



## **KEWASKUM SCHOOL DISTRICT ANNUAL NOTICES OF POLICIES & PROCEDURES**

**2023-2024**

Per 2015 Wisconsin Act 55, school districts are required to provide annual notices of the student academic standards, school accountability reports, educational options and the Special Needs Scholarship Program. Additionally, certain Kewaskum School District policies and federal regulations require that parents/guardians be informed about them annually. Listed below are notices that are published to keep parents/guardians informed and to meet these notification requirements. Contact your child's school office, the district office or the district website to obtain the complete policy or for additional information on these matters. View all district policies on [BoardDocs](#) (Active Policies).

### **BOARD OF EDUCATION**

Regular open meetings of the Kewaskum School District Board are held on the second Thursday of each month at 6:00 p.m. Please see our district website at [www.kewaskumschools.org](http://www.kewaskumschools.org) for meeting agendas and minutes.

President - Jim Leister  
Vice President - Tim Ramthun  
Treasurer - Dennis Aupperle  
Clerk - Stephanie Bird  
Member - Ric Leitheiser  
Member - Sue Miller  
Member - Bradley Petersen



## **STUDENT ACADEMIC STANDARDS Policy 0151.2**

Pursuant to Section 118.30(1g)(a)1, Wis. Stats., and Kewaskum School Board Policy 2210 the District's Student Academic Standard for Mathematics, Science, Reading, Writing, Geography, and History incorporates the Wisconsin Academic Standards. You can obtain more specific information concerning the District's standards at <http://dpi.wi.gov/standards>.

## **SCHOOL ACCOUNTABILITY REPORTS Policy 2605 2700.01**

The Kewaskum School District and individual school accountability reports can be found at <https://apps2.dpi.wi.gov/reportcards/>.

## **EDUCATIONAL OPTIONS Policy 8146**

School districts are required to provide a list of educational options that are available to children of the district. These include enrolling in public schools, private schools participating in a private parental choice program, charter schools, virtual schools, full and part-time open enrollment, youth options, course options and options for students enrolled in a home-based private education program. More information can be found at <http://dpi.wi.gov/ed-options> and <https://dwd.wisconsin.gov/apprenticeship/ya/applicants.htm>

## **SPECIAL NEEDS SCHOLARSHIP PROGRAM**

Students with disabilities meeting specific conditions as outlined by the State of Wisconsin may be eligible for a Special Needs Scholarship Program. More information can be found at <http://dpi.wi.gov/sms/special-needs-scholarship>.

## **NOTICE OF CHILD FIND ACTIVITY**

The school district has a duty to locate, identify, and evaluate all resident children with exceptional educational needs, regardless of the severity of their disability. The district has a special education screening program to locate and screen all children with suspected disabilities who are residents of the district and who have not graduated from high school. The district locates and screens children in the following groups: children below school-entry age; children entering school for the first time; children currently enrolled in public and private schools; all transfer pupils, school-age children who are eligible to attend school but who are not attending school and who are residents of the district. Upon request, the school district will screen any child to determine whether a special education referral is appropriate. Such a request may be made by contacting Jody Heipp, Director of Student Learning and Services at 262-626-8427 ext 1010, or by writing her at 1415 Bilgo Lane, PO Box 127, Kewaskum, WI 53040.

## **NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY Policy 2260**

The Board is committed to providing an equal educational opportunity for all students in the District. The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities.

## **SECTION 504/ADA PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY Policy 2260.01**

Pursuant to Section 504 of the Rehabilitation Act of 1973 ("Section 504"), the Americans with Disabilities Act of 1990, as amended ("ADA"), and the implementing regulations (collectively "Section 504/ADA"), no otherwise qualified individual with a disability shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving Federal financial assistance solely by reason of disability. The Board does not discriminate in admission or access to, participation in, treatment in its programs or activities. As such, the Board's policies and practices will not discriminate against students with disabilities and the Board will make its facilities, programs, and activities



accessible to qualified individuals with disabilities. No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, policies, and/or practices in the District.

### **NONDISCRIMINATION IN RELATION TO CAREER AND TECHNICAL EDUCATION Policy 2421**

All courses, including Career and Technical Education courses, are available to students without regard to race; color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes"). Additional information can be found in the [Kewaskum High School Course Selection Handbook](#).

### **NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY Policy 1422, 3122, 4122**

The Board does not discriminate in the employment of administrative staff 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.

### **NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES Policy 2266**

The Board does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment.

The District's Title IX Coordinators are:

Jody Heipp, Director of Student Learning and Services,  
1415 Bilgo Ln., PO Box 127, Kewaskum, WI 53040  
262-262-8427 x1010  
[jheipp@kewaskumschools.org](mailto:jheipp@kewaskumschools.org)

Julie Thoreson, Business Manager  
1455 School Street, PO Box 37, Kewaskum, WI 53040  
262-626-8427 ext. 8009  
[jthoreson@kewaskumschools.org](mailto:jthoreson@kewaskumschools.org)

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process and procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process and procedures are included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: <https://go.boarddocs.com/wi/sdkew/Board.nsf/>. The grievance process and procedures specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

### **SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT Policy 1623, 3123, 4123**

The Board prohibits discrimination against any employee or applicant based upon his/her disability. As such, the Board will not engage in employment practices or adopt policies that discriminate on the basis of disability, or otherwise discriminate against qualified individuals with disabilities in regard to job application procedures, the hiring,



advancement or discharge of employees, employee compensation, job training, or other terms, conditions and privileges of employment. The Board further will not limit, segregate or classify applicants or employees in any way that adversely affects their opportunities or status because of disability. Additionally, the Board will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.

### **STUDENT HARASSMENT Policy 5517**

It is the policy of the Board to maintain an educational environment that is free from all forms of harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

The Board will vigorously enforce its prohibition against harassment based on the traits of sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws (hereinafter referred to as 'Protected Classes'), and encourages those within the School District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. Additionally, the Board prohibits harassing behavior directed at students for any reason, even if not based on one of the Protected Classes, through its policies on bullying (See Policy 5517.01 – Bullying).

The Board will investigate all allegations of harassment and in those cases where harassment is substantiated, the Board will take immediate steps designed to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

### **BULLYING Policy 5517.01**

The Board 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. Bullying 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 District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur 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 supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment.

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. The behavior may be motivated by an actual



or perceived distinguishing characteristic, such as but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to, such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Any student who believes they have been or are the victim of bullying 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.

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to inform parents, 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 in conducting a thorough investigation and/or as legally permitted, confidentiality will be maintained during the investigation process.

#### **DISTRICT COMPLIANCE OFFICERS AND COMPLAINT FILING**

Policy 1422,3122, 4122 Nondiscrimination and Equal Employment Opportunity

Policy 1662, 3362, 4362 Employee Anti-Harassment

Policy 1623, 3123, 4123 Section 504/ADA Prohibition against Disability Discrimination in Employment

Policy 2260 Nondiscrimination and Access to Equal Educational Opportunity

Policy 2260.01 Section 504/ADA Prohibition against Discrimination Based on Disability

Policy 5517 Student Anti-Harassment

The following persons have been designated to handle inquiries regarding the nondiscrimination policies. The Compliance Officers are:

Julie Thoreson, Business Manager (Policy 1422,3122, 4122, 1662, 3362, 4362)

1455 School St., PO Box 37, Kewaskum, WI 53040-0037

262-626-8427 x8009

email: [jthoreson@kewaskumschools.org](mailto:jthoreson@kewaskumschools.org)

Jody Heipp, Director of Student Learning and Services (Policy 1623, 3123, 4123,2260, 2260.01, 5517)

1415 Bilgo Ln., PO Box 127, Kewaskum, WI 53040-0127

262-262-8427 x1010

email: [jheipp@kewaskumschools.org](mailto:jheipp@kewaskumschools.org);

#### **FEDERAL EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

Parents and eligible students who believe their rights under Federal law (Federal Educational Rights and Privacy Act and Protection of Pupil Rights Amendment) have been violated may file a complaint under FERPA by completing the [FERPA Complaint Form](#) electronically.



Once you have completed the form, you may either email it to SPPO at [FERPA.Complaints@ed.gov](mailto:FERPA.Complaints@ed.gov), or mail it to the following address: U.S. Department of Education, Student Privacy Policy Office, 400 Maryland Ave, SW, Washington, DC 20202-8520.

### **RIGHT TO INSPECT INSTRUCTIONAL MATERIALS Policy 2416, 9130**

Parents have the right to inspect instructional materials per policies 2416 and 9130. Requests to review instructional material should be made to the building principal.

### **PROGRAM OR CURRICULUM MODIFICATIONS Policy 2451**

The Board recognizes that the regular school programs may not be appropriate for all students. Some students may need program or curriculum modifications to successfully meet the District's academic goals and/or graduation requirements. Any student's parent, or the student if the parent is notified, may submit a written request to the Board, to provide the student with program or curriculum modifications as outlined per state statute.

### **CONTROVERSIAL ISSUES IN THE CLASSROOM & REQUEST PROGRAM MODIFICATIONS Policy 2240, 2270**

The Board of Education believes that the consideration of controversial issues has a legitimate place in the instructional program of the District. Properly introduced and conducted, the consideration of such issues can help students learn to identify important issues, explore fully and fairly all sides of an issue, weigh carefully the values and factors involved, and develop techniques for formulating and evaluating positions.

The Board recognizes that a course of study or certain instructional materials may contain content and/or activities that some parents find objectionable. If after careful, personal review of the program lessons and/or materials, a parent indicates to the school that either content or activities conflicts with their religious beliefs or value system, the school will honor a written request for their child to be excused from particular classes for specified reasons. The student, however, will not be excused from participating in the course or activities mandated by the State and will be provided alternative learning activities during times of parent-requested absences.

### **RELIGIOUS ACTIVITIES AND OBSERVANCES Policy 8800**

The Board acknowledges that the U.S. Constitution prohibits it from adopting any policy or rule promoting or establishing a religion or any policy that unlawfully restricts any person's free exercise of the individual right to worship enjoyed by all persons. Within the confines to this legal framework, the Board adopts the following policy to address the scope of these rights and the District's authority within its own facilities or during events.

As public employees, while on duty and acting within the scope of employment or pursuant to official duties, District staff members shall not use prayer, religious readings, or religious symbols as a devotional exercise or in an act of worship or celebration. Staff are expected to avoid circumstances where the staff member's expression of religious views could be reasonably construed as an endorsement or approval of the message by the school or District. Nothing in this policy or its application shall serve to prohibit or interfere with any staff member's free exercise of their religious views in circumstances not covered by this policy.

### **STUDENT ATTENDANCE Policy 5200**

The Board will enforce regular student attendance in the District's program in which each student is enrolled as required pursuant to State law. Further, the Board recognizes that the District's educational program is predicated upon the participation of each student in the program of instruction in which the student is enrolled and required to attend. Student success requires continuity of instruction and program participation. For purposes of this policy, the regular period and hours of instruction including both those periods and hours a student's program requires that they are in school as well as any attendance requirements defined as part of a course of virtual instruction, or a combination of the more than one type of instructional delivery.



The District may require, from the parent or guardian of each student or from an adult student, who has been absent for any reason a written, signed, dated statement stating the reason for the absence and the time period covered by the absence. As required under state law, a student shall be excused from school for reasons as listed in policy 5200. A student will be considered truant if s/he is absent part or all of one (1) or more days from school during which the School Attendance Officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student. A student who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute Sec. 118.15, Wis. Stats., will also be considered truant. A student will be considered a habitual truant if s/he is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester. If the Board has made a determination that a non-resident student attending the District under the Open Enrollment Program is habitually truant during either semester of the current school year, the Board may prohibit the student from attending in the succeeding semester or school year.

### **CONCUSSION Policy 5340**

A concussion is a type of traumatic brain injury. Concussions occur when there is a forceful blow to the head or body that results in rapid movement of the head and causes any change in behavior, thinking, or physical functioning. Concussions are not limited to situations involving loss of consciousness. Some symptoms of a concussion include headache, nausea, confusion, memory difficulties, dizziness, blurred vision, anxiety, difficulty concentrating, and difficulty sleeping. Each school year students/parents shall be provided with an information sheet regarding concussion and head injury.

If a student is going to participate in an activity where a concussive event may occur, the appropriate release must be signed at least once per school year. Parents who inform coaches and teachers that their child is being treated by a healthcare professional for a concussion must provide written clearance from that healthcare professional for full or limited participation in class, practice, activity, or competition. Prior to receiving written clearance from a healthcare professional, students who have sustained a concussion may not participate in any school-related physical activities.

### **SUDDEN CARDIAC ARREST Policy 5340**

Sudden cardiac arrest is a medical event that involves a sudden increase in the heart's ventricular beat that prevents the heart from distributing blood to the brain, lungs, and other organs. It occurs without warning and in youth athletics participants who appear healthy and have passed pre-participation physical examinations. Severe damage and death can occur very quickly without immediate treatment.

Athletes participating in WIAA sports are required to have a physical examination and review of family history every other year. Athletes should contact their school athletic director if they need assistance in getting an examination. If an athlete has risk factors, family history of heart disease, or has had warning signs associated with sudden cardiac arrest while exercising, they should tell the medical provider performing the history and physical examination and discuss the possible need for an electrocardiogram.

### **SURVEYS, STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION Policy 2416**

The Board respects the privacy rights of parents and their children. In the event of the administration of a survey by a third party, parents will be provided with the scheduled dates of the administration of such survey. Parents may inspect any materials created by a third party used in conjunction with any such survey, analysis, or evaluation before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

Consistent with parental rights, the Board directs building and program administrators to; notify parents in writing of any surveys, analyses, or evaluations in a timely manner, and which allows interested parties to request an opportunity to inspect the survey, analysis, or evaluation; and the administrator to arrange for inspection prior to initiating the activity



with students; allow parents the option of excluding their student from the activity; report collected data in a summarized fashion which does not permit one to make a connection between the data and individual students or small groups of students; treat information as confidential information in accordance with Policy 8350.

For the privacy of students whose parents request that they not take part in the survey, arrangements will be made prior to the time period when the survey will be given, for the student(s) to go to a supervised location where under the supervision of a staff member the student will be provided with an alternate activity.

The Board shall not collect or use personal information obtained from students or their parents for the purpose of marketing or for selling that information.

### **STUDENT RECORDS Policy 8330**

In order to provide appropriate educational services and programming, the Board must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Except for data identified by policy as "directory data," student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates. Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within (14) days after receipt of the District Administrator's annual public notice or enrollment of the student into the District if such enrollment occurs after the annual public notice.

For the purposes related to student's enrollment or transfer the District forwards records to other schools or entities that have requested the records and in which the student seeks or intends to enroll/transfer or agencies that are legally responsible for the care and protection of a student.

Parents/guardians and adult students have the right to inspect, review, and obtain copies of student records; to request the amendment of the student's school records (and how to make the request) if they believe the records are inaccurate or misleading; to consent to the disclosure of the student's school records, except to the extent State and Federal law authorizes disclosure without consent; and to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

### **DIRECTORY INFORMATION Policy 8330**

The district may make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; photograph; participation in officially-recognized activities and sports; height and/or weight, if a member of an athletic team; date of graduation; degrees and awards received.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within (14) days after receipt of the District Administrator's annual public notice or enrollment of the student into the District if such enrollment occurs after the annual public notice.





### **RECRUITER ACCESS TO STUDENT RECORDS Policy 8330**

In accordance with Federal and State law, the Board shall release the names, addresses, District assigned e-mail addresses (if available), and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, District assigned e-mail addresses (if available), and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The District Administrator is authorized to charge mailing fees for providing this information to a recruiting officer.

### **EDUCATION OF HOMELESS CHILDREN AND YOUTH Policy 5111.01**

Children who are identified as meeting the Federal definition of "homeless" will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless. The District shall establish safeguards that protect homeless students from discrimination on the basis of their homelessness. Please contact, Jody Heipp, Homeless Liaison for the Kewaskum School District, at 262-626-8427 ext 1010, for additional information.

### **EDUCATION FOR EMPLOYMENT AND ACADEMIC & CAREER PLANNING SERVICES Policy 2420, 2411**

The education for employment program provides career awareness for elementary grade levels. Career exploration at the middle school grade levels includes developing an understanding of the continuum of careers across work environments, duties, and responsibilities and how a student's personal interests and skills relate to those careers.

Academic and career planning services, including individualized support and access to software tools and staff assistance, shall be provided to students in grades 6 to 12. The mission of academic and career planning is to provide a comprehensive plan, which will be developed and maintained by a student, that includes the student's academic, career, personal, and social goals and the means by which the student will achieve those goals both before and after high school graduation.

### **EARLY COLLEGE CREDIT PROGRAM Policy 2271**

The Board recognizes the value to students and to the District of students participating in programs offered by the University of Wisconsin system institutions, tribally controlled colleges, and private, non-profit higher education institutions in Wisconsin. The Board will allow any high school student who satisfies the eligibility requirements to participate in the Early College Credit Program (ECCP) to enroll in an approved course at an ECCP-approved institution of higher education while attending in the District. Students will be eligible to receive college and high school credit for completing course(s) at authorized institutions of higher education provided they complete the course(s) and receive a passing grade. The School District's responsibility to pay for tuition, fees, books, and other necessary materials shall be limited to eighteen (18) postsecondary credits per student.

### **PART-TIME OPEN ENROLLMENT Policy 5113.01**

The Board will provide students enrolled in the District with the ability to take up to two (2) courses at any given time in a non-resident public school district. The parent of any student enrolled as a resident of the District that wishes to attend one (1) or two (2) courses at a non-resident school district under this policy shall make a written application to such non-resident district no less than six (6) weeks prior to the beginning of the term in which the course(s) are offered



### **TITLE I PROGRAM Policy 2261, 2261.01 and 2261.02**

The district receives Title I funds under the Elementary and Secondary Education Act (ESEA, as amended) for Kewaskum Elementary School. Parents are encouraged to be involved in the planning, review, and improvement of the Title I program. Parents may request and obtain information regarding the professional qualifications of their child's classroom teachers, including at a minimum: (1) Whether the student's teacher has (a) met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction, (b) is teaching under emergency or provisional status through which state qualification or licensing criteria have been waived, and (c) is teaching in the field of discipline of the certification of the teacher; and (2) Whether the student is provided services by paraprofessionals and, if so, their qualifications.

### **TITLE I STATE ASSESSMENT OPT-OUT Policy 2623**

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 out of the examination(s).

### **PERSONAL COMMUNICATION DEVICES Policy 5136, 5136.01 and 9151**

While in some instances the possession and use of technology resources (as defined in Bylaw 0100) and other electronic equipment or devices by a student at school may be appropriate, the possession and use of such technology resources and other equipment or devices by students at school may also have the effect of distracting, disrupting and/or intimidating others in the school environment and leading to opportunities for academic dishonesty and other disruptions of the educational process. Consequently, the Board of Education will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use any electronic equipment or devices on school property or at any school-sponsored activity without the permission of the principal or the classroom teacher.

Students may use Personal Communication Devices (PCDs) before and after school, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after-school activities (e.g., extra-curricular activities), and at high school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be stored out of sight. Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.

Except as authorized by a teacher, administrator, or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until a parent/guardian picks it up. If the violation involves potentially illegal activity the confiscated-PCD may be turned over to law enforcement.

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.



Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property. Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy or otherwise abuses this privilege.

### **DRUG & ALCOHOL PREVENTION Policy 5530**

The Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

"Drugs" shall mean all dangerous controlled substances as so designated and prohibited by Wisconsin statute; all chemicals which release toxic vapors; all alcoholic beverages; any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy; "look-alikes"; anabolic steroids; any other illegal substance so designated and prohibited by law.

The Board prohibits the use, possession, concealment, or distribution of any drug and any drug paraphernalia at any time on District property or at any District-related event.

### **SEARCH & SEIZURE - STUDENT LOCKER SEARCHES Policy 5771**

The Board has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the policy. The District retains ownership and possessory control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official. The Board directs the school principals to provide students with written notice of this policy at least annually and that routine inspections be done at least annually of all such storage places. The Board directs that the searches may be conducted by the building principals, assistant principals, School Resource Officer, and administratively designated staff.

### **STUDENT ACCIDENT INSURANCE Policy 8760**

The Board recognizes the need for insurance coverage for injuries to students caused by accidents occurring in the course of attendance at school and participation in the athletic and co-curricular programs of the schools. Therefore, at the beginning of each school year, the Board shall offer parents the opportunity to participate in group [accident insurance](#) at the expense of the parents. [Versión en español](#).

### **WEAPONS Policy 5772 and 7217**

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law without the permission of the District Administrator. The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives (subject to the exceptions below), razors with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, chemical agents,



ammunition, and explosives. Any student who has reason to believe that a person has or will violate this policy shall report to the District Administrator or the supervisor of the activity immediately.

**VIDEO SURVEILLANCE AND ELECTRONIC MONITORING Policy 7440.01**

The Board authorizes the use of video surveillance and electronic monitoring equipment at various facilities and school sites throughout the District, and on school buses. Wherever the terms video surveillance or electronic monitoring are used, such reference includes both video and audio surveillance as possible technologies employed.

This policy does not address or cover instances where school officials record a specific event (e.g. a play, music performance, athletic contest, graduation, or Board meeting), or an isolated instance where a classroom is video recorded for educational or research purposes. Authorized video recording for educational, instructional, and/or research purposes is permitted and is not addressed by this policy.

**ASBESTOS NOTIFICATION Policy 8431.01**

As a result of the federal law AHERA (Asbestos Hazard Emergency Response Act), all primary and secondary schools are required to develop and implement a plan for managing all building materials which contain asbestos. Included in the AHERA Act is the requirement to notify all parents, guardians, and staff members, as well as organizations representing them, of activities and events with the asbestos containing building materials annually.

Asbestos has been used in many building materials due to its outstanding insulating and strengthening properties. When asbestos is undisturbed or intact, it poses little hazard to human health. It is only when damage has or may occur that the quality of the school's management program becomes an issue.

In 1988, all buildings owned, leased, or "under the control of" the Kewaskum School District were inspected by EPA accredited inspectors, with building material samples analyzed by an independent laboratory. Based on the inspection, the School District prepared and the state approved a comprehensive management plan for administering the asbestos located within its buildings, safely and responsibly.

Once every three years, certified inspectors must re-inspect remaining materials. In addition, the rule requires a periodic walk-through (called "surveillance") in each area containing asbestos every six months.

Short-term workers (outside contractors e.g. telephone repair workers, electricians, etc.) must be provided information regarding the location of asbestos in which they may come into contact. All short-term workers shall contact the lead maintenance person before commencing work.

The School District has a list of the location(s) and type(s) of asbestos containing materials found in the building and a description and timetable for their proper management. A copy of the Asbestos Management Plan is available for review in the School District office as well as individual school offices. Copies are available at the School District office at a cost of twenty-five (25) cents per page. Our goal is to be in full compliance with AHERA. It is our policy to maintain a safe and healthful environment for our students and our staff members. This shall be accomplished by strict enforcement of the policies regarding asbestos by the asbestos manager and the school officials. If you have questions or concerns, please contact the Asbestos Manager, Doug Franzen, at 262-626-8427 ext 4414.

**NSF FEES**

A \$35 NSF (non-sufficient funds) fee will be charged to any person whose check does not clear the district bank.