

KALEIDOSCOPE
ACADEMY:

FAMILY & STUDENT HANDBOOK



WORK
HARD

BE YOURSELF

DO THE RIGHT THING

This **Handbook for Families** has been designed to be a yearlong resource guide to provide you with information to make your student's year a successful one at Kaleidoscope. If you have any questions or comments, please feel free to call the school office at 920-852-5430 during the school day. You are also welcome to visit Kaleidoscope any school day by signing in at the school office. Kaleidoscope staff is always interested in meeting with parents and you may make appointments by calling the appropriate telephone numbers.

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The Appleton Area School District does not discriminate against students on the basis of sex, race, color, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity, gender expression or physical, cognitive, emotional or learning disability in its education programs or activities.

El Distrito Escolar de Appleton no discrimina a los estudiantes con base en sexo, raza, color, religión, edad, lugar de nacimiento, antepasados, credo, gravidez, estado civil o de paternidad, orientación sexual, identidad y expresión de género, o minusvalía física, cognitiva, emocional o de aprendizaje en sus programas educativos u otras actividades.

Tsev kawm ntawv hauv Appleton tsis cais tawm menyuam kawm ntawvlos ntawm qhov yog poj niam los txiv neej, haiv neeg, cev nqaij daim tawv txawv, kev teev hawm, lub hnuv nyoog, keeb tiv ntawm haiv neeg, poj koob yawm txwv, kev ntseeg, lub cev tsis tab seeb, muaj txij nkawm los yog leej niam leej txiv, hloov lub cev poj niam mus ua txiv neej hloov txiv neej lub cev mus ua poj niam, tus yam ntxwv poj niam los txiv neej, hais lus coj li poj niamlos txiv neej los yog cev nqaij daim tawv, lub hlwb kev xav, tus xeeb ceem kev xav los yog muaj qhov ua rau kawm tsis tau ntawv nyob rau cov khoo ka kawm ntawv los yog tej kev ua ub ua no.



***Kaleidoscope Academy strives to engage middle school students in their learning through inquiry-based projects and personalized learning, using a balance of fine arts and 21st Century skills.
Express yourself!***

School Information

First Day of School

- Monday, September 1 at 7:43 AM (first bell)
- Parents can drop off their child(ren) on Brewster, Drew, or Morrison streets before school, as well as other neighboring streets. There are bike racks on Drew Street. Buses drop off on Drew Street.

Open House and Parent Education/Orientation Night

Open House festivities will be held on Thursday, August 27 from 3:30 to 5:30 p.m.

Additionally, we will have a Family Night on Thursday, September 17 from 4:30-6:30 p.m. Details about activities, entertainment, and food will be forthcoming on our website/social media accounts. We encourage all parents/families to attend. It will be on our front lawn

School Fees

- School fees are **\$40**. We have financial assistance for families available (see next section and/or Project Starfish information below)
- Please note that the school fees do not include the cost of purchasing a Yearbook, purchasing school pictures, paying for lunches, certain field trips, or participating in sports.
- Students who participate in Middle School Co-Curricular **Sports** will incur a "sports participation fee" of \$40/sport per year not to exceed \$120/student, \$160/middle school family, \$250/middle & high school.
- For students who take **band and orchestra** and use an instrument belonging to the school, there is a \$120.00 rental fee per year for band and string instruments. Percussion fees are \$60.00 per school year. The band and orchestra teachers will be sending out a statement within the first two weeks of school regarding payment.
- **School Supplies:** The supply list is available on the school website. Students provide their own paper, writing implements, notebooks, physical education attire and other supplies needed in special classes. Students are provided with Chromebooks and textbooks from the library at school. The regular school library has a wide selection of supplementary books and periodicals for check out. Students are held responsible for the good care of their Chromebook and books. We require students to keep their textbooks covered to help protect the text. Damaged or lost Chromebooks or books are to be paid for (or replaced if it is a book) by the student responsible.

What if We Cannot Afford the Fees?

Simply fill out the application for Free and Reduced School Meals which is located on the school website under *Families/Forms/Free and Reduced*.. If you qualify for free and reduced school meals, you would also qualify to have the school fee of \$40 waived. Sports, field trips and music fees are NOT covered under the waiver, however you can apply for in-school assistance from Project Starfish.

Project Starfish

Many families today are facing economic challenges. We do not want that to be an obstacle for any student to get involved at school. Project Starfish is a confidential program that can help students pay for things like:

- | | |
|--|-----------------------------|
| • Field trips | • Summer School fees |
| • Club or program fees | • School supplies |
| • Instrument rental | • Athletic events |
| • Sports fees and/or necessary shoes, gear, etc. | • Yearbooks |
| | • Hygiene/toiletry products |

Students can apply for Project Starfish by filling out a form located on our website and/or from the rack on the wall in the main office.

Alternating Friday Schedule

All middle schools in the AASD alternate Fridays between a Monday/Wednesday class and the Tuesday/Thursday classes. Our Alternating Friday schedule is listed on our KA website.

Breakfast and Lunch Programs

Kaleidoscope offers a breakfast program. Students are to enter the Commons between 7:20 a.m. and 7:43 a.m. for breakfast. This is optional for students, however we would encourage all students to eat breakfast at home or at school so they can be best prepared for the school day.

Kaleidoscope has a completely closed campus during the lunch period. No student is allowed to leave campus unless picked up in the office by a parent/guardian/mentor and signed out for an appointment. Students can either bring their lunch to school or participate in the school lunch program. Students should report to the Commons for their lunch shift or to a teacher if requested to do so. Expected behaviors in the lunchroom will be taught to all students during the first weeks of school and reviewed throughout the school year.

The following guidelines are specific to the cafeteria and are in place to make the lunch time as pleasant and efficient as possible:

- Students should sit at the tables provided. Students will remain in their chosen seat until dismissed.
- Lunchroom expectations will be reviewed with all students throughout the school year.
- Students should leave their seating area clean. No wrappers, food, containers, etc., should be left behind or on the floor. Dispose of all garbage in the proper containers.
- All food and beverages are to be eaten in the commons or in a classroom (with teacher permission).
- Sharing tables are available in the lunchroom for students to place extra food they do not want, and students may pick up additional items they may want.

Assigned seats will be given to all students for the first two weeks of school to help students meet new friends. Students can be issued an assigned seat after the first two weeks if necessary.

Chartwells is our food service provider. Breakfast and lunch menus are available on the Appleton Area School District Website. Contact Chartwells directly if you would like to know your student's current account balance.

Canvas Learning Management System

Canvas is our Learning Management System. We use Canvas to post assignments and submit ongoing grades (end of semester grades are finalized in Infinite Campus). For more information about accessing Canvas as a parent, please visit this site: <https://www.aasd.k12.wi.us/families/education-resources/canvas>

Change of Address/Telephone/Email

Contact with the parent during an emergency is imperative for safety reasons. If at any time during the school year a student moves to a **different address**, this change should be reported to the school office as soon as possible, or the parent can change it in Infinite Campus. Likewise, a change in telephone numbers and/or email addresses should be reported to the office. You can make these changes yourself through the Infinite Campus Parent Portal or by calling the Kaleidoscope office. Please be assured that unlisted telephone numbers are kept confidential and at no time are these or any other phone numbers given out. For the safety of your child it is important to keep this information as up to date as possible.

Inclement Weather/ Emergency School Cancellation

In case of school start delays or closures, families will be notified via Infinite Campus alerts with robocalls, emails, and text messages, or a combination in an effort to reach all families. Please ensure that your Infinite Campus contact preferences are up to date. We will stagger notifications to ensure timeliness while minimizing early-morning disruptions.

- Website and social media posting will be completed as soon as possible
- Email notification as early as possible, starting no earlier than 5:00 a.m.

- Text notification as early as possible, starting no earlier than 5:30 a.m.
- Phone calls at 5:45 a.m., to allow enough time for 10,000+ calls to be completed by shortly after 6:00 a.m.

A note about robocalls: We serve more than 15,000 students and our call-out system cannot call all of our families at the same time. The notification may take a few minutes after the notification is sent to reach your family. For that reason, we also post to this website and to our social media accounts as soon as we know the District will delay or close for the day. On days when the weather is questionable, families can always check the District website or their school's website for a red alert banner that will be added to the top of all AASD homepages. The District's social media will also be updated. Families can also listen to any local radio station or watch many local television stations for information about school closings. **When school is canceled for students, the Kaleidoscope Office will not be open, so it will not be possible for you to reach the school.**

Infinite Campus

Campus Portal is our tool for parents and students to access instant, online, timely and secure student information: class schedule, attendance, course registrations for next year, report cards and transcripts. To access this tool, go to the school's website and click on Families and then Infinite Campus Portal. First time users will need an activation key to log in. If you do not have an activation key, call the school office or contact Helpdesk at 920-852-5555, then press 1.

Insurance

Students involved in interscholastic sports must be covered by accident insurance provided by the district, or present an insurance waiver signed by their parent/guardian. This waiver indicates to the school that you have accident insurance or that you cover any cost related to an injury that occurs during interscholastic sports. Waiver forms are available from the coaches or the Kaleidoscope Office.

The Board of Education recommends an accident plan for all students. The District works with First Agency, Inc. to provide parents/guardians with the opportunity to purchase student accident insurance. If interested, their form is available online at www.1stAgency.com. All other contacts will be between the company and the parent(s).

Late Starts - DISCONTINUED

There will no longer be late starts for AASD. However, we will have full days where students do not report (staff still report for professional development). These dates are listed on our website and/or the AASD website under the school calendar.

Lockers

A hall locker is provided for every student to store books and personal belongings. Valuables should not be brought to school or stored in lockers. Lockers are the property of the school and are provided as a convenience and a privilege. Locks are built into the lockers and cannot be removed or changed. School authorities may open or inspect a locker at any time. **Lockers and combinations are not to be shared with other students!**

Lost and Found

Lost and found items are located in the office and in the front lobby in the lost and found boxes under the benches. Students should check in the office and the lost and found box when they have lost something.

Moving Within the Appleton Area School District

When a family move occurs within the AASD (intra-district), students may continue to attend the school where they are currently enrolled even though their residence has changed to another AASD attendance area. Students can then transition through the same elementary, middle and high school as their attendance area peers without having to apply through the [District's Open Enrollment process](#). Essentially, a student maintains his/her original "home" school status throughout the elementary, middle, and high schools grades no matter

how many moves occur within the AASD. However, if a student enrolls at the new school at the time of the move or any time thereafter, the new school then becomes the "home" school for the student. For a family move, transportation is the responsibility of the parent/guardian if the student wants to remain at their home school. Parents who wish to have their student(s) remain in the same school after an intra-district move occurs should inform their school or update their address in Infinite Campus.

Parent Communication: Newsletter and Video

Parent newsletters/videos will be emailed each month. A hardcopy of the newsletter will be available in the office for you to pick up during regular office hours. It is also available on the website and on our social media pages.

Office Hours

Normal office hours during the school year are 7 a.m. – 4 p.m. Monday through Friday. The office phone number is 920-852-5430. Please use this number for all calls to the office (attendance or otherwise).

Open Enrollment

Open enrollment is a program in the Appleton Area School District that allows students to apply to attend a school outside their home school attendance area. Students, however, will always be guaranteed space at their home school attendance area, and no application is needed for that choice. This service is being offered as a way to be more responsive to families and to support creativity and diversity among school programs. The application process for students takes place in January. The program is offered to each individual student. Also, students who have previously been granted a boundary exception would continue with that exception until the specified ending date of the exception agreement. For further information, call your building principal or the Attendance Office at (920) 852-5308.

School Hours

Our school day begins at 7:50 AM, with the first bell ringing at 7:43 AM. When the weather is inclement, students are allowed inside in the Commons at 7:30 AM. Students are urged to time their arrival at school so they will not have to wait excessively before school. Students may arrive as early as 6:45 AM daily and proceed to the LMC for the Boys & Girls Club.

Upon ringing of the dismissal bell at 3:20 PM, students are expected to leave the building as soon as possible unless they are staying for a later event, practice, or the Boys & Girls Club. Students remaining on campus for a later scheduled activity must either be in a classroom supervised by staff or in the Boys & Girls Club. After 3:30 PM, no students should be in the halls or on the school lawn without special permission from a staff member. There is no Boys & Girls Club on the first Friday of each month.

School Pictures

Student pictures will be taken on September 17. If you miss picture day or would like to retake the picture, we will have a picture retake day on October 17. Ordering information will be sent out to families in September.

Student Records and Directory Information

Parents/guardians have the legal right to request a review and/or copy of the contents of the permanent school records of their children. This includes their academic as well as behavioral records. Such review must be made by scheduling an appointment with the principal or a staff member qualified to explain and interpret the records. They may also request the amendment of the student's records if it is believed that the records are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Please see the District Policy for Student Records found at the end of this handbook. Parents/guardians can also choose to stop the release of your child's directory data, images, videos, etc. for various school, district and community communications by completing an "OPT-OUT Form" during the registration process.

Telephone Use

Students who need to use a telephone will be allowed to use the office phone. Office telephones are available to students at any time in an emergency. Parents who have emergency messages for their child should call the school office and ask for the message to be relayed. Students are NOT allowed to use their cell phones during the school day. Cell phones should be stored at home, or in one's locker throughout the school day. We urge parents to refrain from texting their child during the school day and instead call the main office.

Photographing and Videotaping in Schools

State and federal laws safeguard students and their families against the release of student information used by schools. Films, videotapes, photographs and web based images of students in the schools are subject to the provisions of these laws. The Appleton Area School District shall observe measures intended to protect students from their involvement in films, videotapes, photographs or web pages to which they or their parents may reasonably object. The Appleton Area School District is also very proud of the accomplishments of our students and likes to tell the community about them. Therefore, schools publish websites that showcase student work and videotaped productions are done for airing on Public Access Television as well as other promotional and educational opportunities for the District.

The following procedures shall be implemented when students are being filmed, videotaped, and photographed for the newspaper or the web in the schools:

1. Representatives of the press/media shall obtain permission from the Superintendent or his/her designee prior to interacting with staff or students on school property.
2. Parental consent shall not be required when a film or videotape will not leave the School District and it is only viewed by District staff.
3. Consent will not normally be required when stock footage of large groups of students e.g. classroom groups, hallway shots, sporting events, etc., is being taped.
4. Advanced consent shall be obtained from parents or guardians of children when:
 - a. The film or tape will be taken from the Appleton Area School District either physically or by transmission.
 - b. The film or tape will be viewed by persons who are not District staff, a student teacher or a student teacher supervisor.
5. When parental consent is required and some parents or guardians object to filming their children, the person making the film or tape will specifically avoid filming of the student(s) whose parents object or edit the film to delete those children from it.
6. Individual students will be allowed to exclude themselves from classroom shot(s) if they wish to do so.
7. Parents/guardians will have the opportunity to exclude the photographing and/or videotaping of their children if footage will leave the District.

Visitor Guidelines

All visitors must report to the main office to sign in and obtain a visitor's pass. Before leaving, all visitors must return to the office and sign out. Students from other schools, friends, relatives, etc. are not allowed to attend classes with Kaleidoscope Academy students without permission from administration and the host student's teaching team. Individual student visitors are not allowed during the regular school day. Student visitors may be allowed when participating in group functions or special activities with permission from the office.

Volunteers

We would love for parents and grandparents to volunteer in our school! There are many ways in which volunteers can benefit the educational process. Some of our volunteer opportunities include serving in the library, on the KA Board, coordinating special activities, assisting with staff appreciation events, being a reading buddy chaperone or lunchroom assistant. You can see examples of ways to volunteer on our website by going to "Families and then down to volunteering. Please call our office to inquire about volunteering (920) 852-5430.

Bell Schedule

6th Grade	7th Grade Regular Schedule	8th Grade
First Bell 7:43	First Bell 7:43	First Bell 7:43
1 st Period 7:50-8:34	1 st - 3 rd Block 7:50 - 10:00	1 st - 3 rd Block 7:50-10:00
2 nd Period 8:37 - 9:17	4 th - 6 th Block 10:03 - 12:38	4 th Period 10:03-10:43
3 rd Period 9:20 - 10:00	Lunch 11:13—11:48	Lunch 10:43 - 11:15
4 th - 6 th Block 10:03 - 12:06	HR/WIN TIME 12:41 - 1:11	6 th Period 11:15-11:55
Lunch 12:06 - 12:41	9 th Period 1:14 - 1:54	7 th Period 11:58-12:38
HR/WIN TIME 12:41 - 1:11	10 th Period 1:57 - 2:37	HR/WIN TIME 12:41 - 1:11
9 th - 11 th Block 1:14-3:20	11 th Period 2:40-3:20	9 th - 11 th Block 1:14-3:20

Attendance Guidelines

What if My Child Will Not Be in School Today?

It is the responsibility of the parent/guardian to ensure the student's regular school attendance. Messages may be left 24 hours a day, 7 days a week. In case of illness or other emergency, **please call the office attendance line at 920-852-5430** before 8:00 a.m. on the morning of the absence and leave a message with the student's name and reason for absence. Families with limited English can call (920) 993-7052 to speak to an interpreter and they, in turn, will then contact our office. Additionally, you may log into the Infinite Campus Parent Portal and enter day-of absences or pre-planned absences for your child.

What if My Child has a Medical/Dental/Other Appointment during the Day?

Students who have medical/dental appointments or a court appearance during the school day should either have **written parental permission, signed by a parent, specifying the date and time when the student must leave the building or have a parent/guardian call the office and leave a message on the attendance line.** The student must show this permission slip to the teacher when it is time to leave and they will be dismissed to come to the office. We prefer not to disrupt a classroom by calling for a student. ***Before a student can sign-out and leave the building, a parent/guardian or designee must come to the office to get them. Students are not permitted to leave the building during the school day without the adult coming to the office to sign them out.*** Upon returning to school after a medical/dental appointment, the student should bring a note from the physician or dentist, which specifies the time at which the student left the appointment and sign-in at the school office before returning to class.

Excused Absences with Prior Parent Request

A parent/guardian may request that a student be excused from school attendance prior to an absence occurring. The request shall be in writing and the student may be excused by the parent/guardian under this provision for not more than 10 days in the school year. Students are permitted to make up all work missed during these legal absences:

- A death in the immediate family or funerals for relatives or close friends.
- Attendance at special events of educational value such as college visits, job fairs, etc.
- Religious Observances

Students who know in advance that they will be absent on specific day(s) for family trips must bring a note to the office at least one week in advance from their parent/guardian explaining when the student will be absent and the reason for the absence. The student will then be issued a Permit for Absence which they should bring to their teachers so that homework can be listed. It is the responsibility of the student to make up any missed work.

Unexcused Absences

- Skip/truant from school; absent without parent/guardian consent.
- Absences not being called in.
- Children who are absent from school with the consent of their parent(s) or guardian(s), but whose absence does not fall under the reasons listed above shall be considered unexcused.

Tardiness

Students are expected to be at school on time in the morning. Those students who are not in their appropriate classroom and ready for class when the bell rings at 7:50 AM are considered tardy and must report to the school office for an "Office Excuse" to enter class. Tardiness is excused only for unavoidable emergencies and the same legal reasons as for excused absences. Oversleeping is not a valid reason for being late for school. Parents will receive a phone call, email, or text for every unexcused tardy or absence to school. If tardiness becomes chronic, additional measures will be taken.

Please see Board policy 430 and 430 Rule:

<https://www.aasd.k12.wi.us/district/leadership/board-of-education/district-school-policies/policy-details/~board/policies/post/430>

Health and Wellness

Administering Medication at School

When you know your child will be on medication, discuss the timing of medical administration with your doctor. It may be possible to regulate the dosage so that the administration could be done while your child is at home. If you wish to have the school administer the medication to your child, the school must have a written, signed statement from the parent/guardian on file at school authorizing school personnel to administer any medication. This statement must include:

- Student name
- Medication name, dose, route, frequency, time/conditions, duration
- Precautions, possible reactions and/or interventions
- Name and signature of prescribing physician (if prescription medication)
- Parent/guardian signature and date

For prescription medications, along with parent/guardian consent statement, there must be a signed physician statement indicating correct dosage and administration instructions. The prescribing physician retains the authority to direct the administration of these medications. If changes will be noted on the Medication Administration Record, dated and initialed by the designee. All necessary forms and information about administration of medication are available in the office. Medication must be supplied in the original pharmacy-labeled bottle indicating the correct dosage and administration instructions.

Non-prescription medications must be supplied in the original container with the student's name affixed. Responsible students may be allowed to carry and administer their own medications. It is recommended that a written statement identifying the medication and granting permission be signed by the parent/guardian and be carried by the student or stored in the student health care record.

Field trips that occur in addition to the regular school day may require more doses of a medication to be given than are normally given during the school day. Therefore, the consent for medication at school should not be utilized. Only the amount of medication needed on the field trip should be sent.

Drug-Free Schools

The Board of Education recognizes the need to maintain a safe, healthy, drug-free educational environment for all students. It is recognized that the use/misuse of alcohol and other drugs, and the problems associated with it are becoming increasingly commonplace in our society. It also recognized that alcoholism and other chemical dependencies are treatable illnesses.

In order to maintain a drug-free educational environment, students of the Appleton Area School District shall not knowingly possess, use, distribute, sell, or be under the influence of alcohol, controlled substances and other mind altering chemicals as defined by Wisconsin Statutes and local laws while on school property and during school sponsored activities.

The greatest responsibility for dealing with chemical abuse rests with the student and his/her parents, but the school has a legitimate concern when school performance is affected. It is, therefore, the policy of the Appleton Area School District to deal with such problems as follows:

1. The school district recognized that many student problems can be successfully treated, especially if they are identified in the early stages and appropriate referral is made.
2. The purpose of this policy is to assure students that if personal problems are the cause of unsatisfactory school performance, they will receive careful consideration and assistance in seeking help to resolve such problems.
3. Students who have problems which they feel may affect school performance are encouraged to seek counseling and information on their own by contacting any employee of the district with whom they feel they could comfortably discuss the problem.
4. The Student Assistance Program (S.A.P.) is in place to identify students experiencing these problems, provide preliminary assessments and to make referrals to appropriate agencies.
5. It is the responsibility of the parent/guardian, student and school to cooperate in the referral process and suggested treatment.
6. An excused absence for illness will be granted for treatment or rehabilitation. Students who return from successful treatment will continue with an academic schedule. A conference involving students, parents and school staff will be held to determine a student's academic status.
7. Even if a student is involved in the Student Assistance Program, the student is still subject to corrective efforts, with each case being reviewed on an individual basis.
8. Any action taken on alcohol/drug-related problems should protect not only the student's best interest, but the best interests of fellow students.
9. A principal or designated staff member will take disciplinary actions as necessary to provide a safe, healthy, drug-free educational environment.
10. All employees of the Appleton Area School District shall receive and participate in in-service training, which enables them to recognize behavioral patterns, which are suggestive of student drug use.
11. The Appleton Area School District provides classroom instruction regarding alcohol and other drug abuse (A.O.D.A.) to all students in compliance with state and federal law. Parents who wish their child to be withdrawn from these A.O.D.A. instructional lessons and assemblies during this school year must call the school office as soon as possible.

Not on Tobacco (NOT)/Catchy My Breath Tobacco use cessation programs will be made available to students who voluntarily enroll utilizing the American Lung Association's curriculum. The youth cessation classes have been designed to educate and support students' decisions to stop using tobacco. School staff will

be trained by the American Lung Association to be facilitators of this program. The class includes approximately 10 hours of instruction. These classes are offered through the Student Assistance Program.

Tobacco Violation Alternative to Suspension - In lieu of an out-of-school suspension and municipal citation, district students may, at the discretion of school and police personnel, have an option of attending an Alternative to Suspension class. After successfully completing this class, students will hopefully take the next step and enroll in the cessation program. Students who refuse to complete the class will be subject to an out-of-school suspension and municipal citation. Also, progressive discipline measures will be initiated with increasingly stronger actions as the number of tobacco violations by a particular student mounts. Class time is approximately 4 hours. Any fees associated with this class are the responsibility of the student.

Health Room

Students who become ill or injured during the school day may use the health room in the school office. This is meant as a temporary solution for students to either return to class or to notify parents/guardians to pick up a student who cannot return to class. Students are required to have a pass to the health room from a classroom teacher, except in emergency situations. The nurse, or designee, will determine if a student needs to go home based on district policy and procedures.

Immunization Records

According to State Law, all students attending Wisconsin public, private and parochial schools MUST meet the following minimum immunization requirements. Students may be exempted for religious, medical or personal reasons. Please check your personal health records and, if necessary, contact your doctor to obtain the dates that your student received each of the immunizations listed below. Please provide an updated written vaccination record to the office each time your student receives a new vaccination.

<i>Grades 6-8 Requirements</i>	<u># Doses</u>	<u>Name</u>
	4	DTP/DTaP/DT/Td
	1	Tdap
	4	Polio
	3	Hepatitis B
	2	MMR
	2	Varicella (chicken pox)

If you are registering a student for 6th grade, please be sure that your child's immunization record reflects the date of the "adolescent boosters" (Tdap and Varicella #2). Children are eligible to receive these vaccines on or after the 10th birthday. If your child is not yet age 10, please bring a copy of the record once these vaccines are received. If you choose not to vaccinate, you are required to sign a waiver. There are several exceptions to the above schedule. If you are unsure if your child is up to date, please contact the school nurse.

Physical Exemptions from School Activities

Periodically, students are unable to take part in normal school activities because of a temporary physical disability. This is most often true of exemptions from Physical Education class because of sprained or broken limbs. However, it could also pertain to regular classroom activities related to writing or like activities. If the child only requires a ONE DAY exemption from activity that may be done by the parent simply by sending a note with the student, which is given to the teacher and the teacher will make any necessary adjustment of activity.

If, however, the exemption from activities is to exceed one day, the student will need to obtain a medical exemption from the attending physician. The physician's note should state the activity from which the student is to be exempt and the length of the exemption. This note turned in to the office so that the appropriate teacher and school nurse are aware. This exemption is then placed in the student's cumulative folder. There will be no grade penalty connected with any properly excused exemption.

Student Assistance Program (S.A.P.)/Catch my Breath

The Appleton Area School District's K-12 Student Assistance Program (SAP) is a voluntary program to help students affected by their own chemical use in the family. Trained SAP staff members work as a part of the Student Services Team to identify students in need, offer support, and refer to the appropriate community or school resource. Students can refer themselves or they can get referred by friends, teachers or parents. SAP referrals are kept confidential and no information is entered in student records or files. The Appleton Area School District trains staff to provide small group support in accordance with the Student Alcohol and Other Drug Policy (443.4) through the Student Assistance Program (SAP) to students in a variety of areas including but not limited to the following: Study Skills, Family Change, Grief, Friendship, Smoking Cessation (Not On Tobacco—NOT), Stress, Resiliency, Alcohol and Other Drug Abuse and Concerned Persons. Parents who wish to refer their child or children for a small group or prefer that their child not participate in a small group should contact the school office.

Therapy Dogs

Trained therapy dogs and their handlers visit Kaleidoscope Academy weekly to be present to support student mental health. Therapy dogs can enhance the well-being of students and they have been found to reduce physiological symptoms of stress through lowering cortisol levels, increasing positive emotions, promoting engagement in learning activities and also increasing positive attitudes toward learning. Therapy dogs present at school can also help to foster a sense of belonging for students. If your student has any allergies to dogs, or if you don't want your child to participate with the therapy dogs that come to KA, please let the office know.

Academic Information

Accommodations of Religious Beliefs

Reasonable accommodation of a student's sincerely held religious beliefs shall be made with regard to all examinations and other academic activities. The parent/guardian of a minor student may request accommodation in confidence by notifying the building principal or his/her designee. The student shall be permitted to make up the examination(s) or academic activities at a mutually convenient date and time or by an alternative means without prejudicial effect. As a commitment to community life and in cooperation with community groups and religious educators, the Appleton Area School District makes every attempt not to schedule co-curricular events on Wednesday evenings. This is done so that students and families can be involved in non-school activities on Wednesday evenings.

Eighth Grade Promotion

In accordance with State Law 118.33, beginning on September 1, 2002, no student shall be promoted from the eighth grade to ninth grade unless the student satisfies the specific criteria for promotion. Other District policies relating to the promotion of students apply if they are not inconsistent with this policy.

Requirements for Promotion:

- Successfully complete grade level coursework in the assessed areas **OR**
- Successfully meet other academic criteria as specified **OR**
- Have the recommendation of the Student Services Team
- If applicable, successful completion of a student's IEP, which may include alternative assessments, supersedes all other requirements.

Information considered by the Building Consultation Team for possible recommendation for graduation may include, but is not limited to:

- Receipt of a passing grade in a subject
- Development of a portfolio that illustrates proficiency and growth
- Attainment of model academic standards
- Verification of a student's ability to be successful at the next level of education
- Testimony to a student's success in class work, co-curricular, and community service
- Completion of a course sequence
- Demonstration of citizenship qualities necessary for life in the community

Field Trips, Parties/Celebrations, and Movie Guidelines

The Kaleidoscope staff arranges several field trips for the students. Parents will receive a Field Trip Information form detailing aspects of the trip. In all of these instances, transportation must be arranged in advance. The student cost for the trip is calculated on the total cost of the transportation divided by the number of students planning on participating in the trip. When a student is absent on the day of a scheduled trip for whatever reason, we still need the same number of buses and must pay the amount per bus. It is, therefore, impossible for us to refund the transportation cost to the absent student. In addition, we frequently must purchase tickets in advance and prepay for them. Should a student not accompany the trip, we often are unable to get a refund on the ticket. If we are able to get a refund on the admission, we will gladly refund that money to the student. Misbehavior on a field trip, depending on the severity of the misconduct, may result in loss of future field trip privileges. Parents/guardians may need to pick up their child from the field trip if they are not meeting behavioral expectations.

If your child is offered the opportunity for a field trip and your family is unable to afford the cost, please have your child complete a Starfish Fund Form to receive financial assistance. No child will ever be denied a field trip experience for financial reasons.

All students will be required to attend the academic field trips unless public behavior, general safety, or family beliefs prohibits participation. Students need to have the academic preparation to attend. Students not participating will be provided with an alternative learning experience.

Only G-rated films will be used with middle school students without parent/guardian information. PG and PG-13 films will only be used with parent permission. Learning activities will be provided for each movie. Movies may also be used for team reward activities as long as they meet the above rating guidelines.

Library Media Center (LMC)

Students are encouraged to use the books and materials in the LMC for their class work and personal enjoyment. All materials taken out of the LMC must be checked out.

- *Student Behavior* – students are expected to work quietly and to respect others who are using the LMC. Those who choose not to behave responsibly may be asked to leave.
- *Materials Checkout* – Students must check out all materials at the computer checkout desk before leaving the LMC. Students are responsible for books checked out in their name.
- *Loan Period* – Books are checked out for three weeks. They may be renewed if necessary. There is a seven book limit. Reference books (including encyclopedias) may be checked out at the end of the day and must be returned at the beginning of the next day.
- *Return of Materials* – Overdue notices are emailed to students. Please check your school email for these notices.
- *Fines* – Kaleidoscope Academy does not collect late fines from students.
- *Passes* – Students must have an LMC pass from their homeroom or classroom teacher. LMC privileges may be taken away for a day or longer if a student's behavior is inappropriate.
- *Lost Materials* – After being a month overdue, an item is considered lost and students are billed the replacement cost. If a book is found after it is paid for, the money will be refunded minus one dollar to cover the late fee.

iReady Testing

iReady is a computerized test in mathematics, reading, and language usage that identify what a child knows and needs to learn, and measures each student's growth over time. The assessment is unique in that it adjusts to each student's ability as they answer the questions. Questions get progressively easier with each incorrect answer and more difficult with each correct answer. The assessment is aligned to the Wisconsin State Standards and the State Forward Exam. Student scores are available immediately after a student takes a test and full reports are available online the day after testing. District averages and national percentile rankings for each student are available. The assessment is given in fall, winter, and spring to all students.

Report Cards

Kaleidoscope Academy will be issuing two semester report cards. We will send an automated phone call, text message and email informing families when they can be viewed through Infinite Campus. If you cannot access your child's reports electronically and would like a hard copy, please contact the office and a hard copy will be given to your child to bring home each grading period.

There are some special features of the report card, which are important to review with your child.

1. **Days Tardy** – These are the days during the current grading period.
2. **Days Absent** – These are the days your child was absent from school during the current grading period.
3. **Instructor Comments** – Comments made by individual teachers about your child's performance in class.

Retention Guidelines

Retention of students can be an effective option for helping students achieve appropriate standards. The purpose of retention is to assist the student in attaining the standards and skills required of them at a given grade level and should not be viewed as punitive.

In determining whether or not to retain a student, it is necessary to consider the following variables on an individual basis: age; gender; developmental readiness; prior retentions; physical size and ability; social, emotional, and behavioral challenges; educational disabilities; attendance; linguistic and cultural differences; socio/economic; availability of support services; alternative programs; child's attitude; parental attitude; and academic performance.

If, after consideration of the above variables, a student's academic achievement and/or social and emotional development is significantly below or delayed compared to his or her peers, that student will be considered for retention.

Procedures

1. At the end of the first semester grading period, teams, counselors, administrators, and others deemed necessary by the principal, will review the above variables and criteria to determine if any students should be considered for possible retention. If it is decided a student should be considered a candidate for possible retention, the student, parents/guardians, teachers, and administrators will meet to develop intervention strategies to increase the likelihood of school success, and seek to understand the underlying reasons for being unsuccessful.
2. During each successive four and a half-week grading period there will be a formal review by teams, counselors, and administrators to assess previously identified student's progress and any newly identified students' progress. Meetings will then be held with the student, parent(s)/guardian(s), and teachers as needed.
3. Between May 1 and the end of the school year, a meeting will occur between school officials, the student, and his or her parent(s)/guardian(s), to determine whether or not to retain that student the following year. If it is determined that a student is a candidate for possible retention, the student and parent/guardian will be notified in writing.

After examining the above variables and criteria, the parent(s)/guardian(s) and school administration must agree on the appropriate placement for the following year. If agreement does not occur, an appeal can be made to the assistant superintendent. The appropriate placement may vary depending on the needs of the students. If a student is retained, he or she will have a specific written plan for the next school year, approved by student, parent(s)/guardian(s), and school officials, outlining strategies for improving school performance.

Standardized Testing

In grade 8, the State of Wisconsin requires by law the administration of a standardized test to measure knowledge in reading, mathematics, language, science, and social studies with multiple choice and short answer questions. The test also samples student writing. In grades 6 and 7, the state will be testing students in reading and mathematics. The test is given in the spring.

Student-Led Conferences

Information about student-led conferences along with a video can be found on the school's website. Additionally, more information will be posted as the time draws closer, but students will be reflecting on their learning each quarter to prepare to conference with you. Conferences are typically held at the end of October and the beginning of November. There will also be Presentations of Learning (POL) in January and late spring. Please check the school calendar for exact dates and times. These events are required for KA students.

Student Services

The Department of Student Services provides a variety of assessment, counseling and instructional services to the district's students. Through an integrated, building-based student services model, students receive services specific to their needs, interests and abilities. Student services staff members work cooperatively with other individuals and groups to ensure those students receive a comprehensive educational program that enhances not only their academic achievement, but also their psychological, social and physical well-being.

Programs and services available at the elementary, middle, and/or high school levels include:

School Guidance and Counseling	Learning Disabilities
School Social Workers	Other Health Impaired
School Nursing and Health Services	Special Physical Education
School Psychologists	Emotional Disabilities
Alcohol and other Drug Abuse Programs	Speech and Language
Pupil Discrimination Complaint	Traumatic Brain Injury
Investigations (S.118.13)	Cognitive Disabilities
School Age Parent Services	Orthopedic Impaired
Occupational Therapy	Autism
Visually Impaired	Physical Therapy
Hearing Impaired	

Additional information regarding the above services, including eligibility and accessibility, should be directed to the school principal or the Department of Student Services at the Morgan Administration Building.

WIN Time

WIN (What Individuals Need) time is a time set aside daily for students to work on identified deficient skills or to explore concepts through a different lens of greater depth (enrichment) and may incorporate service learning projects. Students are expected to use this time to build on their current skill level.

Academic Guidelines and Expectations

Kaleidoscope Academy is an innovative middle school for adolescents who are interested in learning in a collaborative, inquiry-based, 21st Century environment. Kaleidoscope staff members are well-versed in teaching diverse learners using a variety of instructional strategies, and meeting the needs of students with different skill levels and learning styles, within the same classroom.

This process is a collaborative effort dependent on cooperation between students, parents, and staff. The expectations listed below are in place to create the most effective learning environment possible for our students here at Kaleidoscope.

What you can expect from your teacher at Kaleidoscope: The teachers at Kaleidoscope are eager to facilitate learning for our students and to watch them succeed. Our efforts are designed to help students succeed in middle school, as well as help them prepare for high school and beyond.

- Uphold the philosophy and mission of Kaleidoscope Academy
- Provide engaging learning activities and monitor the learning progress of every student
- Provide open communication through Canvas/Infinite Campus, email, phone, etc.

- Offer work time with a teacher as needed
- Schedule student-led conferences to help students share portfolio of work with family
- Offer meaningful opportunities to share and become involved in classroom activities

What we expect from our students at Kaleidoscope: Middle school can be an adjustment even for the most diligent students. We will extend every effort to assist our students, expecting they will match our efforts.

- Plan to complete grade-level quality work that reflects appropriate effort, turned in on time
- Participate in class, be an active listener, ask for help, and use work time productively
- Be prepared for class each day (supplies, reading book, good night's sleep, charged Chromebook, etc.)
- Use an electronic (or hard copy) agenda planner/calendar *daily*
- Check school email account, Infinite Campus, and Canvas on a *daily* basis
- Communicate honestly with both parents and teachers
- Use class time and after school time to keep up with work, using home time to finish, as necessary

What we expect from parents of Kaleidoscope students: Communication between parents, students, and Kaleidoscope staff is a necessity to facilitate success for students. Active participation of parents in the educational environment is one of the strongest indicators of success for students.

- Recognize and support the mission of Kaleidoscope Academy
- Attendance at an Open House/Orientation session to acclimate to school expectations and digital resources
- Participate in fall student-led conferences, as well as two presentations of your choice (i.e. *Presentation of Learning in Jan and/or spring*)
- Monitor school and classwork regularly via student calendar, Canvas and Infinite Campus
- Communicate daily with your student regarding school
- Provide quality space, time and support to encourage completion of school work at home
- Prompt communication with teachers regarding student progress, concerns or questions

SST (Student Support Team): The staff at Kaleidoscope recognizes and understands that some students require additional academic and/or social/emotional support and we are committed to providing this for them. Additionally, we are aware that students occasionally fall behind if they are not following the guidelines stated above, and this, in turn, causes students to miss learning opportunities. In the event a student should fall behind in his/her classes at KA or has some social/emotional difficulties, the student's team of teachers will meet to develop a plan with the student. Members from the SST (school counselors, social worker, psychologist, nurse, administrators) may assist in the plan development.

*In the event the student has an IEP, it will be the main guideline for developing a plan of support. Kaleidoscope Academy is proud to extend adolescent students an opportunity to learn in a creative, collaborative environment. We are confident that Kaleidoscope students, teachers, and parents can work together to assist struggling students develop a plan for appropriate progress and work production. Once a plan has been in place and monitored over a designated period of time, if a student does not show improvement in effort, alternative options will be discussed. Should parents feel there are mitigating circumstances that have not already been addressed, they may request a meeting with the Kaleidoscope Governance Board to discuss the academic progress of their student. Our primary intent is to find the best educational environment for our students' learning styles.

Tools used by the Student Services Team to assist all students:

ALSUP: Understanding why a student is exhibiting challenging behavior is one of the most important parts of helping them. Challenging behavior occurs when the demands of the environment exceed a

student's capacity to respond adaptively. At Kaleidoscope, we believe that students do well when they can and our focus is not on behaviors, but rather on how we can support students who aren't able to meet certain expectations.

One of the ways that we can help to support students is through the ALSUP process. The ALSUP stands for the Assessment of Lagging Skills and Unsolved Problems. This process is from the work of Dr. Ross Greene and the goal of this intervention is to work collaboratively with students and teachers to identify lagging skills that a student may have and solve the identified problems. If you prefer that your child not participate in the ALSUP as an intervention, please contact the KA office at 852-5430.

The ***Assessment of Lagging Skills and Unsolved Problems (ALSUP)*** is used to identify lagging skills and unsolved problems, and it's printable/editable/fillable.

SBIRT: Screening, Brief Intervention and Referral to Treatment (SBIRT) is an evidence-based approach to identifying students who may use alcohol, other drugs or engage in risky behaviors that may impede their ability to be successful in school, at home and in the community. The goal of SBIRT is to reduce and prevent related health consequences, disease, accidents and injuries by working together collaboratively with the student. Once at-risk behaviors are identified, staff can work with that student to come up with a plan to help to provide them with appropriate intervention(s). If you prefer that your child not participate in the SBIRT as an intervention, please contact the KA office at 852-5430.

CICO: Check-In/Check-Out is Tier 2, research-backed behavioral intervention that delivers additional support to students to help them work towards being and feeling successful in the classroom and other areas at school. At its most basic level, CICO is an opportunity for a student and a mentor to work together to improve lagging skills that they may be experiencing. If a student meets data rules that are set up by the Student Services Team, a member of the team will reach out to you to communicate that we would like to try this intervention with your child. CICO focuses on providing students immediate feedback and positive reinforcement to help them feel supported.

SAIG: Social Academic Instructional Groups (SAIG) are designed to teach students expected skills that will help them to be successful. Groups are typically facilitated by members of the students services team. Common group topics include: self-regulation/coping skills, social thinking, peer relationships, conflict-resolution and family changes.

INDEPTH/PreVenture: The American Lung Association's INDEPTH® (Intervention for Nicotine Dependence: Education, Prevention, Tobacco and Health) program is offered as an option to students who violate school tobacco or e-cigarette use policies. This program is administered by a trained adult facilitator in either a one-on-one or group setting. The program consists of four sessions of approximately 50 minutes geared toward youth and focused on tobacco use, including e-cigarettes, nicotine dependence, establishing healthy alternatives and making the change to be free of all tobacco products. INDEPTH is not intended to be used as a prevention program (i.e., for students who are not current tobacco users).

N-O-T (Not On Tobacco)/Catch my Breath: The American Lung Association has offered N-O-T for over 20 years. Different from a mandatory program (such as INDEPTH), N-O-T is an evidence-based youth tobacco cessation program, designed for regular tobacco users, including those who use e-cigarettes, who are ready to quit now. It is a 9 week, voluntary program lead by a trained facilitator.

The Nest: Kaleidoscope is committed to building the social emotional learning capacity of all students, including their ability to regulate intense emotions and their physical effects. The Nest (Rm 116) was

developed in the 18-19 school year and continues to be implemented as an emotional and physical regulation support for Kaleidoscope students. The Nest is a working space where students experience and practice self-regulation strategies to increase their ability to manage thoughts, feelings and their physical bodies. The Nest is supervised by trained Kaleidoscope staff who will work with students while they are in The Nest and process with them prior to returning to class. All students will receive information and instructions on the purpose of The Nest, why/when to use The Nest and how to use The Nest. If you have questions about The Nest please contact our counselors, Shandee Kempf-Cohen and Laura de Arteaga or our social worker, Anna Gitter.

Student Behavior

On the first day of school, each student will be issued this Family/Student Handbook. This includes our expectations of work hard, be yourself, and do the right thing. **We will be asking each student to sign an acknowledgement form so we are certain everyone is well informed about these expectations.** We will also hold an assembly at each grade level the first week of school to go over “The KA Way” (see next page). Should there be any questions, please call or see the principal or associate principal.

The main focus of **Positive Behavioral Interventions Systems (PBIS)** is to provide a clear system for all expected behaviors at Kaleidoscope Academy. Through PBIS we work to create and maintain a productive, safe environment in which all school community members have clear expectations and understandings of their role in the educational process. Our behavioral matrix below.

KA WAY School-Wide Expectations & Procedures	Work Hard • Use time given • Take pride in your work • Meet expectations and deadlines	Be Yourself • Respectfully express yourself • Embrace who you are • Remember your values	Do the Right Thing • Spread kindness • Be open-minded • Be honest and respectful • Take responsibility & Accept consequences
Hallways /Stairs	• Walk on the right. • Respect student and school property. • Use expected hallway volume. • Keep hallways clean and clear. • Use school appropriate language. • Use a pass during non-passing times. • Be on time to class. • Keep your body to yourself.		
Commons	• Get your food and sit down right away. • Stay in the commons the entire time unless you have a pass to see a teacher. • If you are not eating in the commons, take a styrofoam tray. • Use proper commons volume. • Follow supervisor directions. • Clean table area, recycle or throw away items, and push in chairs before outside dismissal. • Stay at your table until dismissal. • Line up and dismiss properly. • Be a positive digital citizen		
Outside	• Walk bikes and carry skateboards on school property. • Enter/Exit in an orderly manner. • Enter the building before school between 6:45-7:30 if going to the Boys and Girls Club. • Enter the building before school at 7:30 if going to breakfast. • Be aware of your surroundings and adjust for diverse mobility needs. • Use school appropriate language. • Keep your body to yourself. • Respect personal property for yourself and others. • Look both ways before crossing the street. • Use crosswalks. • Leave school property by 3:35.		
Bathroom	• Use your bathroom time efficiently and responsibly. • Respect the privacy of others. • Flush toilets. • Wash your hands using 2 pumps of soap. • Use 2 paper towels to dry hands. • Throw paper towels in the trash. • Keep things clean and notify an adult when the bathroom needs attention.		
Auditorium/ Assembly	• Be attentive to all presenters. • Show expected appreciation of all presentation types. • Enter/Exit in an orderly manner. • Fill in all the seats. • Remain with your class. • Push seats back in the upright position. • Check your area for trash and dispose of it properly upon dismissal.		
Office	• Enter and exit through the labeled doors. • Use manners. • Wait your turn. • Use expected office volume. • Be respectful of others. • Sign in and out when entering or exiting the building. • Use school appropriate language.		

Some Examples of Inappropriate Behavior

Bullying

Bullying includes aggressive and hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied. This behavior may include but is not limited to physical and verbal assaults, nonverbal or emotional threats or intimidation, harassment, social exclusion and isolation, extortion, use of computer or telecommunications to send messages that are embarrassing, slanderous, threatening or intimidating (cyber-bullying). Bullying may also include teasing, put-downs, name calling, rumors, false accusations and hazing. Bullying based on sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap in its education programs or activities is also prohibited by law and Board policy.

Students who engage in any form of bullying behavior at school or at a school-sponsored activity, will be subject to disciplinary action in accordance with Board policy. This action may include off campus behavior that causes substantial disruption to the educational environment. Consequences and sanctions

for such actions, including retaliating against someone for reporting bullying behavior, may include but are not limited to, parent notification, suspension, expulsion or referral to law enforcement officials for possible legal action. Student services staff will support the identified victim.

Education, intervention, awareness and prevention shall exist for staff and students to ensure a learning environment free of bullying or intimidation toward and between students and staff.

Disclosure and Public Reporting:

Appleton Area School District schools will distribute this policy annually to all students enrolled in the District, their parents, and/or guardians and employees. The District will provide a copy of the policy to anyone who requests it. Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. The Bullying Allegation Report Form, found in the final section of this handbook, will be used for written reporting.

Reporting Procedures:

If bullying or harassment occurs, students are encouraged to take the following steps:

1. Clearly say “stop” to the person whose behavior is unwanted and report to a trusted adult.
2. Speak with a trusted adult at school, such as a teacher or counselor, social worker, psychologist, nurse, teacher or administrator.
3. When reporting to an adult, include the following information:
 - a. Give the name of the person and specific unwanted behavior
 - b. Describe the nature of the bullying or harassment
 - c. Give the date(s) of the event
 - d. Tell briefly what happened and note all incidents of bullying or harassment that may have taken place
4. A building administrator may make an appropriate person(s) aware of the situation to discuss the case and determine the follow-up. All efforts will be made to handle the situation in a discreet manner and maintain appropriate confidentiality. The building administrator/designee will also inform students of the prohibition against retaliating against another student for reporting an incident of bullying.
5. Any employee who witnesses bullying or harassment between students must intervene by giving a verbal warning. In some cases, it may be necessary to provide a report of bullying incidents to a building administrator.
6. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.
7. Note: Students will be trained to use the SpeakUP SpeakOUT app for reporting instances of bullying or other school safety issues. This is an application available on Classlink on student chromebooks, on their personal phones, or online. Find more information about SUSO by searching it on the district website.

Procedure for Investigating Reports of Bullying:

The building administrator/designee will begin the investigation of a report of bullying within one school day. This investigation will include an interview of the person(s) involved and a collection of the information that will determine the facts and seriousness of the report. Parents and/or guardians of all people involved in the bullying incident will be notified prior to the conclusion of the investigation. The District shall maintain confidentiality of the report and related student records to the extent required by law. The AASD Bullying Allegation Report Form will be used. More information on bullying can be found in the district handbook.

Cheating/Academic Dishonesty

Unethical academic behavior includes, but is not limited to, the following activities:

- Plagiarism: the act of presenting the words, ideas, images, sounds or other creative expression of others as your own.

- Using, obtaining or providing unauthorized assistance on examinations, papers or any other academic work.
- Forging a signature to certify attendance, completion of a course assignment or any other purpose.
- Copying materials; allowing another to copy your material; or using unauthorized materials during a quiz, test, and project or homework assignment.
- Removing examinations or parts of examinations without the knowledge or consent of the faculty member.
- Stealing, using or accepting stolen copies of tests or answer keys.
- Altering a teacher's grade book or computer records.
- Committing any other violation intended to obtain credit for work that is not your own.

The following consequences may be applied by staff and administration when a student is found to have violated the academic honor code. Decisions on disciplinary consequences will be made by administration with input from key staff as deemed essential and appropriate.

- The student may receive a zero, a failing grade or some other grading consequence as deemed appropriate on the assignment involved and/or grading period, depending on severity.
- The teacher will file a discipline referral with the office.
- The teacher will make a parental contact in a timely fashion.
- Student may face additional disciplinary consequences including, but not limited to: detention, in-school suspension and out-of-school suspension

Repeated incidents of unethical academic behavior can result in more serious disciplinary actions up to and including removal from the class where the cheating took place, suspension and/or an expulsion recommendation.

Middle & High School Class Attendance Expectations [Find the full text here.](#)

The Appleton Area School District is engaging with the Appleton Police Department to enhance support for a small number of middle and high school students who are at school but struggle with consistent class attendance and behavioral expectations. We are addressing students who are making poor choices and being disruptive while not attending class. Missing valuable learning time for the small number of middle and high school students who are making poor choices regarding attending classes is an issue, but so are the behaviors that these students engage in while not in class.

We are committed to the success of all students and actively engage with students and families to overcome challenges related to attending all scheduled classes. Our collaborative effort aims to guide these students toward making positive decisions about their education. We have reiterated the importance of regular class attendance through discussions during homeroom/flex periods and personalized dialogues with students who demonstrate irregular attendance patterns. These conversations occur within the framework of Student Support Team meetings, one-on-one conversations, and parent/guardian meetings where we explore strategies to ensure consistent class attendance and participation.

The safety and well-being of our students are paramount, especially when they are within school premises but not in their scheduled classes. Failure to adhere to staff instructions or to remain in assigned areas could result in disciplinary measures, including detention, in-school suspension (ISS), out-of-school suspension (OSS), or even a hold open ticket for trespassing issued by the Appleton Police Department.

The use of hold-open tickets serves as a restorative tool, reserved as a final measure to uphold safety and encourage classroom attendance. This approach reflects our dedication to supporting students' educational paths and ensuring a safe, conducive learning atmosphere for all.

Dress Code

Appleton Area School District's student dress code supports equitable educational access. It is written in a manner that does not reinforce stereotypes and that does not reinforce or increase marginalization or

oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

Appleton Area School District expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The school district is responsible for seeing that student attire does not contribute to a hostile or intimidating atmosphere for any student. Students are responsible for knowing the student dress code and for complying during school hours and school activities.

Students must wear the following items of clothing at all times:

1. A shirt (with fabric in front, back, sides, under arms)
2. Pants/jeans or the equivalent (ex: skirt, shorts, sweatpants, leggings, dress, etc.)
3. Shoes/appropriate footwear

Students cannot wear:

- Violent language or images
- Images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity)
- Hate speech, profanity, pornography
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized group
- Accessories that could be considered dangerous or could be used as a weapon
- Any item that obscures the entire face
- Undergarments as clothing

Cell Phone Use

Students possessing cell phones or other personal devices must turn off and store their devices in their locker during the school day or with their personal belongings during school activities.

Headphones/earbuds should not be worn in the hallways during passing time. The school assumes no responsibility for lost, damaged or stolen personal devices.

Students may not share or post personal information about or images of any other student or staff member without permission from that student or staff member. The inappropriate use of cameras or electronic communication devices includes, but is not limited to the following examples. Cameras or electronic communication devices shall not be used:

- in areas where one would reasonably expect privacy, i.e. locker rooms, bathrooms
- to communicate test answers, photograph tests or in any way enable students to cheat
- to engage in cyberbullying by placing cell phone calls or sending text messages that ridicule, threaten or harass another student

Students may use their electronic devices before/after school but not during the school day. The inappropriate use of personal cell phones or other digital devices by students while on campus is subject to disciplinary action, which will include:

- **1st offense** - Student and staff/trusted adult bring the cellphone/technology to the office at an appropriate time. The office will conference with the student and review expectations, the student can pick up their phone/technology from the office at the end of the day. This is documented on our KA Behavior spreadsheet.
- **2nd offense** - The cellphone/technology will be collected by school staff. The phone will be returned only to a parent/guardian.
- **Any further offenses** - Meeting between parent, student and administration to discuss phone/technology use and review cell phone policy and set up a plan. Student must turn the phone/technology in at the beginning of the school day and pick it up at the end of the school day for a length of time determined by administration. Parents/guardians must come to school to pick up the phone/technology.

An agreement with parent/guardian can also be made to keep the phone at home.

The inappropriate use of the internet, personal cell phones and other digital devices by students while off campus is subject to disciplinary action if engaging in cyber bullying or maintaining or posting material to a web site or blogging that threatens a likelihood of disruption in school or results in disruption of school. Also, students involved in activities that interfere with the rights of other students to participate fully in school or extracurricular activities will be in violation of this policy.

Fire Alarm Damage

Students will be suspended and referred to legal authorities for interfering with the school's fire-fighting equipment and for intentionally setting off a false alarm.

Food/Beverages at School

Consumption of food and/or beverages is only permitted in designated areas at designated times. Teachers will let students know about expectations for eating/drinking in their classrooms. There are certain areas of the school where food/beverages are not allowed (i.e. gym, LMC, auditorium, etc.) Students are encouraged to bring a clear plastic water bottle to school each day.

The Appleton Area School District has adopted a Nutrition Policy. No soda or candy is sold during the student lunch period and generally is not sold during the school day. Students should not bring soda to school for lunch. Special occasions may occur when candy and/or soda is acceptable if permission is given by a teacher.

Gang Activity

Gang activity in schools or on school property is prohibited. The Appleton Area School District defines a gang as an organized association either formal or informal, of two or more persons with common signs, symbols and other identifying factors, who individually or collectively engage in criminal activity.

Gang criminal activity includes, but is not limited to, intimidating or threatening others, participating in and/or enticing others to participate in any form of physical violence involving persons or property. A gang member is an individual meeting any two or more of the gang related listed criteria:

- Self-admission of gang membership
- Witness testimony
- Correspondence such as notes, letters, tapes, etc. of gang membership
- Paraphernalia or photographs of gang activities
- Gang related tattoos
- Gang related clothing or colors
- Association with known gang members

Gang activity includes, but is not limited to, the display or possession of gang symbols; soliciting others for membership, requesting payment of dues, insurance or other forms of protection from any individual;

intimidating or threatening any individual; and/or inviting others to participate in any form of physical violence involving persons or property or other criminal activity.

Gang identifiers, which may change periodically, will not be allowed to be displayed by anyone at any Appleton Area School District school at any time including after-school events or school-sponsored activities. Students may not display or wear any sign, gesture, insignia, symbol, color, combination of colors or combination of clothing, wearing apparel or accessories which have been designated as gang identifiers. Examples of gang identifiers include, but are not limited to: Five-Six point stars, arrows, pitchforks, crowns, identifying numbers or groups of names or initials. The list of identifiers may be updated at any time.

Consequences:

- Notification of parents and/or guardians and/or law enforcement officials
- Suspension from school pending parent/student conference with school
- Repeat offenders:
 - Five-day suspension with follow-up parent/school conference
 - Possible recommendation for expulsion

Hallway Use

Students may converse with their classmates during the regular passing times between classes. Students are expected to walk to their lockers, get their appropriate supplies for the next class and proceed directly to their next class. Loitering blocks the hallways for others and is not permitted. Once they have arrived at their classroom, students may not re-enter the hall without permission of the teacher. Students are not allowed in the halls during class time unless their teacher has given them specific permission. Students who have been in the office for school office business are provided with an Office Excuse pass to their next destination.

Public Display of Affection

Public display of affection by students is inappropriate at school. PDA can include, but is not limited to, hugging, hand-holding, kissing, and other forms of touching.

Sexual Harassment

Sexual Harassment is:

- Unwelcome or unwanted sexual advances. This means patting, pinching, brushing up against, hugging, cornering, fondling or any other similar physical contact, which is considered unacceptable by another individual.
- Unwelcome requests or demands for sexual favors. This includes subtle or blatant expectations, pressures or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequence.
- Verbal abuse or joking that is sexually oriented and considered unacceptable by another individual. This includes commenting about an individual's body or appearance where such comments go beyond mere courtesy: telling "dirty jokes" that are clearly unwanted and considered offensive by others; or any tasteless, sexually orientated comments, innuendoes or actions that offend others.
- Engaging in any type of sexually oriented conduct that would unreasonably interfere with another's school or work performance. This includes extending unwanted sexual attentions to someone such that personal productivity or time available to work at assigned tasks is reduced.
- Creating an environment that is intimidating, hostile or offensive because of the existence at the school-site of sexually orientated materials including, but not limited to, photographs and posters.

Any employee or student who is determined after an investigation to have engaged in sexual harassment will be subject to appropriate response, which may include suspension or expulsion for students. Any student or any parents/guardians who believe their student has been subjected to sexual harassment should report the incident(s) to the building principal/designee. If a student or parent is not comfortable with making a complaint to the principal/designee, the complaint may be made to a teacher, counselor, social worker, psychologist or nurse with the understanding that incidents must be reported to administration for review and action. The employee receiving the complaint shall report the complaint to

the principal/designee and the Assistant Superintendent-School Services. No retaliation or intimidation directed towards anyone who makes a complaint or participates in any way in an investigation will be tolerated.

Third party witnesses are strongly encouraged to report observed incidents of sexual harassment to the administration. Every effort will be made, when requested, to maintain the confidentiality of witness identity unless the witness is requested to testify at a hearing.

Student and Staff Responsibility

- Any student or employee who witnesses sexual harassment of or between students, needs to respond in a proactive manner even in the absence of a student complaint.
- Failure of the administration and/or staff to take adequate steps to stop sexual harassment of which it is aware or should be aware, or of which it has been notified, can constitute unlawful sex discrimination.
- The principal or supervisor (or his/her designee) shall be responsible for the display of the policy in a prominent place. It is recommended that the policy and additional copies be posted in conspicuous locations where students have ready access. Students will be informed about sexual harassment and positive, caring and constructive interpersonal relationships will be encouraged.
- Students shall be informed of the process they are encouraged to follow if they perceived that sexual harassment has taken place. The complaint procedure will be made available to any student or parent/guardian wishing to file a complaint.
- Discussion of sexual harassment will be included age appropriately with all students. Building administrators and staff will be responsible for the appropriate delivery of information and instruction. Education of students regarding the policy will need to be planned, structured and scheduled yearly.
- Guidelines, including the complaint procedure and associated form, will be given to any individual wishing to file a complaint.
- The guidelines will also be reviewed each year with employees.

Confidentiality

Students shall know that the complainant will remain confidential unless there are compelling reasons to disclose such identity. If there are compelling reasons to disclose the identity of the complainant, then the complainant shall be asked if he/she wants his/her identity disclosed. If the complainant does not want his/her identity disclosed, then the identity of the complainant shall be kept confidential. If a formal complaint is submitted, it may not be necessary to identify the name of the complainant. Individuals reporting incidents of sexual harassment will be protected from retaliation. Any individual who engages in retaliatory conduct against a complainant will be subject to discipline under this policy. More information on this policy can be found in the district handbook.

Transportation Issues (bus, bike, skateboards, skates, scooters and motor vehicles)

Safety is the first consideration for bus transportation. Every bus student is provided with the rules and procedures for riding the bus. Students will lose the privilege of bus service if they misbehave while waiting for the bus, riding the bus or departing from the bus.

By law, middle school students are not permitted to drive motor vehicles to school. This includes automobiles, trucks, motorcycles, scooters, snowmobiles, etc.

Bicycle racks are provided for students. The racks are located on the east side of the building on Drew St. Students bringing bikes to school are to proceed IMMEDIATELY to the bike racks for parking and locking their bikes. Once the bike is secured for the day, students are to leave the bicycle rack area. Students are not to touch bicycles belonging to other students. Riding bicycles, rollerblading and skateboarding are actions not allowed on school property. Not following these rules may result in the suspension of bicycle privileges and other disciplinary action.

Skateboards, inline skates and scooters may be used as transportation to and from school. However, they cannot be used on school grounds. Students are to place these items in their locker upon entering the building or leave them outside locked to a bike rack.

Trespassing

Property owners around the school have a right to expect no trespassing on their private property. Students are not permitted to walk across lawns, driveways or vacant lots in the Roosevelt/Kaleidoscope area. Students must remain on the sidewalks or roads when approaching or leaving school.

Violence and Intimidation

No one shall threaten-verbally, non-verbally or physically the safety of another person through the use of intimidation or violence.

Intimidation is defined as behavior or repeated acts, which cause fear, or physical or psychological discomfort, including, but not limited to: physical conduct or verbal/non-verbal threats or gestures.

Violence is defined as aggressive behavior which subjects a person to unwanted physical contact, including but not limited to: striking, shoving or kicking. Possible consequences for violation of this policy include:

- Application of approved school disciplinary practices and procedures
- Notification of law enforcement officials
- Notification of parents, guardians or legal custodians
- Notification of Superintendent or designee
- Suspension from school
- Recommendation for expulsion

Weapons

No one shall possess, use, threaten the use of, or store a weapon or look-alike weapon on school property, in a school facility, in a school vehicle, or at any school-sponsored function.

A weapon is defined as any object that by its design, use or intended use could cause bodily harm or property damage or intimidate other persons. Weapons include, but are not limited to: firearms, whether loaded or unloaded and whether operational or not, look-alike weapons, knives and martial arts equipment.

Items not designed as weapons will also be considered as weapons if they are used to cause or with the intent of causing bodily harm or property damage or to intimidate other persons. Such items include, but are not limited to: chains, pencils, belts, and sprays.

Possible consequences for violation of this policy include:

Students

- Application of approved school disciplinary practices and procedures
- Notification of law enforcement officials
- Notification of parents, guardians or legal custodians
- Notification of Superintendent or designee
- Suspension from School
- Recommendation for expulsion (Expulsion is mandatory for a period not less than a year for possession of a firearm as defined in Section 921 of Title 18 of the United States Code).

Other Persons

- Notification of law enforcement officials
- Disciplinary action as appropriate

Kaleidoscope's Dance/Activity Night Guidelines

1. Only Kaleidoscope Academy students may attend. Sneaking students into the dance/activity night will result in the loss of the privilege to attend future Kaleidoscope events.
2. Doors are locked fifteen minutes after the start of the event. Once in the school building, a student is not allowed to leave unless prior written permission has been obtained from the principal or associate principal, or if a parent comes to pick up their child and talks directly to the principal. Leaving without permission will result in disciplinary action and the loss of the privilege to attend future Kaleidoscope dances/activity nights.
3. Students are encouraged to socialize and be present with their peers and friends during Dance/Activity nights and refrain from using their cell phones/personal devices.
4. Students are to make arrangements in advance for rides home after the event.
5. Decorations must be left alone.
6. There is to be respectful interactions with peers and chaperones. All school rules apply.
7. No music in poor taste will be played. Student-requested songs/music will be pre-approved for appropriateness.
8. There will be no head banging, body bumping/bashing or other dangerous or inappropriate dancing allowed.
9. No use of alcohol, drugs or smoking on the way to, at, or on the way home from the event is allowed.
10. No inappropriate romantic behavior will be allowed.
11. Parents/Guardians will be called and asked to pick up students who violate the rules.
12. In order to attend a dance/activity night, the student must be in attendance at school the **entire day** of a school sponsored activity or event in addition to no major behavioral violations (ISS/OSS) in the previous two weeks. Additionally, students may be subject to other behavioral expectations set forth by school administration.

We strongly enforce these guidelines so parents feel safe and comfortable sending their child to our dances/activity nights. Violation of any of the above guidelines may result in students being removed from the event, parent/guardians being called and suspension of the privilege of the student to attend future Kaleidoscope dances/activity nights. Our School Resource Officer and an administrator, in addition to the staff and parent/guardian supervisors, are in attendance at every dance/activity night.

PARENTS/GUARDIANS ARE ALWAYS WELCOME AT ALL KALEIDOSCOPE DANCES/ACTIVITY NIGHTS AND ARE ENCOURAGED TO STOP IN AT ANY TIME. A supervisor is stationed by the entrance and can let parents/guardians in after the event has started.

Additional Consequences for Unexpected Behavior

Legal Action

Kaleidoscope Academy is fortunate to have the services of a School Resource Officer (SRO) available to its students. In addition to building positive lines of communication between students and local law enforcement, and promoting safety issues in the building, the SRO also assists in dealing with serious discipline issues such as disorderly conduct, truancy, tobacco, drugs and alcohol, intimidation and threats, and weapons. Students involved in these types of serious problems may be investigated by the SRO and may face legal prosecution.

Search and Seizure

By law, the school retains the right to conduct searches. Among the reasons are suspicion of concealing alcohol, illicit drugs, disruptive materials, dangerous weapons, contraband or other items, which pose a danger to health and safety. Discovery of illegal materials will result in a legal referral, suspension and/or expulsion.

Suspension/Expulsion Guidelines (In-school and out-of-school)

Criteria for Placement: In-School Suspension

- | | |
|---|-------------------------------------|
| • Insubordination and disrespect to staff | • Possession and/or use of tobacco |
| • Chronic violations of school rules | • Fighting |
| • Failure to comply with detentions | • Profanity |
| | • Threats, intimidation, harassment |

Criteria for Placement: Out-of-School Suspension and/or Expulsion

- Insubordination while in in-school suspension
- Physical intimidation and threats to staff
- Possession, use, threat of use or storing a weapon or look-alike weapon on school property, in a school facility, in a school vehicle or at any school-sponsored function
- After three to five in-school suspension determinations within a semester
- Possession or use of controlled substances, including alcohol
- Deliberate and premeditated actions which endanger the health and safety of students or staff, causing serious physical and/or psychological harm
- Only the administration or administration designee can determine in-school or out-of-school consequence
- Parents will receive a verbal and written notification of any in-school or out-of-school suspension
- In addition to suspension, students violating the law while on school property or at school-sponsored events, may be cited accordingly by police authorities
- All students receiving special education services will be dealt with in accordance with WIS. SS 120.13

Think Tank/After School Time

Students may be required to attend Think Tank (held after school Monday-Friday) if they are struggling with learning the behavioral expectations of our school. Students will meet with a designated staff member to discuss issues and problem-solve to ensure future student success.

Teachers may require students spend time with them before school, at lunch or after school to get extra help with academics or to follow-up on meeting classroom expectations. If the student does not report for the extra time with their teacher, a referral may be issued by the teacher and Think Tank time may become necessary.

Preventative Measures for Safer Schools

Anonymous Bullying/Incident Reporting

SpeakUp SpeakOut is a platform that our district has adopted in order to deter, mitigate and manage bullying, cyberbullying and other harmful or inappropriate behavior. SpeakUp SpeakOut empowers individuals with a simple, completely anonymous mobile app to report incidents, including attaching photo or video evidence. SpeakUp SpeakOut's anonymous two-way chat provides a safe and comfortable way for people to communicate about sensitive issues.

If you are experiencing an emergency, please call 911. An emergency is any situation that requires immediate assistance from the police, fire department or ambulance.

If you do not have access to a mobile device or computer a report can still be filed by filling out a Bully Allegation Report form. These are available in the school office.

Access the app on Classlink on your district-issued Chromebook, or download the app from the **App Store** or **Google Play**.

Drug Dog Searches in the Middle Schools

All Appleton middle schools will be conducting a search for illegal drugs in our students' lockers. We will be using dogs trained to detect the odor of marijuana, ecstasy, meta-amphetamines, cocaine, heroin and other illegal drugs. We will conduct these searches in a manner that follows established legal guidelines, that respects the rights and dignity of our students and that sends a clear message that no drugs should be brought to our middle schools. We hope to do everything in our power to discourage this use because we know the negative impact it has on student health, learning and success.

Infinite Campus

Infinite Campus is web based information systems used to improve the behavioral support system at Kaleidoscope Academy. One of the purposes of Infinite Campus is to provide school personnel with accurate, timely, and practical information about making decisions regarding student specific interventions and discipline. Infinite Campus is used to **document** behaviors so school personnel can design effective support for individual students, groups of students or the whole student body.

Co-Curricular Activities

Co-Curricular activities are offered in a variety of academic, social and athletic areas to offer enrichment opportunities to our students for their intellectual and personal development. Kaleidoscope offers athletics, clubs (staff and student led), and fine arts extra curricular opportunities. Some activities require a fee (see pages 4-5 if you need assistance with fees). Co-Curricular activities are an important part of the total education program at Kaleidoscope Academy. Our focus is on participation, teamwork and building skills. Toward that end, we encourage students to try at least one activity during their career at Kaleidoscope. If you have further questions regarding any activity, please contact the advisor listed for that activity. You can view our coach and advisor information online:

https://ka.aasd.k12.wi.us/our_school/co_curriculars

Athletic Program Components

The middle school athletic program will consist of the following components:

1. **An intramural athletic program** - Intramurals are an important part of the programming at our middle schools. At Kaleidoscope, we are fortunate that we have the **Boys & Girls Club** in our building. With their presence, they provide programming that far exceeds the traditional offerings of an intramural program. The upcoming year promises to have something for everyone with the Club running programs before, during and after school. Club staff will be at Kaleidoscope during student orientation times to answer questions, highlight programs, and enroll students in the Boys & Girls Club. The Club will offer diversified program activities in five areas:
 - Character and Leadership Development
 - Education and Career Development
 - Health and Life Skills
 - The Arts
 - Sports, Fitness and Recreation
2. **An interscholastic athletic program**
 - Fall Sports
 - Football (Grade 8)
 - Girls/Boys Cross Country (Grades 7 & 8)
 - Girls Volleyball (Grade 8)
 - Girls Softball (Grade 7 & 8)
 - Winter Sports
 - Girls/Boys Basketball (Grades 7 & 8)
 - Wrestling (Grades 7 & 8)
 - Spring Sports
 - Girls/Boys Track (Grade 7 & 8)
 - Girls Volleyball (Grade 7)

More information about each sport can be found on the school's website under sports.

Eligibility:

Student athletes are expected to represent their school well and maintain at least minimum academic and behavioral standards in order to participate. A brief, but not inclusive, summary of eligibility requirements is presented below:

- A. All students who wish to be included in a school sponsored sport must have a completed WIAA Physical form, a signed AASD Code of Conduct, a Parent & Athlete Agreement and Insurance Waiver on file in the office, BY the first day of practice, or they may not participate. A WIAA physical form is good for two school years from the date of the student's last physical. An Alternate Year Physical form must be completed and filled out during the alternative year. These forms are available in the school office.
- B. Everyone on a team will participate in games as long as they attend practices and follow the coach's instructions.
- C. There is a \$40.00 sports participation fee, per sport, with a \$120.00 student yearly cap and a \$160.00 family cap.
- D. Anyone failing a standard in a class will be ineligible to participate in games until all marks are above a mark of "1".
- E. Students with multiple behavior referrals and/or a suspension, will result in sanctions.

Communications:

- A. At the beginning of each season, coaches meet with players and send home information on practice times, game schedules and team expectations
- B. Updated information and schedule changes will be passed on to the players.
- C. Questions concerning the AASD middle school athletic programs should be directed to the middle school's athletic director (Associate Principal).

Athletic Insurance:

All students involved in interscholastic sports need to be covered by accident insurance or present an insurance waiver signed by their parent/guardian. This waiver indicates to the school that you have accident insurance or that you will bear any cost related to an injury that occurs during interscholastic sports. Waiver forms are available from the coaches or the Kaleidoscope Academy office.

Code of Conduct in Review

Academics

A student will be eligible if he/she has a passing grade (defined as a grade of 2 or better in all areas of Academics and a score of 2 or better in all areas of Career and Life Skills) at each eligibility check point (defined as the beginning and the midpoint of each season). If a student is not receiving passing grades in all areas of Academics and Career and Life Skills at either academic checkpoint, the student may be expected to attend practice but will not be allowed to perform or compete until all grades are considered passing. Students with special needs shall be evaluated on an individual basis.

Attendance

Unless an absence has been pre-arranged (doctor/dental appointment, court, funeral, etc.) or administratively approved, a student must be in school for the entire day to participate in any practice or contest.

Students Participating in Co-Curricular activities are expected to:

- Abide by all school rules as defined in the Parent/Student handbook and Board Policy.
- Refrain from possessing, using and/or being under the influence of controlled substances or intoxicants (including, but not limited to, alcohol, non-alcoholic beer or wine, tobacco, or electronic cigarettes). This does not include drugs prescribed to students by a person licensed to do so.

Students Using/Possessing/Under Influence of Alcohol, Drugs or Tobacco

Students who do receive a co-curricular code violation for use/possession of drugs, alcohol or tobacco will be required to take part in an assessment by a medical professional and agree to follow any recommendations that come out of the assessment before being given consideration to return to their co-curricular activity. Students must have a clean drug screen in order to become eligible to participate in any activities.

Consequences for not abiding by all school rules (as defined above):

- Any OSS (out of school suspension) or ISS (In School Suspension) will result in the loss of participation for at least the duration of the suspension and may include additional events or performances that occur after the suspension is complete.
- Other misbehavior while at school or off school grounds may also result in a loss of participation from co-curricular activities.

Complaint and Grievance Procedures:

Student, coach and parent will be notified of any student misconduct that results in a loss of participation from co-curricular activities. A meeting may be held with the associate principal to discuss the situation. A family may also refer to the Complaint and Grievance Procedures found in the Family Handbook. A student remains ineligible while a Complaint and Grievance Procedure is in process.

*As a student in the AASD, you are volunteering to represent your school community.
The honor of this privilege sets you above the rest. We will expect you to model school and AASD values
at all times (Respectful, Responsible, and Safe).
Our goal is to help students make better choices and learn to be the best person they can be!*

Complaints and Grievances

If a student or parent feels that he/she has a complaint about a school rule, a school employee, a school facility, a course being taken or teaching methods being used, he/she should contact the school's principal. For further information or assistance, the student or parent can check the district handbook for a complete understanding of the policy or should contact the Assistant Superintendent for School Service. The following procedures will serve as a guideline for handling student grievances:

1. If the complaint involves the action of a teacher, there shall be a sincere attempt to work this out directly between the pupil and the teacher. The staff member involved shall make a special effort to be sure the pupil has had adequate opportunity to discuss the situation with him/her.
2. If the matter cannot be resolved at Step 1, the pupil may provide a written record to be submitted to the assistant principal. The assistant principal who handles the grievance shall respond no later than ten days after receiving the written record. If no resolution can be achieved on Step 2, the student may proceed to Step 3. A written report of resolutions or recommendations will be sent to those involved and a copy filed in the pupil's cumulative folder by the administrator handling the complaint if the student wishes.
3. The pupil shall present the written report of the complaint to the building principal. The principal will review the written report from the pupil, the written record completed by the assistant principal, and any other parties who are directly involved and then will arrange a meeting of the pupil, his/her parents and school personnel, to attempt to resolve the problem. Such a meeting will take place as soon as possible within five school days following receipt of the written reports. Following this step, a written report by the principal shall be submitted to those involved with a copy to the Superintendent within five school days after the meeting.
4. In the event that the aggrieved pupil is not satisfied after Step 3, he/she shall then make a written request to the principal for forwarding to the Superintendent for further consideration of the grievance. The Superintendent will arrange for a meeting with himself/herself or designee, the pupil, his/her parents and staff members who may be involved as soon as possible and within five school days after receiving written request.
5. The final appeal under this procedure, if the pupil is not yet satisfied, is to the Board of Education. The complaint or grievance shall be submitted in writing to the Administrative Center. The Board may arrange to hear the complaint, consider the written reports and render its decision in writing within four weeks of the receipt of the written request for Board review. If the Board decides to hear the matter, the date for the hearing shall be within 30 days of the receipt of the written request. The pupil may request either a closed or an open hearing. The decision of the Board of Education is final and the matter will be closed.

AASD BULLYING ALLEGATION REPORT FORM

Bullying includes aggressive and hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied. This behavior may include but is not limited to physical and verbal assaults, nonverbal or emotional threats or intimidation, harassment, social exclusion and isolation, extortion, use of computer or telecommunications to send messages that are embarrassing, slanderous, threatening or intimidating (cyber-bullying).

Bullying may also include teasing, put-downs, name-calling, rumors, false accusations, and hazing. Bullying based on sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity, gender expression or physical, mental, emotional or learning disability or handicap in its education programs or activities is also prohibited by law and Board policy.

Date of Report:

Student(s) Displaying Bullying Behavior:

Name:

Teacher:

Name:

Teacher:

Location of Incident:

Date of Incident:

Time of Incident:

Victim(s) of Bullying Behavior:

Name:

Teacher:

Name:

Teacher:

Incident Description

Was this incident reported to staff at school? ☒ Yes, date:

☐ No

Have these aggressive and/or hostile behaviors happened on more than one occasion?

- ☒ Yes, reported date
☐ Yes, did not report it.
☐ No

Overall, does student feel safe at school?

- ☒ Yes ☐ No

Does student feel he/she can stand up to person doing aggressive and/or hostile behaviors?

- ☐ Yes ☒ No

Witness(es) to Incident:

Name:

Teacher:

Involvement:

Name:

Teacher:

Involvement:

Person(s) Completing Form (optional)

- ☐ anonymous ☐ parent ☐ student ☐ community member
☒ other please define

Provide form to the building administrator/designee to investigate and determine if bullying occurred.

Date Report Received:

You can view more bullying resources from the Appleton Area School District, including an online version of this form at: <https://www.aasd.k12.wi.us/families/family-resources/bullying>

Appleton Area School District Policies and Reference Materials

A complete listing of policies is available online at the Appleton Area School District website (<https://www.aasd.k12.wi.us/district/leadership/board-of-education/district-school-policies>)

Student Records NOTICE to Parents (revised 5-2010)

The Federal Family Educational Right and Privacy Act requires school districts to provide annual notice of student and parents' rights regarding student records; the existence of the Student Records Policy (347) and where copies can be obtained; and, of the opportunity to file a complaint with the Family Policy and Regulations Office of the Department of Education.

Parents/guardians/adult students have the legal right to request a review and/or copy of the contents of the permanent school records of their children. They may also request the amendment of the student's records if it is believed that the records are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Such a review and/or request for an amendment must be made by scheduling an appointment with the principal. If copies are requested, there will be a charge based on actual cost. If the District decides not to amend the record, the district will notify the parent, guardian or adult student of the decision and the right to a hearing regarding their request. Additional information regarding the hearing procedure will be provided in the event of a hearing request.

Directory Data Notification

If a School Board has designated directory data in accordance with 118.125 of the Wisconsin State Statutes, the District must notify parents, legal guardians or guardians ad litem of the categories of information, which the Board has designated as directory data, which may be released without the prior consent of the parent, legal guardian or guardian ad litem.

The Appleton Area School District defines directory data as a student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and athletics, weight and height of members of athletic teams, photographs, degrees and awards, and school of most recent attendance.

Upon request, the District may release a student's name, address, and school grade of attendance to requesting agencies (such as State technical colleges, State colleges and universities, alumni reunion committees, the United States Military Services {seniors and students who drop out of school}, photographers for senior pictures, driver's education facilities, publications sponsored by the Appleton Area School District, etc.).

Upon request, student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and athletics, weight and height of members of athletic teams, photographs, degrees and awards, and school of most recent attendance may also be released to publications sponsored by the Appleton Area School District, area newspapers, and appropriate private and public sponsored magazines.

Parents or guardians of minor children and adult students have the right to consent to the disclosure of personally identifiable information contained in their student records, except as allowed by state and federal law.

In accordance with the law, the District forwards upon request student records to another school without consent for purposes related to the student's enrollment or transfer.

Student records shall be made available to District employees who are required by the state to hold a teacher's license and to other school district officials only if they have a legitimate educational or safety interest in the records. Employees and district officials have a legitimate educational or safety interest in the

record if the individual needs to review an education record in order to provide educational service or to fulfill some aspect of his or her professional responsibilities.

According to state law, pupil records shall be made available to persons employed by the school district, including law enforcement officers who are individually designated by the school board and assigned to the school district.

In addition, pupil records may be disclosed for any purpose concerning the juvenile justice system. The law provides the juvenile justice system with the ability to effectively serve a pupil prior to adjudication provided the records are not disclosed unless otherwise authorized by law.

Under state law, the School District shall disclose pertinent pupil records to an investigating law enforcement agency or district attorney if the person to whom the records are disclosed certifies in writing that the records concern the juvenile justice system and the system's ability to effectively serve the pupil, relate to an ongoing investigation or pending delinquency petition, and will not be disclosed to any other person except as otherwise authorized by law.

Administrators have the discretion to refuse the release of individual student phone numbers and addresses for the safety of the student.

IF PARENTS OR GUARDIANS DO NOT WISH TO HAVE ANY OR ALL OF THE CATEGORIES OF INFORMATION RELEASED, THEY MUST NOTIFY THE SCHOOL IN WRITING WITHIN 14 DAYS OF THIS NOTICE BEING PROVIDED.

Parents/guardians may file a complaint with the Family Policy and Regulations Office of the Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20201 if they feel their rights have been violated.

Student Attendance

Please see Board policy 430 and 430 Rule.

<https://www.aasd.k12.wi.us/district/leadership/board-of-education/district-school-policies>

Internet Safety Policy (CIPA)

Introduction

It is the policy of the AASD to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act (CIPA) [Pub. L. No. 106-554 and 47 USC 254(h)].

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent possible, practical steps shall be taken to promote the safety and security of users of the AASD online computer network when using electronic mail, chat rooms, instant messaging and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use and dissemination of personal identification information regarding minors.

Supervision and Monitoring

It shall be the responsibility of all members of the AASD staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

Procedures for the disabling or otherwise modifying of any technology protection measures shall be the responsibility of the Director of Technology or designated representatives.

Board Approved Policy 363.3, May 2006