

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

2018-19

Certain Kewaskum School District policies and federal regulations require that parents/guardians be informed about them annually. Listed below are notices that are published to keep parents/guardians informed and to meet these notification requirements. Contact your child's school office, district office or the district web site to obtain the complete policy or for additional information on these matters.

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

[Policy 2260](#)

The Board is committed to providing an equal educational opportunity for all students in the District.

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

NONDISCRIMINATION IN RELATION TO CAREER AND TECHNICAL EDUCATION

[Policy 2421](#)

All courses, including Career and Technical Education course are available without discrimination based on sex, race, color, national origin, or disability race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability, any other characteristic protected by law in any of its student programs, activities, and employment ("Protected Classes").

NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

The Board is also committed to equal employment opportunity in its employment policies and practices as they relate to students. The Board's policies pertaining to employment practices can be found in [Policy 1422](#), [Policy 3122](#), and [Policy 4122](#) – Nondiscrimination and Equal Employment Opportunity.

STUDENT ANTI-HARASSMENT

[Policy 5517](#)

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

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

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

BULLYING

[Policy 5517.01](#)

The Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment.

Bullying is deliberate or intentional behavior using word or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to, such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Any student that believes s/he has been or is the victim of bullying should immediately report the situation to the building principal or assistant principal, or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board President.

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to inform parents, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

To the extent appropriate in conducting a thorough investigation and/or as legally permitted, confidentiality will be maintained during the investigation process.

VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

[Policy 7440.01](#)

The Board authorizes the use of video surveillance and electronic monitoring equipment at various school sites throughout the District and on school buses.

RELIGIOUS/PATRIOTIC CEREMONIES AND OBSERVANCES

[Policy 8800](#)

District staff members shall not use prayer, religious readings, or religious symbols as a devotional exercise or in an act of worship or celebration.

The Board acknowledges that it is prohibited from adopting any policy or rule respecting or promoting an establishment of religion or prohibiting any student from the free, individual, and voluntary exercise or expression of the student's

religious beliefs. However, such exercise or expression may be limited to lunch periods or other non-instructional time periods when students are free to associate.

Every school in the District shall offer the Pledge of Allegiance or the National Anthem each school day in grades 1 through 12. The District Administrator shall develop administrative guidelines which ensure that any staff member who conducts this activity does it at an appropriate time, in an appropriate manner, and with due regard to the need to protect the rights and the privacy of a nonparticipating student.

SEARCH & SEIZURE - STUDENT LOCKER SEARCHES

[Policy 5771](#)

The Board has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the policy.

WEAPONS

[Policy 5772](#)

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law without the permission of the District Administrator. Any student who has reason to believe that a person has or will violate this policy shall report to the District Administrator or the supervisor of the activity immediately.

CONTROVERSIAL ISSUES IN THE CLASSROOM & REQUEST PROGRAM MODIFICATIONS

[Policy 2240](#)

The Board believes that the consideration of controversial issues has a legitimate place in the instructional program of the schools.

Properly introduced and conducted, the consideration of such issues can help students learn to identify important issues, explore fully and fairly all sides of an issue, weigh carefully the values and factors involved, and develop techniques for formulating and evaluating positions. If either the content or activities conflicts with his/her religious beliefs or value system, the school will honor a written request for his/her child to be excused from particular classes. Parents also have the right to request for their student a program or curriculum modification if desired.

RIGHT TO INSPECT INSTRUCTIONAL MATERIALS

[Policy 9130](#) and [Policy 2416](#)

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

STUDENT ATTENDANCE

[Policy 5200](#)

State law requires the Board to enforce the regular attendance of students. Further, the Board recognizes that the District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

CONCUSSION

[Policy 5340](#)

A concussion is a type of traumatic brain injury. Concussions occur when there is a forceful blow to the head or body that results in rapid movement of the head and causes any change in behavior, thinking, or physical functioning. Concussions are not limited to situations involving loss of consciousness. Some symptoms of a concussion include headache, nausea, confusion, memory difficulties, dizziness, blurred vision, anxiety, difficulty concentrating, and difficulty sleeping. Parents who inform coaches and teachers that their child is being treated by a healthcare

professional for a concussion must provide written clearance from that healthcare professional for full or limited participation in class, practice, activity, or competition. Prior to receiving written clearance from a healthcare professional, students who have sustained a concussion may not participate in any school-related physical activities.

STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION

[Policy 2416](#)

The Board respects the privacy rights of parents and their children. In the event of the administration of a survey by a third party, parents will be provided with the scheduled dates of the administration of such survey.

STUDENT RECORDS

[Policy 8330](#)

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

Except for data identified by policy as "directory data," student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

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

Parents/guardians and adult students have the right to inspect and review the student's education records, seek amendment to the record, consent to disclosures of personally identifiable information, and the right to file a complaint with the Family Policy Compliance Office of the US Dept of Education alleging noncompliance with FERPA requirements.

RECRUITER ACCESS TO STUDENT RECORDS

[Policy 8330](#)

A secondary school student or the parent(s)/guardian(s) of the student may request that the student's name, address and telephone listing not be released to military recruiters or institutions of higher education without prior written parental consent. The District shall comply with such request.

Unless access to such information has been restricted by the secondary school student or the student's parent(s)/guardian(s) as outlined above, the District shall provide access to secondary school students' names, addresses and telephone listings, on requests made by military recruiters or institutions of higher education. The District shall provide military recruiters the same access to secondary school students as provided generally to post-secondary educational institutions or to prospective employers of those students.

DIRECTORY INFORMATION

[Policy 8330](#)

The School District maintains student records for each student attending school in the District. These records include; 1) student progress records (i.e., courses taken, grades, attendance, immunizations, extra-curricular activities), and 2) student behavioral records (i.e., standardized achievement tests, psychological tests, personality evaluations, records of conversations, written statements relating to an individual student's behavior, student physical health other than immunizations, law enforcement records obtained by the District and other student records which are not progress records). The District's intent is to make available, upon request, certain information known as "directory information."

The Board designates as student "directory information": a student's name; photograph; participation in officially-recognized activities and sports; height/weight, if a member of an athletic team; date of graduation; degrees and awards received. Directory information shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within fourteen (14) days after receipt of this notice.

ELECTRONIC COMMUNICATION DEVICES

Policy [5136](#) and [9151](#)

Students may use personal communication devices(PCDs) before and after school, during their lunch break at the high school, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extracurricular activities), and at high school related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be stored out of sight. If a student is found not following teacher expectations, the supervising adult is to confiscate it immediately and turn it into the administration. The student can retrieve it from the administrator at the end of the day. Administration also reserves the right to search the phone if it is confiscated. If misuse becomes a repeated offense, additional school and athletic consequences may occur. In addition, you may lose the right to use your phone at school.

However, technology including, but not limited to, PCDs intended and actually used for instructional purposes(e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal. With teacher discretion, electronic device use is permitted in classrooms for educational purposes only. This may mean a variation of what is acceptable and not for students throughout the course of a school day. Misuse of such devices may lead to disciplinary action. Students may possess phones on their person during the school day, but cell phones, with photo capabilities should never be used in locker rooms, fitness center, or other dressing areas of our schools. Phones may be searched if confiscated in locker room. For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("ereaders"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), and/or other web enabled devices of any type. Students may not use PCDs on school property or at a school sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board provided vehicles or on a school bus or Board provided vehicle during school sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

EDUCATION OF HOMELESS CHILDREN AND YOUTH

[Policy 5111.01](#)

Children and youth, including unaccompanied youth who meet the Federal definition of "homeless" will be provided a free appropriate public education in the same manner as all other students of the District. To that end, students who are homeless will not be stigmatized or segregated on the basis of their status as homeless and will be assigned to the school serving those non-homeless students residing in the area in which the homeless child is actually living. The District shall establish safeguards that protect homeless students from discrimination on the basis of their homelessness. Please contact, Taryn Kroll, Homeless Liaison for the Kewaskum School District for additional information about homeless issues. She can be reached at 262-626-8427 ext 8013.

EDUCATION OF CHILDREN AND YOUTH IN FOSTER CARE

[Policy 5111.03](#)

The Board recognizes the importance of educational stability for children and youth in foster care. Further, the Board recognizes these children and youth as a vulnerable subgroup of students in need of safeguards and supports in order to facilitate a successful transition through elementary and secondary education and into college and/or careers. To that end, the District will collaborate with the Department of Public Instruction (DPI), other schools and school districts, and the appropriate child welfare agencies to provide educational stability for children and youth in foster care. The District shall remove barriers to the enrollment and retention of children and youth in foster care in schools in the District.

Foster care children and their families shall be provided equal access to the educational services for which they are eligible comparable to other students in the District

STUDENT ACADEMIC STANDARDS

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

ACADEMIC & CAREER PLANNING SERVICES FOR STUDENTS

[Policy 2411](#)

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

TITLE I PROGRAM

[Policy 2261](#) and [2261.01](#)

The district receives Title I funds under the Elementary and Secondary Education Act (ESEA, as amended) for Kewaskum and Farmington Elementary Schools. Parents are encouraged to be involved in the planning, review and improvement of the Title I program. Parents may request and obtain information regarding the professional qualifications of their child's classroom teachers, including at a minimum:

(1) Whether the student's teacher has (a) met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction, (b) is teaching under emergency or provisional status through which state qualification or licensing criteria have been waived, and (c) is teaching in the field of discipline of the certification of the teacher; and (2) Whether the student is provided services by paraprofessionals and, if so, their qualifications.

SCHOOL ACCOUNTABILITY REPORTS

[Policy 2700.01](#)

The Kewaskum School District and individual school accountability reports can be found at <https://apps2.dpi.wi.gov/reportcards/>. The Wisconsin School District Performance Report is located at <https://apps2.dpi.wi.gov/sdpr/spr.action>

EARLY COLLEGE CREDIT PROGRAM

[Policy 2271](#)

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

EDUCATIONAL OPTIONS

[Policy 8146](#)

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

PART-TIME OPEN ENROLLMENT

[Policy 5113.01](#)

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

SPECIAL EDUCATION VOUCHER PROGRAM

Beginning in the 2016-2017 school year, students with disabilities meeting specific conditions as outlined by the State of Wisconsin may be eligible for a private school voucher program. More information can be found at <http://dpi.wi.gov/sms/special-needs-scholarship>.

ASBESTOS NOTIFICATION

[Policy 8431.01](#)

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

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

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

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

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

Within the last year, the School District has conducted planned asbestos removal at the following buildings as part of the referendum:

Kewaskum High School and Kewaskum Middle School. In addition, Operations and Maintenance work has been carried out at all of buildings as needed. The School District also requires that all new building materials introduced into the buildings are free from asbestos. For all new buildings/additions, the architect responsible for the design certifies that to the best of their knowledge, no asbestos containing materials are used. If new buildings are acquired, they too will be inspected.

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

DRUG PREVENTION

[Policy 5530](#)

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

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

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

NSF FEES

A \$25 NSF (non-sufficient funds) fee will be charged to any person whose check does not clear our bank.

BOARD OF EDUCATION

Regular open meetings of the Kewaskum School District Board are held on the second Monday of each month at 6:00 PM. Please see our district web site at www.kewaskumschools.org for meeting agendas and minutes.

President - Troy Hanson

Vice President - Jim Leister

Treasurer - Jay Fisher

Clerk - Mary Miller

Member - Sue Miller

Member - Mark Sette

Member - Tim Ramthun

COMPLIANCE OFFICERS AND COMPLAINT FILING

The following person/people has/have been designated to handle inquiries regarding the nondiscrimination policies.

The Civil Rights Compliance Officers are:

Taryn Kroll, Director of Pupil Services,

1675 Reigle Dr., Kewaskum, WI 53040, 262-262-8427 x8013

email: tkroll@kewaskumschools.org;

Mark Bazata, Curriculum Director

1675 Reigle Dr., Kewaskum, WI 53040

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