



KEWASKUM SCHOOL DISTRICT

Student Handbook

2024-25 SCHOOL YEAR

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CONTACT US

Phone Number: (262) 626-8427

Website: kewaskumschools.org

KSD Facebook: <https://www.facebook.com/kewaskumschool/>

MISSION OF THE DISTRICT Policy 2105

VISION

The vision of the Kewaskum School District is to be an exceptional place to learn and work where students and staff are equipped with the academic, social-emotional, and work skills to meet the challenges of their diverse futures and reach their full potential.

MISSION

The mission of the Kewaskum School District is to maximize its resources and assets to provide responsive instruction, foster strong relationships, engage the community, and model high expectations.

VALUES

- The values of the Kewaskum School District are:
- Inclusivity - meeting the diverse needs of all students
- Unity - working together for a common goal
- Integrity - acting with honesty and accountability
- Transparency - communicating clearly and accurately
- Innovation - utilizing resources creatively to move forward
- Excellence - holding ourselves and others to high standards

NONDISCRIMINATION AND ANTI HARASSMENT

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY Policy 2260

The Board of Education does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including gender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities.

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 following person has been designated to handle inquiries regarding the nondiscrimination policies. The District's Title IX Coordinator(s) is/are:

Julie Thoreson, Business Manager
School District of Kewaskum
1455 School Street, PO Box 37
Kewaskum, WI 53040
262-626-8427 ext. 8009
jthoreson@kewaskumschools.org

Jody Heipp, Director of Student Learning and Services
School District of Kewaskum
1415 Bilgo Ln, PO Box 127
Kewaskum, WI 53040
626-626-8427 ext. 1010
jheipp@kewaskumschools.org

Wis. Stat. 118.13 Pupil Discrimination Prohibited

(1) Except as provided in s. 120.13 (37m), no person may be denied admission to any public school or be denied participation in, be denied the benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

Reasonable Accommodation

Reasonable accommodation, including the provision of informational material in an alternative format, will be provided for qualified individuals with disabilities upon request. To request accommodation, please contact Jody Heipp, Director of Student Learning and Services, 1415 Bilgo Ln., Kewaskum, WI 53040, 262-626-8427 x1010, jheipp@kewaskumschools.org.

The Board's policies pertaining to employment practices can be found in Policy 1422, Policy 3122, and Policy 4122 – Nondiscrimination and Equal Employment Opportunity.

To view complete policies listed in this handbook, visit <https://go.boarddocs.com/wi/sdkew/Board.nsf/Public>.

ANTI-HARASSMENT, STUDENT Policy 5517

Prohibited Harassment

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

Bullying is prohibited by Board Policy 5517.01 – Bullying. It is defined as deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a 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. Bullying need not be based on any Protected Class. Bullying behavior rises to the level of harassment when the prohibited conduct is based upon the student's sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability, or any other characteristic protected by Federal or State civil rights. Complaints brought under this policy that are more appropriately handled under the Bullying policy shall be referred for investigation consistent with the procedures in that policy.

Bullying that rises to the level of Sexual Harassment is covered by Policy 2266/AG 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, i.e., sexual harassment prohibited by Title IX, and is not included in this policy. Allegations of such conduct shall be addressed by Policy 2266/AG 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities.

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, or mail it to the following address: U.S. Department of Education, Student Privacy Policy Office, 400 Maryland Ave, SW, Washington, DC 20202-8520.

HAZING, STUDENT Policy 5516

The Board believes that hazing activities of any type are inconsistent with the educational process and may in some circumstances be a violation of State law. It prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored activity or event.

ANNUAL NOTIFICATIONS

To view all annual notices, visit <https://www.kewaskumschools.org/about-us/annual-notifications>.

ATTENDANCE

QUICK GUIDE

| Type | Definition |
|-----------------------------|---|
| Excused Absence | <p>Students are allotted 10 days of parental excused absences per school year. Examples include, but are not limited to: vacation, medical appointment without a medical note, general illness or injury, funerals, and special events (not school-sponsored).</p> <p>Pre-planned parental absences need to have a written note (paper, email, Skyward input.)</p> |
| Exempt Absence | <p>These absences do not count towards the 10 days of excused absences allotted per school year.</p> <p>Examples include, but are not limited to: school-sponsored activity, field trip, and medical appointment with a medical note (reported to the school office by parents).</p> |
| Unexcused Absence (Truant) | <p>Reasons for an unexcused absence (truancy):</p> <ul style="list-style-type: none"> • Parents do not communicate reason for absence within 1 school day • Parents do not report pre planned absences in advance in writing. • Student has already accrued 10 days of excused absences • Students are 10+ minutes late to/misses 10+ minutes of any class without an approved excuse |
| Tardy/Leave Early Excused | Student arrives within 10 minutes after the start of the day or before the end of the day, and a parent reports the tardy to the attendance office with an acceptable reason. |
| Tardy/Leave Early Unexcused | Student arrives within 10 minutes after the start of the day or before the end of the day, and a parent does not report the tardy to the attendance office or a parent does report the tardy with an unacceptable reason. |
| Truancy | A student will be considered truant if the student 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 of the absent student. A student who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute 118.15, Wis. Stats., will also be considered truant. |
| Habitual Truant | A student will be considered a habitual truant if the student 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. |

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 require 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.

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

Acceptance of Written Excuses

The District Administrator 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. The Board reserves the right to verify such statements and to investigate the cause of each single absence and prolonged absence.

School Attendance Officer

The District Administrator shall designate an administrator at each school to be the School Attendance Officer. The School Attendance Officer shall perform any duties and responsibilities as required by State law, this policy, and any administrative guidelines issued by the school. The duties of the School Attendance Officer shall include, but not be limited to, the following.

- A. Determining daily from attendance reports submitted by teachers which students enrolled in the school are absent from school, or failed to fulfill the attendance requirements of a virtual instruction program component, and whether the absence is excused.
- B. Submitting to the District Administrator, on or before August 1st of each year, a report of the number of students enrolled in the school who were absent in the previous year and whether the absences were excused. The District Administrator shall then submit this information to the State Superintendent. To the extent feasible, absentee data shall be separated by absences for in-person instruction periods and absences based on virtual instruction attendance requirements.
- C. Providing student attendance information to individuals and agencies for purposes authorized by State law and the Board's Policy 8330 - Student Records.

Excused Absences

As required under State law, a student shall be excused from school for the following reasons:

A. Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program. Absences for this reason may be excused by oral or written notification to the attendance officer by the adult student or minor student's parent. The attendance officer in appropriate circumstances may

require a written statement from a health care provider describing the condition and excusing the student for a period not to exceed thirty (30) days.

B. Obtaining Religious Instruction

To enable the student to obtain religious instruction outside the school during the required school period (see Policy 5223-Absences for Religious Instruction).

C. Parent-Excused Pre-Planned Absence

The student has been excused in writing by their parent or guardian before the absence for any reason. A student may not be excused for more than ten (10) days per school year under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

- a. professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside of the school day
- b. to attend the funeral of a relative
- c. legal proceedings that require the student's presence
- d. college visits
- e. job fairs
- f. vacations

D. Religious Holiday

For observance of a religious holiday consistent with the student's creed or belief

E. Suspension or Expulsion

The student has been suspended or expelled.

F. Program or Curriculum Modification

The Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.

G. High School Equivalency – Secured Facilities

The Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail, and the student and the student's parent(s) or guardian agree that the student will continue to participate in such a program.

H. Child at Risk

The student is a "child at risk" as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State law.

I. Election Day Official

A high school student, including students enrolled in private schools and students enrolled in home-based private education, age sixteen (16) or seventeen (17) is permitted to be excused to serve as an election official provided that the following criteria are met: (1) the student has the permission of their parent to serve as an election official on election day; (2) the student has signed up and the municipal clerk has informed the principal that the student has been assigned to serve in this capacity; and (3) the student has at least a 3.0 grade point average or equivalent, or has met alternative criteria established by Board, if any. The principal shall promptly notify the municipal clerk or the board of election commissioners of the municipality that appointed the child as an election official if the child no longer has at least a 3.0 grade point average or the equivalent, or no longer meets the established alternative requirements. A student's absence to serve as an election official under this policy shall be treated as an excused absence. Where possible students are encouraged to provide advance notice as

much as possible. Students are responsible for completing any missed school work and responsible for making appropriate arrangements to do so.

J. Virtual Access

The student is unable to access virtual instruction programming due to a temporary disruption in the student's access to necessary technological systems (i.e. internet outage, computer failure, software malfunction, etc.) as communicated by the student's parent.

A student **may** be excused from school, as determined by the School Attendance Officer, or the School Attendance Officer's designee, for the following reasons:

- A. **Quarantine**
Quarantine of the student's home by a public health officer.
- B. **Illness of an Immediate Family Member**
The illness of an immediate family member.
- C. **Emergency**
An emergency that requires the student to be absent because of familial responsibilities or other appropriate reasons.

Unexcused Absences

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The District Administrator shall develop administrative guidelines to address unexcused absences.

Definitions

A. Truancy

A student will be considered truant if the student 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 of the absent student. A student who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute 118.15, Wis. Stats., will also be considered truant.

B. Habitual Truant

A student will be considered a habitual truant if the student 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.

C. Part of a School Day

Part of a school day is any time period within a school day, which is from the time the first class period of that day begins until the end of the last class period of that day.

Tardiness/Late Arrival and Early Dismissal

Tardiness is defined as being 10 minutes or less late to class (and is considered unexcused). Missing more than 10 minutes of a class, without a valid reason, will be considered an unexcused absence. Persistent tardiness/lateness/unexcused absences will be reported to the office as an attendance/disciplinary matter and families will be notified. Excessive tardiness, being late to school/class, or unexcused absences may result in a detention or ineligibility from extracurricular activities.

The Board recognizes, however, that from time-to-time compelling circumstances require that a student be

late to school or dismissed before the end of the school day. As an agent responsible for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by written (including e-mail) or personal (phone or face-to-face) request of the student's parent, who shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the Principal.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her. No student shall be released to anyone who is not authorized by a parent with authority to do so.

Truancy Plan

The Board will issue a Truancy Plan based upon the recommendations of the County Truancy Committee convened under State law, the Board's policies and procedures, and applicable provisions of State law. The Board will review and, if appropriate, revise the Truancy Plan at least once every two (2) years.

The Truancy Plan will include, at a minimum, the following:

- A. procedures to be followed for notifying the parents or guardians of the unexcused absences of a student who is truant or a habitual truant and for meeting and conferring with such parents or guardians
- B. plans and procedures for identifying truant children of all ages and returning them to school, including the identity of school personnel to whom a truant child shall be returned
- C. methods to increase and maintain public awareness of and involvement in responding to truancy within the school district
- D. a provision addressing the immediate response to be made by school personnel when a truant child is returned to school
- E. the types of truancy cases to be referred to the District Attorney and the time periods within which the District Attorney will respond to and take action on the referrals
- F. plans and procedures to coordinate the responses to the problems of habitual truants, as defined under Sec. 118.16(1)(a), Wis. Stats., with public and private social services agencies
- G. methods to involve the truant child's parent or guardian in dealing with and solving the child's truancy problem

Notice of Truancy

The School Attendance Officer shall notify a truant student's parent or guardian of the student's truancy and direct the parent or guardian to return the student to school no later than the next day on which school is in session or to provide an excuse for the absence. The notice under this paragraph shall be given before the end of the second school day after receiving a report of an unexcused absence. The notice may be made by electronic communication, personal contact, telephone call, or 1st class mail, and a written record of this notice shall be kept. The School Attendance Officer shall attempt to give notice by personal contact, telephone call, or, unless the parent has refused to receive electronic communication, notice by 1st class mail may be given. This notice must be given every time a student is truant until the student becomes a habitual truant.

Notice of Habitual Truancy

When a student initially becomes a habitual truant, the School Attendance Officer shall provide a notice to the student's parent or guardian, by registered or certified mail, or by first class mail. The School Attendance Officer may simultaneously notify the parent of the habitually truant student by an electronic communication.

The notice must contain the following:

- A. a statement of the parent's or guardian's responsibility under State law to cause the student to attend school regularly
- B. a statement that the parent, guardian, or student may request program or curriculum modifications for the student under State law and that the student may be eligible for enrollment in a program for children at risk
- C. a request that the parent or guardian meet with the appropriate school personnel to discuss the student's truancy

The notice shall include the name of the school personnel with whom the parent or guardian should meet, a date, time, and place for the meeting and the name, address, and telephone number of a person to contact to arrange a different date, time, or place. The date for the meeting shall be within five (5) school days after the date that the notice is sent, except that with the consent of the student's parent or guardian the date for the meeting may be extended for an additional five (5) school days

- D. a statement of the penalties, under State law or local ordinances that may be imposed on the parent or guardian upon failure to cause the child to attend school regularly as required by State law
- E. if the student is attending the District through the Open Enrollment Program, each notification shall also inform the parent: (1) that the student's open enrollment may be terminated if the student is habitually truant; and (2) the process described in Board Policy 5113, which the parent or student may follow if they believe the student was erroneously marked truant.

The School Attendance Officer will also continue to notify the parent or guardian of a habitual truant's subsequent unexcused absences.

Referral to the District Attorney

Truancy cases will be referred to the District Attorney as provided in the County Truancy Committee Plan. The School Attendance Officer will ensure that appropriate school personnel have done the following before any case is referred to the District Attorney:

- A. met with the student's parent or guardian to discuss the student's truancy or attempted to meet with the student's parent or guardian and received no response or were refused
- B. provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy and have curriculum modifications under State law
- C. evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, have taken steps to overcome the learning problems, except that the student need not be evaluated if tests administered to the student within the previous year indicate that the student is performing at grade level
- D. conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, have taken appropriate action or made appropriate referrals

Note that paragraph A. is not required if the meeting between school personnel, the student, and the student's parent or guardian, which was requested in the Notice of Habitual Truancy to the parent or guardian, did not occur within ten (10) school days after the Notice was sent. Paragraphs B., C., and D. are not required if appropriate school personnel were unable to carry out the activity due to the student's absences from school.

Make-up Course Work and Examinations

Students who are absent from school, whether the absence was excused or unexcused, shall be permitted to make-up course work and examinations missed during the absence when they return to school. It is the student's responsibility to contact their teachers to determine what course work and examinations must be made-up. The time for completing the work shall be commensurate with the length of the absence, unless extended by the principal based upon extenuating circumstances. The principal is authorized to oversee the way in which make-up work opportunities are provided by the teacher.

Illness

When a child becomes ill at school, we will first contact the parent. If the parent cannot be reached, we will then contact the emergency number. Please be sure to keep emergency numbers updated in Skyward. When the school determines the child is too ill or injured to remain in class, it is the parent/guardian's responsibility to pick the child up and provide care for them.

CURRICULUM

ASSESSMENT, STUDENT Policy 2623

The Board of Education shall assess student achievement and needs in all areas of the curriculum in order to determine the progress of students and to assist them in attaining District goals. All students shall participate in the State-wide or District-wide assessments, and any student with a disability shall be provided appropriate accommodation and/or alternate assessments where necessary as indicated in the student's I.E.P. or Section 504 plan.

CONTROVERSIAL ISSUES IN THE CLASSROOM & REQUEST PROGRAM MODIFICATIONS Policy 2240 & 2451

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.

If either the class content or activities conflict with their religious beliefs or value system, the school will honor a written request for their child to be excused from particular classes. The student will be provided with alternate learning activities during the times of such parent requested absence.

COUNSELING AND ACADEMIC AND CAREER PLANNING Policy 2411

The Board requires that a planned program of guidance and counseling be an integral part of the educational program of the District. The plan shall be developed by licensed school counselors in collaboration with student services staff, teachers, parents, and community health and human service professionals. The developed plan will be adopted by the Board and maintained by the District. Such a program shall be available to all students without regard to race, color, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including transgender status, change of sex or gender identity), physical or mental, emotional, or learning disability ("Protected Classes").

This plan should be developmentally appropriate and:

- A. enable counselors to effectively communicate with students who have limited English proficiency and/or are sensory impaired;
- B. assist students in achieving their optimum growth;
- C. enable students to draw the greatest benefit from the offerings of the instructional program of the schools;
- D. help integrate all the student's experience so that s/he can better relate school activity to life outside the school;
- E. help students learn to make their own decisions and solve problems independently.

FIELD AND OTHER DISTRICT-SPONSORED TRIPS Policy 2340

The Board recognizes the value of organized trips or other excursions away from the classroom as a valuable part of the District's educational programming and a valuable opportunity to obtain additional educational experiences not offered directly in the curriculum offerings. These opportunities occur in four (4) primary forms addressed in this policy: (a) field trips; (b) extra-curricular/co-curricular program related trips; (c) overnight trips; and (d) other District-sponsored trips.

The Board recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. For purposes of this policy, a field trip shall be defined as any planned journey by one (1) or more students away from District premises, which is under the supervision of a professional staff member, approved by Administration and furthers or supplements an integral part of a course of study as planned for and incorporated into that course of study by the teacher. Properly planned and executed field trips should:

- A. supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools;
- B. arouse new interests among students;
- C. help students relate school experiences to the reality of the world outside of school;
- D. bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience;
- E. afford students the opportunity to study real things and real processes in their actual environment.

Out-of-state field trips that do not include an overnight stay must be approved by the Board.

Students on all District-sponsored trips remain under the supervision of this Board and are subject to the District's administrative guidelines.

EXPECTATIONS

BATHROOMS, USE OF

The bathrooms of the school are to be kept clean at all times. Anyone writing on any surfaces or messing up a bathroom area may be suspended.

BICYCLES

Bicycles are never to be ridden on the school grounds when students are coming to or leaving school. No bike riding on school grounds when buses are loading or unloading. Bikes should be parked only in the bike racks. The use of locks is encouraged to prevent theft.

CAFETERIA

All pupils eating hot or cold lunch are to make sure their place setting at the lunch table is cleaned up after they have finished eating. Food from the cafeteria may not be taken outside the cafeteria area. Soda is not allowed to be consumed with lunch.

CODE OF CLASSROOM CONDUCT Policy 5500 and 5500.01

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District. The District Administrator shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on school vehicles, and at school related events.

Student conduct shall be governed by the rules and provisions of the Student Code of Classroom Conduct. In addition, student conduct on internet-based social media outlets when such conduct forms a sufficient connection to school or staff, is governed by the Code of Conduct. This Code of Classroom Conduct shall include the following items:

1. specification of what constitutes dangerous, disruptive, or unruly behavior that interferes with the ability of the teacher to teach effectively, which therefore permits the teacher to remove the student from class;
2. other student conduct that may be used by a teacher as a basis to remove a student from class; and
3. procedures for notifying the parent of a student's removal and procedures for placement of a student that has been removed from class.

COMMUNICATION DEVICES, PERSONAL Policy 5136

"Personal communication devices" ("PCDs") as used in this policy are defined in Bylaw 0100 and include computers, laptops, tablets, e-readers, cellular/mobile phones, smartphones, smartwatches, and/or other web-enabled devices of any type. A smartwatch is a wearable device that takes photos, communicates via text or voice, or has web-based capabilities.

For students in grades K-8:

Students may possess PCDs in school and on school property. PCDs must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored in the student's backpack or locker. Students may possess and use PCDs during after-school activities (e.g., extra-curricular activities). Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited.

For students in grades 9-12:

Students may use 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.

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

During after-school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

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 the use of a PCD is absolutely prohibited.

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.

To protect the privacy of the District's students, parents, other adult residents of the community, and any public that may utilize the locker room facilities, no person may use a cell phone to capture, record, or to transfer a representation of a nude or partially nude person in the locker room.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline may be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student and/or student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law

enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose their privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

DRESS AND GROOMING Policy 5511

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

Accordingly, the District Administrator shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- A. present a hazard to the health or safety of the student himself/herself or to others in the school;
- B. interfere with school work, create disorder, or disrupt the educational program;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving their own educational objectives because of blocked vision or restricted movement.

Such guidelines shall establish the dress requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event.

In enforcing the dress code, the following procedures shall be used:

- A. the principal shall serve as the initial arbiter of student dress and grooming in his/her building;
- B. before taking action to enforce dress code requirements, including by requiring that a student remove, cover, or otherwise conceal the item or depiction at issue, the principal shall determine whether the item constitutes protected speech in so far as the item independently makes a statement of a discernable nature to the observer by depiction, words, or combination of the two that does not require separate explanation;
- C. instruct staff members to demonstrate, by example and precept, personal neatness, cleanliness, propriety, modesty, and good sense in attire and appearance;
- D. ensure that all administrative guidelines impose only minimum and necessary restrictions on the exercise of the student's taste and individuality.

Expressive dress may not be protected speech if it involves:

- A. Obscenity
- B. Language or depictions intended to incite violence or foment hatred of others

Students who violate the foregoing rules will not be admitted to class and may be suspended from school. If the clothing cannot be removed, the student may be sent home after contact is made with the student's parent/guardian.

DRUG & ALCOHOL Policy 5530

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.

HALL MANNERS

The halls in this school are used by all pupils every day of the school year. At times many pupils may be in the halls at one time. To keep this movement as smooth as possible, there is to be no running or pushing at any time. When in the halls, pupils should be as quiet as possible. The halls are to be used only when necessary and aimless walking or constant inside/outside movement during recess or noon hours will not be permitted.

LASER PENS

Student use of laser pens is prohibited in school buildings.

LOST AND FOUND

Each school has a lost and found. Students are requested to turn in any item found and are encouraged to check the lost and found for any lost articles. At the end of the year items that are left are donated.

PHONE CALLS

Students will not be called from class for phone calls except in extreme emergencies. Students will only be allowed to use the office phone with building staff permission. Students are not allowed to use classroom phones for personal use.

PUPIL RESPECT

Pupils who have and show respect are well liked and admired by others. Respect is to be shown by all pupils to other pupils and members of the school staff. This includes teachers, office help, paraprofessionals, cooks and custodians. Parents/guardians can be of great assistance by teaching respect at home, which will then carry over into school.

SEARCH AND SEIZURE 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 and desks used by students or the person or property, including vehicles, of a student, in accordance with policy.

SKATEBOARDS & ROLLER BLADES

For safety and liability reasons, skateboards and roller blades will not be allowed on school property at any time. Repeated violations will result in local police intervention and possible citations. (WI State Statute 90-223(2)).

TECHNOLOGY RESOURCES AND OTHER ELECTRONIC EQUIPMENT Policy 5136.01

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.

Personal Communication Devices Policy 5136

Personal communication devices ("PCDs") include computers, laptops, tablets, e-readers, cellular/mobile phones, smartphones, smartwatches, and/or other web-enabled devices of any type.

A smartwatch is a wearable computing device that closely resembles a wristwatch or other time-keeping device that has computing, communication, photography, recording, and other web-based capabilities.

For students in grades K-8: Students may possess PCDs in school and on school property. PCDs must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored in the student's backpack or locker. Students may possess and use PCDs during after-school activities (e.g., extra-curricular activities). Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited.

For students in grades 9-12: Students may use 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.

THREATS

Kewaskum School District takes all threats seriously, including, but not limited to, threats made in a joking manner and toy weapons brought on school property. Discipline may be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation.

TOBACCO AND NICOTINE PRODUCTS Policies 5512 and 7434

The Board recognizes that the use of tobacco products, as well as other nicotine delivery systems, such as electronic smoking devices, are a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is acutely aware of the serious health risks associated with the use of these products, both to users and non-users, and that their use or promotion on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. The Board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors.

It shall be a violation of this policy for any student of the District to possess, use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content, including smoking as defined in this policy, at any time on school property or at off-campus, school-sponsored events. The Board authorizes the District Administrator to take reasonable measures related to the Board's expectation that the promotion and display of tobacco and related products on school property or at off-campus, school-sponsored events is prohibited.

It shall be a violation of this policy for the District to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry or from any tobacco products retailer. This includes, but is not limited to, donations, monies for sponsorship, advertising, promotions, loans, or support for equipment, uniforms, and sports and/or training facilities. It shall be a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the District.

WEAPONS Policy 5772

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.

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. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained.

Incendiary Device

Possession of incendiary devices (cigarette lighters, matches, firecrackers, smoke bombs, etc.), or their look-alikes, is also prohibited by students in any school building, office, shop, warehouse or other enclosed structure of the District; on any school grounds, including playing fields and other outdoor areas belonging to the District; at any school-sponsored activity, and in vehicles used to transport students for school-related purposes.

FACILITIES

ANIMALS ON DISTRICT PROPERTY Policy 8390

The Board recognizes that there are many occasions when animals are present on District property and many reasons for those animals' presence. Animals are commonly utilized by teachers during classroom presentations and are often housed in classrooms and other locations on campus. Additionally, employees, students, parents, vendors, and other members of the public may be accompanied at school by a service animal in accordance with Federal and State law and this policy.

DISTRICT PROPERTY, CARE OF Policy 5513

Basic to the philosophy of the Board is a respect for the rights of others. Students are urged to exercise this respect in regard to the belongings of others, including District property. Each student should realize that vandalism to District property is costly to repair.

Attempts should be made to teach students respect for property which can be done in connection with the care of textbooks and the use of District materials and equipment.

In accordance with law, students who cause damage to District property shall be subject to disciplinary measures including suspension and expulsion. Also, their parents shall be financially liable for such damage to the extent of the law except that students over eighteen (18) years of age or older shall be liable for damage they cause.

The Board authorizes the imposition of fines for the loss, damage, or destruction of District-owned, borrowed or leased equipment, computing devices, school records, apparatus, musical instruments, library materials, textbooks, and for damage to District buildings or facilities. (See Policy 6152 - Student Fees, Fines, and Charges.)

The District Administrator may report to the appropriate authorities any student whose damage of District property has been serious or chronic in nature. Any such referral shall be consistent with Policy 5540 - The Schools and Governmental Agencies.

SECURITY, FACILITY Policy 7440

Promoting the safety of students, staff, and others in the school buildings, as well as providing for the protection of the significant financial investment in the District's buildings is a critical function of the Board. Proper safety measures are to be implemented to protect those who use the buildings and to protect the buildings and equipment owned by the Board from theft and vandalism in order to maintain the optimum conditions for carrying out the educational program.

The Board authorizes the District Administrator to conduct searches of non-student visitors or vehicles on school property when there is a reasonable suspicion of violation of the law or school rules, and the search is reasonable in scope related to the objectives of the search and not excessively intrusive.

TECHNOLOGY Policy 7540

The Board of Education is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of District operations.

The District Administrator shall develop and implement a written District Technology Plan(DTP). The DTP will provide for both the acquisition of technology, and guidance to staff and students concerning making safe, appropriate and ethical use of the District's technology resources, as well as inform both staff and students about disciplinary actions that will be taken if Board technology and/or networks are abused in any way or used in an illegal or unethical manner. (See Policy 7540.03 and AG 7540.03 - Student Technology Acceptable Use and Safety, and Policy 7540.04 and AG 7540.04 - Staff Technology Acceptable Use and Safety)

The District Administrator, in conjunction with the IT Director, shall review the DTP and report any changes, amendments, or revisions to the Board.

This policy, along with the Student and Staff Technology Acceptable Use and Safety policies, and the Student Code of Conduct, further govern students' and staff members' use of their personal communication devices (see Policy 5136 - Personal Communication Devices and Policy 7530.02 - Staff and School Officials Use of Personal Communication Devices). Users have no right or expectation of privacy when using District technology resources (including, but not limited to, privacy in the content of their personal files, e-mails and records of their online activity when using the District's computer network and/or Internet connection).

Further, safeguards shall be established so that the Board's investment in both hardware and software achieves the benefits of technology and inhibits negative side effects. Accordingly, students shall be educated about appropriate online behavior including, but not limited to, using social media, which is defined in Bylaw 0100 - Definitions, to interact with others online; interacting with other individuals in chat rooms or on blogs; and, recognizing what constitutes cyberbullying, understanding cyberbullying is a violation of District policy, and learning appropriate responses if they are victims of cyberbullying. Social media does not include sending or receiving e-mail through the use of District-issued e-mail accounts.

Students must comply with Policy 7540.03 - Student Technology Acceptable Use and Safety and Policy 5136 - Personal Communication Devices when using District technology resources to access and/or use District-approved social media platforms/sites.

VIDEO SURVEILLANCE AND ELECTRONIC MONITORING Policy 7440.01

The Board of Education authorizes the use of video surveillance and electronic monitoring equipment at various school sites, which may include either video or audio footage, or both, throughout the District and on school buses.

VISITORS Policy 9150

The Board welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to establish visitor guidelines.

In accordance with 120.13(35), Wis. Stats., the District Administrator has the authority to establish conditions for entering or remaining in a District building, prohibit the entry of any person to a school of this District or to require a visitor to leave when there is reason to believe the presence of such person would be or is detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the administrator is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Immediately upon entering the building, visitors are required to register at the office and pick up a visitor tag.

OPERATIONS

ACCIDENT INSURANCE, STUDENT 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.

ADDRESS CHANGES

Please inform the office if you change your address, your email address, telephone number, or emergency medical information at any time during the year.

CLOSING, SCHOOL

School Closing Decisions

How do we make the Weather Related School Closing Decisions?

- We gather as much weather-related information as possible.
- Surrounding area school superintendents are contacted to compare information gained through contacts in the individual school districts.
- We receive information from state, county, and village officials.
- We focus on road conditions along with both the short- and long-term weather forecasts.
- We obtain information from our bus transportation company regarding their recommendations.
- We discuss with the Facilities Director to ensure parking lots can be plowed timely for safety.

In the event of a school closing or delay, all families will receive a SchoolMessenger voice message and email. Text message notifications are also available through SchoolMessenger. Text "Y" or "yes" to 67587 to opt in.

Additional Resources

1. View our web page at www.kewaskumschools.org
2. Follow us on Facebook
3. Check the KSD Mobile App for notifications
4. Watch TV Channel WTMJ (4), FOX (6), or WISN (12).
5. Listen to AM 620, 920, 1130, 1470 or FM 92.5, 94.5, 95.7, 96.5, 97.3, 98.3, 100.7, 101.3, 102.9, 106.1, 106.9.

CONFIDENTIALITY Policy 8350

State and federal law requires that student education records be maintained as confidential. See Policy 8330. State law further exempts certain information and records from public disclosure. See Policy 8310. As such, the Board of Education is obligated to take appropriate steps to maintain certain information and records as confidential. Individuals who have access to student education records may not remove them from Board property without express permission from their building principal or supervisor. An individual authorized to remove student education records from school property is responsible for the safety and security of the

records and for returning them to the district intact. Confidential information and records may not be disclosed except as authorized by Board policy and administrative guidelines. Individuals who have access to confidential information and records while employed by the Board are reminded that their legal obligation to maintain such confidences extends beyond their term of employment in the District and they are prohibited from releasing, disclosing or otherwise disseminating confidential information or records subsequent to leaving the Board's employ. The Board directs the District Administrator to prepare guidelines concerning Board employees' duties to maintain certain information and records as confidential.

It is further the policy of the Board of Education that when the District receives in trust from a public agency information identified to be confidential or exempt from disclosure under the Public Records Law, Common Law, Privilege Case Law, or Federal Law, the District will maintain the confidentiality of said information to prohibit its unauthorized disclosure.

The following portions of this policy apply only to identified confidential information received from a public agency.

In order to prohibit the unauthorized disclosure of information identified as confidential by the sending public agency, the Board may seek to obtain court protection by:

- A. denying requests for release of such information absent subpoena or court order;
- B. pursuing motions to quash or protective orders to prohibit unauthorized disclosure.

When possible, the Board will attempt to notify the sending public agency of the request for release of such information prior to complying with the request.

DIRECTORY DATA Policy 8330

Each year the District Administrator shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory data." The Board designates as student "directory data":

- A. a student's name;
- B. photograph;
- C. participation in officially recognized activities and sports;
- D. height and/or weight, if a member of an athletic team;
- E. date of graduation;
- F. degrees and awards received.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory data" 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. Any parent or eligible student who refuses to allow disclosure of directory data and who participates in the extra-curricular activity must complete the appropriate acknowledgment, which includes a limitation on the refusal to disclose directory data obtained during the course of the student's participation in extra-curricular activities.

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.

EMERGENCY PROCEDURES

Fire Drills

Drills are held monthly during the school year. In order to evacuate the building safely, students must follow teachers' instructions and directions posted in each room.

1. Walk at all times, and keep walking until you are at least two hundred feet away from the building.
2. Maintain silence when leaving or returning to the building so that teachers' verbal instructions may be heard and understood.

Tornado Drills

The building is not to be evacuated in the event of a tornado or other severe weather threat, unless staff and students are so directed. Any severe weather warning will be related to you via the public address system. Remain calm and quiet in order to hear directions. The teacher will direct students to move to a designated area in the building that will provide the greatest safety.

Hold/Lock Down Drills

In the event of a safety concern, teachers will be instructed to go to a hold or lock down. Students are to follow teacher instructions.

FEES AND FINES Policy 6152 and 6152.01

All fines are expected to be paid by the last day of school. Any unpaid fees or fines may be turned over to a collection agency. A \$35 NSF (non-sufficient funds) fee will be charged to any person whose check does not clear our bank. No student shall be denied any educational opportunity because of their inability to pay any fee or charge imposed. See also Policy 6152.01 - Waiver of School Fees or Fines.

LUNCH

Students may purchase lunches daily or for an extended time period. Purchased lunches do NOT have to be used on consecutive days. Students will be able to make their lunch choices in the morning.

Students use a computerized lunch system. There are many advantages to this computerized program. It offers a more efficient accounting system for your children, you and the district.

Each student will be issued a 4-digit pin number (I.D. number) and assigned a lunch account that the computer will keep track of. The system will be set up using family accounts, not individual accounts. It is a prepaid system with a variety of payment methods (weekly, monthly, semester, etc.) If you have more than one child, you make one FAMILY deposit.

Parents should send a check to: Child Nutrition Program, Kewaskum High School, 1510 Bilgo Lane, Kewaskum, WI 53040, or it may be brought to any of the school offices. Checks should be made payable to: Child Nutrition Program.

The School District also offers the e-Funds for Schools EFS payment program that allows parents several payment options for the debit lunch system. Not only will you have the ability to have lunch payments

automatically withdrawn electronically from your checking account or charged to your credit card, you also have the flexibility to make a payment at any time through the school's website. More information regarding e-Funds for Schools EFS, can be found on the School District website.

When going through the lunch line, each student will submit his or her PIN number to the cashier and the amount of purchase is subtracted from the appropriate account balance.

This system is similar to a checking account. It is necessary to put money into the account in order to buy lunch. If your account balance falls below a determined amount, we will let you know. Any remaining funds in the family accounts at the end of the school year will be carried over to your account for the next school year. Or, the remaining funds will be returned to you at your request.

To read the Food Service Policy – view policy 8500.

MILK

A carton of milk may be purchased for consumption at lunchtime that will be deducted from the family account. White and chocolate are available. Milk is purchased in the lunch area each day. If a child does not choose to drink milk, a beverage may be brought to school, however, no soda is permitted.

Students in grades 4-Year Old Kindergarten (4K) through five (5) wishing to participate in a daily milk break may do so. The cost per semester is \$30.00 or \$60.00 for the year.

SEPARATE CHECKS MUST BE MADE OUT FOR LUNCH, MILK, AND OTHER SCHOOL PURCHASES.

- Lunch and lunch milk checks should be made payable to: Child Nutrition
- Milk break and other checks should be made payable to : Kewaskum School District
- In the check memo area, please identify the purpose for the individual checks; such as lunch money, milk break money, field trip money, etc.

PATRIOTIC ACTIVITIES AND OBSERVANCES Policy 8802

Professional staff members are authorized to lead students in the Pledge of Allegiance or the National Anthem at an appropriate time each school day. No student may be compelled against the student's objections or those of the student's parents to recite the Pledge or sing the National Anthem.

Every school in the District shall offer the Pledge of Allegiance or the National Anthem each school day in grades one (1) through twelve (12). District staff conducting these activities shall protect the rights and the privacy of a nonparticipating student.

RECORDS, STUDENTS 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.

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.

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.

VIDEO TAPING & PHOTOGRAPHING

Students may be videotaped or photographed during the year to be used for school district related purposes. If you have any concerns regarding this matter, please refer to the "[Directory Data](#)" section of this handbook.

WELLNESS

ACCIDENTS/ILLNESS/CONCUSSION & SUDDEN CARDIAC ARREST, STUDENT Policy 5340

The Board believes that school personnel have certain responsibilities in case of accidents, illness or concussions that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports.

COMMUNICABLE DISEASES, CONTROL OF CASUAL-CONTACT Policy 8450

The Board recognizes that control of the spread of communicable disease spread through casual-contact is essential to the well-being of the school community and to the efficient District operation.

For purposes of this policy, 'casual-contact communicable disease' shall include diphtheria, scarlet fever and other strep infections, whooping cough, mumps, measles, rubella, and others designated by the Wisconsin Department of Health Services (DHS).

In order to protect the health and safety of the students, District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations which pertain to immunization and other means for controlling casual-contact communicable disease spread through normal interaction in the school setting.

Initial Exposure - Suspected Communicable Disease

If a student exhibits symptoms of a communicable disease, the school nurse, office staff, or the Principal will isolate the student in the building and contact the parents and may choose to send the student home. The school nurse, office staff member, or Principal shall notify the parent(s) of the student, and also contact the Washington/Ozaukee County Health Department to report the incident. The health department officials shall be responsible for conducting any investigation deemed necessary and directing the District to follow specific protocols, including those established by the Washington/Ozaukee County Health Department shall be followed.

The District Administrator is authorized to develop administrative guidelines for the control of communicable disease which include:

- A. instruction of professional staff members in the detection of these common diseases and measures for their prevention and control;
- B. removal of students from District property to the care of a responsible adult;
- C. preparation of standards for the readmission of students who have recovered from casual-contact communicable diseases;
- D. filing of reports as required by statute and the State Department of Health Services.

Protocols During a Pandemic/Epidemic

The procedure described above pertains to an initial and/or isolated identification of the possible presence of a communicable disease in a school. In the event of an ongoing pandemic or endemic outbreak of a

communicable disease, the Administration and Board shall develop protocols to manage school during a pandemic or epidemic.

Protocols shall be developed with consideration for the following resources:

- A. Statewide declaration of emergency and related orders;
- B. guidance provided by medical and/or public health officials, such as the Centers for Disease Control and Prevention (CDC); Wisconsin Department of Health Services (DHS); Wisconsin Department of Public Instruction (DPI); American Pediatrics Association;
- C. local health department officials and local medical professionals;
- D. parent and/or student groups; and
- E. other resources developed for and specific to the circumstances facing the District.

COMMUNICABLE DISEASES, DIRECT CONTACT Policy 8453

The Board of Education seeks to provide a safe educational environment for students and staff. To this end, students and staff should understand the method of transmission and prevention of diseases that are contracted through direct contact with body fluids and excretions, especially blood, vomit, feces, or urine. The Board is also committed to assuring, to the extent permitted by State communicable disease reporting requirements, the confidential status of individuals who may have been diagnosed with a contact communicable disease.

MEDICATION/EMERGENCY CARE, ADMINISTRATION OF Policy 5330

The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of medication to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication were not administered during school hours, or the child is disabled and requires medication to benefit from their educational program.

For purposes of this policy, 'practitioner' shall include any physician, dentist, podiatrist, optometrist, physician assistant, and advanced practice nurse prescriber who is licensed in any state. 'Medication' shall include all drugs including those prescribed by a practitioner and any nonprescription drug products. "Administer" means the direct application of a nonprescription drug product or prescription drug, whether by injection, ingestion, or other means, to the human body. "Nonprescription drug product" means any nonnarcotic drug product which may be sold without a prescription order and which is prepackaged for use by consumers and labeled in accordance with the requirements of State and Federal law.

Before any prescribed medication may be administered to any student during school hours, the Board shall require the written instructions from the child's practitioner accompanied by the written authorization of the parent.

Nonprescription drug products may be administered to any student during school hours only with the prior written consent of the parent. Substances, which are not FDA approved (i.e. natural products, food supplements), will require the written instruction of a practitioner and the written consent of the parent. Nonprescription drugs that are provided by the parent may be administered if they are supplied in the original manufacturer's package which lists the ingredients and recommended therapeutic dosage in a legible format

may be administered. Students are prohibited from possessing, using, carrying, or distributing in school or on school grounds drugs or other products which, even though not defined as a drug, are used or marketed for use for medicinal purposes, such as to relieve pain or to relieve the symptoms of an underlying medical condition (including dietary supplements, CBD oil products, etc.). This provision of policy is to be viewed together with the Board policy on Drug Prevention, Policy 5530.

No CBD products will be permitted for use at school.

The document authorizing the administration of both prescribed medication and nonprescription drug products shall be kept on file in the administrative offices.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and the exact dosage will be administered. Parents, or students authorized in writing by their practitioner and parents, may administer medication.

No student is allowed to provide or sell any type of medication to another student. Violations of this rule will be considered violations of Policy 5530 - Drug Prevention and of the Student Code of Conduct.

Medications will be administered and the instruction and consent forms will be maintained in accordance with the District Administrator's guidelines.

Any staff member or volunteer, authorized in writing by the District Administrator or a principal, is immune from liability for their acts or omissions in administering medication including, but not limited to glucagon, an opioid antagonist, and epinephrine, unless the act or omission constitutes a high degree of negligence and, in the case of any staff member or volunteer who administers an opioid antagonist, the staff member or volunteer contacts emergency medical services as soon as practicable after administering the drug to report the suspected overdose. Such immunity does not apply to health-care professionals.

All prescription medication shall be secured and appropriately stored (allowing for quick access and retrieval before, during, and after school hours), unless the medication is an emergency medication that the student is authorized to carry and self-administer by authorization of both the student's parent(s) and practitioner, and the possession of such medication by the student in school is not prohibited by law or regulation.

The Board shall permit the administration by staff of any medication requiring a delivery method other than oral ingestion when both the medication and the procedure are prescribed by a practitioner and the delivery is under the supervision of a licensed nurse, provided that the staff member has completed any necessary training and that staff member voluntarily agrees to deliver the medication. No staff member, other than a health care professional, shall be required to administer medications that are administered by means other than oral ingestion.

Any staff member or volunteer who, in good faith, renders emergency care to a student is immune from civil liability for their acts or omissions in rendering such emergency care.

Any administrator or principal who authorizes an employee or volunteer to administer a nonprescription drug product or prescription drug to a student is immune from civil liability for the act of authorization unless it constitutes a high degree of negligence or the administrator or principal authorizes a person who has not

received the required Department of Public Instruction training to administer the nonprescription drug product or prescription drug to a student. School nurses, as District employees, are regulated by the Wisconsin Nurse Practice Act and are therefore not necessarily immune from civil liability.

A registered nurse providing services or consultation on the District's Emergency Nursing Services Plan has provided assistance in the development of this policy and will also provide a periodic review of the written instructions and consent forms and the Medications Administration Daily Log(s). The plan shall provide for District acquisition and maintenance of opioid antagonists for use in the event an authorized employee or volunteer observes an apparent overdose.

Epinephrine Auto-Injectors

The Board intends to adopt and maintain a plan for managing students with life-threatening allergies so as to permit each school to obtain a school prescription for epinephrine auto-injectors and to permit each school nurse and designated school personnel to administer them. Accordingly, the Board directs the school nursing staff in consultation with the District Administrator to develop a plan that meets the following:

- A. specifies those designated school personnel that have agreed to receive training and that will be trained and authorized to perform the functions of the plan;
- B. identifies the specific training program that will be implemented to prepare each school nurse and designated school personnel to identify the signs of anaphylaxis and to provide or administer epinephrine auto-injectors accordingly;
- C. delineates the permissible scope of usage to include providing District-owned epinephrine auto-injectors to students who have a prescription on file with the school in the event the student is experiencing an anaphylactic event and/or administering epinephrine auto-injectors to such students, and/or administering epinephrine auto-injector treatment to any student, regardless of whether the student has a prescription on file or the staff member so trained is not aware of whether the student has a prescription on file, but believes in good faith the student is suffering from anaphylaxis, provided that the staff member immediately contacts emergency medical services;
- D. identifies the number and type of epinephrine auto-injectors each school will keep on site and identifies a member of the nursing staff or other school official who will be responsible for maintaining the epinephrine auto-injectors supply;
- E. is approved by a physician licensed in the State of Wisconsin;
- F. notes that the school and any school nurse or designated school personnel that provide or administer epinephrine auto-injectors under this plan are immune from civil liability for any harm that may result, regardless of whether there is a parental or medical provider authorization, unless the administration was a result of gross negligence or willful or wanton misconduct;
- G. is published on the [District's website](#) or the website of each school.

Administration of Opioid Antagonist

The District will provide appropriate staff with training on opioid overdose emergencies and the administration of Opioid Antagonist nasal spray. This policy and standing orders or protocols are not intended to regulate, restrict or otherwise deter a law enforcement officer, emergency medical technician, volunteer fire company member, licensed medical professional or other authorized individuals from administration of their own supply of medication when responding in good faith to an emergency or a suspected drug overdose occurring on School District of Kewaskum grounds.

Standing Order for Opioid Antagonist Nasal Spray 4 mg

- A. Designated staff must complete approved training in the administration of Opioid Antagonist.
- B. The school nurse, licensed athletic trainers, health room clerical assistants, or other designated staff may administer 4 mg of NARCAN Nasal Spray to a student or person who they believe in good faith is undergoing an opioid-related drug overdose. This medication will be administered following manufacturers' directions and training. If the person does not respond by waking up to voice or touch and breathing normal, a second dose may be administered in two (2) to three (3) minutes in the other nostril.
- C. 911 will be called prior to administration or immediately after administration of the medication.
- D. The District will keep a stock 4 mg Opioid Antagonist Nasal Spray contained within the middle school and high school.

Use of Essential Oils

All students and staff wishing to use essential oils in the school must seek prior approval from administrators.

RECESS (Elementary and Middle)

An important part of the students' school experience is that of socialization. One key component to this occurs through recess. Recess times allow the children opportunities to develop/refine their communication skills, manners/respect for others, and motor skills, while taking a break from their academic learning.

If children are healthy enough to be at school, they are expected to participate in recess activities. Such arrangements will be made on an individual basis with the goal of having all students participate in recess activities.

Students will remain outside except in inclement weather defined as rain, heavy snow, temperatures below +10 degrees or a wind chill/real feel below 0 degrees F.

Throwing snowballs can be very dangerous. Because of this possible danger, there is to be absolutely no throwing of snowballs at any time on the school grounds unless supervised by an adult. The snowball throwing should then only take place in a designated place and at designated targets if applicable. This also includes the throwing of chunks of snow, ice, stones, dirt or wood chips.

SNACKS IN SCHOOL

In accordance with the health policy, snacks should be as healthy as possible. Fruit, granola bars, etc. are strongly encouraged. Candy, soda and sugar based snacks are not permitted.

SUICIDE PREVENTION, STUDENT Policy 5350

The Board recognizes that depression, anxiety, and other mental health conditions are severe problems among children and adolescents. A student who lives with a mental illness may not be able to benefit fully from the educational program of the schools, and a student who has engaged in or attempted self-harm poses a danger both to himself/herself and to other students. To get updated information on suicide prevention, intervention, and postvention resources, visit DPI's website at

<https://dpi.wi.gov/sspw/mental-health/youth-suicide-prevention>.

WELLNESS Policy 8510

As required by law, the Board establishes the following wellness policy for the Kewaskum School District as a part of a comprehensive wellness initiative.

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and their ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

BUILDING FAMILY INFORMATION

[FARMINGTON ELEMENTARY SCHOOL](#)

[KEWASKUM ELEMENTARY SCHOOL](#)

[KEWASKUM MIDDLE SCHOOL](#)

[KEWASKUM HIGH SCHOOL](#)



Farmington Elementary School

2024-2025

**8736 Boltonville Road
Kewaskum, WI 53040**

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**Use a smart phone?
You can connect to your School
Skyward Account through the
Skyward App!**

Hello Farmington Families!

Thank you for taking the time to read and review the information in this handbook. Putting this information into practice will allow us all to have engaging and meaningful learning experiences.

Throughout the school year, if you have any questions or need assistance, please contact any of our school staff members including Mrs. Seiser, our building secretary (kseiser@kewaskumschools.org 262.626.3102). We are more than happy to answer questions or provide guidance.

Let's make it a great year!

Sincerely,

Mrs. Angie Petersen
Farmington Elementary Principal
262-626-3102
apetersen@kewaskumschools.org

FARMINGTON ELEMENTARY MISSION STATEMENT

At Farmington Elementary School, it is our mission to work together, grow and teach in order to serve our students. We do this in such a way that encourages compassion, collaboration, communication, achievement and perseverance. Our building is a safe environment that is community-centered, inclusive and welcoming.



CONTACT US

Website: fes.kewaskumschools.org

Phone: (262) 626-3102, Ext. 7000

Fax: (262) 692-6863

HOURS

- OFFICE 7:30 am - 4:00 pm
- STUDENT DAY (5K-5th) 8:55 am - 3:45 pm

ARRIVAL OF PUPILS

Our school buses are to arrive with the pupils around 8:40 a.m.

Parents or guardians, who drop off their children at the start of the day, should park at the north end pick-up/drop-off loop. Students should remain in their vehicles until 8:45, at which time a staff member will be outside to greet the students.

For the safety and well-being of our students, students who do not ride the bus, do not arrive at school before 8:45 a.m. Students should be picked up at 3:45 p.m. Supervision is only available from 8:45 a.m. to 3:45 p.m. We are a secured building. All doors are locked during school hours. Students who arrive after 8:50 a.m. should enter through the front doors (Door #1). Please press the buzzer, located to the left of the front doors, to be admitted to the school.

DEPARTURE OF PUPILS IN THE AFTERNOON

All pupils will be dismissed at 3:45 p.m. Pupils who ride the buses are to follow after school procedures. If you are planning on picking up your child from school, please send a note with your child that day or call the office by 3:00.

Parents or guardians, who pick up their children at the end of the day, should park at the north end pick-up/drop-off loop with their number visible and remain in their vehicle. Staff will release students to vehicles. Vehicles should remain parked until staff indicate they may pull forward or leave the parking loop.

If your child is staying for an after school activity, please send a note with your child indicating that they are staying after school.

BUSSES

Buses will load and unload near the gym entrance of the school. It is important that pupils leave the building in an orderly manner and walk to their respective bus to avoid accidents from running, pushing, etc. If a pupil misses his/her bus, the parent/guardian will be called to pick him/her up.

Students may alter their regular bus stop by bringing a completed "Bus Slip" form (goldenrod colored) or a written note identifying a bus stop change for the evening from a parent or guardian. A staff member will sign the form as well. Slips must be given to the bus drivers. Bus drivers will NOT allow students to ride altered buses/routes without the authorized slips and this will be reinforced by the school. This is a safety measure for the protection of students. If you do not want your child to ride home on the bus, we must have a note. We cannot take the child's word for it.

Long-term changes need to be addressed through Johnson Bus at 262-626-4414.

CONFERENCES

Appointments can be made with teachers, the counselor, or the principal any time throughout the school year by calling the office at (262) 626-3102 Ext. 7000. Teacher scheduled conferences are held in the fall and spring of each school year. Students are encouraged to attend fall conferences.

DRESS CODE

The following apparel items are not allowed at Farmington Elementary School during the school day in order to promote an atmosphere that maximizes learning, health, and safety:

- Clothing that is obscene, profane, vulgar, suggestive, harassing, endangering or otherwise inappropriate for school including the bearing of the Confederate Flag
- Clothing that promotes alcohol, tobacco, and/or other drug use
- Hats, bandanas or other headwear (If they are worn to school, place and keep them in your locker for the full school day.)
- Coats, jackets, or backpacks (If worn to school, place and keep them in your locker for the full school day.)
- Shirts/blouses that expose the waist, chest and back (Shirts exposing the shoulders must have straps that are at least the width of "two fingers.")
- Clothing exposing undergarments
- Jeans/pants/shorts with tatters and/or rips above the knee
- Pants/shorts that ride low and expose the back
- Skirts that are shorter than 6" above the knee
- Shorts with less than a 4" inseam
- Other specific items, which are inappropriate, attire for the school setting.

Thank you for your attention and cooperation with these expectations. Students failing to adhere to these standards will likely be required to obtain a change of clothes and risk disciplinary action. If the clothing cannot be removed, the student may be sent home after contact is made with the student's parent/guardian.

LOST AND FOUND

Farmington Elementary School has a lost and found in the main entryway. Students are requested to turn in any item found and are encouraged to check the lost and found for any lost articles. At the end of each trimester items that are left in the Farmington Elementary School lost and found are donated.

FARMINGTON ELEMENTARY BEHAVIOR EXPECTATIONS

What is PBIS?

Positive Behavior Interventions and Supports (PBIS) is an approach to teaching and supporting positive behaviors to meet the needs of ALL students. This school-wide approach focuses on building a safe and positive environment in which all students can learn.

The foundation of PBIS at Farmington Elementary has three building-wide expectations:

Be Respectful

Be Responsible

Be Safe

In addition to the three behavior expectations, PBIS has four major components:

1. Behavior Matrix

3. Incentives/Rewards

2. Teaching Expectations

4. Office Referral Forms/Data

Behavior Matrix

The behavior matrix is a detailed description of the expected behavior in each setting of the school. For example, in the lunchroom it is respectful to say “please” and “thank you”. In the hallway, it is safe to always walk. This matrix will be posted as a constant reminder of our three school-wide expectations. As you will notice, different areas of the building have different natural expectations. Additionally, classroom teachers will continue to have procedures and expectations.

Teaching Expectations

At the beginning of the school year, students will be taught our three expectations in each school area. Teachers will help students learn what the expectations “look” and “sound” like in every setting during the school day. These lessons will be re-taught and reinforced throughout the school year, and become a regular part of our classroom instruction.

Incentives/Rewards

Acknowledging and reinforcing positive behavior is one of the best ways to change inappropriate behavior and encourage appropriate behavior. At FES students can earn incentive tickets/tokens for demonstrating behaviors that exhibit these three positive attributes. Each student will be able to use their recognition tickets/tokens to enter monthly drawings or get special prizes. Whole classrooms demonstrating great behavior can also work towards incentives/rewards. We will work together to continuously promote and celebrate positive behavior.

Office Referral Forms

Even with clear expectations and positive reinforcement, sometimes children will misbehave. To address inappropriate behavior, an Office Referral Form will be implemented. Discipline issues are divided into major and minor infractions.

- Major infractions are issues that result in office time. Parents and/or guardians will be notified by the principal or staff member regarding major infractions.
- Minor infractions are behaviors that are disruptive to the learning environment, but are handled by the supervising staff member. Staff members use discretion when informing parents of minor infractions.

When a child repeatedly receives referrals for minor or major infractions, parents and/or guardians, teachers, support staff and the principal will collaborate to build an effective behavior intervention plan for that child.

The goal of office referrals are not necessarily to “major” or “minor” a student. The use of majors and minors are to collect data. The major and minor data helps us determine patterns. The PBIS philosophy is to utilize restorative practices and natural consequences to help reinforce the re-teaching process.

Role for Parents/Guardians

To be successful, our behavior program needs to be a partnership between home and school.

Please support our PBIS program at Farmington Elementary by:

- Reviewing behavior expectations with your child
- Using the three expectations at home –
 - Be Responsible
 - Be Respectful
 - Be Safe
- Providing positive reinforcement at home



KEWASKUM ELEMENTARY SCHOOL

2024-2025

Welcome to Kewaskum Elementary and the 2024-2025 school year. Excitement and adventure are awaiting you at Kewaskum Elementary. The amount of time and effort you put forth will make your stay here happy and memorable.

We have prepared this handbook to share some information about our school. We hope to have a year where all of us live, learn, work, and play together.

Please take the time to read this book carefully and with your parents. Make sure you understand all the information in it. If you have any questions or concerns, please do not hesitate to contact a teacher, advisor, guidance counselor, support staff member, or myself. We will be glad to answer your questions.

Your Kewaskum Elementary experience is one you will enjoy. Remember to make good choices and success will come your way. Be KES S.M.A.R.T. and let's work together to make KES a great place to learn.

Mrs. Shelley Hyde
Kewaskum Elementary Principal
262-626-3101, ext. 1007
shyde@kewaskumschools.org

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KEWASKUM ELEMENTARY MISSION AND VISION STATEMENT

KES Vision Statement: The vision of Kewaskum Elementary School is to guide our students to be respectful, compassionate, and responsible individuals who recognize and value their educational journey.

KES Mission Statement: The mission of Kewaskum Elementary School is to develop the whole child by providing a motivating, stimulating, and nurturing environment to build a better future together.

CONTACT US

Phone: (262) 626-3101

Fax: (262) 477-1751

Website: kes.kewaskumschools.org

OFFICE HOURS

7:45 a.m. - 4:15 p.m.

STUDENT DAY

ALL DAY 8:55 a.m. - 3:45 p.m.

4K A.M. CLASS 8:55 a.m. - 12:00 p.m.

4K P.M. CLASS 12:40 p.m. - 3:45 p.m.

ARRIVAL AND DISMISSAL OF STUDENTS

In the morning, school buses will park on Bilgo Lane. Buses arrive between 8:40 and 8:45 a.m. Students will be dismissed from buses at 8:45 a.m., enter the building through **door 11**, and report to their classrooms.

Students who do not ride the bus, should be dropped off on Third Street. EC, 4K and 5K students should enter through **door 9**. 1st through 5th grade students should enter through **door 8**. Students should not arrive before 8:45 a.m.

All morning drop-off needs to be done using the car line on 3rd street. If you are walking your child then you can use the back parking lot to park. **The back parking lot should not be used as a drop-off spot or line.** Students should not be jumping out of the car to enter the playground from that direction.

Any students arriving after 8:55 a.m., will need to enter school by **door 1** and check in at the office.

At the end of the school day, bussers will be dismissed by **door 11**. Buses will pick up on Bilgo Lane.

Students in Grades 3-5 who are being picked up, will also leave the building through **door 2**. Students in Grades 4K-2, along with their older siblings, who are being picked up, will be dismissed through **door 9** by the Kindergarten playground. Please see map.



BUSES

Buses will unload and load on Bilgo Lane. It is important that pupils report to the bus line in an orderly manner and line up to avoid accidents from running, pushing, etc. If a pupil misses his/her bus the parent/guardian will be called to pick him/her up.

Students may alter their regular bus stop by bringing a completed "Bus Slip" form or a written note identifying a bus stop change for the evening from a parent or guardian. All bus stop slips/notes are to be taken to the office in the morning for authorization. Authorized slips/notes will be returned to the students before they board the buses; slips/notes must be given to the bus drivers. Bus drivers will **NOT** allow students to ride altered buses/routes without the authorized slips/ notes and this will be reinforced by the school. This is a

safety issue for the protection of students. **If you do not want your child to ride home on the bus, we must have a note. We cannot take the child's word for it.**

Long term changes need to be addressed through Johnson Bus at 262-626-4414.

BICYCLES

All pupils who ride bicycles to school are to park them **in the bicycle rack located by door 2**. Once a bicycle is parked, it is to remain parked until dismissal in the afternoon. Bicycles are the property of the owner only. Pupils are to keep their hands off bicycles that do not belong to them.

BIRTHDAY TREATS

Birthday treats can be either homemade or store bought. The delivery of birthday treats should be coordinated with the classroom teacher or dropped off in the office.

DRESS CODE

The following apparel items are not allowed at Kewaskum Elementary School during the school day in order to promote an atmosphere that maximizes learning, health, and safety:

- Clothing that is obscene, profane, vulgar, suggestive, harassing, endangering or otherwise inappropriate for school including the bearing of the Confederate Flag
- Clothing that promotes alcohol, tobacco, and/or other drug use
- Hats, bandanas or other headwear (If they are worn to school, place and keep them in your locker for the full school day.)
- Coats, jackets, or backpacks (If worn to school, place and keep them in your locker for the full school day.)
- Shirts/blouses that expose the waist, chest and back (Shirts exposing the shoulders must have straps that are at least the width of "two fingers.")
- Clothing exposing undergarments
- Jeans/pants/shorts with tatters and/or rips above the knee
- Pants/shorts that ride low and expose the back
- Skirts that are shorter than 6" above the knee
- Shorts with less than a 4" inseam
- Other specific items, which are inappropriate, attire for the school setting.

Thank you for your attention and cooperation with these expectations. Students failing to adhere to these standards will likely be required to obtain a change of clothes and risk disciplinary action. If the clothing cannot be removed, the student may be sent home after contact is made with the student's parent/guardian.

LOST AND FOUND

Kewaskum Elementary School has a lost and found. Students are requested to turn in any item found and are encouraged to check the lost and found for any lost articles. At the end of each trimester items that are left in the Kewaskum Elementary School lost and found are donated.

RECESS CLOTHING

Winter clothing expectations for recess include: hats/hood, gloves/mittens, winter jacket, snow pants and boots. When snow is on the ground, students must have boots on to be off of the blacktop. If your family is in need of assistance with winter clothing, please reach out to our school counselor.

KEWASKUM ELEMENTARY BEHAVIOR EXPECTATIONS

Kewaskum Middle School

2024-2025

Student & Parent Rights & Responsibilities



"Kewaskum Community Schools ignite a passion for learning"

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WELCOME TO KEWASKUM MIDDLE SCHOOL

Welcome to the 2023-2024 school year! It is with great anticipation that we begin our journey together this school

year. We hope you find this handbook a useful resource throughout the school year.

This handbook contains the policies and procedures of Kewaskum Middle School. The administration and faculty have carefully prepared this information to help you adjust to our school and become an integral part of it. Please see us if a question arises.

-Mrs. Skelton, KMS Principal

KMS MISSION STATEMENT

“Kewaskum Middle School inspires students in transition.” So... “all learners strive to achieve excellence.”

CONTACT US

KMS Phone Number: (262) 626-3104

Office Extension: 2102

Attendance Extension: 2101

Guidance Extension: 2106

Website: kms.kewaskumschools.org

SCHOOL HOURS

Classes: 7:30 a.m. to 2:45 p.m. daily

Office: 7:00 a.m. - 3:30 p.m.

Main Entrance Unlocked: 7:15 a.m. to 3:30 p.m.

Students are not permitted to be in the building after 3:00 p.m. unless participating in supervised school activities/events or have a scheduled meeting with a staff member.

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).

BELL SCHEDULE 2024-2025

*KEY – Core Class – Music - Specials

| | 6 th Grade | | | 7 th Grade | | | 8 th Grade | |
|----------|-----------------------|----------|----------|-----------------------|----------|----------|-----------------------|----------|
| Period 1 | 7:30 – 8:28 | Core | Period 1 | 7:30 – 8:28 | Core | Period 1 | 7:30 – 8:28 | Specials |
| Period 2 | 8:31 – 9:29 | Core | Period 2 | 8:31 – 9:29 | Core | Period 2 | 8:31 – 9:29 | Specials |
| Period 3 | 9:32 – 10:30 | Core | Period 3 | 9:32 – 10:30 | Specials | Period 3 | 9:32 – 10:30 | Music |
| Period 4 | 10:33 – 11:31 | Music | LUNCH 1 | 10:30 – 11:00 | LUNCH 1 | Period 4 | 10:33 – 11:31 | Core |
| LUNCH 2 | 11:31 – 12:01 | LUNCH 2 | Period 4 | 11:03 – 12:01 | Specials | Period 5 | 11:34 – 12:32 | Core |
| Period 5 | 12:04 – 1:02 | Specials | Period 5 | 12:04 – 1:02 | Music | LUNCH 3 | 12:32 – 1:02 | LUNCH 3 |
| Period 6 | 1:05 – 2:03 | Specials | Period 6 | 1:05 – 2:03 | Core | Period 6 | 1:05 – 2:03 | Core |
| Period 7 | 2:06 – 2:45 | ELT | Period 7 | 2:06 – 2:45 | ELT | Period 7 | 2:06 – 2:45 | ELT |

BOOKS & OTHER SCHOOL PROPERTY

Materials issued to students by the school must be returned in the condition they received them. Fines will be assessed for any damages.

BUSES

Bus transportation is provided for qualified students to and from school. Bus transportation is also provided for field trips, team participation, and other school activities. Generally speaking, students are to be on time, stay well off the road while waiting for the bus, and follow the rules furnished by the bus company. The school schedules all buses to games or field trips and each bus is under the direction of an adult supervisor. Students are required to return to school on their assigned bus unless signed authorization has been given by the building principal or designee. Students who violate the bus rules may be excluded from riding the bus and be subject to other disciplinary action.

Students may alter their regular afternoon bus stop by bringing written permission from both parents and guardians involved to the office before 7:30 AM to receive a bus pass. Students who are not regularly scheduled to ride a certain bus cannot do so without working with the KMS Office.

CHROMEBOOK USAGE AGREEMENT

Students at Kewaskum School District can be issued Chromebooks for use in school. The students will take care of the equipment, use it to complete assignments, and be a good digital citizen. Students and their parents/guardians are reminded that use of TECHNOLOGY is a privilege and not a right and that everything done on any device, network, or electronic communication device may be monitored by the school authorities. Inappropriate use of the TECHNOLOGY can result in limited or banned computer use, and/or disciplinary consequences.

The school will repair or replace damaged equipment resulting from normal use. All other breakages will be the responsibility of the student to pay for. The school will make its best attempt to purchase replacement parts at the best possible price. Loss or theft of the device is also the student's responsibility and will result in the student being charged the full \$300.00 replacement cost to purchase a new device.

CO CURRICULAR ACTIVITIES

While participation in co curricular activities is beneficial towards the development of a complete citizen, it is a privilege, not a right. Participation is voluntary, not required; therefore, additional expectations and rules apply to all students who participate.

Kewaskum School District students participating in co-curricular activities must abide by specific rules. These rules are found in the Kewaskum Middle School All Activities Code. Any student planning to participate in school sports and/or interscholastic competitive clubs and organizations must attend a co-curricular code meeting. Student(s) and parent/guardian will be required to sign a yearly code form after the initial code meeting requirement has been met.

KMS offers the following competitive programs: All participants in competitive programs are required to pay a \$25.00 per activity, non-refundable user fee for the school year. Students participating in any co-curricular activity must abide by all of the regulations.

- 7th and 8th Grades ONLY—Basketball, Girls Volleyball, Track, FFA
- 6th, 7th, and 8th Grades—Cheerleading, Cross Country, Forensics, Track, Wrestling, Lego League, Rocket Club

KMS also offers the following non-competitive programs: All grades with no fees.

- Student Government, Schools 4 Rockets, Solo Ensemble, Jazz Band, Yearbook, FCCLA, Ski Club, Plays (Drama Club), Technology Club and Craft Club.

CONTACTING TEACHERS

During the school day, contact the middle school at 626-3104, extension 2102 and inquire as to whether or

not the teacher is available. If so, you will be transferred, and if not, you will go to the teacher's voicemail. Outside the school day, use the directory found on our [website](#).

COUNSELING SERVICES

Counseling is available to students that may have concerns in the personal/social, educational, or vocational areas. They may seek the counselor to gain information about class schedules, how to study, club memberships, or to find out about their standardized test scores. Students may make an appointment to see the counselor, or the counselor may make an appointment to meet with the students. Parents can contact the counselor, Mrs. Weber, at 262-626-3104, extension 2106.

Student Assistance Support Groups are formed to help students deal with various issues such as Alcohol and Other Drug Abuse (AODA). For further information on these programs, contact the Director of Student Learning and Services at (262) 626-8427, extension 1010.

DANCES

Middle School dances are only for KMS students. All three-grade levels may attend dances. Students who were absent the day of the dance may not attend. Students may not leave early or come late unless notification/permission is received from parents in writing. Parents must promptly pick students up from the dance at the end time. The office will not be open to make phone calls.

DRESS AND GROOMING – POLICY 5511

The following apparel items are not allowed at Kewaskum Middle School during the school day in order to promote an atmosphere that maximizes learning, health, and safety:

- Clothing that is obscene, profane, vulgar, suggestive, harassing, endangering or otherwise inappropriate for school including the bearing of the Confederate Flag
- Clothing that promotes alcohol, tobacco, and/or other drug use
- Hats, bandanas or other headwear (If they are worn to school, place and keep them in your locker for the full school day.)
- Coats, jackets, or backpacks (If worn to school, place and keep them in your locker for the full school day.)
- Shirts/blouses that expose the waist, chest and back (Shirts exposing the shoulders must have straps that are at least the width of "two fingers.")
- Clothing exposing undergarments
- Jeans/pants/shorts with tatters and/or rips above the knee
- Pants/shorts that ride low and expose the back
- Skirts that are shorter than 6" above the knee
- Shorts with less than a 4" inseam
- Other specific items, which are inappropriate, attire for the school setting.

Thank you for your attention and cooperation with these expectations. Students failing to adhere to these standards will likely be required to obtain a change of clothes and risk disciplinary action. If the clothing cannot be removed, the student may be sent home after contact is made with the student's parent/guardian.

GRADING

Mid-trimester Reports

will post to Skyward every six weeks to inform parents/guardians if their child is doing unsatisfactory work. If you would like a printed copy, please call the KMS office.

Trimester Final Grade Reports

will post to Skyward at the completion of each trimester. If you would like a printed copy, please call the KMS office.

It is suggested that parents contact teachers to discuss any concerns they have regarding their child's grade reports

Graded work needs to be turned in on the day it is due, the only exception to late work will be illness or if an extension was granted by the teacher prior to the due date. If a plan is worked out with the teacher the work must be turned in within two weeks of the original due date. If a student has missing work it will be changed to a zero after two weeks.

Grade changes will only be considered up to two weeks after the trimester ends. Only missing or incomplete work can be completed for grade changes. All other circumstances need to be approved by the office.

Grading and Marking Procedure

Grading students' work and achievement is the responsibility of the teacher. Grades should evaluate the proficiency

of the subject matter learned combined with the quality of the work produced. Teachers may use plus (+) or minus (-) while grading students.

The standard scale for calculating the Cumulative GPA on the report card is:

| Grade | Description | Percentage |
|----------|--------------------|-------------------|
| A | Outstanding | 93 - 100 |
| A- | | 90 – 92.99 |
| B+ | | 87 – 89.99 |
| B | Proficient | 83 – 86.99 |
| B- | | 80 – 82.99 |

| | | |
|----------|--------------------------------|-------------------|
| C+ | | 77 – 79.99 |
| C | Mostly Proficient | 73 – 76.99 |
| C- | | 70 – 72.99 |
| D+ | | 67 – 69.99 |
| D | Minimal | 63 – 66.99 |
| D- | | 60 – 62.99 |
| F | No Evidence of Learning | 0 – 59.99 |
| I | Incomplete | 0 |
| P | Passing | 0 |

Incomplete grades will be changed to an “F” four weeks after the start of the next term unless the teacher provides an extension and informs the Office. Incompletes may not be given at the end of the year. Only the principal and guidance may approve grades of W (Withdrawal), N (No grade), or P (Passing).

HALL MANNERS

Hallway Expectations

- Move through the hallway in a safe and orderly fashion.
- Lock your locker.
- Voice level kept to 1.
- Keep hallway clear.
- Hands to yourself.

Consequences of Breaking Hallway Expectations

- 1st Offense – Detention (lunch)
- 2nd Offense – Delayed passing time for a week. This means the student will wait and pass to their next class once the hallways have cleared.
- 3rd Offense – Student is escorted to and from all classes.
- 4th Offense – Loss of having a locker.

HALL PASSES

Students will not be in the hallway without a pass. Students are not to leave a classroom during class hours without permission from a teacher (and a pass). Teachers should give permission only when needed.

Students are not to go to any location other than that stated on their pass, so if they need to go to their locker as well as somewhere else, it should be stated on the pass. The administration reserves the right to suspend all pass privileges for any student who has abused his/her hall passes.

ILLNESS OR INJURY

If your student is injured or becomes ill, he/she should tell his/her teacher and report to the first aid room in the office. Illness will be assessed and if necessary the parent/guardian will be called to pick up their ill child. If the parent cannot be reached, we will then contact the emergency number. Please be sure to keep emergency numbers updated in Skyward. When the school determines the child is too ill or injured to remain in class, it is the parent/guardian's responsibility to pick the child up and provide care for them. If care to an injury is performed, parents will be notified, and the student and adult in charge will fill out an accident report.

LIBRARY PROCEDURES

The Library Media Center (LMC) has books, magazines, newspapers, electronic databases and media for assigned study and recreational reading. It is open for use daily from 8:15 a.m. to 2:30 p.m. except when classes are scheduled for research or instruction. Quiet, good behavior is expected from all students in the LMC. Student removal from the LMC is at the discretion of the library staff. Students can be sent out if they are not using library materials appropriately.

Students and staff must have a computer use form on file in order to use the computers. Disciplinary measures will be taken with students who abuse LMC rules.

All materials are district property and must be checked out through the circulation desk before they are taken from the LMC. Staff is welcome to use all of the materials in the LMC. Some reference materials may be checked out overnight with permission from an LMC staff member.

Fines are charged for overdue materials. It is best to renew materials before they become overdue, in order to avoid fines. Regular collection materials may be checked out for three weeks and a ten-cent-per-day fine is charged for those overdue. Fine notices are sent to students periodically and fines must be paid in the middle school office. If you lose LMC materials checked out to you, you will be required to pay for the replacement cost of these items.

LOCKERS/SCHOOL PROPERTY

Desks, lockers, books, and equipment loaned to students remain school property while in possession of the student. Such property is provided for the convenience of the student and shall be used only for authorized purposes. Students will be expected to reimburse the school district for damage to school property, or for the loss or theft of such property. Students are responsible for reporting damage and/or theft of personal property to school officials and to the Kewaskum Police Department. Students have the responsibility to secure belongings to avoid theft. Students CAN NOT put shelf lining in their lockers.

School lockers are the property of the School District of Kewaskum. At no time does the District relinquish its exclusive control of lockers provided for the convenience of students. Inspections of lockers may be conducted for any reason at any time, by school administrators, their designee, or by the Police Liaison Officer, without notice, without student consent, and without a search warrant. Students are prohibited from putting private locks on their lockers without administrative approval; locks purchased and recorded from/by the District will be the only locks permitted.

To protect your property, keep the locker combination a secret and never leave the locker with the combination set or unlocked. Contact the office if you believe your combination is no longer a secret; the District will assist you in purchasing a new lock or swapping locks with you. Students are not to change lockers or share lockers. Students are also responsible for leaving their locker clean at the end of the year. Students may be billed for cleaning services if their locker requires special cleaning.

LUNCH

Lunch Period Rules

- Seating expectations:
 - Booth can seat 4 to a side
 - Large tables can seat 8 and small tables can seat 4.
 - Please do not move the furniture or chairs.
 - Voice volume kept to 3 or lower.
- Do not throw food.
- Please leave your area clean and push in your chair.
- Treat others with respect.

Consequences for Breaking Lunch Period Rules

- 1st Offense – Help clean up and organize the cafeteria.
- 2nd Offense – Assigned seat for a week.
- 3rd Offense – Loss of privilege to be in the cafeteria for a week.
- 4th Offense – Alternate learning environment for the day. (This will be documented as an in school suspension.)

PHONE USE at KMS

Students should plan with parents ahead of time to be picked up from after school activities immediately following

any activity. Students may use the office telephone during their lunch hours, before school, and after school at no charge. Parents, who need to contact a student due to an emergency before 3:00 p.m., please call the office at

262-626-3104 extension 2102. We will deliver a message on your behalf. Students will not be called from class

for phone calls except in extreme emergencies. School personnel will relay only important messages.

All cell phones need to be turned off and kept in the student's locker. Students are permitted to use phones after school or with permission from a teacher or the office to contact a parent/guardian. If a phone is taken away from a student during the school day, a parent needs to pick it up. Note: camera use needs permission of the administration.

ROTATIONS

Each student will receive instruction in Language Arts, Math, Science, and Social Studies the entire school year. The student will alternate each day with having Physical Education one day and then the following day instruction in Spanish; Science one day and Social Studies the following day. This switching each day occurs for the entire school year. The 8th grade students will rotate each trimester on the exploratory classes Art, Intro to Business and Tech Ed. The 7th grade students will rotate each trimester on the exploratory classes Tech Ed, Computers and LA with FAC Emphasis. The 6th grade students will rotate each quarter on the exploratory classes STEM, Art, Health and Computers.

For example, if your 8th grade student starts with the Tech Ed exploratory in the 1st trimester, the student will rotate into Art the 2nd trimester, then Intro to Business in the 3rd trimester.

| Class | All Year | All Year (every other day) | Trimester | Quarter | Grade |
|----------------------|----------|----------------------------|-----------|---------|---|
| Language Arts | X | | | | 6 th , 7 th , 8 th |
| Math | X | | | | 6 th , 7 th , 8 th |
| Science | | X | | | 6 th , 7 th , 8 th |
| Social Studies | | X | | | 6 th , 7 th , 8 th |
| Phy Ed | | X | | | 6 th , 7 th , 8 th |
| Spanish | | X | | | 6 th , 7 th , 8 th |
| Art | | | X | | 8 th |
| Intro to Business | | | X | | 8 th |
| Tech Ed | | | X | | 8 th |
| Tech Ed | | | X | | 7 th |
| LA with FAC Emphasis | | | X | | 7 th |
| Computers | | | X | | 7 th |
| Art | | | | X | 6 th |
| Computers | | | | X | 6 th |
| Health | | | | X | 6 th |
| STEM | | | | X | 6 th |

SCHEDULE CHANGES

Kewaskum Middle School staff strives to meet the needs of all learners throughout the school year. At times it may be necessary for your child to switch their class grouping. The office will make these decisions on a case by case basis. Every effort will be made to keep your child with the same teachers. These decisions can be made at any time during the school year. Families will be notified of this switch in writing prior to the schedule change taking place.

A student may not drop or add any elective course after registration is completed unless by teacher and/or administrative recommendation and approval. Required courses may not be changed.

STUDENT PLANNERS

All students will be provided with a student planner at the beginning of the school year. If a student loses the planner, he/she will be expected to replace it at cost. Each grade level will decide how the planner is to be managed and whether or not parents will be required to sign it.

Kewaskum High School

2024-2025



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WELCOME TO KEWASKUM HIGH SCHOOL

Our school is a place where active learning and exploration are fostered. We hope that students, parents, and staff will all work together to make this school the BEST! Remember, this is our school; it will reflect our ideas, attitudes, and care. Our success in this school relies upon all of our efforts. The more committed each of us are to working together, the more success we will create for our school community.

If you have any questions or concerns, please address them with your child's teacher as soon as possible. You may also request a meeting with the building guidance counselor or building principal.

CONTACT US

The Kewaskum High School main office can be reached at (262) 626-3105 between 7:00 a.m. to 3:30 p.m. To report an absence, contact the attendance office during school hours at extension 4130 - or after school hours at 626-3115.

Main office - extension 4125

Attendance - extension 4130

Student Services Department - extension 4140

Athletic Department - extension 4136

Website: khs.kewaskumschools.org

KHS Twitter : @KHSPride

DAILY SCHEDULE

| | | | | | |
|-----------|--------------------|-------------------|---------------------|-----------|--------------------|
| | | Morning 30 | 7:30 - 8:05 | | |
| | | 1st | 8:11 - 9:19 | | |
| | | 2nd | 9:25 - 10:33 | | |
| | <u>First Lunch</u> | | <u>Second Lunch</u> | | <u>Third Lunch</u> |
| Lunch | 10:33-11:03 | 3B (split) | 10:39 - 11:09 | 3A | 10:39-11:47 |
| 3C | 11:09-12:17 | Lunch | 11:09- 11:39 | Lunch | 11:47-12:17 |
| | | 3B (split) | 11:39 - 12:17 | | |
| | | 4th | 12:23 - 1:31 | | |
| | | 5th | 1:37 - 2:45 | | |

AGE OF MAJORITY

Students who are 18 or older must still comply with all school rules, including attendance procedures. They continue to be subject to school consequences, including detentions, suspensions, and expulsions. As a matter of ensuring your success, the principal or the associate principal may request communication with your parents after you have declared “Age of Majority”. To declare “Age of Majority” you must fill out the proper form and submit it to the principal.

ATHLETIC/COMPETITIVE STUDENT CODE

Students who participate in athletics and other competitive activities are governed by the Athletic/Competitive Student Code. After signing the code, the student is governed by the extra attendance and behavioral rules and consequences of the code. Every new/incoming KHS student must view the electronic version of the Athletic/Competitive Student Code located on our website with their parent or guardian before they are allowed to participate. Full details are in the Athletic/Competitive Student Codebook.

BEHAVIORAL EXPECTATIONS

At Kewaskum High School, in order to create an atmosphere conducive to learning, it is necessary to balance individual rights with responsibilities. The intended effect is to create a safe educational climate that is conducive to learning.

The development of responsible behavior and self-discipline among students occurs at two levels within a school. First, the classroom teacher and adult supervisors must assume the primary responsibility for encouraging the respect and cooperation of the students so that an effective learning environment may be maintained. All staff members will apply a carefully thought out approach to discipline, and enforce it with fairness and consistency. Second, the Kewaskum School District recognizes that certain behaviors are so serious in nature they need to be referred directly to administration.

Physical attacks are dangerous, disruptive, and inconsistent with the school’s civilized ideals. Violators may be subject to suspension and/or expulsion and will be referred to police authorities.

The hallways in this school are used by all pupils every day of the school year. At times many pupils may be in the halls at one time. To keep this movement as smooth as possible, there is to be no running or pushing at any time. When in the halls, pupils should be as quiet as possible. The halls are to be used only when necessary and aimless walking or constant inside/outside movement will not be permitted.

DISCIPLINE

The Board of Education acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions.

The Board shall require each student of this District to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. However, if your behavior does not promote a positive learning environment for Kewaskum High School, certain consequences will follow. **The specific consequences will be determined on the basis of the severity and/or frequency of the offense.** Consequences could include detention, suspension in or out of school, loss of privileges, school community service, police referrals, parent conferences, and expulsion. The selection of the appropriate consequence is solely at the discretion of the administrator and all Kewaskum School Board policies and/or State Statutes will be followed. Students who are athletes may face additional athletic consequences in addition to school disciplinary action if their conduct violates the athletic code.

Academic Dishonesty/Plagiarism

Kewaskum High School expects faculty and students alike to understand that academic dishonesty/plagiarism is serious and is wrong in any form.

What is academic dishonesty?

Academic dishonesty is the act of using deception or breaking the rules to gain an academic advantage. Kewaskum High School also deems the term “academic dishonesty” to include any intentional act that facilitates or enables another person’s academic dishonesty. Examples of academic dishonesty include, but are not limited to the following:

- a. Turning in work that is not the individual’s own.
- b. Copying someone’s work, test, or homework answers.
- c. Intentionally allowing someone to copy your work, test, or homework answers.
- d. Using cheat sheets, crib notes, texts, or the like without authorization.
- e. Handing out or using copies of tests or answer sheets without authorization.
- f. Doing work for others, writing papers, or completing assignments for other student(s) without authorization.
- g. Buying work and claiming it to be one’s own.
- h. Plagiarism of any form.
- i. Use of any unauthorized communication device.

What is plagiarism?

Plagiarism is the act of using another person's work as your own without properly crediting that person. If the other person's work is protected by copyright, then in certain circumstances plagiarism also may be a copyright infringement. Examples of plagiarism include, but are not limited to, the following:

- a. Turning in another person's work in place of your own.
- b. Summarizing or paraphrasing, or using the exact words of another person's literary material without properly quoting and/or citing them.
- c. Summarizing or paraphrasing, or using the exact words of any material obtained from Internet sites, encyclopedias, other students' assignments, or any other source without properly quoting and/or citing them.

What are the consequences of academic dishonesty/plagiarism?

If a student is found to have cheated or plagiarized, the appropriate consequences will be determined by the teacher and administration.

CLASSROOM DISRUPTION

If the student is referred to the office, consequences will range from detention(s), to suspension and/or permanent removal from class (per State Classroom Disruption Law of 1999). The Classroom Conduct Policy (Board Policy 5500) will be followed. Severe or repeated occurrences may result in a behavior contract and/or recommendation for expulsion.

DISTURBANCES AND DEMONSTRATIONS

In order to develop and maintain communication and participation on an effective and mutually cooperative basis, we cannot allow persons with disruptive intent to endanger the safety of pupils or school personnel, to damage property, interfere with the education process, or to attempt to close the schools. Disorder and disruption of the school process will not be tolerated and persons attempting such actions will be held accountable. If it becomes necessary to protect pupils and staff to effectively operate the schools, the enforcement of all laws and the prosecution of those who violate the laws will be ensured. Responsibility for the maintenance of a positive educational program cannot be abdicated to the special interests of any particular group or organization. Without prior permission of the principal, or his/her designee, the following are prohibited:

- Distribution of literature
- Demonstrations
- Assemblies/meetings
- Sale of any goods or written material
- Posting of written materials or pictures
- Activities that disrupt the educational process

DRESSING AND GROOMING

Vulgarity/Obscenity

Any article of clothing such as shirts, hats, etc. that have vulgar, sexual innuendo, tattoos, obscene, or other inappropriate pictures, words, or symbols on them are not to be worn at school. Students may not wear any article of clothing depicting alcohol, tobacco, illegal drugs, violence, obscene words, gestures and/or pictures.

Coats/Jackets/Hats/Backpacks

During the school day, students are not allowed to wear and/or carry items that might conceal weapons and/or illegal/dangerous

items. This includes, but is not limited to jackets, book bags, backpacks, knapsacks, etc. Book bags, backpacks, etc. are to be kept in your locker when you get to school. During the school day, students are not allowed to wear any head coverings or other articles of clothing that create a disruption to the learning process unless prescribed by a doctor, or it is part of a religious tradition, or all-school activity. This includes but is not limited to hats, hoods, scarves, caps, bandannas, etc. **All head coverings are expected to be removed upon entering the school.**

Insufficient Coverage

Shirts/blouses, which expose the waist, chest or back, are not appropriate in keeping with a sound-learning environment. Short shorts, short skirts, and ripped clothing may also pose a violation. Any students wearing form fitting skirts, dresses, pants, shorts (ex. Spandex, yoga pants, etc.) that are revealing may be asked to change. Lastly, all jeans, sweats, shorts, and pants must be worn to prevent undergarments from becoming visible.

Consequences

Students may be required to obtain a change of clothes if it is deemed necessary. Further disciplinary action, including suspension, may result from failure to comply with these guidelines in the secondary setting.

GRADUATION REQUIREMENTS

It is the responsibility of each student to make sure they will have enough credits for graduation. School Board policy requires 25 credits.

4 credits of English

3 credits of science

3 credits of mathematics

1.5 credits of physical education

0.5 credit of health

0.5 credits of Life/work skills (Personal Finance)

3 credits of social studies

other electives to fulfill graduation requirements

ID CARDS

KHS identification must be carried at all times. Your ID is also your library and food service card, this is how you would check out a book or purchase your lunch in the cafeteria. ID cards will also serve as passes to the restroom during lunches. ID cards are required for admission to all school functions, especially dances.

Replacement IDs must be purchased in the office at a cost of \$5.00.

JUVENILE CITATIONS

According to Wisconsin State Statutes, our students are within the age bracket to receive citations/fines for breaking laws within the schools. Examples of incidents where citations may be issued include theft, smoking, tobacco and nicotine products, drugs or alcohol, profane language, fighting, disorderly conduct and truancy. Students and parents are to be aware that this is another option in dealing with students who choose to disrupt the school atmosphere.

KHS EXPECTATIONS

1. Students will come to school daily, prepared and ready to learn.
 - a. Attendance is required and homework must be completed
2. Students will follow all instructions from staff members at all times.
 - a. I.D. cards must be presented upon request
3. Students will respect themselves and others in their words and actions.
 - a. Act and speak respectfully; no swearing, using verbal/nonverbal, and electronic communications as put-downs
4. Students will keep Kewaskum High School clean and safe for all students.
 - a. Keep hallways free from food, drinks, paper, and garbage
 - b. Do not push or trip other students in the hallway
5. Students will promote a positive learning environment for all students.
 - a. Student behavior will promote an environment conducive to learning in classrooms, in the hallways, and in the lunchroom
 - b. Wear school-appropriate clothing
 - c. Leave book bags, backpacks, and jackets in locker during all hours

LIBRARY

The Kewaskum High School Rose Library is provided as a resource for students and staff. Students are invited to use the library at every available opportunity.

Hours: Monday - Friday 7:15 AM – 3:00 PM, with a 30 minute closure for lunch Mondays through Wednesdays

Library Procedures

All students coming to the library without their teacher/class must sign in using the provided ipads, including during Morning 30 and need to have a pass or phone/email approval given to their teacher from a library staff member.

- The library is maintained as a resource center with a maximum of four students per table and two per table during quiet study time.
- All edible items (food & drink) are prohibited in the library unless prior authorization is given by a staff member.
- Up to six library materials may be checked out for three weeks at a time. Materials may be renewed for an additional three weeks as long as they are not on hold for someone else. Replacement costs are charged for lost and/or damaged materials. Replacement materials may be provided in lieu of costs as long they are in good condition.
- During Morning 30, students must sign up for the library using FlexiSched.
- Replacement chromebooks for student chromebooks that are in for repair can be checked out from the library provided they are on the “In for repair” list. They are to be returned to the library by the end of the school day.
- Library desktop computers are available for students to use for class work and printing. The library copier will be used for any student printing from the desktop computers.

LOCKERS

Lockers, books, and equipment loaned to students remain school property while in possession of the student. Such property is provided for the convenience of the student and shall be used only for authorized purposes. Students will be expected to reimburse the school district for damage to school property, or for the loss or theft of such property. Students are responsible for reporting damage and/or theft of personal property to school officials and the police department. Students have the responsibility to secure belongings to avoid theft. The student must have a school issued or administrative approved lock on their locker at all times.

Again, school lockers are the property of the School District of Kewaskum. At no time does the District relinquish its exclusive control of lockers provided for the convenience of students. Inspections of lockers may be conducted for any reason at any time, by school administrators, their designee, or by the School Resource Officer, without notice, without student consent, and without a search warrant. Students are prohibited from putting private locks on their lockers without administrative approval. To protect your property, keep the locker combination a secret and never leave the locker with the combination set or unlocked. **Students are not to change lockers or share lockers without prior approval from the office.** Students, who change lockers without administrative approval, will face consequences. Students are also responsible for leaving their locker clean at the end of the year. Students may be billed for cleaning services if their locker requires special cleaning.

MESSAGES

Parents wishing to deliver a message to their student should contact the Kewaskum High School Office (262-626-3105). Parents texting their students' personal communication devices during the school day should be aware that students will only be able to see the text during passing time between classes.

MORNING 30

Philosophy

Morning 30 at KHS ensures that every student is engaged in meaningful educational experiences that support an optimal learning environment. Individual needs of students are met through a variety of opportunities that include, but are not limited to, individualized instruction, academic and behavioral interventions, reteaching, extension opportunities, work completion, silent reading, quiet study, and standardized test preparation.

Homeroom Structure

First day of every week

All students will meet the first day of every week in assigned homerooms during Morning 30. During this time, various activities will take place, including but not limited to grade checks, Academic and Career Planning, PBIS activities, and test preparation. Additionally, students will select any unscheduled Morning 30 periods for the week. It is important to note that students may not have the ability to schedule themselves for all four remaining days of the week, as specific days may be predetermined for them.

Remainder of week

Students will report directly to scheduled rooms (via FlexiSched) throughout the remainder of the week. Junior and Senior students meeting criteria as outlined below will be eligible for late arrival all days with the exception of the first day of every week. It is important to note that late arrival is contingent upon meeting all requirements, and can be revoked at any time as determined by the administration. Mandatory reporting days will be communicated in advance so that 11th and 12th graders with late arrival will be able to plan accordingly.

Common Expectations for Morning 30

- Passes to restrooms and lockers will not be provided to students during this time.
- Students are expected to arrive at their assigned classroom with necessary materials in a punctual manner.

Junior and Senior Release from Morning 30

Academic Expectations

- Students must be passing all classes with a grade of B- or better to be eligible for late arrival.
- Grades will be checked at the midpoint and end of each trimester. The grades (Trimester) at that time will determine eligibility of junior and senior release.

Attendance Expectations

- Students receiving 4 or more tardies or an unexcused absence during a trimester will be ineligible for late arrival immediately, and to continue through the conclusion of the following trimester.
- Students with 10 or more absences may risk losing late arrival for the remainder of the school year.

Behavioral Expectations

- All students are expected to conduct themselves with character and integrity. Students falling short of this expectation in the eyes of administration may lose their ability to arrive late.
- Detentions will be served no later than the day after they are issued. Any student with unserved detentions will be ineligible for late arrival until the next trimester.
- Students who are suspended (in-school or out-of-school) are ineligible for late arrival the following trimester.

Permission Required

- ***Completed Late Arrival Forms must be submitted to the KHS office by the established deadline.***

PARKING AND DRIVING

Parking on campus at Kewaskum High School is a privilege, not a right. While driving on campus, all motor vehicle laws of the State of Wisconsin apply and will be enforced by the Kewaskum Police Department.

Rules

1. All vehicles parked on school property except for special activities, such as sporting events, exam days, plays, etc. must display a current Kewaskum High School parking permit. **Parking permits are to be displayed at all times from the rearview mirror with the number facing out, otherwise, you may risk the chance of receiving a ticket. KSD is not responsible if this procedure is not properly followed.**

2. All vehicles should be legally parked (between the lines and off the grass) in the designated assigned areas. **No student may park in the staff parking areas.**
3. In addition to any warnings or tickets which may be issued by police, violations of parking areas posted speed limits (15 mph), or any other misconduct with a motor vehicle while on school property will result in the student losing his/her parking privileges.
4. Improper use of parking permits will result in a loss of parking privileges.
5. Parking permits are not transferable to another student. If you graduate early, parking permits must be handed into the office. If a parking tag is lost, the student is responsible to purchase a new permit at full cost.
6. **Parking Permits can only be purchased if all school fees have been paid.**

Parking Permit Fee: \$60.00

If the vehicle is found on school property or in the other designated assigned areas, while parking privileges are suspended or revoked, it will be ticketed and/ or towed at the owner's expense.

PHYSICAL EDUCATION

Students are required to participate in physical education unless excused for a medical reason. A written excuse is required to be turned into the office. A doctor's excuse is required for extended absence from class.

SCHEDULE CHANGES

Please note that once scheduling decisions are made, your course selections will be considered closed and are not subject to student change requests. In order to continue to offer the wide range of classes currently available at Kewaskum High School the following guidelines have been put into effect beginning with courses you schedule for the 2023-24 school year: Scheduling changes will be considered by the student services department for the following reasons only:

- A level change (for example: per teacher request a math level should be adjusted to be made higher or lower to meet the students' needs);
- A conflict exists in a student schedule that prevents the student from taking one or more of the courses they selected in the registration process;
- The student needs to retake a failed course to meet graduation requirements • A special education case manager has requested a change to meet their student's needs;
- Error in schedule (examples: missing a required course, a duplicate class, a hole in schedule, physical injury) .

Students requesting a schedule change will need to fill out the appropriate schedule change request form located in the student services office. Please note that all schedule changes and course drops will need to occur by the first two days of the trimester for which the course was scheduled. Changes must be approved by

the student’s counselor, parent or guardian, and teacher or administrator. Valid reasons for schedule changes are listed in the Kewaskum High School Schedule Change Policy.

SCHOOL FEES

School fees should be paid at the time of registration. Student fees for the 2024-25 school year are:

| | | |
|--|--|---------------|
| General Fee for all students | \$60 (required) | |
| Class Dues for all students | \$5 (required) | |
| Lock Fee | \$8 (new or replacement) | |
| Yearbook | \$55 (optional) | |
| Student Activity Ticket | \$15 (optional) | |
| Co curricular user fee / Competitive Clubs | \$60 per activity: | |
| Student Cap - \$120 | ● Baseball | ● Soccer |
| Family Cap - \$240 | ● Basketball | ● Softball |
| (Ice Hockey not subject to cap) | ● Cross | ● Tennis |
| | Country | ● Track |
| | ● Football | ● Volleyball |
| | ● Golf | ● Wrestling |
| | ● Show Choir | |
| | \$50 per activity: | |
| | ● Cheerleading | |
| | \$25 per activity: | |
| | ● Bowling | ● Forensics |
| | ● Chess | ● Mock Trail |
| | ● Dance | ● Rocket Club |
| | ● FFA | ● Ski Team |
| | ● Fishing Team | ● Trap Shoot |
| | \$1,400 per activity: | |
| | ● Ice Hockey | |
| Annual Parking Tag | \$60 (required for student parking on school property) | |

SCHOOL RECORDS RELEASE

A permanent copy of courses taken, grades earned, attendance, and other basic information is maintained. No one is allowed the use of these records without the permission described below. While you are in school, your records are available to the professional staff of the district. If the place of residence of a student changes during the course of a year, you should report this to the office and give your new address, phone number, and the effective date of such a change. If you move out of the school district, it may necessitate your withdrawal from school and a transfer of your credits. If a student is transferring to another high school or progressing on to a post-secondary school or college, the new school or postsecondary school will need a copy of your high school records. Prior to releasing the records, all bills and fines must be paid. We cannot forward such copies without permission. Release forms are available in the high school office. If you are under 18, one of your parents/guardians must make a written request, signing and dating it; after you are 18, you have the right to request it yourself.

SCHOOL WITHDRAWAL

Any student who is withdrawing from school or transferring to another school is requested to follow this procedure:

1. Secure a withdrawal form from the Student Services Secretary.
2. Return the completed form, prior to their last day, to the Student Services Department.

SPORTSMANSHIP

The teams and visitors from our community and from other schools are our guests. We have invited them into our school. We may win or lose a game, but we should never lose our self-respect and the respect for the rights of others. Good sportsmanship means:

1. We will **always** show courtesy to our guests.
2. We will **always** respect the officials of all contests.
3. We will **never** cheer against anyone, but only for our own team, as ridicule and personal challenges are out of line.
4. We will **always** compete to the best of our ability, and be humble in victory and gracious in defeat.

Let us resolve to do our best and to compete with class whether we win or lose.

STUDENT PRIVILEGES

Students will have certain privileges based on their behavior and academic performance. These privileges may be revoked at the discretion of a high school administrator.

Freshman

1. Library privileges
2. Attendance at Assemblies and Dances

Sophomores

1. Library privileges
2. Attendance at Assemblies and Dances
3. Parking

Juniors

1. Library privileges
2. Attendance at Assemblies and Dances
3. Parking
4. School to Work
5. Early College Credit/Start College Now
6. Late arrival

Seniors

1. Library privileges
2. Attendance at Assemblies and Dances
3. Parking
4. School to Work
5. Early College Credit/Start College Now
6. Late arrival

SUBSTITUTE TEACHERS

Our school is fortunate in having capable people to help us whenever regular teachers are absent. Be polite, cooperative, and considerate and sit in your assigned seat. Remember substitute teachers carry their impressions of Kewaskum High School into the community. Proper behavior, respect for, and compliance with the directives of substitutes is required and expected. They are our guests.

TECHNOLOGY RESOURCES AND OTHER ELECTRONIC EQUIPMENT Policy 5136.01

Use and Possession of Electronic Communication Devices

All electronic communication devices must be turned off and stored in a locker unless receiving prior approval from administration. The only exception to this rule is during passing between classes, at which point students may check their devices at their lockers.

If an electronic communication device is confiscated, the information and contents of the device may be reviewed by school officials at their discretion. Students who violate this policy shall be subject to appropriate disciplinary measures as determined to be appropriate by the administration and/or Board. Procedurally, the process for a cell phone violation is as follows:

1st Offense

The staff member will confiscate the electronic communication device and turn it into the Attendance Office, with the name of the student, as soon as possible.

- Consequence(s): 1. Students will receive one (1) 30 minute detention, which will be documented in an email sent home to parents. Students may pick the phone up themselves at the end of the school day.

2nd Offense

Confiscation by staff is the same as above.

- Consequence(s): 1. Students will receive three (3) 30 minute detentions, which will be documented in an email sent home to parents.
- 2. A parent will be called and a parent will be the only one who can pick up the device from the Attendance Office.
- 3. The device will be turned in to the Attendance Office at the start of each school day and picked up at the end of each school day. This will occur each school day until all three detentions are served.

3rd Offense

Confiscation by staff is the same as above.

- Consequence(s): 1. Students will receive one (1) day of In-School Suspension, which will be documented on a formal disciplinary referral via skyward..
- 2. This will include a call to a parent and a letter will be mailed home.
- 3. The device will be turned in to the Attendance Office at the start of each school day and picked up at the end of each school day. This will occur each school day through the end of the trimester of the incident.

4th+ Offenses

Confiscation by staff is the same as above.

- Consequence(s): 1. Out of school suspensions will begin.
- 2. Formal disciplinary referrals will be written and parents will be contacted.
- 3. Administration may require the device to be turned in to the Attendance Office at the start of each school day for the remainder of the school year.

This policy and its rules shall be published annually in student handbooks. Additionally, students who refuse to comply with this policy, and procedure, including, but not limited to, refusing to turn in all parts of the phone, will be disciplined for insubordination.