

# Kewaskum Career Academy Student Handbook 2011-2012



Our mission  
is to empower today's students  
to meet tomorrow's challenges.

1455 School Street, Kewaskum, Wisconsin 53040

Phone: (262) 626-8427

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## 2011-2012 SCHOOL CALENDAR

Tuesday, August 30	Open House - 4:00 p.m. – 6:00 p.m.
Thursday, September 1	Students Begin
Monday, September 5	Labor Day – NO SCHOOL
Tuesday, September 6	Picture Day – 7:00 a.m. – 4:00 p.m. Field house
Saturday, September 20	ACT test at UWWC
Friday, September 23	Homecoming Parade 5:00 PM and Game 7:00 PM
Saturday, September 24	Homecoming Dance 8:00 – 11:00 PM Cafeteria
Wednesday, October 5	Senior Pictures Due to Yearbook & Senior Ads 4 Grads
Sunday, October 9	KEYS 5K Walk/Run 11:00 AM – River Hill Park
Tuesday, October 11	Picture Make-up – 9:00 a.m. – 1:00 p.m.
Wednesday, October 20	PSAT / 7:45-11:00 AM
Thursday, October 20	NO SCHOOL - 6-12 Student-Led Conferences 12-8 PM
Saturday, October 22	ACT test at UWWC
Monday, October 24	WKCE 10 <sup>th</sup> grade State Testing
Tuesday, October 25	WKCE 10 <sup>th</sup> grade State Testing
Thursday, October 27 & 28	NO SCHOOL
Wednesday, November 2	KHS Senior Citizen Musical @ 2:00 p.m.
Friday, November 4	<i>End of 1<sup>st</sup> Term</i> / KHS Musical 7:00 PM
Saturday, November 5	KHS Musical 7:00 PM – KHS Theatre
Sunday, November 6	KHS Musical 1:00 PM – KHS Theatre
Monday, November 7	NHS Induction 7:00 PM – KHS Theatre PLAN testing
Tuesday, November 15	WKCE 10 <sup>th</sup> grade State Testing
Thursday, November 24 & 25	NO SCHOOL / Thanksgiving Break
Saturday, December 3	Breakfast with Santa
Monday, December 5	KEYS Christmas Concert 7:00 PM – KHS Theatre
Saturday, December 10	ACT test at UWWC
Monday, December 12	KHS Christmas Concert 7:00 PM – KHS Theatre
Thursday, December 22	Last Day before Christmas Break
Monday, January 2	Classes Resume
Saturday, January 7	Eastern WI Honors Festival @ Two Rivers
Monday, January 16	Incoming 9 <sup>th</sup> grade Informational mtg.6:00 – 7:30 PM
Friday, January 20	<i>End of 2<sup>nd</sup> Term / 1<sup>st</sup> Semester</i>
Monday, January 23	Yearbook purchase deadline
Saturday, February 11	ACT test at UWWC / Sadie's Snowball – Cafeteria
Thursday, February 23	NO SCHOOL – In-Service Day
Monday, March 12	Alumni Achievement Recognition Day
Friday, March 23	<i>End of 3<sup>rd</sup> Term</i>
Monday, March 26	NO SCHOOL
Thursday, April 5	Last Day before Easter Break
Wednesday, April 11	Classes Resume
Saturday, April 14	ACT test at UWWC
Saturday, April 28	State Solo-Ensemble Festival 8:00-4:00PM - TBD
Saturday, April 28 TENTATIVE	Prom 8:00 – 11:30 p.m. – Washington Cty. Fair Park
Monday, May 7	Academic Honor Awards 6:30 PM – Rose Library
Wednesday, May 9	Scholarship Awards 7:00 PM
Friday, May 18	KHS Talent Show 7:00 PM – KHS Theatre
Wednesday, May 23	KHS Concert in the Park 6:00 PM – River Hill Park
Monday, May 28	NO SCHOOL / Memorial Day
Wednesday, June 6	Last Day of School (Full day)
	<i>End of 4<sup>th</sup> Term / End of 2<sup>nd</sup> Semester</i>
Saturday, June 9	Graduation 1:30 PM – Field house/ACT test UWWC

## KEWASKUM CAREER ACADEMY STAFF

Principal	.....	Anne Ignatowski	ext. 8013
Main Number	.....	All	ext. 4901
Teacher	.....	Jeff Gosse	ext. 4902
Teacher	.....	Scott Jornlin	ext. 4904
Paraprofessional	.....	Kathy Uelmen	ext. 4903
Guidance	.....	Matthew Dunn	ext. 4144
Guidance	.....	Dave Rockhill	ext. 4146
Volunteer Coordinator	.....	Laurie Beimborn	ext. 1101
AODA Counselor	.....	Linda Dymond	

### OFFICE HOURS

7:30 am - 4:00 pm on school days

DISTRICT WEB SITE [www.kewaskumschools.org](http://www.kewaskumschools.org)

### SCHOOL HOURS

<b>Morning Session</b>	
Course Meeting 1	8:45 – 9:35
Course Meeting 2	9:35 – 10:25
Course Meeting 3	10:25 – 11:15
Common Time	11:15 – 11:45
<b>Afternoon Session</b>	
Course Meeting 4	12:45 – 1:35
Course Meeting 5	1:35 – 2:25
Course Meeting 6	2:25 – 3:15
Common Time	3:15 – 3:45

\* Please note the "Scheduling Coursework at KHS" restrictions in the "Credit Requirements" section on page 16

## **DISTRICT MISSION STATEMENT**

*The Kewaskum Community Schools ignite a passion for learning.*

### **EQUAL EDUCATIONAL OPPORTUNITIES**

The School District of Kewaskum is committed to the task of providing the best education possible for every child in the district for as long as the student can benefit from attendance and the student's conduct is compatible with the welfare of the student body.

The right of the student to be admitted to school and to participate fully in curricular, extracurricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's gender, race, national origin, ancestry, religion, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.

Complaints regarding the interpretation or application of this policy shall be referred to the administration or the superintendent.

### **ENROLLMENT CRITERIA AND PROCEDURES**

Students considered for enrollment into the Kewaskum Career Academy are likely to be significantly behind in credits, or unable to function at their ability level while attending Kewaskum High School. They may also be a habitual truant, a parent, a juvenile delinquent, or at-risk of not graduating with their class because of poor attendance or other circumstances.

#### **Admission to the Kewaskum Career Academy**

Students are referred to the Career Academy through their counselors and a student intervention team. Anyone else wishing to refer an at-risk student should contact the Kewaskum High School guidance counselors. In the spring of each year, the guidance counselors complete a referral form and compile a priority list of potential students to be invited to the Career Academy. This priority list is submitted to the Career Academy Administrator.

All high school aged students within the District are eligible to apply for admission into the Career Academy. Limited spaces are available.

Around May 1<sup>st</sup>, invitations and application forms will be sent to parents/guardians of prospective students for the next school year. The application forms must be returned within two weeks.

As openings occur during the school year, guidance counselors may refer a student to the Career Academy. These students and parents need to submit an application and meet with the staff of the Career Academy to establish an individualized learning plan. After reviewing the application, both students new to the district and students currently enrolled at Kewaskum High School may be allowed admittance into the Career Academy, as space allows. Sessions are capped at 15 students each to keep a low student to teacher ratio.

The Kewaskum Career Academy staff will evaluate each application as it is received. The submission of an application does not guarantee a placement in the Career Academy. The student may be either

admitted into the Career Academy or referred back to the student intervention team at Kewaskum High School.

### **AGE OF MAJORITY**

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

### **DANGEROUS WEAPONS**

Possession and/or use of dangerous weapons, or their look-alikes, is prohibited in school buildings, on school grounds, at school functions, or on school-contracted transportation. The school district reserves the right to define a dangerous weapon when the state statute does not list it. Students in possession of a firearm on school grounds, in school buildings, at school functions, or on school-contracted transportation shall be expelled for not less than one year (Board Policy 443.6).

### **SCHOOL EMERGENCY INFORMATION**

If a student becomes ill while in school, he/she is to discuss the situation with the administrator or the designee and a decision will be made. Students must not leave the building because of illness or any other reason without authorization. Unauthorized leave will be considered truancy.

In the event of severely inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may necessitate early dismissal. The following radio and TV stations will announce a closing, late start, or an early dismissal: **WBKV (1470 AM/92.5 FM), KFIZ (1450 AM/107 FM), WHBL (1330 AM/97.7 FM), WTMJ/WKTI (620 AM/94 FM), WISN (1130 AM), and Channel 12.**

Reports will be as early in the morning as possible. If no report has been heard, it can be assumed that school will be in session. **Please do not call the school, as telephone lines must be kept open for emergencies.** When school is closed, extracurricular programs may be canceled. When school is dismissed after once open for the day, all extracurricular games, functions, and practices will be canceled. Staff and students will be alerted in the event of severe weather conditions and tornado warnings. Students will not leave the building and will go to the designated areas in the building. Fire drills at regular intervals are required by law and are an important safety precaution. Please use prescribed routes as quickly as possible. Silence must be maintained in a fire drill so that verbal directions can be heard. Walk away from the building to a distance of about fifty feet.

### **SCHOOL NONDISCRIMINATION POLICY**

The School District of Kewaskum is committed to equal opportunity for all students in the district. It is the policy of the School District of Kewaskum, pursuant to S. 118.13, Wis. Statutes and PI 9, that no person, on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability, may be denied admission to any school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program.

This policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race and national origin), Title IX of the Education Amendments of 1972 (sex), and Section 504 of the Rehabilitation Act of 1973 (handicap).

It shall be the responsibility of the District Administrator to examine existing policies and develop new policies where needed to ensure that the School District of Kewaskum does not discriminate pursuant to federal and state law. The District Administrator shall ensure that an employee is designated annually to receive complaints filed under S. 118.13, Wis. Statutes, PI 9, Wis. Administrative Code, Title IX, and Section 504. The employee shall assure adoption of a complaint procedure to resolve complaints alleging violation of these laws, assure that an evaluation of the district's compliance with S. 118.13, Wis. Statutes are completed every five years under PI 9, Wis. Administrative Code and submit form PI-1197 to the DPI annually.

### **ATTENDANCE AND TARDY POLICY**

The Kewaskum Career Academy believes that one of the keys to success in school is regular attendance. The habits that students develop now are those that will follow them into their future work environments.

#### **10 Day Policy:**

Wisconsin state law indicates that a parent may excuse a student for not more than 10 days in the school year.

#### **Reporting Absences:**

Parents, guardians or students who are legal adults must contact the KCA office to report absences from school. Call 262-626-8427 X4901 to report an absence.

#### **Excused Absences:**

The following are considered excused absences: illness, death in the family, court appearances, designated religious holidays, and pre-planned absences. According to state statute, parents or guardians may only excuse their child with the approval of the school attendance officer. Parents or guardians are expected to notify the school at least 2 days in advance of a pre-planned absence.

#### **Medical and Dental Appointments:**

Due to the shortened school day, medical and dental appointments will not be considered excused. In the event of a medical emergency, official documentation must be provided for the absence to be excused.

#### **Unexcused Absences:**

An absence is unexcused if it does not qualify as an excused or pre-planned absence. Unexcused absences include but are not limited to: work, babysitting, shopping, haircuts, beauty appointments, car trouble, personal business, oversleeping, truancy and trips that have not been pre-planned.

Students are not permitted to leave the school grounds at any time without permission from the school office. If you must leave the building because of illness or any other emergency, parents must be contacted and you must sign out. Any student failing to sign out will face consequences, which may include suspension and/or a truancy ticket. Failure to follow the proper procedure will be considered an unexcused absence.

## **Kewaskum Career Attendance Expectations**

### 1. Expectations

When a student is absent, it is his/her responsibility to find out what material was missed and to complete makeup work as required by the teacher. All missed work must be made up before credit will be given.

### 2. Consequences

The consequences for three or more absences, either excused or unexcused, in a semester are:

- a. Absences 1-4 Phone call home, if no call from parent/guardian.
- b. Absences 5+ Letter home to parents/guardians.
- c. Absence 9 Parent/guardian/student meeting and implementation of behavior contract.
- d. Absence 10\* Meeting will be held with parent/student to determine if KCA is the proper placement for the student. Consideration will be given to extending the student's school day, placing the student at KHS, and removing the student from KCA. All unexcused absences will be subject to the truancy ordinance of the Village of Kewaskum.

\*\* When a student is absent, he/she will have the option of making up the absence. The absence must be made up within 3 school days of the initial absence (after returning to school). If the time is made up, the absence will not count toward the 10 absences. School days will not be allowed to be made up after 3 school days of the initial absence have passed. A letter will be sent home indicating whether or not the day was made up.

### 3. Truancy violations will be submitted to the Kewaskum Police Department beginning with the 3<sup>rd</sup> unexcused absence.

\*\*Please Note: Even if the absence is made up, the village ordinance requires KCA to submit truancy violations to the Police Department.

### 4. Students who are 18 years old and make the choice to not attend will face a possible dismissal from the KCA and the Kewaskum School District.

\* Students who exceed 10 absences **and** fail to show academic progress may also face dismissal from the KCA program.

\*Individual attendance and behavioral contracts may be established with students. These contracts will be established with the input of the student, the school, and the parents.

## **Tardy Policy**

1. Students are expected to be on time.
2. Students who are tardy are expected to make up the time missed within 72 hours of the infraction.
3. State law indicates that tardies count toward truancy; tardies that are not made up will be counted as such. Additionally, they will count in the 10 day absence rule.
4. Students who are tardy will lose daily privileges.

## **KCA STUDENT EXPECTATIONS**

1. Students are expected to follow all KCA rules and staff directives.
2. Students are expected to attend school on a daily basis and arrive on time.
3. Students are expected to constructively use their time.
4. Students are expected to be prepared for, and participate in learning sessions.
5. Students are expected to speak and act appropriately at all times.
6. Students are expected to be respectful to staff, visitors and school property at all times.
7. Students are expected to be drug, alcohol, and tobacco free.
8. Students are expected to dress appropriately.
9. Students are not allowed to bring any item to school that could be considered a weapon.

## **STUDENT PRIVILEGES**

Students will have certain privileges based on their behavior and academic performance. **Privileges are earned through appropriate behaviors and performance; however these privileges may be revoked at the discretion of the KCA administration.** Privileges may include:

1. Food and Drink (See Below)
2. iPods and MP3 players (no streaming or downloading of music is permitted)
3. Other

## **BREAKFAST & LUNCH PROCEDURE**

Students are welcome to bring snacks foods such as granola or granola bars, fruit bars, fresh fruits or vegetables, etc. to be consumed during the session times.

No **fast food** or food that **requires preparation** such as: toast, cereal (hot or cold), soups or canned meals, pizza, frozen meals, etc. can be consumed during the session times unless it can be prepared **and** consumed within the student's earned break times. This type of food may be brought in by students for consumption **BEFORE** session begins. The kitchen is open before school and from 11:45 -12:45 if students wish to prepare meals.

We strongly discourage students from consuming **sodas** or **high-energy drinks**. This is a privilege and it can be taken away by staff at any time.

## **VISITORS AND UNAUTHORIZED PERSONS**

Students are not allowed to bring visitors during the school day. Any other visitors to the school are to report directly to the office upon arrival. Anyone not registered in the office or not having permission or official business to transact at the high school is not authorized to be on school grounds and may be subject to municipal fine. This includes students who have graduated, who are under suspension or expulsion, or who have withdrawn from school.

## **KCA STUDENTS VISITING OTHER DISTRICT BUILDINGS**

Career Academy students are not permitted to visit KHS, KMS, KES, WES, or FES during the school day, unless the student is volunteering or taking a class there. If a student has business to attend to at one of these schools, then he/she must make an appointment and acquire permission in advance. Students participating in after school activities at KHS are permitted, when appropriate.

## **SCHOOL PROPERTY**

We expect that all students will use the building and its equipment as it was intended, and discourage abuse and misuse of school property by themselves and others. Abuse of school property will be prosecuted according to the law. The student will be held responsible for the dollar amount of damages incurred. Parents/Guardians will be notified.

## **SCHOOL CLIMATE AND BEHAVIORAL EXPECTATIONS**

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

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

## **STUDENT DISCIPLINE**

Discipline is something necessary in everything we do. In every group of people, there will be some, which need discipline more than others. To make it fair for the rest, it is necessary to enforce rules in a school system just as in any other organization or society as a whole. This will enable us to maintain an atmosphere in which we can learn and study properly.

You are expected to act in a responsible, mature manner in the school and around the campus. The use of vulgar, profane, or disrespectful language, whether directed at anyone or not, is to be avoided and will not be tolerated.

When rules are broken, naturally, there are consequences that follow. But if you cooperate with your teachers in the best interest of your school, develop a positive, cheerful, and helpful attitude toward your work, respect the rights of others, and remain loyal to your school, you need not even think of regulations. Self-discipline is our goal.

However, if your behavior does not promote a positive learning environment for KCA, certain consequences will follow. **The specific consequences will be determined on the basis of the severity and/or frequency of the offense.** Consequences could include detention, and suspension in or out of school, loss of privileges, school community service, police referrals, parent conferences, and expulsion. The selection of the appropriate consequence is solely at the discretion of the administrator and all Kewaskum School Board policy and/or state statutes will be followed. Students who are athletes may face additional athletic consequences in addition to school disciplinary action if their conduct violates the athletic code.

### **Behavioral Consequences resulting in Dismissal**

If a student is not following expectations, he/she may be subject to a Behavior Dismissal.

1. A Behavior Dismissal is when a student is requested to leave the premises for the day due to actions or behavior considered inappropriate by the staff. The student will be considered unexcused for the remainder of the day.
2. If a student does not leave when asked to leave, the police **will** be contacted.
3. In order to return to school, the student may be required to write an essay explaining his/her behavior and how he/she could have better handled the situations. This essay is to be given to the teacher for approval.
4. Depending on the severity of the behavioral dismissal, the parent and student may be required to attend a meeting with the principal, the teacher, and a parent/guardian prior to returning to KCA.

5. If a student receives more than one behavior dismissal in a quarter, the student may be removed from the Career Academy.

**Cheating, Dishonest (lying, forgery, plagiarism, etc):** Repeated occurrences may result in expulsion.

1. Lying to School Officials  
First incident could include detention, suspension, loss of privileges, and athletic consequences if appropriate. Subsequent incidents of lying to school officials will be dealt with on an individual basis.
2. Forgery/Altering School Forms/Unauthorized Possession of School Forms  
Incidents of forgery/unauthorized possession of school forms will be dealt with on an individual basis.
3. Cheating and Plagiarism\*  
First Incident: Administration and parent notification, completion of assignment from the beginning.  
Second Incident: Administration and parent notification, completion of assignment from the beginning, athletic consequences if appropriate, and loss of privileges.  
Third Incident: Three-day suspension, athletic consequences if appropriate, and possible removal from course with an "F".

\*Cheating/Plagiarism is:

- Copying someone's homework assignment
- Giving your homework assignment to a friend not knowing whether or not it will be copied
- Working together on a homework assignment and handing in two identical papers as if it were a partner assignment
- Having a more advanced student redo your paper or have too much input on your paper
- Communicating with a neighbor during a test or quiz.
- Looking at someone else's paper during a test or quiz
- Obtaining assignments or tests prior to teacher distribution
- Any type of plagiarism including using an instant translator for foreign language papers
- Using someone else's words (classmate's or published author's) in a paper without using proper citation (quotes and reference). Whenever you use a keyword or more than two words in a row from another source, you must put those words in quotation marks and cite your source.
- Using someone else's idea (classmate' or published author) in a paper without giving them credit

### **Student Use of Computers**

The computer workstations, network, and associated hardware are available for student use, to assist and enhance their education. Students must operate within approved software to meet their needs. Students are not allowed access into the operating system of the network and workstations or to change the status of programs or associated hardware. Failure to follow these guidelines will result in loss of computer privileges, and/or other disciplinary actions as determined by administration, the Wisconsin State Statutes, and/or federal laws. Every student will sign a computer use form; which will remain in effect during their entire high school career.

### **Gambling**

No gambling is permitted on school grounds or at any school sponsored function.

### **Fighting/Intimidation**

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

### **Disturbances and Demonstrations:**

In order to develop and maintain communication and participation on an effective and mutually cooperative basis, we cannot allow persons with disruptive intent to endanger the safety of pupils or school personnel, to damage property, interfere with the education process, or to attempt to close the schools. Disorder and

disruption of the school process will not be tolerated and persons attempting such actions will be held accountable. If it becomes necessary to protect pupils and staff to effectively operate the schools, the enforcement of all laws and the prosecution of those who violate the laws will be ensured. Responsibility for the maintenance of a positive educational program cannot be abdicated to the special interests of any particular group or organization. Without prior permission of the principal, or his/her designee, the following are prohibited:

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

### **HARASSMENT/BULLYING POLICY**

It is the belief of the Kewaskum Career Academy that the atmosphere in which you learn is as important as what you learn. To promote a productive learning environment we must encourage an atmosphere that is respectful of individual differences. All those associated with the Kewaskum Career Academy have the right to function in and learn in a non-threatening atmosphere.

Any student who believes they are being harassed should report this to a staff member of the Kewaskum Career Academy.

Harassment/Bullying can be, but is not limited to:

1. Written, verbal, or physical threats of harm against individuals or their property
2. Verbal or written attacks on an individual or group based on race, gender, ethnicity, sexual orientation, background, political affiliation, religious beliefs, etc ...
3. Words, actions, gestures, or writing that insults or demeans any student or group of students.

#### **Consequences for Harassment/Bullying**

1<sup>st</sup> Offense

Reported to parents and mediation with administration

2<sup>nd</sup> Offense

School suspension

3<sup>rd</sup> Offense

Removal from the Kewaskum Career Academy

### **CELL PHONE POLICY**

Students are strongly advised to place their cell phones in their lockers or turn them completely off upon entering KCA. Students caught using their cell phones at the KCA without instructor permission will face the following consequences:

1<sup>st</sup> Offense

Warning and cell phone held for the remainder of the session

2<sup>nd</sup> Offense

24 Hour hold

3<sup>rd</sup> Offense

72 Hour hold

4<sup>th</sup> Offense

Suspension and placement on a behavioral contract

## **DRESS CODE POLICY**

We need to promote a safe environment, void of distractions, which is conducive to education. In order to do so, we must consider appropriate attire/dress for the school.

- The Kewaskum Career Academy will not allow: visible cleavage, belly buttons or underwear showing
- In addition, any clothing/jewelry with inappropriate (profane, vulgar, sexually explicit/suggestive, racially or ethnically offensive, alcohol, tobacco/drug, or gang related) sayings, slogans or graphics will not be allowed
- Backpacks, purses, coats, bandanas, and hats will not be allowed during school hours. These items must be placed in your locker when you enter the building

### **Violation of this policy will result in the following disciplinary actions:**

- |                         |  |
|-------------------------|--|
| 1 <sup>st</sup> Offense | If a student does not have the appropriate dress/attire, he/she will be asked to change. (Put on a shirt provided by the school or remove the offensive article.)  |
| 2 <sup>nd</sup> Offense | On the second offense the student will again be asked to remove the offensive article or put on a shirt supplied by the school. The student will meet with the principal and a parent/guardian will be called. The incident will be documented.  |
| 3 <sup>rd</sup> Offense | The third offense demonstrates a consistent non-compliance to the school policies. The student will be sent to the principal's office where the parent/guardians will be contacted. The student may then be sent home and given an unexcused absence for the day. The student will be expected to return to school the next day wearing clothing that fits within the school guidelines. |

If at any time a student refuses to comply with this dress code policy, he or she can be immediately sent home and given an unexcused absence for the day.

## **TOBACCO-ALCOHOL-DRUG ABUSE POLICY**

If you feel that you are having a problem dealing with drugs or alcohol; or if someone close to you has an abuse problem that is negatively impacting your life; there are many people that can help. Seek out a staff member that you feel comfortable with and he/she will make sure you are put in contact with someone who can assist you.

- The Career Academy recognizes the importance of a healthy learning environment. As a result, smoking cigarettes or other tobacco-like products and chewing tobacco are prohibited at all times while a student is on school premises or under the school's jurisdiction. Smoking on school grounds or at a school-sponsored event will result in disciplinary action.
- No minor may possess or use any cigarette or tobacco products. Any minor who possesses such products will have them confiscated and may be referred to the Kewaskum Police Department.
- Students shall not consume, deliver, or have in their possession alcoholic beverages or controlled substances while on school property or while attending a school activity. No student shall be on school grounds or attend a school activity while under the influence of alcohol or other drugs. Violation of this policy will result in disciplinary action that may include suspension or expulsion.
- In the event that a student sells, possesses, deals, or delivers drugs (including prescription medications not prescribed for the individual) on school property, in school or otherwise, or when attending or participating in school events, disciplinary action will be imposed varying from suspension to expulsion, depending on the nature of the offense. In all situations where there are violations of the law, the matter will be referred to the Kewaskum Police Department.

- **All medication (both prescription and over the counter) must be kept with the school secretary** in its original container, have the pharmacy/manufacturers' complete label identifying the medication and dosage directions/schedule, include a doctor's signature, and be accompanied with parental permission for dispersal.
- The KCA staff will conduct unannounced searches periodically throughout the year.

**Violation of this policy can result in one or more of these disciplinary actions**

- Student will be sent home and a parent conference will be required before returning to school
- Student will be sent home and an AOD assessment must be completed prior to returning to school (student must also agree to comply to the recommendation of the assessment)
- Suspension and/or Expulsion
- Referral to the Kewaskum Police Department

**JUVENILE CITATIONS**

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

**BUS TRANSPORTATION**

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

**PARKING AND DRIVING**

All vehicles parked in KHS and KMS parking lots during the day must display a KHS parking tag on their inside mirror. Students may receive a tag by completing the application form and paying a \$60.00 annual fee. If a tag is lost, the student is responsible for purchasing a new tag at full cost. Driving to school is a privilege and students who do not drive or park properly may have their tags revoked without refund and will not be allowed to park or drive on school property. Students will lose their parking privileges if his/her privileges are revoked. Cars parked without official permits will be referred to the Kewaskum Police Department for ticketing. Students are not allowed to go to their cars or to be in the parking lot during scheduled school hours.

**SCHOOL TO WORK PERMITS**

Work permits are required for the lawful employment of minors under the age of 18. Work permits may be obtained in the high school office. Students seeking a work permit should submit the following:

1. Letter promising employment, signed by the employer, stating the job duties, hours of work, and time of day the minor will be working, plus address and phone number.
2. Proof of age: birth record or baptismal record
3. Written consent of parent/guardian
4. Social security card
5. \$5.00 fee

## **SCHOOL RECORDS RELEASE**

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

## **ATHLETIC/COMPETITIVE STUDENT CODE**

Students who participate in athletics and other competitive activities are governed by the athletic/competitive student code. After signing the code, the student is governed by the extra attendance and behavioral rules and consequences of the code. Every new/incoming KHS student must attend a mandatory athletic/competitive student code meeting with their parent or guardian before they are allowed to participate. Full details are in the athletic/competitive student codebook.

## **CREDIT REQUIREMENTS**

All Kewaskum Graduates will be required to earn 28 credits. Sixteen (16) of those credits are to be earned in state required areas of study. The other twelve (12) required credits may be earned in elective areas. KCA Students will be enrolled in three courses at a time and a new course will only be begun once an earlier course in completed.

**State Required** - Students must earn 16 credits in the following core areas:

English – Four (4) credits are required

- A minimum of 1 credit must be earned in a literature based course
- A minimum of 1 credit must be earned in a language based course

Mathematics – Three (3) credits of math are required

- College Prep students are recommended to complete a minimum of three (3) credits of math in Algebra and higher level courses

Science – Three (3) credits of science are required

- College Prep students are recommended to complete a minimum of three (3) credits of science, Biology, Basic Physics, and a Science elective

Social Studies – Three (3) credits of social studies are required

- A minimum of one (1) credit must be in American history
- A minimum of one (1) credit must be in world studies (Cultures, Geography, or History)
- A minimum of one (1) credit must be in government (Street Law)

Physical (Wellness) Education and Health – Two (2) credits of Physical (Wellness) Education and Health are required

- A minimum of 1.5 credits of physical education is required\*
- A minimum of .5 credits of health is required\*

### **KCA Requirements**

Careers – 1 credit of career preparation is required

Consumer Math or Personal Finance – 1 credit of Financial Mathematics preparation is required

### **Scheduling Coursework at KHS**

KCA Students are encouraged to complete any coursework at KHS that is of high interest, career related, fulfills graduation requirements, and to meet state Physical Fitness (Wellness) and Health requirements.

Because significant overlaps interfere with session times at KCA, the following guidelines must be followed when scheduling courses at KHS.

- If the student is enrolled as a Morning Session student at KCA, they may only schedule KHS courses during blocks 1, 3B, and 4.
- If the student is enrolled as an Afternoon Session student at KCA, they may only schedule KHS courses during blocks 1, 2, and 3A.

### **Required Community Service & Employment**

Because working with, and serving others, contribute to a student's understanding of their role in their community and the importance of citizenship. All students who attend KCA for a ½ day session are expected to earn a portion of their credits (up to 7 credits total) required for graduation through an employment or community service experience.

- **PLEASE NOTE:** *For those students with a severe credit deficiency, Community Service and Employment combined with KCA course work are the fastest method of earning credits*
- The Kewaskum School District Volunteer Coordinator will assist students in finding a placement.
- In order to receive credit, students must follow one of the three following programs:
  - Employment Option
    - The student will work a minimum of 6\* hours for each week of school
    - The student will provide KCA with phone and mail contact information for their supervisor
    - The student will provide bi-weekly evidence of hours worked
    - KCA staff may request regular evaluations from the employer
    - Write a 2-3 page reflective paper on their employment experience
  - Community Service Option
    - The District Volunteer Coordinator will assist KCA Students in finding a placement; however, students are encouraged to initiate their own community service assignment with the approval of KCA staff.
    - The student will provide the District Volunteer Coordinator with any changes in phone and mailing contact information for their supervisor/site contact
    - The student will provide evidence of hours worked on their time card
    - KCA staff may request regular evaluations from their supervisor/site contact
    - Write a 2-3 page reflective paper on their community service experience

- High School Course (opt out)
  - The student will enroll in a course at Kewaskum High School or similar educational facility
  - The student must complete the course work and provide evidence of competition to KCA staff
- All community service activities must be pre-approved by KCA staff and the volunteer coordinator.
- The table below shows the time/credit values and comparison of the three options.

**Comparison of Hours Needed** *(to earn one credit)*

	<b>Employment</b>	<b>Community Service</b>	<b>High School Course</b> <i>(one class)</i>
<b>(Required) Hours/credit</b>	60	30	124.2

**Elective Credits**

Students will need to earn 12 elective credits. These credits may be earned in any of the following methods:

1. Work Experience
  - Students earn 1 credit for every 60 hours worked.
  - In order to verify completion of work hours, students must provide proof of employment and hours. Proof may be in the form of a check stub or other record from the employer.
  - Evaluation forms will be completed by each employer.
  - Students must complete a 2-3 page report based on their work experience in order to receive credit.
  - KCA staff will regularly monitor student progress. This may involve telephone calls, e-mails, and/or visits to the employer.
  - Students are responsible for finding their own work assignments.
  - Students may not earn more than 7 of their elective credits through work experience.
2. Career Academy elective courses
3. Interdisciplinary Projects
4. Independent Studies
5. Summer School
6. Technical School or College courses
7. KHS classes

**GRADING**

Because our number one goal is to help students achieve academic success, we have set high standards for work quality and completion. Career Academy classes will be graded on an A, B, C, or no credit (F) basis. In order to receive a passing grade in a Career Academy class, a student must complete all work assigned and the work must be accepted by the teacher as "C" or better work. Any work that is not considered "C" work will be returned to the students for correction and re-evaluation.

**GRADING SCALE**

A	Excellent	93% – 100%
B	Above Average	85% – 92%
C	Average	77% – 84%

Any work completed below a C is not acceptable and must be redone and reevaluated.

## **PROGRESS REPORTS**

Progress reports will be completed on each student at the end of each 3 week period. If there are areas of concern at this time, the Career Academy staff will meet with the student to develop a plan of improvement. A failing grade in any class at the end of a quarter/semester will result in the student being placed on a contract for improvement. This contract, which will be drawn up by the Career Academy staff, will include expectations for improvement and possible rewards and consequences, which may include removal from the Kewaskum Career Academy.

## **SUMMER SCHOOL**

KCA students are strongly encouraged to attend summer school to either complete unfinished coursework from semester two, reduce credit deficiency, recover credits, and/or to earn credits that could lead to early graduation.

## **GRADUATION REQUIREMENTS**

Students meeting all graduation requirements are eligible to participate in the Kewaskum High School graduation ceremony and earn a Kewaskum High School diploma. Students participating are required to wear a cap and gown. All graduates are encouraged to attend.

### **Requirements for participating in graduation are as follows**

- Students will need to have earned 28 credits.
- All coursework must be completed one week prior to the graduation deadline in order to participate in the KHS graduation ceremonies. All papers required for community service and work credit must be completed.
- Students must have received passing grades, or a C, for all work completed at the Career Academy.
- Students must pay all fees owed.
- Students must participate in graduation practice.

