



**KALIDA ELEMENTARY SCHOOL  
STUDENT/PARENT HANDBOOK  
& SIGN-OFF FORM  
2022-2023**



**(Handbook can be found online- Approved 6/29/22)**

Students and Parents,

Welcome back to Kalida Elementary School for the 2022-2023 School Year. It is our privilege to have the opportunity to work with you & your student/s this year. Our goal is to provide a safe and enriching learning environment where all students feel comfortable and eager to learn. During a student’s elementary years, we work to provide them with the basic skills they need to be successful in all academic areas and nurture the desire to become independent lifelong learners. Continued success for the students depends on the cooperation between students, teachers, parents, and administration. We encourage you to be involved in your child’s education and communicate effectively with the school.

To promote continued collaboration, this handbook has been designed to assist both parents and students to have an enjoyable and successful school year. Please review the handbook with your child/children. Please complete the sign-off form below and return it to your child’s homeroom teacher.

If you have any questions or concerns during the school year, please feel free to contact the office at 419-532-3845. We look forward to working together to create a successful school year for your student/s.

Sincerely,

Mrs. Kayla Stechschulte, Principal  
Kalida Elementary School

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**Kalida Local Schools Handbook Sign-Off Form**

Please list all children attending Kalida Elementary School.

- 1. \_\_\_\_\_ Grade \_\_\_\_\_
- 2. \_\_\_\_\_ Grade \_\_\_\_\_
- 3. \_\_\_\_\_ Grade \_\_\_\_\_
- 4. \_\_\_\_\_ Grade \_\_\_\_\_

Signature of Parent \_\_\_\_\_

**By signing this form I acknowledge that I have reviewed this handbook with my child/children.**

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## **Kalida Local Schools- Mission Statement**

The mission of education is to prepare students of all ages to meet, to the best of their abilities, the academic, social, civic, and employment needs of the twenty-first century, by providing high-quality programs that emphasize the lifelong skills necessary to continue learning, communicate clearly, solve problems, use information and technology effectively, and enjoy productive employment.

To this end, therefore, the Kalida Local Schools believe:

- 1.) That the primary mission of public education involves three tasks: first, to develop in each student the ability to communicate and to be communicated with; second, to acquaint the student with those facts, ideologies and techniques upon which modern cultures have been built; and third, to foster in each student the desire to arrive at independent conclusions after an open-minded consideration of all available information.
- 2.) That the school has equal responsibility with the home, church, and community to point up and reinforce those moral, spiritual, and patriotic values upon which our own culture has been built.
- 3.) That the school can best fulfill this shared responsibility on an incidental basis rather than in formal classes designed specifically for this purpose, since every class presents many opportunities to effectively reinforce our own morals.
- 4.) That life in a technological world requires continual and ample readjustment and careful re-evaluation, but we believe that the necessary changes can best be made from a firm base of established human values.



## SCHOOL HOURS

### Student Arrival/Drop-Off

**7:20-7:55 AM** The building will be open to students & supervision is provided in the gym.

**8:00 AM** Classes begin; Tardy bell rings.

### *Please Note:*

Bus: Unload at the gym doors on E. Price Street.

Drop-Off: Use the main entrance on N. Fourth Street & drop students off on the school side of the road.

### Dismissal

**2:50** This dismissal includes walkers, pick-ups, and town bus stops (Buses 4 & 7).

- Bus: Load at the gym doors on E. Price Street.
- Parent Pick-Up: Students will exit the building doors on N. Fourth Street.

**2:58** This dismissal includes short run bus riders (Buses 5 & 6).

**3:08** This dismissal includes long run bus riders (Bus 3) & latchkey students.

Students arriving late will be marked tardy until 9:30 a.m. If a student has a doctor's note, this would be counted as an excused tardy. Students leaving anytime throughout the day will receive a partial absence. *Students striving for perfect attendance should be aware that any arrival after 8:00 a.m. or early dismissal will disqualify them for perfect attendance at the conclusion of the year.*

### School Delays & Closings

If school closes due to weather, etc... a Remind alert message from the school will be sent. Sign up information to receive these messages is on the [Kalida Local Schools Webpage](#) under the "Remind (Alerts)" tab. Delays and closings will also be posted on WLIO-Lima.

- In the event of a 1 hour delay, school will begin at 9:00 AM and dismiss at 2:50 PM
- In the event of a 2 hour delay, school will begin at 10:00 AM and dismiss at 2:50 PM
- In the event of a 3 hour delay, school will begin at 11:00 AM and dismiss at 2:50 PM (Lunch served at Noon)

### Early Dismissal

Arrangements must be made in advance for students in case of an early dismissal. If winter weather becomes too extreme, it is possible that classes could be dismissed early. Please be sure your children are aware of where they are to go in the event of an early dismissal.

### Safety Patrol

The school Safety Patrol is responsible to help insure the safety of students at the four main crosswalks. Trained 4<sup>th</sup> grade student members are on duty from 2:50 to 3:00 p.m. daily. Please discuss with your children the proper respect due Safety Patrol members.

### Supervision To and From School

The school is directly responsible for supervision of students only while they are on school grounds. Once they leave school property, this becomes the responsibility of the parents. The school will cooperate with parents in stressing the rules of safety to and from school and will assist with the discipline problems that occur between home and school. Generally, misbehavior that occurs off school property is a police matter.

## CAFETERIA

### Lunch/Recess Periods

These are the approximate times for the staggered lunch & recess periods:

10:54 – 11:45	1 & 2	(Lunch/Recess)
11:10 – 12:00	K	(Lunch/Recess)
11:05 - 12:00	3 & 4	(Recess/Lunch)

### Cafeteria Lunches

Kalida Schools operate primarily on a computerized system. Each student is assigned an account and a PIN number. Ideally, students bring in money for their account the first day of the school week and cafeteria personnel collect and enter a debit amount into their account.

Student meal prices are \$2.50 per day and extra milk is .50 each. These prices are subject to change.

Lunch money or checks must be sent to school in a sealed envelope. The student's name, grade, PIN number, and the amount enclosed should be written on the outside of the envelope. Please do not use plastic bags or coin purses.

End of year balances will carry over to the following school year. You can add money to your child's account for meals and see what they are buying. Go to [www.K12PaymentCenter.com](http://www.K12PaymentCenter.com) and create an account if you haven't done so already. Note that you will need your child's 4-digit Lunch ID number. For more information, contact the office.

Students will be allowed to "charge" lunches up to a deficit of \$7.50. Written notices will be given to students as soon as they are running a deficit. There will be no charging the last two weeks of school. We strongly encourage charges to be paid the next day.

Kalida Schools does provide similar accounts for free and reduced lunch students.

## ATTENDANCE & TRUANCY POLICY

### Statement of Purpose

We believe that attendance in school is extremely important for every student. Good attendance helps to ensure that each student has the benefit of the strongest educational program possible. Consistent attendance also promotes positive lifelong work habits and attitudes, as well as a sense of responsibility and discipline.

### Reporting Absence

Parents of students in grade K-4 should use the following guidelines when reporting an absence:

- 1.) Please call the Elementary School at 419-532-3845 if your child is going to be absent.
- 2.) Call between 7:30-8:00 on the morning of the absence.
- 3.) When you call, please state: The child's name, teacher, and reason for absence.
- 4.) You may leave a voicemail if no one is in the office at the time of the call.
- 5.) If the school has not received a call, a reasonable attempt will be made to contact the parent(s)/legal guardian.

### **After an Absence**

A written excuse must accompany the student after each absence. The excuse must explain the reason, be signed by a parent or guardian, and given to the homeroom teacher upon returning to class.

### **Make Up Work**

If your child is not in school and you would like his/her assignments, please notify the office prior to 9:00 A.M. The assignments can be sent home with a sibling or will be ready for pick up at 2:55 pm from the office. Each student must see that his/her assignments are made up for each day of absence. Assignments not completed will be reflected in their grade.

### **Leaving School Early/ Arriving Late**

If a student needs to leave school early for an appointment or other reasons, please send a written permission or notify the office prior to the appointment. The student then needs a parent or guardian to come into the office to sign the student out.

If a student arrives to school at a time other than the start of the school day, a written excuse must be provided or a parent must sign the student in. The student must stop in the office before returning to class.

### **Permissions**

A student must have written permission from his parents to attend a religious service during school hours.

### **Regulations Governing Absence from School**

Each parent, guardian, or other person having charge of any child of compulsory school age must send such child to school for the full time the school attended is in session. (Section 3321.04 Ohio Revised Code). According to these regulations, a student may be given an excused absence from school for the following reasons only:

- Personal illness
- Death of a relative
- Quarantine
- Work at home due to absence of parents or guardian
- Observance of religious holiday
- Emergency or set of circumstances judged as sufficient cause by school authorities

### **School Attendance Policy**

In December 2016, the Ohio General Assembly passed House Bill 410 to encourage and support a preventative approach to excessive absences and truancy. Beginning with the 2017-2018 school year, several changes have taken effect. Schools cannot suspend or expel students for missing too much school. Districts will amend or adopt policies that outline their interventions and plans for students who miss too much school.

It is important for every student in Ohio to attend school every day. Missing too much school has long-term, negative effects on students, such as lower achievement and graduation rates. There are many reasons students miss school, but districts often can directly impact their students' attendance. By using data to identify and support students who may need extra support and services, districts can target supports to get students to school every day.

Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the district will partner with students and families to identify and reduce barriers to regular school attendance. The district will utilize a continuum of strategies to reduce student absence including, but not limited to:

- Notification of student absence to the parent or guardian;
- Development and implementation of an absence intervention plan which may include supportive services for students and families;
- Counseling;
- Parent education and parenting programs;
- Mediation;
- Intervention programs available through juvenile authorities; and
- Referral for truancy, if applicable.

### **Definition of Truancy and Excessive Absences**

- 1.) Definition of 'habitual truant' changed from days to hours. The definition is:
  - a. Absent 30 or more consecutive hours without a legitimate excuse;
  - b. Absent 42 or more hours in one school month without a legitimate excuse;
  - c. Absent 72 or more hours in one school year without a legitimate excuse.
- 2.) Includes 'excessive absences':
  - a. Absent 38 or more hours in one school month with or without a legitimate excuse;
  - b. Absent 65 or more hours in one school year with or without a legitimate excuse.

### **Vacation with Family**

Such absences are not encouraged or condoned, but allowed. Students are responsible for the missed work in their absence. As a general rule, students will be allowed the same number of days to make up their missing work as the number of days missed. The missed assignments may be available 2 days prior to the absence. The decision as to how much of the work the student will be responsible for will rest with the teacher.

## **GENERAL POLICIES**

### **Your Child in an Emergency**

If a need arises at school which requires your attention, it is imperative that the school has the needed information on file. When you fill out the emergency form at the beginning of each school year, please be sure all information is accurate and complete, including alternate phone numbers in addition to the home phone.

If your child becomes ill at school, we will contact you at the phone number(s) you have provided us. It is your responsibility to provide us with the phone number(s) where you may be contacted during the school day. A sick child can be better cared for at home by the parents than at school. Your sick child will be released only to the custodial parent or the person that the custodial parent designates.

### **Updating Family and Medical Information**

Parents should immediately notify the school when there are any changes in a student's address, phone number, or any other information which is included on the Emergency Medical Form.

### **Concerns, Problems and Issues**

Whenever the need arises, parents are encouraged to call the school office, 419-532-3845. The concern or problem should be directed to the person involved (teacher, tech coordinator, head cook, etc.) If the situation is not resolved, the next proper recourse is consulting with the principal. We appreciate your cooperation regarding this procedure. It is the secretary's responsibility to receive calls and comply with questions and requests whenever possible. If necessary, messages will be relayed to the teacher or principal for further action. Teachers are not called to the phone during class time, except in an emergency.



### **Special Instructions from Parents**

When it is necessary for a child to deviate from his or her normal routine, a note from the parents should be presented to the teacher. These changes include staying after school for a special event, walking to an address other than his/her own, being picked up by a parent when the student usually walks or rides the bus, etc.

### **Admission/Withdrawal**

All students registering at Kalida Elementary School must present a copy of the original birth certificate at the time of registration. In the case of a student transferring from another school, all appropriate records must be sent from the previous school prior to enrollment.

Students unable to provide records upon registration will be admitted to K.E.S. and a request for records will be made to the previous school. The local law enforcement agency will be notified that the student has registered without the appropriate records if records cannot be secured from the student's previous school.

Kalida Elementary must have on file any Court Orders limiting custody of/contact with the student by any person or persons.

It is important that you notify the school as soon as possible should you decide to move. You should be sure upon leaving for your new school that you have taken care of all obligations with the Kalida Local Schools. You need to return all school books, pay any fees due, and pick up all personal belongings of your child. If possible, we need to know the location of your new school. The school in which your child enrolls will send a request for his/her records.

### **Custodial and Non-custodial Parents**

If the family status changes because of divorce or legal separation, or if the child lives with someone other than his/her natural mother and father, it is the parent's responsibility to provide proof of custody or guardianship to the school office. Unless this legal record states otherwise, the non-custodial parent will have the same legal rights as the custodial parent. These would be to visit the school for information about how the student is doing, the right to a teacher conference, and the right to copies of student reports.

A non-custodial parent may request that materials (newsletters, report cards, etc...) be mailed to them. Please contact the principal's office.

### **Law Enforcement and Children's Services**

As a general rule, the Kalida Local Schools will cooperate with investigations conducted by law enforcement agencies and children's services organizations.

## **LIBRARY POLICIES**

### **Circulation Policy**

In library use only – Reference materials such as encyclopedias, dictionaries, special reference books, as well as reserved books, are to be used only in the library.

Kindergarten & Grade 1 – All materials borrowed from the library must be checked out and returned at the circulation desk. Up to two books may be checked out by a student for a period of two week and may be renewed one time unless it is RESERVED.

Grades 2-4 – All material borrowed from the library must be checked out and returned at the circulation desk. Up to three books may be checked out by a student for a period of two weeks and may be renewed one time unless it is RESERVED.

Fines Policy- Books/library materials are to be returned by the end of the day they are due. Each borrower is held responsible for all library materials drawn on his/her name. Damage to library materials beyond reasonable wear and all losses shall be paid by the borrower. Excessive abuse/loss of materials may result in a restriction of library privileges as designated by the librarian.

## HEALTH SERVICES

### Screenings & Immunizations

Students in grades K, 1, & 3 are given a vision screening. Students in grades K, 1, 2, & 3 are given hearing screenings. Parents will be notified concerning any problems or concerns with the screening results.

Any child not properly immunized or without an immunization exemption form on file will be dismissed until immunizations are received or the proper paperwork is received.

### Head Lice Policy for K thru 12

If a child is found to have lice in either the nit (egg) or adult form, parents will be required to keep the child home until an appropriate medication (available at any pharmacy or the family doctor) has been administered. The Health Department may also be contacted to aid in securing the shampoo for treatment. Following this, a note must be obtained from the doctor stating that the child has been examined and is free of both adult lice and nits. (If it is not practical to get this note from a doctor, health nurses at the Putnam County Health Department in Ottawa will do the necessary examination free of charge). An appointment should be made in advance with the Health Department to insure a nurse is on duty. This note must be presented to the teachers on the first day the child comes back to school. Persons found to be or to have been infected will not be readmitted without this note.

### Medication Policy

Any student, who needs to take medication during the school day, must have the proper forms on file in the school office prior to taking the medication.

Key points of the medication policy include:

- Medication must be prescribed by a physician (this includes non-prescription drugs)
- Parental permission must be granted
- All medication must be kept in the school office
- Medication must be kept in its original container
- Responsibility for revisions are with the parent

All medication must be brought to the office by the parent or guardian. Parents are responsible for informing the school of any medical condition that may affect a student during the school day. This includes all allergies.

For a complete medication policy and permission forms, please contact the school office.

## RULES & DISCIPLINE

One of our goals is to teach children to behave in an appropriate manner and to take responsibility for all of their actions. This responsibility is key to good conduct and proper consideration for other people. Students showing disrespect or violating the classroom, cafeteria, or playground rules will be disciplined accordingly.

### Student Behavior Code

No student shall:

- Possess, handle, transmit, conceal, or store any weapon, any instrument capable of harming another person, or any object perceived as being a weapon.
- Use profanity, make obscene gestures, verbally abuse others, or possess obscene materials.
- Possess, handle, use, transmit, offer to sell, conceal, or be under the influence of chemical substances, non-prescription drugs, look-alike drugs, alcohol, tobacco or paraphernalia associated with tobacco and/or drugs.
- Disrupt school by the use of violence, force, or coercion. Nor will students disrupt the school day or school activity verbally or physically.
- Act, behave, or talk in any way that may be construed as a threat upon the mental or physical well-being of any student, staff member, or visitor. Disrespect toward staff members will **not** be tolerated.
- Cause physical harm to another student. Students will not threaten, harass, haze, or show disrespect toward other students.
- Steal, attempt to steal, or cause to steal any school or private property.
- Cheat, attempt to cheat, assist or encourage another student to cheat.

The items listed above apply to all school property and all school-related activities, both home and away.

### **Pride Program**

*Daily Motto:* KES Wildcats come to school with a **Purpose** and show **Respect, Integrity, & Determination** while following the school **Expectations**.

The KES building is committed to providing a safe, nurturing and positive learning environment for the students by implementing a data-driven, school-wide positive behavior intervention system known as the PRIDE Program. This proactive system utilizes common terms and expectations across the school building. Students will learn the letters in the word PRIDE stand for:

#### **P.R.I.D.E.**

*Purpose-* The reason something is done

*Respect-* Treating others the way we want to be treated

*Integrity-* Doing the right thing

*Determination-* Never giving up, no matter what

*E- Expectations-* How you should behave or act

A PRIDE matrix has been created to share the expectations of different areas of the building with the students. These expectations are taught to the students at the beginning of the school year and posters in common areas such as the cafeteria, hallways, and bathrooms are daily reminders of key expectations to follow. Consistent voice levels are taught in different areas of the building as well. These levels of voices from 0-4 are seen in the matrix on page 12.

#### **Voice Levels**

0- No Talking

1- Whisper

2- Table Talk

3- Strong Speaker

4- Outside Voices

The matrix shares KES school-wide expectations in the following areas: Classroom, Hallways, Restrooms, Cafeteria, Indoor Recess, Outdoor Recess, Bus, & Assemblies. Please review these expectations with your student/s.

## Kalida Elementary School

### Wildcat PRIDE Expectations

Expectations	Classroom	Hallways	Restrooms	Cafeteria
<b>P- Purpose</b>	<ul style="list-style-type: none"> <li>To come to school everyday prepared &amp; ready to learn</li> </ul>	<ul style="list-style-type: none"> <li>Go Directly to Your Destination</li> </ul>	<ul style="list-style-type: none"> <li>Use restroom when given the opportunity</li> </ul>	<ul style="list-style-type: none"> <li>Sit and Eat over your tray</li> </ul>
<b>R- Respect</b>	<ul style="list-style-type: none"> <li>Voice level 0-3 depending on activity</li> </ul>	<ul style="list-style-type: none"> <li>Voice level 0</li> </ul>	<ul style="list-style-type: none"> <li>Voice Level 0</li> </ul>	<ul style="list-style-type: none"> <li>Voice Level 0 or 1 in line</li> <li>Voice Level 1 or 2 at the table</li> </ul>
<b>I- Integrity</b>	<ul style="list-style-type: none"> <li>Do your own work</li> <li>Follow instructions the first time</li> <li>Use kind words</li> </ul>	<ul style="list-style-type: none"> <li>Walk at all times</li> <li>Hands at your sides</li> </ul>	<ul style="list-style-type: none"> <li>Respect each other's privacy</li> </ul>	<ul style="list-style-type: none"> <li>Eat your own food</li> <li>Respect others personal space</li> <li>Walk at all times</li> </ul>
<b>D- Determination</b>	<ul style="list-style-type: none"> <li>Be productive, even when it is difficult</li> <li>Ask for help when needed</li> </ul>	<ul style="list-style-type: none"> <li>Tell a teacher if you see an unsafe choice</li> </ul>	<ul style="list-style-type: none"> <li>Tell a teacher if you see an unsafe choice</li> <li>Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>Raise your hand if you need help</li> <li>Be a problem solver</li> </ul>
<b>E- Expectations</b>	<ul style="list-style-type: none"> <li>Always do your best work</li> </ul>	<ul style="list-style-type: none"> <li>Walk on the right side of the hall when possible</li> <li>Keep hands and feet to yourself</li> <li>Face Forward</li> </ul>	<ul style="list-style-type: none"> <li>Wash your Hands</li> <li>Use Restroom Quickly</li> </ul>	<ul style="list-style-type: none"> <li>Use your manners</li> <li>Clean up your space</li> <li>Throw away all trash</li> </ul>

## Kalida Elementary School

### Wildcat PRIDE Expectations

Expectations	Inside Recess	Outdoor Recess	Bus	Assembly
<b>P- Purpose</b>	<ul style="list-style-type: none"> <li>Play respectfully with your peers &amp; have fun</li> </ul>	<ul style="list-style-type: none"> <li>Play respectfully with your peers &amp; have fun</li> </ul>	<ul style="list-style-type: none"> <li>Transport you safely to and from school</li> </ul>	<ul style="list-style-type: none"> <li>To be involved in a fun learning experience from a guest</li> </ul>
<b>R- Respect</b>	<ul style="list-style-type: none"> <li>Voice Level 1 or 2 in classroom</li> <li>Voice Level 3 in the gym</li> </ul>	<ul style="list-style-type: none"> <li>Voice Level 4</li> </ul>	<ul style="list-style-type: none"> <li>Voice level 0-2</li> <li>Voice level 0 at RR Crossings</li> </ul>	<ul style="list-style-type: none"> <li>Voice level 0</li> </ul>
<b>I- Integrity</b>	<ul style="list-style-type: none"> <li>Take Turns</li> <li>Stay seated in the classroom</li> <li>Use Kind Words</li> </ul>	<ul style="list-style-type: none"> <li>Take Turns</li> <li>Stay within boundaries</li> <li>Use Kind Words</li> </ul>	<ul style="list-style-type: none"> <li>Stay seated &amp; in your assigned seat until your stop</li> <li>Use kind words</li> <li>No eating or drinking on the bus</li> </ul>	<ul style="list-style-type: none"> <li>Stay seated &amp; quiet during the performance</li> </ul>
<b>D- Determination</b>	<ul style="list-style-type: none"> <li>Clean up after yourself</li> <li>Be a problem Solver</li> <li>Tell a teacher if you see an unsafe choice</li> </ul>	<ul style="list-style-type: none"> <li>Be a problem solver</li> <li>Tell a teacher if you see an unsafe choice</li> </ul>	<ul style="list-style-type: none"> <li>Keep your belongings out of the aisle</li> </ul>	<ul style="list-style-type: none"> <li>Keep your hands to yourself</li> </ul>
<b>E- Expectations</b>	<ul style="list-style-type: none"> <li>Listen &amp; follow directions</li> <li>Put away all materials or equipment at the end of recess</li> </ul>	<ul style="list-style-type: none"> <li>Dress appropriately for the weather</li> <li>Line up quickly when signaled</li> <li>Follow all safety rules</li> <li>Put away all equipment at the end of recess</li> </ul>	<ul style="list-style-type: none"> <li>Take your belongings with you when you leave</li> <li>Keep hands, arms, &amp; all objects inside the bus</li> </ul>	<ul style="list-style-type: none"> <li>Enter &amp; Exit quickly, quietly, and calmly</li> <li>Focus your attention to the presentation at all times</li> </ul>

Along with the PRIDE Program, each week a PRIDE Essential is shared with the students to practice during the week. These will be posted in the calendar on the Elementary Parent Course of Schoology. Parents are encouraged to help the students practice the essentials at home with the students as well.

### **Playground Behavior**

These specific playground rules are to be followed along with the expectations in the PRIDE Matrix.

- Show the teacher or playground monitor respect.
- Play fair & use kind words.
- Students need permission from the teacher on duty to re-enter the school building.
- No swearing, fighting, or rough play. Keep your hands to yourself.
- Students should remain in their designated play areas during the entire recess.
- Swings are designated for one person and you must remain seated.
- No Tag Football. Only flag football will be allowed in grades 3 & 4 in the grass area.
- When the bell rings, immediately stop play & quietly line up.

### **Cold-Weather Outdoor Recess Guidelines**

- Only students with snow boots will be allowed in the snow. However, please do not bring snow suits/pants to school. The principal may give extra snow privileges, as noted on announcements, after a heavy snowfall in which case the students could bring snow suits/pants and boots to school.
- Please send children to school with winter hats, gloves, & scarves during winter months. Boots may be worn at recess to stay warm. Other shoes must be worn while in the school building.
- Stay away from large piles of snow.
- No throwing or kicking snow at any time.
- If the wind chill falls below 20° Fahrenheit, the students will have indoor recess.

### **Disciplinary Procedure**

- Through PBIS and our PRIDE program, a positive approach will be used when possible.
- Most behavior problems are handled by the classroom teacher or the person in charge at that time.
- In the case a student has a recurrent problem or major situation that they need to visit the principal, parents will be contacted in most cases.
- In extreme cases, additional disciplinary action may include removal from class, referral to outside authorities, detention, suspension, and/or expulsion.
- A Schoolwide discipline system will be implemented to have consistent expectations & consequences at KES.

### **Students subject to suspension:**

A student must be given a written notice, including the reasons, for his/her suspension and the opportunity to appear and respond to the charges against him/her prior to the suspension. An appeal may be addressed to the Superintendent whose decision will be final.

### **Students subject to expulsion**

A student and his/her parent or guardian must be given written notice of the intention to expel, including the reasons, and the opportunity to appear with a representative before the Superintendent to answer the charges.

The principal may remove a student from the building who is a threat to the safety of others or who is a disruption to the educational process. Parents or guardians will be notified immediately.

## **DRESS CODE**

### **General Guidelines**

We encourage students to dress in a neat and attractive manner that reflects pride in themselves and their school. There is a definite relationship between the way children dress and the way they behave. We feel that the responsibility for dress belongs with parents and children. We ask your cooperation in compliance with a few minimum student-dress guideline requests. Since clothing affects behavior, pupils should be dressed appropriately for school. There should be a difference between school clothes and play clothes. If we judge an individual child is dressed inappropriately, we will discuss the matter with the child and the parents. Clothing considered to be immodest, inappropriate, or disruptive include:

- Anything with alcoholic/tobacco saying or obscene words or pictures.
- No tank tops with shoulder straps less than a credit card width.
- No midriff tops, spaghetti straps, muscle shirts, ripped or torn clothing, or halter tops.
- As a general rules, hats are not to be worn in the building.

### **Shorts Policy**

Wearing of shorts will only be permitted when the following guidelines are met:

- Shorts may be worn when weather permits.
- The shorts should be appropriate length (around fingertip length when students are standing with arms hanging loosely at their sides)
- No “cutoffs” (shorts must be hemmed)
- The following are strictly prohibited:
  1. Any shorts with split legs, sides or holes.
  2. Boxer shorts or other garments considered to be underwear
  3. Bicycle Shorts (Skin tight, spandex materials regardless of length)

It also helps when parents place labels with their child’s name on articles of clothing such as PE shoes, lunch boxes, sweaters, mittens, boots, hats, and coats.

## **PUPIL PROGRESS REPORTING**

Three basic methods are used in reporting progress of Kalida Elementary students.

1. Schoology is a very important website that you should visit regularly. All grades are posted in Schoology along with information about KES and your child’s classroom. We encourage you to stay on top of your child’s progress. If you need assistance logging into Schoology, please contact the Elementary Office.
2. Parent/Teacher Conferences are scheduled in November for the purpose of exchanging mutual information concerning the progress of a student. If you desire to see your child’s teacher at any other time, please send a note requesting a conference.
3. Written reports are sent home at the conclusion of each nine weeks’ grading period.
4. Mid-term reports are available near the midpoint of the nine weeks grading periods. Copies of mid-terms can be made available at your request.

### **Grading**

The Kalida Elementary School believes that students will respond more positively to the opportunity for success than to the threat of failure. The district will seek, therefore, in its instructional program to make achievement both recognizable and possible for students. It will emphasize achievement in its processes of evaluating student performance.

### Grading Scale

A+ 99-100+	A	95-98	A-	92-94
B+ 89-91	B	86-88	B-	83-85
C+ 80-82	C	77-79	C-	74-76
D+ 71-73	D	68-70	D-	65-67
F 0-64				

S+ Advanced	1	Strong Effort
S Satisfactory	2	Normal Effort
S- Needs Improvement	3	Little Effort
U Unsatisfactory		

### Student Placement

The principal and/or teaching staff, with much thought and care, conducts student placement for all classes. Instructional needs coupled with effective concerns provide the basis for placement.

### Promotion and Retention of Students

The promotion or retention of a student in any grade level should be in the best interest of the student. The first consideration for student retention is failing grades or minimum goals prescribed on the Individual Educational Program. However, academics will not be the sole factor in the determination of retention. The student's age, maturity level, and emotional and social criteria must also be considered. Retention shall occur only if it presents the possibility of allowing the student to function successfully at grade level in these areas and is viewed as an opportunity for growth. If deemed necessary, it should occur as early as possible in a student's educational program.

## **GENERAL INFORMATION**

### Texts and Technology

The Kalida Board of Education provides all basic texts/technology at no cost to the children of our school. The condition of the material will be recorded at the beginning of the school year. It is suggested that you encourage your child to point out any damage to the teacher at the time of receipt so there will be no question of responsibility at the end of the year. All books lost or damaged must be paid for according to the nature of the loss.

There is a charge for workbooks, art materials, supplementary materials, etc. for the school year. These fees should be paid as soon as possible. If the book bills present a burden to your family, please contact the school office and a payment schedule will be established.

The list of fees for each grade level is published in the first issue of our school newsletter and on Schoology. Parents are requested to pay the book fee as soon as possible. (We regret that Schoology will be disabled if the fee is not paid or if some arrangement for payment is not made by report card time.) Unpaid fees will continue to accumulate from year to year until paid.

### Title I School

Because Kalida Local Schools receive federal Title I funding, parents have a right to request information about the professional qualifications of all teachers and instructional aides who teach their child. Parents are also encouraged to participate in the decision-making policies and spending regarding Title programs.

### **Pledge of Allegiance**

The Kalida Board of Education believes that it is necessary to teach patriotism to all the students of the Kalida Local School District. Be it resolved that the Board of Education of Kalida Local Schools will give all students the opportunity to participate in the recitation of the Pledge of Allegiance each morning that school is in session.

### **Child Abuse**

School personnel are required by law to report any evidence of child abuse or neglect to Putnam County Children Services. The school is required to and will cooperate 100% with law enforcement officials.

### **Visitors**

Parents and other visitors are required to report to the school office before going to a classroom. This is for the protection of the children.

### **Fire, Tornado, and School Safety Drills**

Fire drills are conducted once a month to familiarize students with the procedures to follow in case of an emergency. Tornado drills are conducted according to prescribed plans in preparation for severe storms or tornado warnings. A school safety drill or lockdown will also be conducted at least once a year in compliance with the law.

### **Substitute Teachers**

A substitute teacher will periodically teach every student. The most common reason for using substitute teachers occurs when the regular teacher is ill. However, substitutes are also used when regular teachers are on leave for personal business, professional training, or a family emergency. Students are expected to cooperate and behave and to be extra courteous to substitute teachers. Any misconduct in the classroom will be dealt with immediately.

### **Money**

If you give your child money for book fees, lunch, classroom books, etc., please put it in an envelope and write on the envelope your child's name and the purpose for which the money is sent.

### **Lost and Found**

A lost and found box is located in the school office. If your child loses an item, have him or her check there. If you are in the building, feel free to look through the box for any items your child may have lost.

Labeling all items belonging to the children can eliminate lost items.

### **Personal Property & Personal Technology Devices**

CHILDREN ARE NOT TO BRING THEIR PERSONAL BELONGINGS WITHOUT PERMISSION FROM THEIR TEACHER. **The school will not be responsible for lost or broken items.** Examples include electronic devices, video games, toys, etc.

Cellular phones and other electronic devices must be turned off and put away during monitored school hours (7:20 a.m.-3:08 p.m.) unless permission is given by a staff member. This means no electronics will be permitted during morning bus duty, at lunch, or on the playground.

### **Lockers**

Lockers will be assigned to students for their use. Students are responsible for keeping their locker neat and organized.



Valuables should not be kept in lockers. All lockers are the property of Kalida Local Schools. While students are entitled to reasonable privacy, lockers may be searched if there is reasonable cause to believe that stolen, illegal, or prohibited materials are contained in the locker. The search will be conducted by the principal and his/her designee.

**Volunteers**

Parent and community volunteers are encouraged to contact the school. Volunteers are needed as resource people, teachers' aides, and for special events. Please contact the office for details.

**Fund Raising**

The funds gained from such activities are used to purchase enrichment materials, playground equipment, and for various school functions: awards day, assemblies and presentations, etc. Some classes may participate in charitable fund raisers.

**KALIDA ELEMENTARY SCHOOL CAMPUS**

The Kalida Elementary School is a single story building with seventeen classrooms, a library, a cafeteria, and a gymnasium. The school is surrounded by an adequate play area furnished with a variety of playground equipment. Individual classrooms are provided for music, physical education, library, learning disabilities, and computer classes. We at Kalida Elementary School, sincerely believe we have one of the finest schools and that a quality education in a pleasant, cheerful environment is available to each child.

## 2022-2023 CALENDAR

### August

17 Kindergarten Orientation  
18 Local Teachers' Meeting  
23 First Day for Students

### September

5 No Classes-Labor Day  
12 2 Hour Delay – Staff Development  
21 School Pictures

### October

21 End of First Nine Weeks  
27 Grade Cards Sent Home  
28 Quarter Break – No Classes

### November

2 Picture Retakes  
1-4 Parent/Teacher Conference Sign-up  
17 Parent/Teacher Conferences 5-8:00 PM  
21 Parent/Teacher Conferences- No Classes  
22 No Classes  
23 No Classes  
24-25 Thanksgiving Holiday - No Classes

### December

5-9 Kindergarten Registration  
22 Last Day for 2022

### January

3 Classes Resume for 2023  
11 End of Second Nine Weeks  
16 Martin Luther King Day - No Classes  
20 Grade Cards Sent Home

### February

20 Presidents' Day - No Classes

### March

17 End of Third Nine Weeks  
24 Grade Cards Sent Home

### April

6 Spring Break Begins  
11 Classes Resume

### May

24 Last Day of Classes for 2022-23  
25 Teacher Record Day  
28 KHS Graduation – Class of 2023

## Kalida Elementary Faculty and Staff

### 2022-2023

Superintendent, Mr. Karl Lammers  
Principal, Mrs. Kayla Stechschulte  
Secretary, Mrs. Marcia Vennekotter  
4A Mrs. Michele Niese  
4B Mrs. Jessica Wischmeyer  
3A Mrs. Jessica Recker  
3B Mrs. Chelsea Recker  
3C Mrs. Marsha Hohenbrink  
2A Mrs. Jill Laudick  
2B Mrs. Darlene Imm  
2C Mrs. Deb Eickholt  
1B Mrs. Cheryl Koch  
1C Mrs. Kelly Siefker  
Kg.A Mrs. Jill Leis  
Kg.B Mrs. Deb Kahle  
Kg. C Miss Natasha Verhoff  
I.S. Mrs. Lori Fischer  
P.E. Mrs. Kristen Stechschulte  
Music Mrs. Gracyn Schwieterman  
Band Mr. Jacob Litwiller  
Paraprofessional, Mrs. Linda Schmenk  
Paraprofessional, Mrs. Gina Erhart  
Guidance, Mr. Jeff Clement  
Guidance, Mrs. Paulette Schnipke  
ES Tech/Media Assistant, Mrs. Adriene Swyers  
Speech, Mrs. Megan Westenbarger  
Technology Coordinator, Mr. Jeremy Okuley  
Maintenance, Mr. Dan Bellmann  
Maintenance, Mr. Gary Vorst  
Cafeteria, Mrs. Jenny Goubeaux  
Cafeteria, Mrs. Sarah Bendele  
Cafeteria, Mrs. Jean Smith  
School Psychologist - Jan Powell