

Kewaskum High School Student Handbook

2018-2019



Office hours are 7:00 a.m. to 3:30 p.m. on school days.
The telephone number is (262) 626-3105
To contact the Attendance office during business hours, extension 4130
or after school hours call 626-3115 to report an absence
Main office, extension 4125
Student Services Department, extension 4140
Athletic Department, extension 4136

DISTRICT WEB SITE www.kewaskumschools.org

KHS Daily Schedule

1st	7:35 - 8:43
2nd	8:49 - 9:57
3rd	10:03 - 11:11

<u>4A Lunch</u>	<u>4B Lunch</u>	<u>4C Lunch</u>
4A 11:11 - 11:41	4AC 11:17 - 11:47	4AB 11:17 - 12:25
4BC 11:47 - 12:55	4B 11:47 - 12:17	
	4AC 12:17 - 12:55	4C 12:25 - 12:55

5th	1:01 - 2:09
ELT	2:15 - 2:50

DISTRICT MISSION STATEMENT

“The Kewaskum Community Schools ignite a passion for learning.”

Our school is a place where active learning and exploration are fostered. We hope that students, parents, and staff will all work together to make this school the BEST! Remember, this is our school; it will reflect our ideas, attitudes, and care. Our success in this school relies upon all of our efforts. The more committed each of us are to working together, the more success we will create for our school community. If you have any questions or concerns, please address them with your child’s teacher as soon as possible. You may also request a meeting with the building guidance counselor or building principal.

***Throughout the Handbook, policies will be listed, to view the complete policy please visit <http://www.boarddocs.com/wi/sdkew/Board.nsf/Public>

ACCIDENT INSURANCE (Policy 8760)

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

ADDRESS CHANGES

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

AGE OF MAJORITY

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

ANIMALS ON DISTRICT PROPERTY (Policy 8390)

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

ANTI-HARASSMENT (Policy 5517)

Prohibited Harassment

It is the policy of the Board of Education 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

Bullying is prohibited by Board Policy 5517.01. It is defined as deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. Bullying need not be based on any Protected Characteristic. Bullying behavior rises to the level of harassment when the prohibited conduct is based upon the student's 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.

ATTENDANCE PROCEDURES (Policy 5200)

State law requires the Board of Education to enforce the regular attendance of students. Further, the Board recognized 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.

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

Acceptance of Written Excuses

The District Administrator may require, from the parent or guardian of each student or from an adult student, who has been absent for any reason a written, signed, dated statement stating the reason for the absence and the time period covered by the absence. The Board reserves the right to verify such statements and to investigate the cause of each single absence and prolonged absence.

School Attendance Officer

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

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

Excused Absences

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

- A. **Physical or Mental Condition**
The student is temporarily not in proper physical or mental condition to attend school.
- B. **Obtaining Religious Instruction**
To enable the student to obtain religious instruction outside the school during the required school period (see Policy 5223-Absences for Religious Instruction).

C. **Permission of Parent or Guardian**

The student has been excused by his/her parent or guardian before the absence for any or no reason. A student may not be excused for more than ten (10) days per school year under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

1. professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside of the school day
2. to attend the funeral of a relative
3. legal proceedings that require the student's presence
4. college visits
5. job fairs
6. vacations

D. **Religious Holiday**

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

E. **Suspension or Expulsion**

The student has been suspended or expelled.

F. **Program or Curriculum Modification**

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

G. **High School Equivalency – Secured Facilities**

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

H. **Child at Risk**

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

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

A. **Quarantine**

Quarantine of the student's home by a public health officer.

B. **Illness of an Immediate Family Member**

The illness of an immediate family member.

C. **Emergency**

An emergency that requires the student to be absent because of family responsibilities or other appropriate reasons.

Reporting Absences

Parents, guardians, or students who are legal adults must report absences to the attendance secretary. By State Statute, written verification is required; however you may call the attendance line (262-626-3115 or ext. 4130) to verbally alert the school of an absence, or email Mrs. Butler at rbutler@kewaskumschools.org by 8:00 a.m. Students who are legal adults and sign off on an "Age of Majority" form are eligible to manage their own attendance. Student absences not reported within a timely fashion will be considered unexcused.

If a student is absent from school, he/she shall not attend/participate in after school activities unless there is administrative approval of the exception.

Unexcused Absences

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

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 (except for approved School Board programs), babysitting, shopping, haircuts, beauty appointments, job interviews, car trouble, personal business, oversleeping, truancy from an assigned class, volunteer position, or permanent pass, 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 obtain an office permission slip to leave. Any student failing to obtain an office permission slip will face truancy consequences, which may include a truancy ticket. Failure to follow the proper procedure will be considered an unexcused absence or truancy.

Illness

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

Late Arrival and Early Dismissal

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District.

The Board of Education recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

An agent responsible for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by written or verbal personal request of the student's parent, who shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the building principal.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her. No student shall be released to anyone who is not authorized such custody by the parents.

Make-Up Work

Whenever the absence excuse is acceptable, any work missing during that time must be made up.

Tardiness

Be prompt at all times. Tardiness to class will not be tolerated and is considered truancy. You must be in your assigned classroom when the bell rings. Repeated tardiness will lead to disciplinary action. Students may face truancy consequences, which may include a truancy ticket. If you have been detained in the office or detained by a teacher, ask for a pass from the person who detained you before going to your next class. The teacher may refer students to the administration if the student is continually tardy to their class.

Missing more than 10 minutes of a class is considered an absence for that class and must be cleared like all other absences with administration.

Students tardy to school in the morning shall come to the attendance office for an "office permission" pass. This is unexcused and will be addressed according to our administrative rule.

Truancy Plan

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

ATHLETIC/COMPETITIVE STUDENT CODE

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

BATHROOM USE

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

BEHAVIORAL EXPECTATIONS

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

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

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

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

CAFETERIA

All pupils eating hot or cold lunch are to make sure their place setting at the lunch table is cleaned up after they have finished eating. Food from the cafeteria may not be taken outside the cafeteria area. Students must bring their school IDs with them to the cafeteria if they would like to purchase any food items or leave the area during this time.

CARE OF DISTRICT PROPERTY (Policy 5513)

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

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

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

The Board authorizes the imposition of fines for the loss, damage, or destruction of District owned, borrowed or leased equipment, school records, apparatus, musical instruments, library materials, textbooks, and for damage to District buildings.

The District Administrator may report to the appropriate authorities any student whose damage of District property has been serious or chronic in nature.

CLOSING OF SCHOOLS

How do we make the weather related school closing decisions?

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

To acquire up-to-date school closing information, please utilize the following resources:

1. View our web page at www.kewaskumschools.org
2. Follow us on Facebook
3. Listen to School Messenger which comes to your phone in its entirety.
4. Watch TV Channel WISN (12) and WTMJ (4).
5. Listen to WBKV (1470 AM and 92.5 FM) or WTMJ (620 AM and 94 FM) WKLH (96.5 FM), The Hog (102.9 FM), Jammin' (98.3 FM), or Smooth Jazz (106.9 FM).

CODE OF CONDUCT (Policy 5500)

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

COMPUTER TECHNOLOGY NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY (Policy 7540)

The Board of Education is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of District operations. However, the use of the District's network and technology resources by students is a privilege not a right.

The District Administrator shall develop and implement a written District Technology Procedure (DTP). The DTP will provide for both the acquisition of technology, and guidance to staff and students concerning making safe, appropriate and ethical use of the District's network(s). The DTP shall also inform both staff and students about disciplinary actions that will be taken if Board technology and/or networks are abused in any way or used in an illegal or unethical manner.

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

Social media shall be defined as internet-based applications that turn communication into interactive dialogue between users. The Board authorizes the instructional staff to access social media from the District's network, provided such access has an educational purpose for Board-approved academic and extracurricular programs.

However, personal access and use of social media, blogs, or chat rooms from the District's network is expressly prohibited and shall subject students and staff members to discipline in accordance with Board policy.

The Board authorizes the access and use of social media from the District's network to increase awareness of District programs and activities, as well as to promote achievements of staff and students, provided such access and use is approved in advance by the District Administrator.

The District Administrator shall annually review the DTP to determine the effectiveness of the plan in meeting its objectives. A yearly report on the DTP and any changes, amendments, or revisions to it shall be presented by the District Administrator for action by the Board each year.

CONFIDENTIALITY (Policy 8350)

State and federal law requires that student education records be maintained as confidential. See Policy 8330. State law further exempts certain information and records from public disclosure. See Policy 8310. As such, the Board of Education is obligated to take appropriate steps to maintain certain information and records as confidential. Individuals who have access to student education records may not remove them from Board property without express permission from their building principal or supervisor. An individual authorized to remove student education records from school property is responsible for the safety and security of the records and for returning them to the district intact. Confidential information and records may not be disclosed except as authorized by Board policy and administrative guidelines. Individuals who have access to confidential information and records while employed by the Board are reminded that their legal obligation to maintain such confidences extends beyond their term of employment in the District and they are prohibited from releasing, disclosing or otherwise disseminating confidential information or records subsequent to leaving the Board's employ. The Board directs the District Administrator to prepare guidelines concerning Board employees' duties to maintain certain information and records as confidential.

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

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

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

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

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

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES (Policy 8450)

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

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

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

If a student exhibits symptoms of a communicable disease, the principal will isolate the student in the building and contact the parents/guardians. Protocols established by the County Health Department shall be followed.

The District Administrator shall develop administrative guidelines for the control of communicable disease which shall include:

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

DIRECT CONTACT COMMUNICABLE DISEASES (Policy 8453)

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

CONTROVERSIAL ISSUES IN THE CLASSROOM & REQUEST PROGRAM MODIFICATIONS (Policy 2240 & 2270)

The Board of Education believes that the consideration of controversial issues has a legitimate place in the instructional program of the 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 class 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. The student will be provided with alternate learning activities during the times of such parent requested absence.

DIRECTORY INFORMATION

Each year the District Administrator shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.

Directory information shall not be provided to any organization for profit-making purposes.

Parents and eligible student 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 the District Administrator's annual public notice.

DISCIPLINE (Policy 5600)

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

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

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

Academic Dishonesty/Plagiarism

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

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

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

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

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

What are the consequences of academic dishonesty/plagiarism? If a student is found to have cheated or plagiarized, the appropriate consequences will be determined by the teacher and administration.

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

DISTURBANCES AND DEMONSTRATIONS

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

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

DRESS AND GROOMING (Policy 5511)

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

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

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

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

The District Administrator shall develop administrative guidelines to implement this policy which:

- designate the principal as the arbiter of student dress and grooming in his/her building;
- provide an appeal procedure to review decisions of the building principal in situations involving expressive conduct which the student believes is legally protected;
- instruct staff members to demonstrate, by example and precept, personal neatness, cleanliness, propriety, modesty, and good sense in attire and appearance;
- ensures that all administrative guidelines impose only minimum and necessary restrictions on the exercise of the student's taste and individuality. Students who violate the foregoing rules will not be admitted to class and may be suspended from school. If the clothing cannot be removed, the student may be sent home after contact is made with the student's parent/guardian.

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

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

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

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

DRUG, ALCOHOL & TOBACCO (Policy 5530 and 7434)

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.

While a student is in attendance at KHS or a school sponsored activity, the possession, use, delivery, transfer, and/or sale of tobacco, alcohol or controlled substances is strictly prohibited. No person shall use or possess drug paraphernalia (including tobacco) for the purposes prohibited by the controlled substances law of the State of Wisconsin. Administration may use dogs to search the building and cars for illegal substances and paraphernalia. Violators are subject to applicable Wis. Statutes and Municipal Ordinances and will be suspended and/or expelled.

ELECTRONIC COMMUNICATION DEVICES

Cellular phones or other portable communication devices are **prohibited** at school by **district policy, state statute, and Kewaskum municipal ordinance**. On the first occurrence, the device will be confiscated by school authorities. For additional instances of possession, suspension and/or police action may result pending parent conference.

Use and Possession of Electronic Communication Devices

Student use or possession of an electronic communication device, such as a cell phone, is generally prohibited during the school day. However, the Board of Education recognizes the value of students maintaining communication with their parents/guardians and other appropriate persons for health, safety, and educational purposes, especially before and after established school hours.

Use and possession of electronic communication devices may be permitted during school hours only if use and possession is determined by the administration to be for a medical, school, educational, vocational, or other legitimate use. Such use or possession of an electronic communication device may not, in any way:

- Disrupt the educational process in the school district
- Endanger the health or safety of the student or anyone else
- Invade the rights of others at school; or
- Involve illegal or prohibited conduct of any kind.

All electronic communication devices must be turned off and stored in a locker unless receiving prior approval from administration. The only exception to this rule is during passing between classes, at which point students may check their devices at their lockers. If an electronic communication device is confiscated, the information and contents of the device may be reviewed by school officials at their discretion. Students who violate this policy shall be subject to appropriate disciplinary measures as determined to be appropriate by the administration and/or Board. Procedurally, the process for a cell phone violation is as follows:

1st Offense: The staff member will confiscate the electronic communication device and turn it in to the Attendance Office, with the name of the student, as soon as possible.

Consequence(s): 1. Student will receive one (1) 30 minute detention, which will be documented on a detention form that will be sent home. Students may pick the phone up themselves at the end of the school day.

2nd Offense: Confiscation by staff is the same as above.

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

3rd Offense: Confiscation by staff is the same as above.

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

4th+ Offenses: Confiscation by staff is the same as above.

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

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

MESSAGES

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

ELECTRONIC EQUIPMENT (Policy 5136.01)

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

ELT

Philosophy

Extended Learning Time (ELT) at KHS ensures that every student is engaged in meaningful educational experiences that support an optimal learning environment. Individual needs of students are met through a variety of opportunities that include, but are not limited to, individualized instruction, reteaching, extension opportunities, work completion, silent reading, quiet study, and standardized test preparation. Additionally, ELT will be periodically utilized for class, co-curricular, and club meeting times.

Homeroom Structure

All Grades - first day of every week

All students will meet the first day of every week in assigned homerooms during ELT. During this time, various activities will take place, including but not limited to grade checks, Academic and Career Planning, PBIS activities, and test preparation. Additionally, students will schedule remaining ELT periods for the week via FlexiSched - an online scheduling program.

Grades 9-10 - remainder of week

Students will report directly to scheduled rooms (via FlexiSched) throughout remainder of the week. It is important to note that students may not have the ability to schedule themselves for all four remaining days of the week; in some cases, teachers may have pulled students for specific help, test prep, interventions, etc.

Grade 11-12 - remainder of week

Junior and Senior ELT will look the same as that outlined for grades 9 and 10, with the exception that 11th and 12th graders meeting criteria as outlined below will be eligible for early release all days with the exception of the first day of every week. It is important to note that early release is contingent upon meeting all requirements, and can be revoked at any time as determined by administration. Mandatory reporting days for ELT will be communicated in advance so that 11th and 12th graders with early release will be able to plan accordingly.

Common Expectations for ELT

- Passes to restrooms and lockers should be provided sparingly - utilize passing time for these needs.
- Students are expected to arrive to their assigned classroom with necessary materials in a punctual manner.

Junior and Senior Release from ELT

Academic Expectations

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

Attendance Expectations

- Students who earn an unexcused absence are ineligible for early release until the next trimester.

Behavioral Expectations

- Detentions will be served no later than the day after they are issued. Any student with unserved detentions will be ineligible for early release until the next trimester.
- Students who are suspended (in-school or out-of-school) are ineligible for senior release until the next trimester.

Permission Required

- Parent/Guardian permission is required and Early Release Form must be on file in the KHS Office.

EMERGENCY PROCEDURES

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

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

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

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

FIRST AID: Any injury, which occurs at school or at a school activity, is to be reported to the staff person in charge. Needs will be addressed through the office staff. Please inform the school if your child sustained an injury during the school day, that required medical attention.

FACILITY USE APPLICATION

A facility use form must be completed a MINIMUM of 7 days prior to a group requesting use of a building/facility space. If you are interested in booking a space, please contact Laurie Beimborn at 262-626-3109 or email lbeimborn@kewaskumschools.org

FEES AND FINES

All fines are expected to be paid promptly. Any unpaid fees or fines may be turned over to a collection agency. A \$20.00 NSF (non-sufficient funds) bank fee will be charged to any person whose check does not clear our bank.

FIELD AND OTHER DISTRICT-SPONSORED TRIPS (Policy 2340)

The Board of Education recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Properly planned and executed field trips should:

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

For purposes of this policy, a field trip shall be defined as any planned journey by one or more students away from District premises, which is under the supervision of a professional staff member and an integral part of a course of study.

Other District-sponsored trips shall be defined as any planned, student-travel activity which is approved as part of the District's total educational program.

The Board shall approve those field trips and other District-sponsored trips which are planned to keep students out of the District overnight and out of the State.

The District Administrator shall approve all other such trips.

FILING A COMPLAINT UNDER FERPA

Parents and eligible students who believe their rights under Federal law (Federal Educational Rights and Privacy Act and Protection of Pupil Rights Amendment) have been violated may file a complaint under FERPA by completing the complaint form electronically [click here](#) or send the form to Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-8520.

GRADUATION REQUIREMENTS

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

4 credits of English	3 credits of science
3 credits of mathematics	1.5 credits of physical education
0.5 credit of health	0.5 credits of Life/work skills (Personal Finance)
3 credits of social studies	other electives to fulfill graduation requirements

GUIDANCE AND COUNSELING (Policy 2411)

The Board of Education requires that a planned program of guidance and counseling be an integral part of the educational program of the District. Such a program shall be available to all students without regard to race, color, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including transgender status, change of sex or gender identity), physical or mental, emotional, or learning disability ("Protected Classes") and should be developmentally appropriate and:

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

ID CARDS

KHS identification must be carried at all times. Your ID is also your library and food service card, this is how you would check out a book or purchase your lunch in the cafeteria. ID cards will also serve as passes to the restroom during lunches. ID cards are required for admission to all school functions, especially dances. Replacement ID's must be purchased in the office at a cost of \$5.00.

INCENDIARY DEVICE

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

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, tobacco, drugs or alcohol, profane language, fighting, disorderly conduct and truancy. Students and parents are to be aware that this is another option in dealing with students who choose to disrupt the school atmosphere.

KHS EXPECTATIONS

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

LMC

The Kewaskum High School Library is provided as a resource for students and staff. Students are invited to use the library at every available opportunity. **Students are prohibited to use any electronic devices, including headphones, cell phones, and I Pods.**

Hours: Monday - Friday 7:15 AM – 3:15 PM

Library Procedures:

All students coming to the library must have a current KHS picture I.D. and study materials. Students are to place their cards on the checkout desk when entering the library.

- The library is maintained as a resource center with a maximum of four students per table. Whispering is acceptable, however, continued talking at levels loud enough to be heard by library staff will result in that group of students "taking a break" from the library.
- All edible items (food & drink) are prohibited in the library. No warnings will be given. Water is the only exception to this rule.
- Library materials may be checked out for three weeks. Students with overdue materials are not allowed to check out additional items. Replacement costs are charged for lost materials.
- All students are to check in with library staff as soon as they enter the library.

Library Computer Rules:

1. Place your name on the computer sign-in sheet and be seated at the computer you have selected.
2. NO e-mail. An exception will be made for students to do class projects if they have permission from a staff member and for foreign exchange students.
3. No Internet games or chat rooms.
4. Only Internet sites appropriate for our school and our community may be accessed.
5. Only one student per computer.
6. Only class related materials may be printed. Library staff will check all printouts.
7. Food and beverages are not allowed in the computer area.
8. Log-off your computer when you are done; **do not restart, reset, or shut down.**

Library Discipline Procedure:

Occasionally a student may choose to behave in a manner calculated to disrupt the educational decorum of the library. These students will be given written notice and asked to "take a break" from the library. Parents will be contacted by the librarian.

LOCKERS

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

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

LOST AND FOUND

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

LUNCH

Students may purchase lunches daily or for an extended time period. Purchased lunches do NOT have to be used on consecutive days.

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

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

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

The School District also offers the *e-Funds for Schools EFS* payment program that allows parents several payment options for the debit lunch system. Not only will you have the ability to have lunch payments automatically withdrawn electronically from your checking account or charged to your credit card, you also have the flexibility to make a payment at any time through the school's website. More information regarding *e-Funds for Schools EFS*, can be found on the School District website.

When going through the lunch line, each student **must** have their ID with them to purchase their food and the amount of purchase is subtracted from the appropriate account balance.

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

To read the Food Service Policy – go to policy 8500.

MEDICATION/EMERGENCY CARE (Policy 5330)

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

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

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

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

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

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

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

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

Any bus driver, staff member or volunteer, authorized in writing by the District Administrator or a principal, is immune from liability for his/her acts or omissions in administering medication including, but not limited to glucagon and epinephrine, unless the act or omission constitutes a high degree of negligence. Such immunity does not apply to health-care professionals.

All prescription medication shall be kept in a locked storage case in the school office, unless the medication is an emergency medication which the student is authorized to carry and self-administer by authorization of both the parent and practitioner, and the possession of such medication by the student in school is not prohibited by law or regulation.

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

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

Any administrator or principal who authorizes an employee or volunteer to administer a nonprescription drug product or prescription drug to a student is immune from civil liability for the act of authorization unless it constitutes a high degree of negligence or the administrator or principal authorizes a person who has not received the required Department of Public Instruction training to administer the nonprescription drug product or prescription drug to a student. School nurses, as District employees, are regulated by the Wisconsin Nurse Practice Act and are therefore not necessarily immune from civil liability.

A registered nurse providing services or consultation on the District's Emergency Nursing Services Plan has provided assistance in the development of this policy and will also provide a periodic review of the written instructions and consent forms and the Medications Administration Daily Log(s).

Epinephrine Auto-Injectors

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

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

Students requiring medication at school shall be identified by parents to the building administrator through the school office staff.

1. Prescription medication to be given in school must be accompanied by a medication permission slip signed by both the physician and the parent.
2. All medication must be brought to the school office in a properly labeled container. Prescription medication must be in the original bottle issued by the pharmacy.

The following information must be on it:

- a. student's name
 - b. name of medication
 - c. dosage and time to be administered
3. Inhalers may be kept in the locked first aid cabinet located in the school's office area or may be carried by a student when a parent permission form to that effect is on file in the school office.

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY (Policy 2260)

The Board of Education does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including 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.

Wis. Stat. 118.13 Pupil discrimination prohibited

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

The following person/people has/have been designated to handle inquiries regarding the nondiscrimination policies. The Civil Rights Compliance Officers are: Tayrn Kroll, Director of Pupil Services, [1675 Reigle Dr., Kewaskum, WI 53040, 262-626-8427 x8013, tkroll@kewaskumschools.org](mailto:tkroll@kewaskumschools.org); Mark Bazata, Curriculum Director, [1675 Reigle Dr., Kewaskum, WI 53040, 262-626-8427 x8009, mbazata@kewaskumschools.org](mailto:mbazata@kewaskumschools.org)

Reasonable Accommodation

Reasonable accommodation, including the provision of informational material in an alternative format, will be provided for qualified individuals with disabilities upon request.

To request accommodation, please contact Tayrn Kroll, Director of Pupil Services, [1675 Reigle Dr., Kewaskum, WI 53040, 262-626-8427 x8013 or tkroll@kewaskumschools.org](mailto:tkroll@kewaskumschools.org).

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

PARKING AND DRIVING

All vehicles parked in KHS parking lot during the day **must** display a KHS parking tag. Students may receive a tag by completing the application form and paying a \$50.00 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 are not allowed to park in our visitor or staff designated parking stalls, if a student is found doing this, they will be referred to the Kewaskum Police Department for ticketing and their parking privileges will be revoked. Students are not allowed to go to their cars or to be in the parking lot between 7:35 a.m. and 2:50 p.m., unless approved by administration.

PHYSICAL EDUCATION

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

PUPIL RESPECT

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

Some examples include but are not limited to: any physical, spoken, or written act of abuse, violence, harassment, intimidation, extortion, the use of vulgarity, cursing, making remarks of a personally destructive nature toward or about any other person, and any restriction or prevention of free movement of an individual. This prohibition applies whether the act is deliberate, intentional or unintentional, is directed toward an individual or group regarding race, color, creed, national origin, sex, sexual orientation, physical or mental disability, or political or religious ideology. (All Federal and State of Wisconsin laws and regulations apply.) Note: Students can make bullying and harassment complaints on the KSD Homepage quick link.

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.

SCHEDULE CHANGES

Please note that once scheduling decisions are made through Arena Scheduling your course selections will be considered closed and are not subject to student change requests.

This is a change from past practice that is necessary as it affects the allocation of teaching staff, amount of course materials ordered, which courses are offered in class sizes. In order to continue to offer the wide range of classes currently available at Kewaskum High School the following guidelines have been put into effect beginning with courses you schedule for the 2018-2019 school year:

Scheduling changes will be considered by the Student Services Department for the following reason only:

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

The following are examples of reasons to change a course selection that will no longer be honored:

- The student failed to complete required summer work for an Advanced Placement course they selected.
- The student has a change in interest and is requesting a different elective course.
- The student would like to switch lunch periods.
- The student would like to change teachers.
- The student would like to have class with friends.
- The student would like to graduate early but missed the deadline to turn in the application to do so.

This list is not exclusive - in general, student generated course changes will no longer be honored.

Students requesting a schedule change will need to fill out the appropriate schedule change request form located in the student services office.

SCHOOL FEES

School fees should be paid at the time of registration. For the 2018-2019 school year are:

General Fee for all students	\$60 (required)
Class Dues for all students	\$ 5 (required)
Lock Fee	\$ 5 (new or replacement)
Yearbook	\$55 (optional)
Student Activity Ticket	\$15 (optional)
Co-curricular User Fee	\$60 per activity (Baseball, Basketball, Cross Country, Fast pitch, Football, Golf, Ice Hockey, Noteables/Noteworthy, Soccer, Tennis, Track, Volleyball, Wrestling)
Competitive Clubs	\$50 per activity (Forensics)
Annual Parking Tag	\$25 per activity (Bowling, Chess, FFA, Mock Trial, Trap Shooting, WB Ski Team) \$50 (Required for students parking on school property)

SCHOOL RECORDS RELEASE

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

SCHOOL WITHDRAWAL

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

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

SEARCH AND SEIZURE (Policy 5771)

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

SKATEBOARDS & ROLLER BLADES

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

SNACKS IN SCHOOL

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

SPORTSMANSHIP

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

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

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

STUDENT ACCIDENTS/ILLNESS/CONCUSSION (Policy 5340)

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

STUDENT PRIVILEGES

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

Freshman

1. Library privileges
2. Attendance at Assemblies and Dances

Sophomores

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

Juniors

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

Seniors

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

STUDENT RECORDS (Policy 8330)

In order to provide appropriate educational services and programming, the Board of Education 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.

SUBSTITUTE TEACHERS

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

TELEPHONE CALLS

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

VIDEO TAPING & PHOTOGRAPHING

Students may be videotaped or photographed during the year to be used for school district related purposes. If you have concerns regarding this matter, please refer to the "Director Information" section of this handbook.

VISITORS (Policy 9150)

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

The District Administrator has the authority to prohibit the entry of any person to a school of this District or to require a visitor to leave when there is reason to believe the presence of such person would be or is detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the administrator is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

WEAPONS (Policy 5772)

The Board of Education 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.

WELLNESS (Policy 8510)

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

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