

Kiel Area

School District

Annual Notices

to Parents

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Si usted apreciaría esta carta traducida en español por favor de contactar a Zack Herschberg en el número de teléfono 920-894-2264 ext 3230.

Gracias

Nondiscrimination Policy

It is the policy of the Kiel Area School District that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of a person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental/emotional, or learning disability or disability as required by Section 118.13, Wisconsin Statutes. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, and national origin), and Section 504 of the Rehabilitation Act of 1973.

The school district encourages informal resolution of complaints under this policy. A formal complaint resolution is available, however, to address allegations of violations of the policy in the Kiel Area School District.

Any questions concerning this policy should be directed to:

Deb Sixel
Kiel Area School District
416 Paine Street, P.O. Box 201
Kiel, WI 53042
920-894-2266

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.

If you have any questions or concerns regarding the harassment policy number 5517, please contact Sheila Lefeber at the district office by calling 920-894-2266.

Access to Student Records

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.

AHERA Management Plan

This is to inform you that the Kiel Area School District's annual asbestos surveillance requirements have been completed, as required by Asbestos Hazard Emergency Response Act (AHERA), 40 CFR 763.93 (G).

Through continued surveillance and monitoring inspection, the asbestos present in each of the School District buildings is well maintained and not a hazard to the occupants. Asbestos containing building material in the District at this time is nonfriable, and in good condition.

Asbestos management plans are on file at the District and School Offices, and available for review during regular hours. The management plans contain information on school inspections, periodic surveillance, response actions and abatement.

You may call Mr. Kevin Schwinn, Director of Buildings and Grounds at 920-894-2266 with any questions regarding asbestos material in our School Buildings.

Dr. Louise Blankenheim, District Administrator

Access to Instructional Materials

The Board of Education recognizes the right of parents to inspect instructional materials and to deny their child's participation in certain curricular activities in accordance with State and Federal laws and regulations. The Board also recognizes that reasonable accommodations with regard to academic requirements or non-academic activities may have to be made from time to time because of a student's religious beliefs.

Requests regarding accommodations may be made to the building principal. All requests shall be judged individually, based upon state and federal guidelines. If a parent/guardian is not satisfied with the building principal's decision, appeal may be made to the District Administrator.

Where appropriate, the school district shall make proper attempts to accommodate serious religious or moral objections to particular instructional materials by providing alternate materials whenever possible. However, no parent has the right to determine the material or activities for students other than their own children.

If you have any questions or concerns regarding the Student Privacy and Parental Access to Information policy number 2416, please contact Sheila Lefeber at the district office by calling 920-894-2266.

Human Growth and Development Instruction

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.

Elector Notice

The Kiel Area School District encourages individual participation in the democratic process of government. Individuals are encouraged to exercise their right to vote in legal and appropriate public elections. Accordingly, Kiel Area School District students who have reached the age of eighteen (18) are hereby notified of their right to register to vote and to participate in public elections.

Meningococcal Disease: Protect Your Child

Public health authorities recommend that teenagers and college-bound students be immunized against a potentially fatal bacterial infection called meningococcal disease, a type of meningitis.

The Centers for Disease Control and Prevention (CDC) and other leading medical organizations recommend routine meningococcal immunization for adolescents during the preadolescent doctor's visit (11- to 12-year-olds), adolescents at high school entry (15-year-olds) if they have not previously been immunized, and for college freshmen living in dormitories.

Meningococcal disease is a rare but potentially fatal bacterial infection that can cause severe swelling of the brain and spinal cord (meningitis) or a serious blood infection (meningococemia). Meningococcal disease strikes up to 3,000 Americans each year; nearly 30 percent of these cases are among teenagers and college students.

A meningococcal vaccine is available for use among persons aged 11 to 55 years, which provides protection against four of the five types of bacteria that cause meningococcal disease. Many parents are unaware of the dangers the disease poses to their children and that a vaccine is available that may help to prevent up to 83 percent of cases among teens and college students. Immunization is the most effective way to prevent this very serious disease

About Meningococcal Disease

Meningococcal disease is often misdiagnosed as something less serious because early symptoms are similar to common viral illnesses. Symptoms of meningococcal disease may include high fever, severe headache, stiff neck, nausea, vomiting, sensitivity to light, confusion, exhaustion and/or a rash.

Meningococcal disease is spread through direct contact with respiratory and/or oral secretions from infected persons (for example, kissing or sharing drinking containers). It can develop and spread quickly throughout the body, so early diagnosis and treatment are very important. Even with immediate treatment, the disease can kill an otherwise healthy young person within hours of first symptoms. Of those who survive, up to 20 percent may endure permanent disabilities, including brain damage, deafness and limb amputations.

Lifestyle factors common among teenagers and college students are believed to put them at increased risk of contracting meningococcal disease. These lifestyle factors include crowded living situations (for example, dormitories and sleep-away camps), active or passive smoking and irregular sleeping habits. Teens should avoid sharing eating utensils and drinking out of the same container, since infections may spread through this type of close contact.

To learn more about meningococcal disease, vaccine information, and public health resources visit the following web sites:

- www.cdc.gov – This CDC website includes the CDC recommendations and information on the meningococcal vaccine.
- <http://dhs.wisconsin.gov/communicable/factsheets/Meningococcal.htm> The Wisconsin Department of Health Services communicable disease fact sheet.
- <http://www.kusd.edu/media/pdf/enrollment/meningococcalfactsheet.pdf> The Wisconsin Department of Public Instruction Fact Sheet for the community.
- <http://dhs.wi.gov/localhealth/> A list of local Wisconsin public health departments and contact information.

- American Academy of Family Physicians, www.aafp.org
- American Academy of Pediatrics, www.aap.org
- Meningitis Foundation of America, www.musa.org
- National Meningitis Association, www.nmaus.org

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

1. Political affiliations or beliefs of the student or student’s parent
2. Mental or psychological problems of the student or student’s family
3. Sex behavior or attitudes
4. Illegal, anti-social, self-incriminating, or demeaning behavior
5. Critical appraisals of others with whom respondents have close family relationships
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility

Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others

Inspect upon request and before administration or use:

1. Protected information surveys of students
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Kiel Area School District will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Kiel Area School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Kiel Area School District will also directly notify, such as through U.S. Mail or e-mail, parents of students who are scheduled to participate in the specific activities or surveys and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Kiel Area School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned

activities and surveys and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that pupil records shall be made available to persons employed by the school district which the pupil attends who are required by the department under s. 115.28(7) to hold a license, law enforcement officers who are individually designated by the school board and assigned to the school district, and other school district officials who have been determined by the school board to have legitimate educational interests, including safety interests, in the pupil records. The law also requires the Kiel Area School District, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories names, addresses and telephone listings unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. (These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.)

If you do not want the District to disclose directory information from your child's education records you have fourteen (14) days to inform the district that all or any part of the directory data may not be released without your prior consent. The district will allow a parent, guardian or guardian ad litem fourteen (14) days to provide this response before any student directory data is released. The District has designated the following information as directory information: [**Note: an LEA may, but does not have to, include all the information listed below.**]

- Student's name
- Address
- Telephone listing

- Electronic mail address
- Photograph
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- The most recent educational agency or institution
- Dates of attendance
- Grade level attended

Title I Programs

The Kiel Area School District receives federal Title I funds. Parents play a part in the development of the plan for the use of Title I funds. Policy #2261.01 outlines the parent involvement practices of the district.

Districts receiving Title I funds are required to notify parents of their right to request and obtain information regarding the following:

1. The professional qualifications of their child’s classroom teachers, including the following: (a) whether the teacher has met state licensing criteria for the grade level(s) and subject area(s) taught; (b) whether the teacher is teaching under an emergency or provisional status through which state licensing criteria have been waived; and (c) the undergraduate degree major of the teacher, and any graduate degree major of the teacher, and any graduate certification or degree held by the teacher, including the field of discipline of the certification or degree.
2. The professional qualifications of paraprofessionals providing instructional-related services to their child.

Parents wishing to request teacher and/or paraprofessional qualification information may contact Sheila Lefebber at the district office by calling 920-894-2266. This information must be provided in a timely manner.

Districts receiving Title I funds must also notify parents if their child is assigned to, or taught for four or more consecutive weeks by a teacher(s) who is not “highly qualified”. This provision applies to all teachers in a school that receive Title I funds, including substitute teachers, not just those who work in Title I programs.

The district has three schools receiving Title I funds (Meeme LEADS, Zielanis, and Kiel Middle School.) Each of these schools is required to inform parents his/her child’s level of achievement on state assessments (ex: Wisconsin Knowledge and Concepts Examination) in a timely manner.

Student Attendance – Curriculum Modifications

A parent or guardian, or a student if the parent or guardian is notified, may request, in writing, that the school board provide the student with program or curriculum modifications. Examples of modifications include, but are not limited to:

- Modifications within the student’s current academic program
- A school work training or work study program
- Enrollment in any alternative public school or program located in the school district
- Enrollment in any qualified nonsectarian school or program or tribal school located within the school district

- Homebound study including nonsectarian correspondence courses or other courses of study approved by the school board or nonsectarian tutoring provided by the school in which the child is enrolled
- Enrollment in a public educational program located outside the school district

If a parent or guardian or student makes a request pursuant to this notice, the school board shall render its decision in writing within ninety (90) days of the request, except that if the request relates to a child who has been evaluated by an individualized education program team and has not been recommended for special education, the board shall render its decision within thirty (30) days of the request. If the school board denies a request, the school board shall give its reasons for the denial.

Any decision made by a school board or a designee of the school board in response to a request for program or curriculum modifications pursuant to this notice shall be reviewed by the school board upon request of the child's parent or guardian. The school board shall render its determination upon review in writing, if the child's parent or guardian so request.

**Kiel Area School District
Bylaws & Policies**

5517.01 - BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the Kiel Area School District, including activities on school property or while traveling to or from school and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, or physical, mental, emotional or learning disability. It would include, but not be limited to, such behaviors as stalking, bullying/Cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student that believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated.

If the investigation finds an instance of aggressive behavior has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to termination for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Retaliation against any person, who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

"Bullying" is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact;
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats;
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation;
- D. ""Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others. [Bill Belsey (<http://www.cyberbullying.ca>)]

The Board recognizes that cyberbullying can be particularly devastating to young people because:

1. cyberbullies more easily hide behind the anonymity that the Internet provides;
2. cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
3. cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and
4. the reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased when it comes to cyberbullying activity.

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing photographs of students;
4. posting misleading or fake photographs of students on web sites.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, marital status or disability (sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location).

"Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

"Menacing" includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

"Harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

- A. physically harming a student or damaging a student's property;
- B. knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
- C. creating a hostile educational environment.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, former students, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The District Administrator or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines on aggressive behavior and bullying will be age and content appropriate.

The District Administrator is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the District Administrator shall be followed.