

Kiel-Sisco School

Family Handbook (2023-2024)



**115 Kiel Avenue
Kinnelon, NJ 07405
973-838-0611**

JENNIFER E. OLUWOLE (MRS.O), PRINCIPAL

KINNELON PUBLIC SCHOOLS



MISSION: Who We Are and What We Do

The Kinnelon Public School District's mission is to empower students to utilize complex skills to pursue intellectual achievement, personal excellence and social responsibility, which will enable them to positively impact our changing global society.

The Vision for All: An Image of the Future We Seek to Create

Our vision is that learning transfers to life beyond the Kinnelon Public Schools experience. This enables each student to flourish as a responsible citizen in the global community.

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Dear Kiel-Sisco Families,

Welcome to the 2023-2024 school year at the Kiel-Sisco School!

We are very excited about the addition of full-day kindergarten this school year! Thank you to our Superintendent, Mr. Mango, Kinnelon Board of Education, District Administrators, and the support of our entire Kinnelon community for making it possible! Our youngest learners are going to benefit immensely from having this opportunity and full-day kindergarten experience in Kiel School!

At Kiel-Sisco, we consider ourselves *one school* that is housed in two buildings. All kindergarten through second grade classes take place in Kiel School, while the preschool and specialized services, such as occupational therapy, physical therapy and speech-language services, take place next door at the Glenn Sisco building.

As we embark on the 2023-2024 school year, our priorities in Kiel-Sisco are to make sure that we are *one* with our school community, focused on partnership and support of our students and their families. The best interest of our students is always our top priority, from top notch safety and security measures to teaching our students the foundation of reading and writing (and everything in-between!).

Our focus on clear and concise communication, while also cultivating strong relationships with our Kiel families and community at-large, is always at the forefront of our minds. Please don't hesitate to utilize our staff directory (included on the next page) in order to contact us. We value your support and feedback in everything that we do.

Thank you, as always, for entrusting us with your children every day. We appreciate your support and look forward to partnering with you throughout the school year to come!

In Partnership & Caring,

Jennifer E. Oluwole, Kiel-Sisco Principal
Oluwolej@kinnelon.org



Kiel-Sisco Staff Directory

Staff Member	Email Address	Position
Amanda Alfano	alfanoa@kinnelon.org	2nd Grade Teacher
Elizabeth Ankner	anknere@kinnelon.org	Paraprofessional
Karen Baker	bakerk@kinnelon.org	1st Grade Teacher
Rebecca Baskinger	baskingerr@kinnelon.org	Physical Education Teacher
Jill Bobinski	bobinskij@kinnelon.org	Paraprofessional
Raimee Ball	ballr@kinnelon.org	Lunch/Recess Supervisors
Cynthia Barry	barryc@kinnelon.org	Lunch/Recess Supervisors
Dr. Carrie Bott	bottc@kinnelon.org	Physical Therapist
Joyce Brensinger	brensingerj@kinnelon.org	Paraprofessional
Ewa Bressler	bresslere@kinnelon.org	Paraprofessional
Lauren Butkovich	butkovichl@kinnelon.org	Paraprofessional
Holly Campbell	campbellh@kinnelon.org	1st Grade Teacher
Julie Calabro	calabroj@kinnelon.org	Paraprofessional
Anne Marie Caprio	caprioa@kinnelon.org	Lunch/Recess Supervisor
Brenda Cicenía	ciceniab@kinnelon.org	Paraprofessional
Melissa Cook	cookm@kinnelon.org	Behaviorist
Ursula DeClario	declariou@kinnelon.org	Lunch/Recess Supervisor
Pamela deWaal	dewaalp@kinnelon.org	Administrative Assistant
Lorraine Donnelly	donnelyl@kinnelon.org	Preschool Teacher
Kathy Doyle	doylek@kinnelon.org	Paraprofessional
Johnna Ellis	ellisj@kinnelon.org	Teacher of the Deaf
JoAnn Emker	emkerj@kinnelon.org	Lunch/Recess Supervisor
Nicole Foder	fodern@kinnelon.org	Speech-Language Specialist
Jaime Gabriele	gabrielej@kinnelon.org	Learning Disabilities Teacher Consultant
Susan Gersten	gerstens@kinnelon.org	Library-Media Specialist
Anna Gorska	gorska@kinnelon.org	Paraprofessional

Susan Haggerty	haggertys@kinnelon.org	Paraprofessional
Nancy Hatke	hatken@kinnelon.org	School Nurse
Kelly Kenyon	kenyonk@kinnelon.org	Speech-Language Specialist
Craig Keyser	keyserc@kinnelon.org	Custodian
Jennifer Kish	kishj@kinnelon.org	Administrative Assistant
Stacy Kleinert	kleinerts@kinnelon.org	School Psychologist
Doreen Kolster	kolsterd@kinnelon.org	2nd Grade Teacher
Gina Koonjy	koonjyg@kinnelon.org	2nd Grade Teacher
Lynn Kuiphoff	kuiphoffl@kinnelon.org	Custodian
Jennifer LaGratta	lagrattaj@kinnelon.org	2nd Grade Teacher
Marisela Lane	lanem@kinnelon.org	English as a Second Language (ESL)
Mary Law	lawm@kinnelon.org	Paraprofessional
Terry Lewis	lewist@kinnelon.org	Special Education Teacher
Margaret Maher	maherm@kinnelon.org	Paraprofessional
Kathy Martin	martink@kinnelon.org	1st Grade Teacher
Cathleen McKenna	mckennac@kinnelon.org	Kindergarten Teacher
Melissa Mezzadri	mezzadrim@kinnelon.org	Kindergarten Teacher
Samantha Moehrle	moehrles@kinnelon.org	1st Grade Teacher
Joan Molee	moleej@kinnelon.org	1st Grade Teacher
Glenn Morse	morseg@kinnelon.org	Head Custodian
Meghan Murphy	murphym@kinnelon.org	1st Grade Teacher
Mimi Novak	novakm@kinnelon.org	1st Grade Teacher
Dave Nunez	nunezd@kinnelon.org	Paraprofessional
Jennifer Oluwole	oluwolej@kinnelon.org	Principal
Rachael Parent	parentr@kinnelon.org	Special Education Teacher
Casey Pelak	pelakc@kinnelon.org	Kindergarten Teacher
Stacey Poulas	poulass@kinnelon.org	Kindergarten Teacher
Toni Puzio	puziot@kinnelon.org	Paraprofessional
Nicole Quinn	quinnn@kinnelon.org	Kindergarten Teacher

Hayam Ragaie	ragaieh@kinnelon.org	Paraprofessional
Tyler Reed	reedt@kinnelon.org	Custodian
Deborah Reinhardt	reinhardtd@kinnelon.org	2nd Grade Teacher
Sarah Reinmund	reinmunds@kinnelon.org	GOAL Teacher
Sona Santagato	santagatos@kinnelon.org	Art Teacher
Dawn Sedore	sedored@kinnelon.org	Lunch/Recess Supervisor
Katelyn Sheridan	sheridank@kinnelon.org	Special Education Teacher
Lynn Smith	smithl@kinnelon.org	Paraprofessional
Valree Smith	smithv@kinnelon.org	Music Teacher
Michelle Sorce	sorcem@kinnelon.org	2nd Grade Teacher
Mageann Struble	strublem@kinnelon.org	Occupational Therapist
Jennifer Susicke	susickej@kinnelon.org	Preschool Teacher
Jane Tadros	tadrosj@kinnelon.org	ELA Department Chair, Grades K-5
Courtney Tassillo	tassilloc@kinnelon.org	Paraprofessional
Sarah Tinney	tinneys@kinnelon.org	School Counselor
Jennifer Varadi	varadij@kinnelon.org	Special Education Teacher
Nicole Velasco	velascon@kinnelon.org	Guided Study Teacher
Valerie Yago	yagov@kinnelon.org	Guided Study Teacher

Communication

It is customary for our teachers to communicate with students' families on a routine basis via weekly email updates to the entire class. Teachers will also outreach to families regarding their child's individual academic progress and behaviors that support learning (also reported on the report card every trimester). Examples of Behaviors that Support Learning are participation in class, homework completion, putting forth effort etc.

Please don't hesitate to contact one of your child's teachers to request a phone call if you have a question or concern regarding the classroom. We are here to help!

Thank you in advance for supporting this very important two-way communication regarding your child's experience in school!

Our primary means of *school-wide* communication is via email (School Messenger). You can expect to receive periodic email blasts from "KS account" regarding information that pertains to everyone in Kiel-Sisco School.

Please also check out our newsletter, *The Chronicles of Kiel School*, as well as our [Facebook page](#)!



Important Dates

2023-2024 Approved School Calendar (District)

Back to School Night: September 21, 2023

Parent-Teacher Conferences: November 6-8, 2023

*The evening sessions will be held on **November 6th**

Report Card Release Dates (three times annually in accordance with trimesters):

December 22nd, March 22nd, & June 14th

2023-2024 Delayed Openings/Minimum Days

The following chart reflects the scheduled delayed opening and minimum days for the 2023-2024 school year. Please note that inclement weather or emergency situations can cause an unanticipated delayed opening.

Delayed Opening Days	Minimum Days
January 26, 2024	September 5, 2023 (1st Day of school)
March 22, 2024	September 6, 2023
	October 9, 2023
	November 6, 2023
	November 7, 2023
	November 8, 2023
	November 22, 2023
	December 22, 2023
	June 13, 2024
	June 14, 2024

***Emergency closings (including inclement weather) will be communicated via School Messenger email and posted to the District website.**

Hours of Operation & Arrival/Dismissal Procedures

Hours of Operation:

School Begins (for all students): **9:30am**

AM Preschool Dismissal: **11:50am**

PM Preschool Arrival: **1:10pm**

Student Dismissal: **3:40pm** (We begin calling parent pick-ups at 3:25pm daily)

*Students arriving after 9:30am will be marked tardy.

Main Office hours are Monday through Friday **8:30am-4:30pm**.

Morning Arrival: Our main entrance doors open for students beginning at **9:15am**.

Student drop-off for grades K-2 will take place *curbside* at the Glenn Sisco building. Please use the car line that wraps around the back of Glenn Sisco if you plan to drive your child to school.

Preschool students should be dropped off in front of the Glenn Sisco building using the same car line.

Staff members will be stationed both outside and inside of the Kiel and Sisco buildings to assist students as they enter the building and make their way to classrooms. This includes our School Resource Officer and Head Custodian who will be directing traffic and supporting students as they enter the buildings.

All Teachers and staff will have class rosters to ensure that students make it safely to their classrooms, especially during the first few days of school as students are adjusting to new routines and procedures.

Afternoon Dismissal: Pick up for students in grades K-2 will take place *behind* Kiel School beginning at **3:25pm** daily.

Preschool students should be picked up at the main entrance of the Sisco building at their dismissal time.

Parents/guardians will sign their children out via the staff members on duty.

We will use PickUp Patrol (PUP) for student dismissal this school year as well!



***Please visit the [Boys & Girls Club website](#) for more information about their before and after school programs. Both will take place onsite at Kiel School for the 2023-2024 school year.**



Attendance (Absence Reporting)

Every student's daily attendance in school is critical for academic success. Please make every effort for your child to attend school on a daily basis.

On the occasion when your child is ill or must be absent from school, please be sure to report your child's absence via [PickUp Patrol](#) (include the reason for absence).

If you ever have any questions or would like to speak with someone regarding your child's school attendance, please contact our School Nurse, Nancy Hatke: hatken@kinnelon.org. She will be happy to assist.



KIEL-SISCO SCHOOL

Full Values/Student Code of Conduct 2023-2024

Full (Core) Values:

Be Here: Fully engaged in all aspects of the learning process

Be Safe: Be careful with each other's emotions and well-being

Be Honest: Act with courage and integrity

Set Goals: Define and commit to measurable, achievable goals

Care for Self and Others: Nurture the development of empathy and compassion

Let Go and Move On: Resolve conflicts and accept that mistakes can lead to growth

Our Full (Core) Values are the key principles that all Kiel-Sisco students, faculty, and staff are committed to live by, especially in Kiel School.

What does implementation look like?

Our goal in Kiel-Sisco is to teach our young learners the important social skills necessary to interact, collaborate, and engage with others in appropriate, positive, and productive ways. For example, if a student is upset about something, we reinforce the importance of taking a pause, deep breath, and then thinking about the best way to respond before reacting. Sometimes, young children will automatically respond verbally or physically because they do not have the skills yet to cope with their emotions, let alone consider responding in a way that will result in a more favorable outcome.

Our School Counselor, School Psychologist, Learning Disabilities Teacher Consultant, and Principal, play the most critical (school-wide) roles of responding to challenges concerning student behavior in school on a daily basis.

Our goal in Kiel-Sisco is to provide students with social-emotional support in the classroom, first and foremost, via a push-in model. The School Counselor routinely teaches lessons to the entire class about Social-Emotional Learning (SEL), mindfulness, conflict resolution etc.

Our School Counselor is also on the playground with students engaging in games and interacting with them on a daily basis. This is an important reinforcement of her class lessons and social skills in the context of authentic and ordinary interactions that take place between students on a daily basis.

Our teachers are trained and highly skilled in supporting students behaviorally in the classroom. This is first accomplished through getting to know their students and their individual needs. Second, it is about meeting student needs and seeking support as necessary, including through establishing strong school-home connections and relationships. Sometimes, the creation of a behavior plan that transcends home and school is the necessary ingredient for a student's success, especially in knowing that their teacher and family are on the same page.

Responses to Student Behavior/Discipline:

Every step that we take in Kiel-Sisco is focused on teaching appropriate behavior and social skills. The following represents the steps that we take as a school community concerning student behavior/"discipline:"

- Teacher makes parent/guardian contact to ensure that they are informed about their child's behavior(s) in school.
- Teacher confers with specialists, School Counselor, (CST, if applicable), and Principal for support.
- Teacher will accommodate and differentiate for the student according to their individual needs (ongoing).
- School Counselor and/or Principal will make contact with the family to keep them informed and provide support depending on the situation.
- If the student's behavior persists after routine intervention/support in the classroom, the student may be referred to Intervention & Referral Services (I&RS). Parents are invited to attend an in person meeting at this time.
- A system/layers of support are implemented for the student based on their individual needs in collaboration between school and home.

Please keep in mind that in Kiel-Sisco we aim to meet every individual student where they are in the educational process. There are times when we have to deviate from this order of operations and take other steps (such as make recommendations for outside support or counseling, for example) if a student requires it.

With all of this being said, it is our top priority to partner with our Kiel-Sisco families in the best interest of every student.

Kiel-Sisco Bus Behavior Contract



Every student and their parent/guardian will sign the following **Bus Behavior Contract** at the beginning of the school year:

I will:

- Wear my seatbelt at all times.
- Listen to the bus driver at all times and treat them with respect by saying things like, “hello,” “thank you,” and “have a nice day.”
- Stay in my seat and keep my hands, feet, and all objects to myself.
- Speak in a quiet voice and say things that are kind and helpful to those around me.

I understand these rules and promise that I will follow them. When I follow these rules, I will help with ensuring that our ride to and from school is safe for all students.

Student Name (Please Print)

Student “Signature”

Parent/Guardian Name (Please Print)

Parent/Guardian Signature

Classroom Teacher

Date

