



## Annual Notices to Parents

*As required by law, the Kiel Area School District annually notifies parents and community members of various School District Policies and Procedures.*

### **STUDENT AND STAFF NONDISCRIMINATION AND STUDENT ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**

Title IX, 34 C.F.R. 106.9, Section 504 34 C.F.R. 104.8, Title II, 28 C.F.R. 35.106; Students – Board Policies 2260, 2260.01, 5517, 1623; Staff – Board Policy 1422, 1623, 1662, 3122, 3123, 3362, 4122, 4123, 4362

No person may be denied admission to any public school in the district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, co-curricular, student services, recreational or other program or activity because of the person's sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, handicap or physical, mental, emotional or learning disability in the educational programs or activities operated by the Kiel Area School District. Compliance officers are Mr. Brad Hoerth, Mr. Alex Ourada, Mr. Chad Ramminger, and Mrs. Mackenzi Schwarz.

### **DYSLEXIA & RELATED CONDITIONS**

Wis. Stat. 118.015(4)(d)

*Wisconsin's Informational Guidebook on Dyslexia and Related Conditions*

## **TITLE IX SEXUAL HARASSMENT**

34 C.F.R. PART 106; BOARD POLICY 2266

The district does not discriminate on the basis of sex in the education program or activity that it operates or employment. Inquiries about the application of Title IX and its regulations may be referred to the Title IX Coordinators or the Superintendent, or both. ANY person may report sexual discrimination, including sexual harassment, to the district's Title IX Coordinator(s), regardless of whether the person is the alleged victim or the report conduct. The report may be made in person, by mail, by telephone, or by email. The report may be made at any time, including during nonbusiness hours. Title IX Coordinators for the Kiel Area School District are: Dr. Marcia Waldron-Kuhn, Director of College, Career and Life Readiness, [mkuhn@cesa7.org](mailto:mkuhn@cesa7.org), 920-639-9335 Mr. David Gordon, CTE Perkins Coordinator, [dgordon@cesa7.org](mailto:dgordon@cesa7.org), 920-619-3046

## **STUDENT NONDISCRIMINATION IN CAREER AND TECHNICAL EDUCATION**

*34 C.F.R. Part 100*

The district offers its career and technical educational program on a nondiscriminatory basis. Available courses are in Agriscience, Business Education, Family and Consumer Science, and Technical Education. Complaints may be brought to one of the district's compliance officers Mr. Brad Hoerth, HS Principal, [bhoerth@kiel.k12.wi.us](mailto:bhoerth@kiel.k12.wi.us), 920-894-2263 ext. 5151; Mr. Alex Ourada, MS Principal, [aourada@kiel.k12.wi.us](mailto:aourada@kiel.k12.wi.us), 920-894-2264 ext. 3002; Mrs. Mackenzi Schwarz, Director of Teaching & Learning, [mschwarz@kiel.k12.wi.us](mailto:mschwarz@kiel.k12.wi.us), 920-894-2266 ext. 2505; Mr. Chad Ramminger, Elementary Principal, [cramminger@kiel.k12.wi.us](mailto:cramminger@kiel.k12.wi.us), 920-894-2265 ext. 4001.

## **SURVEYS, STUDENT PRIVACY, AND PARENTAL REVIEW AND ACCESS**

BOARD POLICY 2416; 20 U.S.C. 1232G AND 1232H

THE DISTRICT SHALL PROVIDE PARENTS WITH THE APPROXIMATE DATE OF THE ADMINISTRATION OF ANY SURVEY BY A THIRD PARTY THAT CONTAINS ONE OR MORE OF THE ITEMS DESCRIBED IN A AND B OF POLICY 2416. PARENTS HAVE THE RIGHT TO REVIEW THE SURVEY AND MAY OPT THEIR CHILD(REN) OUT OF PARTICIPATION IN ANY SURVEY INVOLVING ANY OF THE ITEMS DESCRIBED IN A THROUGH H.

## **PROGRAM OR CURRICULUM MODIFICATION**

Board Policy 2451; Wis. Stat. 118.15

Any child's parent or guardian, or the child if the parent or guardian is notified, may request the school board, in writing, to provide the child with program or curriculum modifications.

## **TITLE I STATE ASSESSMENT OPT-OUT**

Board Policy 2623; Wis. Stat. 118.30(2); 20 U.S.C. 6312

The Board shall excuse any student from the State examination administered in 4th grade, 8th grade, 9th grade, 10th grade, or 11th grade whether the test administered is the one developed by the Department of Public Instruction or the District's own test developed and approved by the DPI and the U.S. Department of Education. To opt out of these examinations, the student's parent must submit a statement in writing to the building Principal stating that the parent is opting the student out of the examination(s).

## TITLE I ASSESSMENT INFORMATION

Board Policies 2623 and 2261; Wis. Stat. 118.30(1m)(d); 20 U.S.C. 6312

The District shall annually assess the educational needs of eligible children, as determined by Federal and State criteria. Such assessment shall include performance measures mandated by the Department of Public Instruction as well as those determined by the District professional staff, that will assist in the diagnosis, teaching, and learning of the participating students. The Wisconsin Student Assessment System (WSAS) is a comprehensive statewide program designed to provide information about what students know in core academic areas and whether they can apply what they know. Assessment schedule and associated information can be found on the DPI website at <https://dpi.wi.gov/assessment>. Parents may request additional information regarding any state or local policy regarding student participation in any assessments mandated by law and by the district.

All students shall participate in Statewide assessments in grades 4, 8, 9, 10 and 11. Any student with a disability shall be provided appropriate accommodation and/or alternate assessments where necessary as indicated in the student's IEP or Section 504 plan. To opt out of these examinations, the student's parent must submit a statement in writing to the building Principal stating that the parent is opting the student out of the examination(s).

## TITLE I REPORT CARD

Board Policies 2261.03 and 2700.01; 20 U.S.C. 6311

The annual School District Performance Report prepared by the Wisconsin Department of Public Instruction can be found at <http://apps2.dpi.wi.gov/reportcards>. To request a paper copy of the report, please contact Mackenzi Schwarz in the District Office at 920-894-2266, Ext. 2505.

## EDUCATION OF HOMELESS CHILDREN AND YOUTH

Board Policy 5111.01; 42 U.S.C. 1431, McKinney-Vento Act

The McKinney-Vento Act defines homeless children and youth as children and youth who lack a fixed, regular, and adequate nighttime residence, and includes children and youth who are:

- sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason
- living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations
- living in emergency or transitional shelters
- abandoned in hospitals
- living in a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- migratory children who qualify as homeless because the children are living in circumstances described above.

If you are personally aware of or are acquainted with any children or youth who may qualify according to the above criteria, the School District provides the following assurances to parents and guardians of homeless children and youth and unaccompanied homeless youth:

- The child or youth shall be immediately enrolled and allowed to fully participate in school, even if unable to produce records normally required for enrollment (e.g., academic records, immunization and other required health records, proof of residency, or other documentation) or has missed application or enrollment deadlines during any period of homelessness.
- Homeless children and youths are not stigmatized or segregated on the basis of their status as homeless and have full and equal educational and related opportunities.
- Meaningful opportunities to participate in the education of their children including special notices of events, parent-teacher conferences, newsletters, and access to student records.
- Immediate enrollment and transportation to the school of origin. "School of origin" means the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool.
- Written explanation of any decisions related to school selection or enrollment made by the school, the local educational agency, or the State educational agency involved, including the rights of the parent, guardian, or unaccompanied youth to appeal and receive prompt resolution of such decisions.

Please contact Tay Hoffman, homeless liaison for the Kiel Area School District, at (920) 894-2263 ext. 5154 or [thoffman@kiel.k12.wi.us](mailto:thoffman@kiel.k12.wi.us) for additional information about the rights and services described above.

## **CHILD NUTRITION PROGRAMS AND FREE/REDUCED-PRICE MEALS**

Board Policy 8531; Wis. Stats. 118.34, 118.341, 118.343; 42 U.S.C. 1771

The Board of Education recognizes the importance of good nutrition to each student's educational performance. The Board shall provide needy children with lunch at a reduced rate or at no charge to the student. Children, eligible for free or reduced-price meals, shall be determined by the criteria established by the Child Nutrition Program. These criteria are issued annually by the Federal government through the State Department of Public Instruction. The Board designates the Food Service Director to determine in accordance with Board standards, the eligibility of students for free and/or reduced-price meals. More information and application forms can be found at <https://www.kiel.k12.wi.us/families/>

## **MEAL CHARGE POLICY**

Board Policy 8500; USDA Guidance SP23-2017

Students will be permitted to purchase meals from the District's food service using either cash on hand or a food service account. Family lunch accounts may not exceed negative \$10.00 (or money owed to the school district) accounts with a negative \$10.00 or more will be temporarily blocked for any further purchases with the exception of a family or student qualifying for free meals. All family lunch accounts must have a positive balance to purchase any extra food items not included in the main meal purchase.

## **AUTHORIZATION FOR RELEASE OF STUDENT TO A NON-CUSTODIAL PERSON**

Board Policy 5230

If only one (1) parent is permitted to make educational decisions or to approve absences of the student by Court order, the responsible parent shall provide the school with a copy of the Court order. Absent such notice, the school will presume that the student may be released into the care of either parent.

## **ASBESTOS NOTIFICATION**

Board Policy 8405; 40 C.F.R. 763 AHERA

In compliance with the United States Environmental Protection Agency (EPA) and the Asbestos Hazard Emergency Response Act (AHERA), this is notice that the Kiel Area School District has an Asbestos Management Plan at the school district office. The plan is available for inspection by the public, parents, and district employees. In 1988, all buildings owned by the School District were inspected by EPA accredited inspectors. Based on the inspection, the District prepared and the State approved a comprehensive management plan for administering the asbestos. All questions regarding the Asbestos Management Plan should be directed to the District's Designated Person Mr. Aaron Kissinger, HS Facilities Manager at 920-894-2263 ext. 6060.

## **SCHOOL PERFORMANCE REPORT**

Board Policies 0174.2 and 2700.01; Wis. Stat. 115.38(2) and 115.385(4)

The Board believes that a vital component of the District's educational programs is ensuring that parents and other individuals are informed of the performance of the schools and the School District. To this end, the Board shares an annual school and School District performance report including all information prescribed by statute. By January 1st of each year, the Board shall notify the parents of each student enrolled in the District of the right to request a school and School District performance report. The performance report will be provided to the parent electronically unless the parent requests a written copy of the report. By May 1st, the Board shall distribute copies of the report to those who have requested the report including students enrolled in charter schools located in the District, that have requested the report. The annual School District Performance Report prepared by the Wisconsin Department of Public Instruction can be found at <http://apps2.dpi.wi.gov/reportcards>. To request a paper copy of the report, please contact Mackenzi Schwarz in the District Office at 920-894-2266, Ext. 2505.

[Wisconsin's Information System for Education Data Dashboard \(WISEdash Public Portal\)](#)

## **NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

Board Policies 1422, 3122, 4122, 3123, 4123; Wis. Stat. 111.31; 34 C.F.R. 110

*The Kiel Area School District Board does not discriminate on the basis of race, color, national origin, age, sex (including gender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other legally protected category in its programs and activities including employment opportunities.*

## **BOARD ADOPTED ACADEMIC STANDARDS**

Board Policy 0151.2; Wis. Stat. 120.12(13)

The Board has adopted the Wisconsin Academic Standards at <https://sites.google.com/a/kiel.k12.wi.us/kasd-essential-standards/> as its 2023-24 Academic Standards.

## **WELLNESS POLICY**

Board Policy 8510; 7 C.F.R. 210.31

*The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school. For more information, contact Mrs. Corrine Schneider, Food Service Director, at [cschneider@kiel.k12.wi.us](mailto:cschneider@kiel.k12.wi.us), (920) 894-5183.*



## **NOTICE OF CHILD FIND ACTIVITY FOR THE KIEL AREA SCHOOL DISTRICT**

Wis. Stats. 115.77(1m)(a) and 115.777(3)(d)

*The Kiel Area School District, upon request, will screen any child who has not graduated from high school to determine whether a special education referral is appropriate. A request may be made by contacting Mr. Seth Carreno, Psychologist, Kiel Area School District, at 920-894-2663, Ext. 3214, or by emailing him at [scarreno@kiel.k12.wi.us](mailto:scarreno@kiel.k12.wi.us).*

*Annually, screenings are offered throughout the year to children under school age. The information from the screening is also used to determine whether a child should be evaluated for a suspected disability.*

*Student records are maintained in the interest of the student to assist the school in providing appropriate educational experiences. Student records are defined as all records relating to an individual student other than notes or records for personal use by teachers or other certified personnel which are not available to others and records necessary for and available only to persons involved in psychological treatment of a student. These personal notes and records become a part of a student's records only when they are used to affect the student's educational experience. The guidance counselor will have primary responsibility for maintaining the confidentiality of all student records. All requests for transfer of student records should be made to the guidance department who will determine whether the inspection or transfer is permitted.*

## **ACADEMIC & CAREER PLANNING**

Board Policy 2411; PI 26.03(1)(b)1

The Board requires that a planned program of school counseling be an integral part of the educational program of the District. The plan shall be developed by licensed school counselors in collaboration with student services staff, teachers, parents, and community health and human service professionals. The developed plan will be adopted by the Board and maintained by the District. Information regarding the Kiel Area School District compliance with PI 26.03(1)(b)1 related to academic and career planning services can be found on the district website at [https://www.kiel.k12.wi.us/schools/high/HS\\_Guidance.cfm](https://www.kiel.k12.wi.us/schools/high/HS_Guidance.cfm).

## EDUCATION FOR EMPLOYMENT

Board Policy 2420; PI 26.04(4)

The education for employment program provides career awareness for elementary grade level, career exploration at the middle-school level, and career planning and preparation at the high school level. Career programs are available at technical colleges. An education for employment program shall include a long-range plan approved by the Board and developed by a team of District staff and community stakeholders, which may include businesses, postsecondary education institutions, and workforce development organizations.

## SCHOOL ACCOUNTABILITY AND EDUCATIONAL OPTIONS NOTICE

Board Policy 8146; Wis. Stat. 118.57

*The Board recognizes the need to provide alternative means by which students achieve the goals of the District. Educational opportunities available to Kiel resident students include:*

- *Educational opportunities available to Kiel resident students include:*
- *Kiel Area School District - <https://www.kiel.k12.wi.us>*
- *Full-time open enrollment - <https://sms.dpi.wi.gov/OEParent>*
- *State virtual schools including resources - <https://dpi.wi.gov/parental-education-options/charter-schools/virtual-charter-schools>*
- *Home-based private education - <https://dpi.wi.gov/parental-education-options/home-based>*
- *Dual Enrollment - <https://dpi.wi.gov/dual-enrollment>*
- *Divine Savior - <https://www.divinesaviorschool.org/>*
- *St. Mary's Springs Academy - <https://www.smsacademy.org/>*
- *Trinity Lutheran - <https://trinitykiel.com/>*
- *Roncalli - <https://rhs.roncallicatholicschools.org/>*
- *The annual School District Performance Report prepared by the Wisconsin Department of Public Instruction can be found at <http://apps2.dpi.wi.gov/reportcards>.*

## SPECIAL EDUCATION PROCEDURES AND SERVICES

Wis. Stats. 115.77 and 115.792

*Upon request, the Kiel Area School District is required to evaluate a child for eligibility for special education services. A request for evaluation is known as a referral. When the District receives a referral, the District will appoint an Individualized Education Program (IEP) team to determine if the child has a disability, and if the child needs special education services. The District locates, identifies, and evaluates all children with disabilities who are enrolled by their parents in private (including religious) schools, elementary schools and secondary schools located in the school district.*

*A physician, nurse, psychologist, social worker or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a disability has a legal duty to refer the child, including a homeless child, to the school district in which the child resides. Before referring the child, the person making the referral must inform the child's parent that the referral will be made.*

*Others, including parents who reasonably believe a child is a child with a disability may also refer the child, including a homeless child, to the school district in which the child resides.*

*Referrals must be in writing and include the reason why the person believes the child is a child with a disability. A referral may be made by contacting Seth Carreno, Psychologist, Kiel Area School District, at 920-894-2663, Ext. 3214, or by emailing him at [scarreno@kiel.k12.wi.us](mailto:scarreno@kiel.k12.wi.us).*

## COPYRIGHT INFRINGEMENT

Board Policy 2531

**The Kiel Area School District adheres to appropriate Copyright regulations and policies. Copyright issues and concerns can be communicated to the Administrative Operations Manager listed below.**

**Mrs. Sheila Lefeber Administrative Operations Manager 416 Paine Street,  
Kiel, WI 53042 920-894-2266 ext. 2112 [sklefeber@kiel.k12.wi.us](mailto:sklefeber@kiel.k12.wi.us)**

## **WISCONSIN PUBLIC RECORDS**

Board Policy 8310; Wis. Stat. 19.32(1dm)

The Kiel Area School District is a 4K-12 public school district. People may request and obtain information and access records in the district office during regular business days and hours. Costs for obtaining records will depend upon the records requested. The legal custodian of the records is the Kiel Area School District superintendent. Local public offices include the superintendent, director of teaching and learning, and building principals.

## **Access to Student Records**

Board Policy 8330

From time to time, the district receives requests for student information from military recruiters and institutions of higher education. A student or the parent or guardian of the student may request that the student's name, address, and telephone listing will not be released to military recruiters or institutions of higher education without prior written consent. The district shall comply with the request of a student or parent or guardian made pursuant to this notice

## **HUMAN GROWTH AND DEVELOPMENT**

Board policy 2414

Courses that include Human Growth and Development Instruction will provide parents with an outline of the human growth and development curriculum used at their child's grade level and information about how they can inspect the actual curriculum and instruction materials at the start of the course. The course instructor will provide this information.