Day/No schl
 Nov. 1.....Staff Inservice
 Nov. 28-29.....Thanksgiving Recess

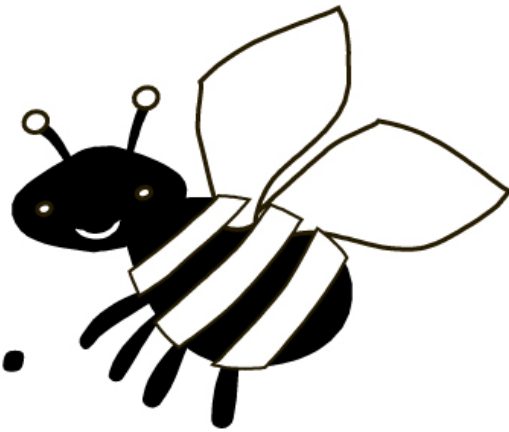
Dec. 23-Jan. 1.....Winter Recess
 Jan. 17.....Staff Inservice
 Feb. 14.....Staff Inservice
 Mar. 5.....P/T/S Conferences (4-7)
 Mar. 6.....P/T/S Conferences (2-8)
 Mar. 7.....Non-work Day/No schl
 Apr. 17-21.....Spring Recess
 May 26.....Memorial Day (no schl)
 June 6.....Last Day 1pm Dismissal

1st Qtr: 9/3-11/6 (45 days)
 2nd Qtr: 11/7-1/23 (45 days)
 3rd Qtr: 1/24-3/31 (45 days)
 4th Qtr: 4/1-6/6 (45 days)

Board Approved
 2/7/2024

ZAT ZIELANIS...

Be



★ *RESPECTFUL*

★ *RESPONSIBLE*

★ *SAFE*

SECTION 2 – GENERAL SCHOOL DAY INFORMATION



BELL SCHEDULE

Classes begin promptly at 7:54 AM and conclude at 2:53 PM, Monday, Tuesday, Thursday and Friday. Buses depart at 2:50 PM. Every Wednesday, throughout the school year, students will be dismissed at 1:53 PM and buses will depart at 1:50 PM. Walkers/bikers and carpoolers are dismissed shortly after dismissal time with a crossing guard.

WEDNESDAY ~ EARLY DISMISSAL

Students K-12 will be dismissed at 1:50 PM every Wednesday throughout the school year. Full Circle Care is available for after school care. Please contact Leigha Goeser at 894-5123 to register.

SCHOOL SECURITY

School safety and security is an issue being faced by many schools today. The Kiel Area Schools have developed emergency plans to use in response to the variety of situations that may occur including tornado, fire, intruders, bomb threats, death of a student or teacher, etc.

As another precaution, **all exterior doors will be locked.** If you are visiting the school, use the south entrance nearest to the office. This is a secure entrance, and you will need to use the buzzer to gain entrance to the school building. We are utilizing surveillance cameras both inside and outside the school.

The Kiel Area School District also employs a police liaison officer, Officer Kamp. He acts as a positive resource to the school, parents and Kiel community. Officer Kamp can be reached either by contacting the schools or the Kiel Police Department.

VISITATION

Everyone is welcome and encouraged to visit our school. **You must sign in at the office upon arrival.** For everyone's safety, we need to know who is in the building and for what purpose. If you are coming to observe your child's class, please call the school office or your child's teacher to let us know you are coming. You are also welcome to join us for lunch as well at any time. Students love to have their parents, grandparents, etc. join them at lunchtime. The cost for this can be deducted from the family lunch account.

Please sign our guest register in the office before going to the classroom or lunchroom. Also, pick up an access pass and please be sure to wear it. Students not enrolled at Zielanis may not visit school to spend the day or part of the day in a classroom unless accompanied by an adult.

ARRIVAL / DEPARTURE PROCEDURES (NON BUS STUDENTS)

Students should **arrive** at school **NO EARLIER than 7:20 AM** at which time supervision begins. A shuttle bus is available to and from the High School and Middle School for those children residing near those schools and attending Zielanis School. For safety, all bikes are to be parked in the bike

stands. Parents picking children up or dropping them off at Zielanis are asked to use the NORTH STREET entrance (south side of building) ONLY to allow safe loading/unloading of the buses in the circular drive on the west side of the building. If you are not doing curbside pickup, parents are asked to stay outside of Door M when picking up your children. Please do not come into the school at the end of the day.

If students are to be picked up by someone other than the parents, the names of people authorized to pick up your child should be indicated in Skyward in the student emergency contacts. ***Also, you must send a note with your child or call school whenever a change is taking place. If we do not receive a note or a phone call, the child will be transported as usual.*** We appreciate your cooperation with this, as we want to make sure the children are safe.

BUS TRANSPORTATION



Pick-up times vary depending upon where you are on the route. Please watch carefully for the bus the first few days until you can establish your pick-up time. You may also contact the bus company for a pick up and drop off estimated time,

All changes in pick-up or destination of children must be verified by written permission of a parent/guardian. ***Please remember to write a note to the teacher indicating any change from the normal. If students do not have a note, they will be transported as usual.*** A note from both families is required when a student is to go home on the bus with another student.

*****BUS CONCERNS during the school year should be reported to the bus driver or the bus company.** For questions or concerns, please contact the bus company at 898-4207.

Make sure to notify school of any address changes. You will need to contact the bus company as well.

BUS RIDER RULES

Previous to Loading (on the road and at school)

- A. Students should be at the designated school bus stop when the bus arrives.
- B. If a sidewalk or paved walkway is not available, it is recommended that a student walk on the side of the road facing traffic to get to the school bus.
- C. Students should stay off the road at all times while waiting for a bus.
- D. Students should wait until the bus comes to a complete stop before attempting to board the bus, they should line up in single file, and not rush to board the bus.
- E. Students should not move towards the buses at the school loading zone until the buses have been brought to a complete stop.
- F. Students should use a grab rail and watch their step while boarding the bus.
- G. Students should be courteous on the bus. They should not take advantage of younger children in order to get a seat.

After Boarding a Bus

- A. All students shall remain seated while the bus is in motion.
- B. Head, hands, arms, legs, and feet shall be kept within the bus.
- C. Scuffling, fighting, or using obscene language shall not be tolerated.

- D. Students shall not litter the bus with food or other debris.
- E. Students shall not tamper or vandalize the bus or any of its equipment.
- F. Students shall not leave books, lunches, or other articles on the bus. Bus driver or chaperones are not responsible for articles left on the bus.
- G. Students shall keep books, packages, clothes, and all other objects out of the aisles.
- H. Items of an objectionable or dangerous nature are not allowed to be transported on the bus.
- I. A rider is not permitted to place any large item, including instruments, in the aisle or in the front of the bus. If the items to be transported are too large for the student to hold without depriving another student of his/her seat, s/he must make other arrangements for their transportation.
- J. Students shall not throw anything out of bus windows.
- K. The driver is responsible for controlling bus riders.
- L. Students will cooperate with the bus driver at all times.
- M. Seats will be assigned to students at the discretion of the bus driver. Students are to sit in the assigned seat unless the driver reassigns the student to a new seat.
- N. Students should keep absolutely quiet while approaching a railroad crossing stop.
- O. Students should remain on the bus in case of accident or emergency, unless directed to do otherwise by the bus driver.
- P. Students shall not strike or hit a bus driver or school official.
- Q. Students shall not use or have possession of tobacco, alcoholic beverages or other drugs.
- R. Students shall not violate any other rules set by the driver, bus company, or School District.

After Leaving the Bus

- A. When necessary, the students must cross the road at least ten (10) feet in front of the bus. However, they must check to be sure that no traffic is approaching and they have received a signal to cross from the driver.
- B. Students should be alert to the danger signal of the driver (a loud blast of the horn).
- C. Students are not permitted to get off the bus at other than regular stops, unless proper authorization has been given in advance. The permission must be authorized in writing by the parent/guardian and/or school official(s).

Extracurricular Trips

All student bus rules apply to every trip under school sponsorship. Students shall respect the wishes of chaperones appointed by school officials who accompany bus trips. Chaperones and non-bus students should review the bus rider rules before the trip.

General

- A. Parents should notify the bus driver or the bus company when their child will not ride the bus.
- B. Damage to the bus from other than regular usage that has been caused by a rider will be paid by the rider or his/her parents.

Disciplinary Procedures

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:

- A. First Offense: The school principal will warn the and the parent/guardian will be notified.

- B. Second Offense: A conference involving the student, parent(s) and building principal will be held.
- C. Third through Fifth Offenses: The student will be suspended from bus riding privileges up to five (5) days per offense. A parent conference will be required before the student can ride again. During the time of suspension, parents/guardians, as required by law, must ensure that the student attends school.
- D. Beyond Third Bus Suspension: Disciplinary incidents beyond a student's third suspension from bus privileges, or behavior that 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 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.

EARLY INDIVIDUAL STUDENT DISMISSAL

Students may not leave the school grounds at any time without written permission. Students who are being picked up during the school day need to bring a note to the teacher or office indicating the date, time and person picking up the child. All students will be asked to wait in the office. Please come into the office as all students will need to be signed in and out through the office. This is done for their protection and safety.

SCHOOL CLOSINGS

Notices concerning the closing of school, due to inclement weather or other causes will be broadcast over the following radio/TV stations:



WHBL (1330 AM) –Sheboygan
 WJUB/WSTM (1420 AM) –Plymouth
 WLKN (980 AM) –Manitowoc
 Y100
 WIXX (101.1 FM) –Green Bay
 Duke FM
 The Drive

WTAQ
 FOX11 (Channel 11) –Green Bay
 WBAY (Channel 2) –Green Bay
 WFRV (Channel 5) –Green Bay
 WGBA (Channel 26) –Green Bay
 WNFL

If a 2-HOUR DELAY is announced, there will be **no AM 4K** class that day. The PM 4K class will be held as usual.

At times it becomes necessary to close school early should travel become treacherous during school hours. **Please plan with your child what they should do at such times.** Please fill out the Weather-Related/Emergency Release Days form that you received and indicate plans for your child if early release becomes necessary. Please return this form to the office within the first two weeks of school. Your child's safety is very important to us. Early closing will also be broadcast over the above-mentioned radio and TV stations when it is determined. You can also find the most up to date school closing information by going to the KASD website and clicking on School Closings in the District tab.

ATTENDANCE

Compulsory School Attendance (Board Policy 5200)

The Kiel Area School District expects all students to be present in school on a regular basis. Students will be excused from school for a maximum of 10 days per school year with documentation from parents. Any absence over 10 days must have communication and approval from the building administrator to work through a specific plan to address the absence. Absences that are not verified by parents will be considered unexcused absences and will qualify for simple and habitual truancy requirements. Unexcused absences that exceed 5 or more days are considered habitually truant.

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.

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
- 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



**Note Changes
Per
Board Policy**

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 to 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 making 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.

Students with missing work may be referred to ninth hour at the discretion of the teacher.

3. School-Directed Communication Regarding Absences

- **Illness**
 - 4th absence in the semester, a letter of concern will be sent home
 - 5th absence in a semester, notification that future absences due to illness will require a doctor's note.
 - 6th absence and beyond (without a doctor's excuse) in a semester, will be recorded as a truancy and a notification letter will be sent home and to the Police School Liaison Officer.
- **Parental Permission**
 - 8th absence, a second status letter is sent
 - 10th absence, notification that all Parent Permission days have been utilized.
 - 11th absence and beyond will be recorded as a truancy and a notification letter will be sent home and to the Police School Liaison Officer.

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.

TARDIES CREATE A SPECIAL PROBLEM. Students not only miss valuable class time but often disrupt the learning of others. Please help and support your child by getting them to school on time. Repeated tardies may result in detention time to make up work.

The following procedures will be used when dealing with tardies:

1. There will be no penalty for the first three (3) tardies each trimester.
2. When the tardies per trimester exceed three, we will notify the parents stating that the student is experiencing problems with tardies and will be serving a lunch detention for each tardy (up to two lunch detentions).

Tardiness can become a habit. We hope this procedure encourages students to be responsible **for always being on time and take this responsibility seriously.**

APPROPRIATE DRESS

Appropriate dress for school is important for learning to take place as well as positive self-esteem. Students should dress comfortably, modestly, and in keeping with weather conditions. Clothing of a disruptive nature that is inconsistent with the school mission will not be allowed, i.e. "short" shorts, midriff length tops, wallet chains, etc.

Students wearing unacceptable clothing will be brought to the attention of the office and expected to change.

CELL PHONES/ MP3 players/ ipods/ game players/Fidget Spinners/TOYS

The use of cell phones or other electronic communication devices, personal music player devices, and video game players during instructional time is strictly prohibited. If a student fails to abide by this expectation, the following consequence will apply:

The student's device will be confiscated. If confiscated by a teacher or staff member other than the principal, the device will be brought immediately to the office. The student and their parent will conference with the principal. The student will be advised that they may no longer have a cell phone or similar device on school grounds. The device will be returned to the parent.

Please refer to Policy 5136.01 on the district website at <http://www.kiel.k12.wi.us/> and on the home page select Kiel Policies & Procedure NEOLA from the left hand side.

SCHOOL PICTURES

School pictures will be held during school hours on Tuesday, September 12th during school hours Gueller's Photography out of Mt. Calvary is the Kiel School District photographer. Online order forms will be available this year.

LOST AND FOUND

Lost articles may be brought to the school office. A special "Lost and Found" table is located in the hallway near the gym. Items of value are kept in the school office. Any items that are not claimed at Spring Conferences and the end of the school year will be donated or discarded.

SUPPLIES / GYM SHOES

A supply list for the following school year is sent home with all currently enrolled students and mailed out to all newly enrolled students in June.



Gym shoes are required to be worn for all Physical Education classes. Students need to have an extra pair of gym shoes that will be kept at school.

Please no shoes with metal eyelets or eye hooks (i.e. hiking boots).

RECESS

All students in grades 4K-4th enjoy daily recesses. Recess is an important part of the school day when students have the opportunity to socialize with their friends and release pent-up energy.

In most cases the children go outside at recess time, please dress your child appropriately for the weather. Boots, gloves, and hats are a necessity during the winter months (even if there is no snow). Students without boots and snow pants during inclement winter weather will be required to remain on the dry areas of the blacktop.

Indoor recesses are held when the temperature/wind chill reaches zero degrees or below, in rainy weather or during a tornado warning.

A note from your doctor is required for a child to remain in for recess due to health reasons. As recess is an important part of the school day, we highly encourage the students to go outside.

FULL CIRCLE CARE/RAIDER ZONE

Full Circle Care is a self-funded before and after school care program for elementary students in grades 4K -5th. The program is open weekdays from 5:45 to 7:45 AM and 2:50 to 6:00 PM Monday, Tuesday, Thursday and Friday and 1:50 to 6:00 PM on Wednesdays. This program is presently held at Zielanis Elementary School and is open to students attending public and private elementary schools in Kiel. Raider Zone is available for 4K students who would like care all day during school hours, 8 am – 3 pm. Wednesdays will also be offered when 4K students are not in school. If interested, please contact the director, Leigha Goesser for Full Circle Care/Raider Zone at 920-894-5123 for registration and fee information and availability of space in these programs.



NUTRITION

Good nutrition is vital to a student's ability to stay focused and learn. We ask that you send nutritious snacks for milk break (fresh fruit, dried fruit, granola bars, vegetables, pudding, jello, peanut butter, crackers, etc.). ***Please do not send soda along with students for lunch.***

BREAKFAST PROGRAM

Students at Zielanis will be offered a healthy breakfast before school from 7:30 until 7:50 AM or for morning snack break. The cost for breakfast is \$2.25 and will be charged to your lunch account.

MORNING MILK & SNACK BREAK

You are welcome to send a healthy beverage (juice, water, etc.) from home. ***Please do not send soda with your child.*** You may also send a snack from home each day for your child to eat at this time.



LUNCH

Lunch will be \$3.25. Extra milk for hot lunch or milk for cold lunch is 50¢. ***Please do not send soda along with the students for lunch.***

Parents, grandparents, etc., are welcome to come to lunch at any time. We recommend that you have hot lunch from school, but you may bring an outside lunch. Please be sure to call the OFFICE by 8:15 AM to order a hot lunch. ***Please register in the office as a visitor and pay for your lunch. No change is available in the office, please bring the amount you would like deposited into the food service account as all purchases are ran through the Family Lunch Account. Adult lunches are \$4.65.***

If you would like to take your child out to lunch, please let the teacher know ahead of time and sign them out in the office and back in upon return.

Recess/Lunch Times:

Kindergarten	Lunch 10:55-11:25	Recess 11:25-11:50
Grade 1	Lunch 11:10-11:35	Recess 11:35-11:55
Grade 2	Lunch 11:20-11:45	Recess 11:45-12:05
Grade 3	Lunch 11:35-12:05	Recess 12:05-12:30
Grade 4	Lunch 11:42-12:02	Recess 12:02-12:30

Deposits for the lunch account can be done through Skyward Family Access online or dropped in any school office. Checks should be made out to KASD. A minimum of \$20.00 per student is requested.

LUNCH SYSTEM DETAILS

1. This is a pre-pay system for **all** school lunch transactions.
2. Each family unit has a lunch account that lunch money is deposited into. Each student in that family unit is assigned a unique individual lunch number that is connected to the family account.
3. Food service products must be purchased with the given student Lunch ID Number.
4. Parents are asked to send **one (1) check with a minimum deposit of \$20.00** to be deposited into the family account. You may deposit any amount over the minimum deposit of \$20.00. Only one deposit per family is needed.
5. Lunch envelopes are available in the office. We ask that you fill out the envelope completely so we can make sure the deposit goes to the correct place. Please ask the office to send one home with your child.
6. You may send lunch deposits to the main office. Please note that the deposit may take up to 1-2 days to be entered into your family lunch account.
7. There will be a computerized record of each meal eaten or milk taken by each member of the family.



Family statements and/or account balances may be viewed online through our district website at www.kiel.k12.wi.us or a paper copy is available upon request.

From the main page, select the Parent tab and click on Skyward Family Access. Use your username and password to login. Once in, choose Food Service from the left hand side to view your lunch account information. To make a payment you will need to select fee management and then enter your amount in the food service tab. Milk

Break payments need to be paid in the fee management tab, not the food service.

8. There are some procedural requirements, which are outlined below.
 - a. Each student will be assigned a unique Lunch ID Number when entering the school system.
 - b. This number will follow the student throughout their schooling.
 - c. The student will sign up for hot lunch in the morning using their name and Lunch ID Number.
 - d. The Lunch ID Number will be entered into the Lunch Program at lunch time and the meal or milk will be charged to the family account.
 - e. Prices for 2023-2024 school year:
Elementary school – \$3.25
If students choose to purchase milk with their cold lunch; or takes an additional milk, 35¢ will be charged to their account. Money to cover this purchase should be in the lunch account at the time of purchase.
 - f. Family Food Service Accounts are to be monitored through Skyward Family Access. Please be sure to keep your family account sufficiently funded.

Thank you for your cooperation as we begin our lunch program for the 2023-2024 school year.

GENERAL COMMUNICATION

All of the written/email communication between school and home does not replace the importance of two-way personal communication. Communication is a two-way street. Your input, suggestions, and concerns are welcome at any time. Please feel free to contact your child's teacher to inquire as to his/her progress at any time of the school year. The best time to contact teachers is before school (7:30 - 7:50AM) or after school (3:05 - 3:30PM). We will not interrupt the instructional portion of the day unless there is an emergency. **If your concern is of a general school nature, please contact the office.** Remember - we all like to hear from you when things are going well also! Positive feedback helps us to know what we should continue doing. 4K-4th parents may view your child's grades though out the year in Family Access. Report Cards for grades 4K -4th will be available in Skyward Family Access Portfolio tab. An email will be sent to families when they have been posted. If you would like a paper copy, please stop in the office or ask your child's teacher to send one home.

Parents: **Please note - If you need to contact the school with emergency information (i.e. medical, transportation changes) or any other important message, please call the main office at 920-894-2265. If you send an email towards the end of the day, please be advised that staff may not be able to check their email, or respond in an adequate time frame to meet the needs of time sensitive emails.**

OPEN HOUSE

An open house is held yearly at Zielanis to give all parents, relatives, and community members the opportunity to visit the school and meet the staff. Open house will give you the opportunity to visit your child's classroom and meet the teachers. All Grade levels 4K-4th Open House will be Monday, August 26th at Zielanis Elementary at 5:30pm.

KIEL POLICIES & PROCEDURES -- NEOLA

All district policies are available on our website. Go to <http://www.kiel.k12.wi.us/> and on the home page select Kiel Policies & Procedure NEOLA from the left hand side.

SPECIAL SERVICES

A variety of special services are offered to children who are in need of extra assistance. These include Title 1 Speech/Language, Counseling, Learning and Cognitive Disability Programs, Occupational and Physical Therapy, Reading/Math and Gifted/Talented resource programming. School personnel and/or parents can refer children for these classes. If you suspect your child has a special learning need, please contact the building principal for more information.

LIBRARY POLICIES

The purpose of the Elementary Library Media Center is to provide print and non-print materials to meet the educational and informational needs of all students and staff.

The Elementary Library Media Center provides supportive materials to implement and enrich the schools' curriculum. In addition, the Elementary Library Media program is one of instruction, service, and activity through the school and district with emphasis on resource sharing, information retrieval,

reading and reading guidance, listening and reviewing guidance, and life-long learning. Materials are continually added to update the collection and provide current information.

The 5K-4th Grade Library Media Program Goals are:

- The student will learn to locate materials in the media center.
- The student will select recreational and informational materials appropriate to his/her level.
- The student will participate in a variety of experiences to increase appreciation of literature.
- The student will demonstrate responsible use of the library media center.
- The student will use research techniques and reference skills to meet personal and classroom information needs.
- The student will recognize the availability of information from additional sources. (Those outside of the school media center.)
- The student will demonstrate knowledge of copyright regulations and recognize a need to credit sources.

Following are Library Policies pertaining to student use:

- Students may check out up to four books at one time. They may withdraw more than four books if they receive permission from the library staff.
- Books may be checked out for a two-week period. Any book may be renewed once.
- If a child has an overdue book, he/she will be allowed to withdraw only one book until the overdue material is returned or the problem is corrected. If the book is overdue for a month, a notice will be sent home requesting payment for the book. The student will not be allowed to check out other books until the overdue book is returned or paid for.
- Charges will be assessed on library books that are returned with damages. Students/parents will be informed immediately about the damage to the books and the pending fine.
- In addition to library books, students may borrow one magazine. Past issues of magazines may be borrowed for a one-week period.
- Parents may request reading materials for use with their children. If a particular book title or author is desired, parents may request these items. The book request should be sent along with the child or be made by calling the school office and asking for the librarian.
- Access to digital materials is available through the Library webpage.

The library media staff is here to help. Please do not hesitate to contact us. Your suggestions as to how we may better serve you will be welcomed.



FIELD TRIPS

Field trips are an important part of learning. They help children apply what has been taught in the classroom and learn more about the community in which they live.

All students have been authorized to go on walking field trips during online registration opt out option unless you have notified the office that you do not want your child to participate.

Each student will need to have written permission to attend any field trip traveling by any vehicle transportation. Parents are notified when field trips are scheduled. A minimal cost may be involved.

All field trips

All students are required to ride the bus to the field trip destination. Any special requests need to be approved by the principal in advance.

It is especially important to dress children appropriately for field trips. A child who is warm and comfortable will benefit most from this out of school learning experience. Since field trips extend classroom learning, we expect the same behavior out of school as we do in school. Students who become discipline problems may have to remain at school for future trips.



FIELD TRIP GUIDELINES FOR CHAPERONES

All volunteers/chaperones must have a background check form filled out and turned in to the office prior to working with the students. This form can be obtained from the school office. It may take up to 10 days for approval so please plan accordingly.

We appreciate that you are willing to help us by chaperoning our field trip. Please understand that we may not be able to take all the volunteers who want to go. The teacher will notify you ahead of time.

Please read the following: So that the students can learn the most from the field trip experience, we need you to assist in keeping the students focused, respectful, and well behaved. Basically, we expect the same type of behavior on the field trip as we do of the children in the classroom.

To assist us with this, we ask that you **do not** bring other children with you. The field trip is focused for our present student's learning and other children can distract from this. Expect, model for, and assist the children in being respectful of their surroundings and others, such as listen as others are speaking, paying attention to what is going on, following rules, staying with the group, respecting property (not jumping on tables or destroying property), and demonstrating appropriate manners - - - using please, thank you, etc.

Work with your child's teacher in having the children follow the rules the teacher has established for them. No smoking is allowed on any part of the field trip.

Field trips and other out of school experiences are very valuable learning tools for our students as well as a chance for you to help out in your child's class/grade level and spend valuable learning time with your child. We appreciate your willingness to help us out.

REPORTING DEVICE

A standards based reporting device will be shared with you at the completion of each trimester.

◆GRADING FOR LEARNING

At the Zielanis Elementary School, we have standards-based report card and grading practices. The purpose of standards based reporting is to provide meaningful feedback to students and parents to track growth on key learning targets and standards.

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. Zielanis Elementary School Parent Guide to Standards Based Grading

The staff of the Zielanis Elementary 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 elementary 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. Teachers may require students to complete all of their practice work prior to allowing them to take, or retake an assessment.

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.

PROMOTION/RETENTION OF STUDENTS (KASD POLICY 5410 RULE)

Students in grades 5K-4th are promoted to the next grade by having:

- A passing grade average in each of their five core subjects and a passing cumulative grade average in their exploratory/elective classes. **OR BY**
- Recommendation of a principal appointed educational team based on issues directly related to academic performance. **OR BY**
- Successfully completing their requirements in the district's mandatory summer school remedial program or an approved equivalent program.

Students not meeting the first two requirements above may be assigned to a remedial summer school program.

Voluntary inclusion in the summer school remedial program may be a consideration for a student not meeting mandatory inclusion criterion if participation is determined to be in the best interest of the student by the parent/guardian and school.

CONFERENCES

A Parent-Teacher-Student Conference is scheduled for each child in October & March. However, we encourage you to meet with your child's teacher, either in person or by phone whenever you have a concern. Parent conferences are designed to provide:

- An update of your child's academic and social development.
- An opportunity to share concerns about your child.
- A mutual discussion of your child's strengths/weaknesses.
- A chance to cooperatively develop plans for your child's continued growth.
- Develop and discuss personal educational plans.

Conferences are held at night and during the day to accommodate the various work schedules of parents. Please consult the Zielanis website for further information as the time nears. Students should attend the conference with their parent(s). You will schedule your child online through Skyward Family Access with Conference Scheduler. You will be notified when the conference scheduler will be available.

KASD & ZIELANIS ELEMENTARY WEBSITE

The school website contains the most up to date information including: calendar dates, school news, motivational reading program details, activity flyers, and much more. Please check it often! Be sure to bookmark or mark this site in your favorites. Maybe even make it your home page. www.kiel.k12.wi.us

HARASSMENT

The Board of Education recognizes the need to create and maintain an atmosphere for School District employees, students, and others which is free from unsolicited and unwelcome actions and advances. The Board further recognizes that sexual and other harassment is prohibited under both federal and state law. Accordingly, the Board hereby prohibits harassment of employees, students, and others engaged in conducting or participating in the programs and activities of the district. This policy is applicable to conduct occurring upon the premises of properties owned by the School district, as well as at off-campus school sponsored events or programs, to include, but not limited to, conferences, seminars, trips, social functions, and academic or athletic competitions.

Harassment: Verbal or physical conduct relating to an individual's membership in a protected class (including, but not limited to: age, sex, race, creed, national origin, color, marital status, pregnancy, etc.) that has the 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. Harassment may occur between employees, between employees and students, or between students.

Sexual Harassment: A particular type of harassment to which either sex can be subjected 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 or not repeated.

Prohibition: The Board of Education hereby prohibits employees, students, and those engaged in conducting or participating in any and all programs of the district from engaging in any activity which constitutes any form of harassment, including sexual harassment. Individuals who upon investigation are determined to have engaged in harassment under the provisions of this policy will be subject to disciplinary action. In the case of employees, that action may include, but is not limited to: reprimand, suspension, discharge, or not-renewal. In the case of students, discipline may include, but is not limited to: reprimand, suspension, or expulsion. In the case of others engaged in conducting or participating in district programs and activities, discipline may include removal and prohibition from participation in such activities or programs.

Handling of Complaints: In the case of harassment involving students, the alleged conduct should be reported to the building principal or school guidance counselor by the student or parent or guardian of the student. The complaint may be transmitted verbally or in writing at the discretion of the complainant.

The formal complaint shall be submitted in writing (Harassment Complaint Form - available in every school office and also on the district webpage) to the District Administrator/designee in such matters. The complaint should include the specific nature of the harassment and should detail, in so far as possible, the times, dates, locations and other details of the alleged harassment. The written complaint shall also include the name of the person alleged to be engaged in the alleged harassment. The complaint shall be signed and dated by the complainant.

If the complainant is not satisfied with the response to the complaint, he/she may submit a written appeal to the Board of Education. The appeal shall be filed within ten (10) working days of the response received. The appeal shall be filed with the District Administrator / designee who shall transmit the appeal to the Board of Education for placement on a closed session agenda at the next regularly scheduled board meeting. If the appeal is filed less than five (5) working days before a regularly scheduled meeting, the matter will be considered at the next successive regular or special board meeting.

Confidentiality: The privacy interests of complaining parties and the confidentiality of complaints will be respected to the maximum extent possible, provided that these steps do not interfere with the ability of the School District to investigate or act upon complaints of harassment or to enforce the terms of this policy. Promises or guarantees of confidentiality will not be extended to any person.

Retaliation: Retaliation against anyone complaining of or thought to have complained of harassment is prohibited. Retaliation or encouraging others to engage in retaliation are violations of this policy. Complaints of retaliation will be investigated and addressed separately. Persons found to have engaged in retaliation are subject to discipline under the terms of this policy, irrespective of the action taken with regard to the original complaint of harassment.

STUDENT BULLYING

The board has adopted a student bullying policy that can be viewed on our district website at www.kiel.k12.wi.us/ and on the district page select Kiel Policies & Procedure NEOLA from the left hand side. Please refer to Policy 5136.01.

SCHOOL BOARD MEETINGS

The Kiel Board of Education meets twice monthly on the first and third Wednesday at 6:00 PM in the High School Library. All meetings (except executive meetings) are open to the public. Notices of the meeting date, agenda and location are listed in the TRI-COUNTY NEWS and posted both on the web and the main entrance of Zielanis Elementary. Community members are encouraged to attend!

NEWSPAPER

The Tri-County News carries coverage of many activities and events relating to Zielanis Elementary School and the Kiel Area School District along with Board meeting minutes and agendas.

STUDENT RECORDS

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: 8:00AM- 4:00PM. 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 the 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 his notice.



SECTION 4 – SCHOOL RULES / RESPONSIBILITIES

GENERAL RULES / RESPONSIBILITIES/ CONSEQUENCES

A positive and organized educational climate is a critical element in our school. It is everyone's responsibility to work cooperatively and to treat each other with respect in and out of school. Following are the school rules to be followed by all students:

GENERAL SCHOOL RULES

- ✓ Face coverings will be required when social distancing cannot be maintained.
- ✓ At Zielanis, **Be Respectful, Be Responsible, Be Safe.**
- ✓ Cooperate with all adults without talking back.
- ✓ Stay within assigned areas of the building and playground.
- ✓ Use quiet voices in the hallways.
- ✓ **Walk** in all areas of the school.
- ✓ Help keep the school building & grounds clean by picking up trash when you see it.
- ✓ No gum at school unless given by the teacher as a special treat.
- ✓ No teasing, name calling, or bothering others.
- ✓ Be polite - use the words "THANK YOU", "PLEASE", "EXCUSE ME", etc.
- ✓ Enter the building quietly after recess.
- ✓ Complete all assignments on time and to the best of your ability.
- ✓ Show respect for property by using games, playground equipment, books and all school materials carefully and returning them to their proper places.
- ✓ Dangerous objects are not allowed at school and will be taken by school staff.
- ✓ Personal, valuable objects are not allowed at school and will be taken by school staff.
- ✓ Trading cards are not allowed during school operation, but may be used during indoor recess. (This includes Yu-Gi-Oh and sports teams.)
- ✓ Electronic gaming devices are not allowed during school operation, but can be used during indoor recess.
- ✓ Students may only use the telephone with the permission of their teacher, office personnel, or principal.
- ✓ Follow all bus rules as distributed on the first day of school.
- ✓ Hats are not to be worn in school.
- ✓ No items from home should be brought to school.

HALLWAY BEHAVIOR BEFORE SCHOOL

- ✓ Quiet talking.
- ✓ Stay on the side of the hallway near your classroom.

- ✓ Hands/feet to self.

HALLWAY BEHAVIOR BETWEEN CLASSES AND COMING IN FROM RECESS

- ✓ No talking.
- ✓ Single file line.
- ✓ Hands/feet to self.
- ✓ Stay on appropriate side of the hallway.

HALLWAY BEHAVIOR GOING OUT TO RECESS

- ✓ No talking.
- ✓ Walk on appropriate side of the hallway.
- ✓ Go out once there is a teacher at the door.

RULES AND RESPONSIBILITIES

INDOOR RECESS RULES

- ✓ Bring something to do to your assigned recess area.
- ✓ Use quiet, indoor voices at all times.
- ✓ No running.
- ✓ Electronic devices and trading cards may be used as long as they are approved by a teacher.

PLAYGROUND RULES

- ✓ Wait at doors until supervisors take you out.
- ✓ Ask for permission to go back inside if necessary.
- ✓ No talking in line outside upon entering the building.
- ✓ Use equipment properly.
- ✓ No tackle football, red rover or rough play.
- ✓ No throwing stones or snowballs.
- ✓ No snow play if no snow pants or boots.
- ✓ Stay **off** ice patches and out of muddy areas.
- ✓ Stay **off** equipment and grass when icy or wet as announced by the supervisor on duty or the office.
- ✓ Show good manners and respect at all times.
- ✓ Stay in playground area at all times.
- ✓ No aluminum or wooden bats.
- ✓ **No items from home are to be brought to school.**

LUNCHROOM RULES

- ✓ Students should use bathrooms and wash hands before coming to lunch.
- ✓ Students should sit appropriately, face the table, keep hands to self and use appropriate voice level.
- ✓ Students must obtain permission from a supervisor to leave the lunchroom before dismissal.
- ✓ Social Distancing must be obtained. Classes will be eating lunch in their classrooms.

CONSEQUENCES

Students are accountable and responsible for their own actions and behaviors. With every action/behavior, there are consequences. Consequences can be good or bad depending on the action. It is important that children realize that by doing their best in following school rules, positive consequences will be earned through recognition, occasional rewards/privileges, and good grades.

But, as in life, negative actions bring on negative consequences. The staff at school cares about each and every child, but there are times that actions are not appropriate and therefore must be brought to the child's attention and corrected. Realizing that we all make mistakes, warnings are often given for first offenses. But, if the action continues or is severe, further action may be needed such as the following:

- Warning by supervisor.
- Time away from the group.
- Severe/repetitive problems referred to principal. (As per Board Policy, suspension may result for a severe infraction of the rules.)

Students encountering behavioral difficulties on the playground will be issued a pink slip to be completed, taken home, signed and returned to school the following day. Improvement reports or incident reports will be given at the discretion of the principal based on the infraction and/or repetitiveness.

Incident reports may also be issued by the principal for in-school problems. The purpose of this is to assist students in thinking through/discussing alternatives to actions/behaviors as well as informing the parents of the problem.

ELEMENTARY CODE OF STUDENT CONDUCT

The use of appropriate behavior is the responsibility of all students and staff of Zielanis Elementary School. Students are expected to demonstrate respectful, responsible and safe behavior in any school related situations.

A student may be removed from class for conduct or behavior which (a) violates the District policies regarding suspension or expulsion; (b) violates the behavioral rules and expectations set forth in the Student Handbook; (c) is disruptive, dangerous or unruly; (d) interferes with the ability of the teacher to teach effectively; or (e) is incompatible with effective learning in the class.

This removal may be initiated by an employee in the Kiel Area School District, i.e. a supervisor, teacher, instructional support staff or administrator as defined in the policy.

The following are examples of inappropriate behaviors that will result in disciplinary action:

- Inappropriate physical contact intended or likely to hurt, distract or annoy others, such as hitting, kicking, biting, pushing, shoving, poking, pinching or grabbing.
- Behavior that may constitute sexual or other harassment. (Verbally or physically, such as inappropriate touching of private parts, etc.)
- Inappropriate verbal conduct intended or likely to upset, distract, or annoy others, such as name calling, teasing, or baiting.
- Repeated or extreme inappropriate verbal conduct likely to disrupt the educational environment, particularly when others are talking (lecture by teacher, response by other student, presentation by visitor) or during quiet (study) time. Such behaviors could include but are not limited to excessive talking, inappropriate noises, language or gestures; talking back, etc.
- Throwing any object, particularly one likely to cause harm or damage, such as books, pencils, scissors, etc.
- Destroying the property of the school or another student.
- Loud, obnoxious or outrageous behavior.

- Gang related activity (symbols, colors and clothing).
- Open defiance of the teacher, manifest in words, gestures or other overt behavior.
- Open disrespect of the teacher, manifest in words, gestures or other overt behavior.
- Open behavior likely or intended to sabotage or undermine the instruction.

Since an exhaustive list of code of conduct violations is not practical in each school building's code of conduct, each school in the Kiel Area School District will refer to Board policy and state law as sources of disciplinary authority on issues not explicitly stated in the school code of conduct. The complete policy is on the district website under Kiel Policies and Procedures.

THREATS

Threats of any kind are taken very seriously and may result in disciplinary action including suspension and/or involvement by the police and/or department of human services.

PARENT / GUARDIAN COOPERATION

Your cooperation and support is vital in stressing to your child/ren the importance of following school rules and doing the best they can in school. We believe that every child can succeed and enjoy school if they feel a sense of self-worth through success. We truly appreciate your support and cooperation and look forward to working with you in not only the difficult times but also the celebrating of successes!

SECTION 5 – HEALTH AND SAFETY INFORMATION

“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, health related concerns, or other emergency issues. In addition, the system may be used to notify parents about such things as the distribution of report cards, open houses, concerts, field trips and other school events. Through its reporting functions the system can also help identify where there is inaccurate communication information (i.e., wrong numbers, disconnected services) so that this information can be corrected. Parents are encouraged to keep contact information up-to-date so that information can be communicated effectively. If you need to make any changes to the phone number you have listed for this automated notification service, please contact the District Office at 894-2266.

EMERGENCY INFORMATION RECORD

Each student has on file, completed upon registration, emergency contact information listing parent work numbers, health considerations, and emergency contact information should the parent/guardian not be available. **IT IS VERY IMPORTANT that this information is kept current and accurate.** You may review this information online through the Skyward Family & Student Access program. Updates may be submitted in the office or through Skyward. **MAKE SURE TO INCLUDE A PHONE NUMBER WHERE SOMEONE CAN BE REACHED DUE TO ILLNESS OR SOME FORM OF EMERGENCY.** Emergency information will be updated yearly.

FIRE / TORNADO/INTRUDER ALERT PROCEDURES

During the school year, there will be monthly fire drills. Each room in the school will have a posted evacuation route. Rules concerning these drills will be discussed with all students periodically throughout the school year. Only the first fire drill of the school year is announced. Tornado drills are also held periodically. Intruder drills are done once a year and are announced to students and parents. Proper conduct and evacuation areas are explained to all students by their classroom teachers.



The meaningfulness of these practice drills is emphasized to the students. Please rest assured that every precaution possible will be taken to assure the safety of all children at all times.

PRESCRIPTION MEDICATION

Medications should be administered to students at home rather than at school whenever possible. We understand though children may need to take medication during the school day at certain times depending upon the situation. To insure the safety of all of our children, the District has written policies dealing with medication. These policies require:

1. All prescription medication must be in **the original container and labeled** properly including the child's full name, name of the drug and dosage, time to be given, and the physician's name. (It may be helpful when filling a prescription to ask the pharmacist for an extra-labeled bottle for this reason.)
2. When medication is brought to school, it should be brought directly to the office and **transported by the parent**, not the child. It is not to be kept with the student in the classroom.
3. Before any prescription medication can be dispensed to a child by District employees, a medication consent **form must be completed in full and signed by both the parent and the attending physician**. This is the only authorization we are permitted to use. A prescription medication form can be found at the back of this handbook. Additional forms may be obtained from the school office or can be downloaded from the district website.
4. Dispensing medication is limited to the office staff. No other personnel are allowed to give medication unless authorized by the principal. This is to insure continuity and prevent any mistakes/oversights. To insure a child takes all their medication, the office personnel will observe the child swallow the medication. An accurate confidential system of record keeping will be maintained for each child.
5. If your child's prescription medication needs to be changed for any reason, a new form must be completed and signed by your physician. Your child will not receive any medication without this form.
6. Children with asthma (or other breathing problems) who are currently being treated by a physician may come to the office to use their inhaler, provided there are specific instructions documented and signed by the child's physician. Students may also carry inhalers on their person if parent and doctor deem necessary.

Over-the-counter drugs (such as aspirin, cough medicine, etc.) will only be administered to students with written parental consent and instructions. Please use the nonprescription medication form found at the back of the handbook. Additional forms may be obtained from the school office or can be downloaded from the district website. Tylenol etc. are not provided

by the school. Parents need to send these with the student in the **original container** along with the completed and signed medication form. These will also be kept in the office.

**STUDENT IMMUNIZATION LAW
AGE/GRADE REQUIREMENTS
2014 SCHOOL YEAR and Beyond**

The following are the minimum required immunizations for each age/grade level. It is not a recommended immunization schedule for infants and preschoolers. For that schedule, contact your doctor or local health department.

Age/Grade	Number of Doses					
Pre K (2 yrs through 4 yrs)	4 DTP/DTaP/DT ²	3 Polio	3 Hep B	1 MMR ⁵	1 Var ⁶	
Grades K through 5	4 DTP/DTaP/DT/Td ^{1,2}	4 Polio ⁴	3 Hep B	2 MMR ⁵	2 Var ⁶	
Grades 6 through 12	4 DTP/DTaP/DT/Td ²	1 Tdap ³	4 Polio ⁴	3 Hep B	2 MMR ⁵	2 Var ⁶

1. DTP/DTaP/DT vaccine for children entering Kindergarten. Your child must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th dose) to be compliant. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
2. DTP/DTaP/DT/Td vaccine for all students Pre K through 12. Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
3. Tdap means adolescent tetanus, diphtheria and acellular pertussis vaccine. If your child received a dose of a tetanus-containing vaccine, such as Td, within 5 years of entering the grade in which Tdap is required, your child is compliant and a dose of Tdap vaccine is not required.
4. Polio vaccine for students entering grades Kindergarten through 12. Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
5. The first dose of MMR vaccine must have been received on or after the first birthday (Note: a dose 4 days or less before the 1st birthday is also acceptable).
6. Var means Varicella (chickenpox) vaccine. A history of chickenpox disease is also acceptable.

IMMUNIZATION

The Wisconsin Immunization Law requires students through Grade 12 to be immunized



according to their age/grade level by the beginning of the school year. Immunizations are required against measles, mumps, rubella, polio, diphtheria, tetanus and pertussis.

Written evidence as to the completed basic and booster immunizations, including the day, month and year must be on file in the school office. Exceptions may be obtained for medical, religious, or personal conviction reasons. The medical waiver must be signed by a physician; religious and personal conviction waivers must be signed by a parent or guardian. If the student is not in compliance by the 60th school day, the school is required to notify the

District Attorney who will petition the court to direct the student to be immunized or sign a waiver.

STUDENT ILLNESS / ACCIDENTS AT SCHOOL

In the event that a student becomes ill at school, they will be sent to the office. If it appears that after a reasonable length of time they cannot return to the classroom, every effort will be made to contact you or the person listed under your emergency contacts so that you can arrange for transportation and care for your child. Make sure to include at least one emergency name and number under the emergency contacts.

In the event of an accident requiring medical attention, a parent will be contacted as soon as possible. If the parent or designated person on the Emergency Form cannot be located, the principal or his designee will take the necessary actions to assure the safety and comfort of the student. Emergency medical assistance will be contacted if the injury is deemed severe and/or life threatening.

VISION/HEARING SCREENINGS

Each school year, children in grades 4K, Kindergarten, first and third receive a vision screening to determine if there are any problems that need to be addressed. Vision screenings will also be done at the request of the teacher or parent. Hearing screenings are provided for students in 4K and kindergarten and upon request. In both cases, parents are notified of any problems that are detected and are urged to seek further medical advice. If at any time you have a concern related to vision or hearing, you may contact the school nurse.

HEAD LICE

Nits should be combed out of the hair before the child returns to school.



THINGS TO DO TO HELP STOP THE SPREAD OF LICE

1. Know the Symptoms
 - Persistent scratching.
 - Lice are very small, grayish, wingless bugs that are found in the hair of the head,
 - Most commonly behind the ears and on the back of the neck.
 - Presence of nits (eggs).
 - Small whitish, gray, or brown nits.
 - Teardrop shape.
 - Firmly cemented to the hair about 1/4" from the scalp.
 - Red marks at the nape of the neck and behind the ears. Caused from scratching and irritation from the saliva of the louse.
2. Know How to Prevent Infestation
 - **Do not share combs and brushes** because of the possibility of transferring lice or nits.
 - **Do not share** hats, caps, scarves, any headgear, towels, or personal clothes because of the possibility of the transference of lice or nits. Hats borrowed from school should not be returned.
 - **Do not stand close** to others while they are combing their hair.
 - Keep jackets and coats as separated as possible.
 - **Remember that lice do not jump or fly**, but may crawl from one garment to another.
 - Inspect your child's head for 10 days for the presence of lice or nits after notification by

the school or if you observe symptoms.

3. Know What To Do If A Family Member Has Lice

- Carefully inspect **all** family members for evidence of lice or nits.
- Contact your physician for a prescription or a non-prescription treatment is available at local drug stores.
- **Read the directions** and **follow carefully** for each product is different.
- Repeat treatment if instructed to do so.
- Most products recommend removal of nits with a special nit comb.
 - Please be advised that nit combing and removal is an important step and must be done thoroughly. (This may have to be done by hand.)
 - CONDITIONER may aid in nit removal
- Report cases to your school or County Nurses Office (683-4155).
 - Students must be free of live lice before returning to school.
 - School personnel may recommend additional nit removal.
 - The school nurse is available to provide head lice screening and detailed information.

4. Know How To Decontaminate Personal Articles and the Environment

- Bedding and many personal articles can be washed in hot water and/or placed in the clothes dryer at 131 degrees F. for at least 20 minutes.
- Dry clean any non-washable articles.
- Combs, brushes and similar items can be disinfected by following the lice product recommendations or in a pan of hot (150 degrees F.) water for 5-10 minutes.
- Environmental cleanup includes vacuuming carpets, car seats, mattresses, upholstered furniture at time of treatment. A special spray is also available from your pharmacist; however, not mandatory.
- Stuffed toys, etc. that may not go into the hot dryer can be sealed in a plastic bag and placed in a cold temperature (below 50 degrees) for 2 weeks.

🌀🌀🌀 SECTION 6 – VOLUNTEER INFORMATION

ZIELANIS PTP

The Zielanis Parent-Teacher Partnership serves as a link between the home and Zielanis School. Meetings are held monthly. Information concerning the meetings and the minutes are located on the Zielanis website. Parent involvement is highly encouraged and appreciated! The PTP has sponsored Special Person's Day for fourth grade, NO TV week, Color Run and assists with field trips and purchases various items for the school, including purchasing and maintaining playground equipment and a variety of motivational reading programs.

VOLUNTEER OPPORTUNITIES

VOLUNTEER OPPORTUNITIES

Assisting teachers in the classrooms.

Reading with/doing math with individuals/small groups of students.

Assisting with projects.

Sharing information about your career.
Sharing information about a craft/talent you have.
Working on materials for teachers at home.
Assisting with fundraising.
Becoming a PTP member.



VOLUNTEERS

All of the help that we receive through volunteers is greatly appreciated! Volunteers make the great things possible and your time and energy is valued by students and staff alike. As part of our safety protocol all volunteers must fill out a form which will allow the District to do a background check. The background checks can take up to 10 days to process. Please allow two weeks to process the background check when planning to volunteer. A new form will be required each school year. Everyone that works with children in the Kiel Area School District are required to do this. If you are unsure if you have a background check on file, please call the school office at 894-2265. A volunteer form can be found in Section 7 – Forms or by requesting one from the office. Please be sure to fill out all information completely.

❧❧❧ SECTION 7 – FORMS

MEDICATION FORMS

Kiel Area School District Nonprescription Medication Consent Form (Over-the-Counter Medication)

Student _____ Date _____
School _____ Grade _____ Date of Birth _____ Age _____
Physician _____ Hospital/Clinic/Office _____
Physician's Phone No. _____

Nonprescription drugs such as Tylenol (acetaminophen) are **not** available at Zielanis/Meeme schools. These must be sent by a parent/guardian with this signed consent in order for us to give this nonprescription medication to your child.

Name of Medication	Dosage (tsp., tablet)	Approximate Time of Dosage	Side Effects

Parent/Guardian

I hereby give my permission to school personnel designated by the school principal to give medication to my child according to the above written instructions.

I further agree to hold the Kiel Area School District and all employees harmless in any and all claims arising from the administration of this medication in school.

I agree to notify the school **in writing** at the termination of this request or when any change in the above is necessary.

Signature of Parent/Legal Guardian _____
Address _____
Phone _____

**Kiel Area School District
Prescription Medication Consent Form
With Physician's Order for Administration**

Student _____ Date _____
 School _____ Grade _____ Date of Birth _____ Age _____
 Physician _____ Hospital/Clinic/Office _____
 Physician's Phone No. _____

Physician:

In order for school personnel to administer the medication regime you have prescribed, please complete the following form.

Student's Diagnosis for Medication _____

Name of Medication	Dosage (tsp., tablet)	Approximate Time of Dosage	Side Effects

Please indicate if the medication above is PRN (to be taken as needed): _____

Conditions under which PRN medication should be given: _____

*Physician's Signature _____ Date _____

***Must Be Signed by the Physician**

Parent/Guardian

(Please fill out this portion of the form after your child's physician has completed the top, and return this form to the school office.)

I hereby give my permission to school personnel designated by the school principal to give medication to my child according to the written instructions of the physician as shown above.

I further agree to hold the Kiel Area School District and all employees harmless in any and all claims arising from the administration of this medication at school.

I agree to notify the school **in writing** at the termination of this request or when any change in the above is necessary. (Please note any medication brought to school should be in a labeled pharmacy container. Controlled substances must be transported by an adult. I will be responsible for bringing in medication when container becomes empty, otherwise no medication will be distributed.) I also hereby agree to give my permission to the school nurse to contact the child's physician.

Signature of Parent/Legal Guardian _____

Address _____

Phone _____

BACKGROUND CHECK INFORMATION

Name _____ Telephone Number _____

Address, City, State, Zip _____

What will you be doing within the schools _____

Name(s) and Grades of Student(s) in District _____

Relationship to student(s) _____

Please list previous addresses you have lived at during the past five years: _____

Have you ever been convicted of any misdemeanor or felony, or convicted of violating any other law including ordinances and traffic regulations? Yes _____ No _____ If yes, please explain below and if necessary attach a separate sheet listing any and all violations and the investigating agency: _____

Are there any charges of any kind pending against you? Yes _____ No _____ If yes, please explain below and if necessary attach a separate sheet listing any and all violations and the investigating agency: _____

Applicant Agreement – Authorization to release information:

I certify that the answers contained in this application are true and complete to the best of my knowledge. My signature on this form authorizes the Kiel Area School District to act as my agent in obtaining information from any person or company concerning myself, without liability to such person or company, or to the Kiel Area School District. In the event of my employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I further understand that this application is not intended to be a contract of employment.

I also understand that the Kiel Area School District will complete a background check on all applicants including a criminal records check through the Wisconsin Crime Information Bureau and that the school district will review the background check results before I am selected for a position. My signature on this form indicates that I consent to the School District conducting a background check. I am also aware that information regarding my date of birth, social security number, middle initial, sex, race and maiden name is required solely for the purpose of confirming my identity for the background check and the WI Crime Information Bureau. My social security number will not be used for any purpose other than identification and will be considered confidential.

Date of Birth _____ Sex _____ Race _____ Middle Name _____

Maiden Name _____ Social Security Number _____

Signature of Applicant

Date