

# Kewaskum Middle School Student Handbook 2020-2021

## Student & Parent Rights & Responsibilities



**“Kewaskum Community Schools ignite a passion for learning”**

KMS Phone Number: 626-3104  
Office Extension: 2102  
Attendance Extension: 2101  
Guidance Extension: 2106

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

*-Mrs. Skelton KMS Principal*

## **WELCOME TO KEWASKUM MIDDLE SCHOOL**

Welcome to the 2018-2019 school year! It is with great anticipation that we begin our journey together this school year. We hope you find this handbook a useful resource throughout the school year.

### **DISTRICT MISSION STATEMENT**

“The Kewaskum Community Schools ignite a passion for learning.”  
So... “all learners are prepared for their next challenge.”

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.

### **KMS MISSION STATEMENT**

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

### **SCHOOL HOURS**

Classes: 7:35 a.m. to 2:50 p.m. daily  
Office: 7:00 a.m. - 3:30 p.m.  
Main Entrance Unlocked: 7:00 a.m. to 3:30 p.m.  
KMS Library: 8:15a.m. – 2:30 p.m.  
KMS Hallway Hours: 7:30 a.m. – 3:30 p.m.  
District Web Site - [www.kewaskumschools.org](http://www.kewaskumschools.org)

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

## 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.

## 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.

## ATTENDANCE – POLICY 5200

State law requires the Board of Education 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.

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

**Reporting Absences:** Parents or guardians must report absences to the attendance secretary. By State Statute, written verification is required; however you may call (262) 626-3104 extension 2102 to verbally alert the school of an absence or email Mrs. Gonwa at [cgonwa@kewaskumschools.org](mailto:cgonwa@kewaskumschools.org) by 8:00 a.m. Your call will be received in person after 7:30 a.m. or placed on a recording device outside of office hours. Homework may be requested if the absence is more than two days.

**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:

- Determining daily from attendance reports submitted by teachers which students enrolled in the school are absent from school and whether the absence is excused.
- 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.
- Providing student attendance information to individuals and agencies for purposes authorized by State law and the Board's Policy **8330** - Student Records.

**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.**

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

- **Physical or Mental Condition** – The student is temporarily not in proper physical or mental condition to attend school.
- **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).
- **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:

- Professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside of the school day
- to attend the funeral of a relative
- legal proceedings that require the student's presence
- college visits
- job fairs
- vacations
- **Religious Holiday** – For observance of a religious holiday consistent with the student's creed or belief.
- **Suspension or Expulsion** – The student has been suspended or expelled.
- **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.
- **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.
- **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:

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

**Appointments:** Whenever possible, appointments with medical/dental specialists are to be made when school is not in session. Teacher Professional days are great days for appointments. When emergencies arise, it is recommended that appointments should be made early or late in the school day. Students should obtain an "office permission" slip for all medical, dental, chiropractic, etc., appointments and present this excuse to the attendance office upon return to have return time recorded. When appointments are made during the school day, students are expected to return as soon as the appointment is completed.

**Illness during school:** If a student becomes ill while in school, he/she is to report to class and acquire a pass from the teacher to go to the attendance/health room where the administrator or the designee will decide what should be done. We will first contact the parent. If the parent cannot be reached, we will then contact the emergency number. Please be sure to keep the emergency numbers updated in Skyward. When the school determines the child is too ill or injured to remain in class, it is the parent/guardian's responsibility to pick the child up and provide care for them. Students must not leave the building because of illness or any other reason without authorization. Unauthorized leave will be considered truancy.

**Late Arrival and Early Dismissal – Policy 5230:** 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 recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

As 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, work missing during that time must be made up. Students with

acceptable absences are entitled to, and responsible for, making up all work and tests missed. Students are not to be penalized for absences. A student can use the teacher’s webpage to find out what assignments they are to complete. If the student has missed more than one day of school, a parent can contact the office to arrange for a gathering of all assignments.

Teachers are to give students a minimum of two days to make up work for each excused absence day missed and teachers have the discretion to allow more time.

**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.

**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.

### BATHROOMS

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.

### BELL SCHEDULE 2019-2020

\*KEY – Core Class – Music - Specials

	6 <sup>th</sup> Grade		7 <sup>th</sup> Grade			8 <sup>th</sup> Grade	
Period 1	7:35 – 8:10	ELT	7:35 – 8:10	ELT	Period 1	7:35 – 8:10	ELT
Period 2	8:13 – 9:21	Core	8:13 – 9:04	Core	Period 2	8:13 – 9:04	Specials
Period 3	9:23 – 10:31	Core	9:06 – 9:57	Music	Period 3	9:06 – 9:57	Specials
Period 4	10:33 – 11:41	Core	9:59 – 10:50	Specials	Period 4	9:59 – 10:50	Music
	11:41 – 12:11	LUNCH	10:50 11:20	LUNCH	Period 5	10:52 – 11:58	Core
Period 5	12:11 – 1:02	Music	11:20 – 12:11	Specials	Period 6A	12:00 – 12:25	Core
Period 6	1:04 – 1:55	Specials	12:13 – 1:03	Specials		12:25 – 12:55	LUNCH
Period 7	1:57 – 2:50	Specials	1:04 – 1:55	Core	Period 6B	12:55 – 1:40	Core
			1:57 – 2:50	Core	Period 7	1:42 – 2:50	Core

### BICYCLES

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

### BOOKS & OTHER SCHOOL PROPERTY

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

### BUSES

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

Students may alter their regular afternoon bus stop by bringing written permission from both parents and guardians involved to the office before 7:35 AM to receive a bus pass. Students who are not regularly scheduled to ride a certain bus cannot do so without working with the KMS Office.

## CAFETERIA

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

## CALENDARS

### [District Calendar 2020-21](#)

KMS CALENDAR - DATE	EVENT
Monday, August 10th - Friday, August 14th	6th Gr Band Camp @ KMS 9:00 am - noon
Tuesday, August 18th	6th Gr Jump to the Middle 7:50 am-noon
Tuesday, August 25th	OPEN HOUSE 4:00-6:00 pm
Tuesday, August 25th	Picture Day 3:30 pm - 6:30 pm
Tuesday, September 1st	1ST DAY OF SCHOOL - SCHOOL DAY STARTS @ 7:35 am
Monday, September 7th	NO SCHOOL - LABOR DAY
Friday, October 9th	NO SCHOOL - PD DAY
Wednesday, October 14th	Picture "Retake" Day
Thursday, October 22 <sup>nd</sup>	Parent/Teacher conferences (3:30 pm – 7:30 pm)
Friday, November 13th	Fall Group/Candid Picture Day
Friday, November 20 <sup>th</sup>	NO SCHOOL – PD Day
Wednesday, November 25th	Trimester 1 Ends
Thursday-Friday, November 26th-27th	NO SCHOOL - THANKSGIVING BREAK
Tuesday, December 8 <sup>th</sup>	KMS Choir Concert @ KMS (6:30 pm-6 <sup>th</sup> , 7:15 pm-7 <sup>th</sup> /8 <sup>th</sup> )
Monday, December 14th	KMS Band Concert @ KMS (6:30 pm-6th, 7:15 pm-7th/8th)
Wednesday, December 23rd - Friday, January 1st	NO SCHOOL - Christmas/New Year's Break
Monday, January 4th	SCHOOL RESUMES
Thursday, January 21 <sup>st</sup>	Winter Group/Candid Picture Day
Friday, January 22 <sup>nd</sup>	NO SCHOOL – PD Day
Friday, February 5 <sup>th</sup>	Winter Group/Candid Picture Day
Monday, February 15 <sup>th</sup>	NO SCHOOL – PD DAY
Monday, February 22nd	KHS and 8th grade Choir Concert @ KHS Theatre 7:00 pm
Saturday, February 27th	KMS Solo and Ensembles
Monday, March 1st	KMS Choir Concert @ KMS (6:30 pm-6th, 7:15 pm-7th/8th)
Friday, March 5th	Trimester 2 Ends
Monday, March 8th	KMS Band Concert @ KMS (6:30 pm-6th, 7:15 pm-7th/8th)
Friday, March 26th	NO SCHOOL - PD DAY
Monday, March 29th - Friday, April 2nd	NO SCHOOL - SPRING BREAK
Friday, April 16th	8th Grade Band Festival - SKYZONE
Thursday, April 22 <sup>nd</sup>	Community Night (6:00 pm – 8:00 pm)
Friday, April 23rd	NO SCHOOL - PD DAY
Tuesday, May 25 <sup>th</sup>	KMS Band Concert @ KMS
Thursday, May 27 <sup>th</sup>	KMS Choir POPS Concert 6:00 pm
Monday, May 31st	NO SCHOOL - MEMORIAL DAY
Friday, June 4th	8th Grade Promotion @ KHS Fieldhouse 1:30 pm
Friday, June 4th	LAST DAY OF SCHOOL Trimester 3 ends

## **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.

## **CHROMEBOOK USAGE AGREEMENT**

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

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

## **CLASSROOM 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.

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

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

## **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 Facilities2411 Director to ensure parking lots can be plowed timely for safety.

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

- View our web page at [www.kewaskumschools.org](http://www.kewaskumschools.org)
- Follow us on [facebook](#)
- Listen to School Messenger which comes to your phone in its entirety.
- Watch TV Channel WISN (12) and WTMJ (4).
- 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).

### **CO-CURRICULAR ACTIVITIES**

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

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

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

- 7<sup>th</sup> and 8<sup>th</sup> Grades ONLY
  - Basketball, Girls Volleyball, FFA (in coordination with KHS - \$10)
- 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> Grades
  - Cross Country, Forensics, Track, Wrestling, Lego League (\$10), Rocket Club (\$10)

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

- Student Government, Schools 4 Rockets, Solo Ensemble, Jazz Band, Yearbook, FCCLA, Ski Club, Show Choir (for current Choir students only), Plays (Drama Club), Technology Club.

### **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 Plan (DTP). The DTP will provide for both the acquisition of technology, and guidance to staff and students concerning making safe, appropriate and ethical use of the District's technology resources, as well as inform both staff and students about disciplinary actions that will be taken if Board technology and/or networks are abused in any way or used in an illegal or unethical manner.

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

Further, safeguards shall be established so that the Board's investment in both hardware and software achieves the benefits of technology and inhibits negative side effects. Accordingly, students shall be educated about appropriate online behavior



including, but not limited to, using social media to interact with others online; interacting with other individuals in chat rooms or on blogs; and, recognizing what constitutes cyberbullying, understanding cyberbullying is a violation of District policy, and learning appropriate responses if they are victims of cyberbullying. Social media does not include sending or receiving e-mail through the use of District-issued e-mail accounts.

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:

- Denying requests for release of such information absent subpoena or court order;
- 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.

### **CONTACTING TEACHERS**

During the school day, contact the middle school at 626-3104, extension 2102 and inquire as to whether or not the teacher is available. If so, you will be transferred, and if not, you will go to the teacher’s voicemail.

Outside the school day, use the directory below for the direct extension number of your student’s teachers.

<b>Staff Name</b>	<b>Position</b>	<b>Extension</b>
Airaudi, Nikki	Science Teacher	2255
Baltz, Anna	Spanish Teacher	2152
Bannasch, Robert	Science Teacher	2148
Bingham, Mark	Vice Principal	2104
Doucette, Lynn	Social Studies/English/FACS Teacher	2225
Dreher, Kristine	Social Studies Teacher	2263
Drewniak, Mike	Math Teacher	2254
Fait, Jamie	Counselor	2106
Flasch, Karlee	Sp Ed Teacher	2125
Forstner, Mary	Art Teacher	2155
Gotthart, Erik	Sp Ed Teacher	2223
Grisolono, Glenn	Math Teacher	2154

Grotenhuis, Jeff	Health/Phy Ed Teacher	2183
Hall, Ashlie	English Teacher	2253
Halopka, Jerry	Math Teacher	2251
Hartline, Joél	Secondary English Teacher	2204
Holmes, Rachael	Band Teacher	4574
Jandre, Jenny	Phy Ed Teacher	2176
Kelly, Sara	Sp Ed Teacher	2221
Mandujano, Mike	Spanish Teacher	2152
Miller, Jamie	Math Teacher	2151
Norstrem, Cheryl	Speech Teacher	2223
Patino, Amanda	Choir Teacher	2130
Pendowski, Katie	Social Studies Teacher	2123
Rhoads, Scott	Math/Science Teacher	2249
Sargent, Tabitha	English Teacher	2250
Scheel, Casey	Business Teacher	2163
Schultz, David	Computer Teacher	2252
Skelton, Julie	Principal	2103
Thull, Russell	Phy Ed Teacher	2183
Tornow, Sheldon	Sp Ed Teacher	2223
Wilson, Sara	English/Social Studies Teacher	2153
Zimdars, Brett	Tech Ed Teacher	2140
Zoesch, Jen	English/Social Studies Teacher	2150

### **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:

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

### **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.

### **COUNSELING SERVICES**

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

**Student Assistance Support Groups** are formed to help students deal with various issues such as Alcohol and Other Drug Abuse (AODA). For further information on these programs, contact the Director of Curriculum and Instruction in the District Office at 262-626-8427, extension 8009.

**School Counseling and Academic and Career Planning - 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;
- 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.

### **DANCES**

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

### **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.

### **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.

KMS does have a dress code. Students are allowed to exercise their tastes and preferences in the areas of dress and grooming as long as it is not a hindrance to the educational atmosphere in the school. School is a special place. It is not the street, or the mall, or the beach. Attire should reflect the special nature of school.

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

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

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

### **DRUG & ALCOHOL – POLICY 5530**

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

### **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.

### **EMERGENCY PROCEDURES**

**A.L.I.C.E Drills** are held during the school year. We practice the following actions.

- Alert – Get the word out! Use clear, concise language to convey the type and location of the event.
- Lockdown – Good starting point, allows aggressive use of current technology and procedures.
- Inform – Communication keeps the shooter off balance, be aggressive. Allows for good decision making.
- Counter – Apply skills to distract, confuse, and gain control.
- Evacuate – Reduce the number of potential targets for the shooter, and reduce the chances of.

**Fire 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.

- Walk at all times, and keep walking until you are at least two hundred feet away from the building.
- 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.

### **EXPECTATIONS OF STUDENT**

Students are required to follow school policies on the bus, during school, and at any school sponsored event. Common sense and good judgment are the best guides to behavior. Each teacher will establish guidelines regarding students' conduct in his/her classroom in order to maintain an environment conducive to learning.

### **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](mailto:lbeimborn@kewaskumschools.org)

### **FEES AND FINES**

All fines are expected to be paid by the last day of school. Any unpaid fees or fines may be turned over to a collection agency. A \$20 NSF (non-sufficient funds) 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.

Field trips provide special experiences that cannot be duplicated in the classroom. **Students, who have not turned in parent permissions slips, etc., may not go on field trips.** Students, who are not scheduled for that class/course, may not go on the field trip unless an administrator specifically approves this absence.

Basic student behavior on field trips is guided by the same expectations as at school. However, since the students are representing the whole school to the public, it is not unreasonable to expect a higher standard. If there are behavior problems on the field trip, the teacher should assign detentions, contact parents, etc. Besides other school consequences, a student may be restricted from taking field trips for a period of up to a year.

Teachers are not obligated to take all students on field trips. Students who have not worked in class or have shown inappropriate behavior in class may be left behind.

### 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 .

### GRADING

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

**Trimester Final Grade Reports** will post to Skyward at the completion of each quarter. If you would like a printed copy, please call the KMS office.

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

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

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

### GRADING AND MARKING PROCEDURE

Grading students' work and achievement is the responsibility of the teacher. Grades should evaluate the proficiency of the subject matter learned combined with, the quality of the work produced. Teachers may use plus (+) or minus (-) while grading students.

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

Grade	Description	Percentage
<b>A</b>	<b>Outstanding</b>	<b>93 - 100</b>
A-		90 – 92.99
B+		87 – 89.99
<b>B</b>	<b>Proficient</b>	<b>83 – 86.99</b>
B-		80 – 82.99
C+		77 – 79.99
<b>C</b>	<b>Mostly Proficient</b>	<b>73 – 76.99</b>
C-		70 – 72.99
D+		67 – 69.99

<b>D</b>	<b>Minimal</b>	<b>63 – 66.99</b>
D-		60 – 62.99
<b>F</b>	<b>No Evidence of Learning</b>	<b>0 – 59.99</b>
I	Incomplete	0
P	Passing	0

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

### HALL MANNERS

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

#### HALLWAY EXPECTATIONS:

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

#### CONSEQUENCES FOR BREAKING HALLWAY EXPECTATIONS:

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

### HALL PASSES

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

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

### ILLNESS OR INJURY

If your student is injured or becomes ill, he/she should tell his/her teacher and report to the first aid room in the office. Illness will be assessed and if necessary the parent/guardian will be called to pick up their ill child. If the parent cannot be reached, we will then contact the emergency number. *Please be sure to keep emergency numbers updated in Skyward.* When the school determines the child is too ill or injured to remain in class, it is the parent/guardian’s responsibility to pick the child up and provide care for them. If care to an injury is performed, parents will be notified, and the student and adult in charge will fill out an accident report. Policy **5340** - The Kewaskum School District believes that school personnel have certain responsibilities in case of accidents, illness or concussions that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports.

### 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.

### **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.

### **LASER PENS**

Student use of laser pens is prohibited in school buildings by law.

### **LIBRARY PROCEDURES**

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

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

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

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

### **LOCKERS/SCHOOL PROPERTY**

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

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

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

### **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 and scan the students school ID's. 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 *eFunds for Schools* 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 eFunds for Schools, can be found on the School District website.

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

This system is similar to a checking account. It is necessary to put money into the account in order to buy 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.

A carton of milk may be purchased for consumption at lunchtime that will be deducted from the family account. White and chocolate are available. Milk is purchased in the lunch area each day.

To read the Food Service Policy – [view policy 8500](#).

#### **LUNCH PERIOD RULES**

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

#### **CONSEQUENCES FOR BREAKING LUNCH RULES**

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

### **MEDICATION**

#### **ADMINISTRATION OF 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 nonnarcotic drug product which may be sold without a prescription order and which is prepackaged for use by consumers and labeled in accordance with the requirements of State and Federal law.

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

Nonprescription drug products may be administered to any student during school hours only with the prior written consent of the parent. Substances, which are not FDA approved (i.e. natural products, food supplements), will require the written instruction of a practitioner and the written consent of the parent. 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.

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

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, an opioid antagonist, and epinephrine, unless the act or omission constitutes a high degree of negligence and, in the case of any staff member or volunteer who administers an opioid antagonist, the staff member or volunteer contacts emergency medical services as soon as practicable after administering the drug to report the suspected overdose. Such immunity does not apply to health-care professionals.

All prescription medication shall be 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:

- 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;
- 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;
- 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;
- 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;
- is approved by a physician licensed in the State of Wisconsin;
- 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;
- is published on the District's website or the website of each school.

### **Use of Essential Oils**

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

### **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; Mark Bazata, Curriculum Director, 1675 Reigle Dr., Kewaskum, WI 53040, 262-626-8427

x8009, mbazata@kewaskumschools.org

**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, [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.

### **PERSONAL COMMUNICATION DEVICES – POLICY 5136**

Students may use personal communication devices (PCDs) before and after school, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., 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.

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; 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.

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

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

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

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline may be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student and/or student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

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

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

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

### **PHONE USE**

Students should plan with parents ahead of time to be picked up from after school activities immediately following any activity. Students may use the office telephone during their lunch hours, before school, and after school at no charge. Parents, who need to contact a student due to an emergency before 3:00 p.m., please call the office at 262-626-3104 extension 2102. We will deliver a message on your behalf. Students will not be called from class for phone calls except in extreme emergencies. School personnel will relay only important messages. Room phones will ring before 9:00 a.m. or after 3:50 p.m. If you call between these times, you will need to leave a message on voicemail.

Cellular or digital phones, iPods, pagers, and beepers are not allowed in the school setting by Kewaskum School Board policy. **All cell phones need to be turned off and kept in the student's locker. If a phone is taken away from a student during the school day, a parent needs to pick it up.** Note: camera use needs permission of the administration.

### **PHYSICAL EDUCATION – Policy 8510**

Students are required to fully participate in physical education unless excused for a medical reason. A written medical excuse is required to be turned into the office if there are any restrictions for a student. A doctor's excuse is required for extended absence from class. Students are required to furnish their own gym clothes and shoes. All students will be assigned a gym locker and provided a lock. Showers are optional, and students are to provide their own towels. The physical education teacher will explain additional procedures.

### **POSITIVE BEHAVIOR INTERVENTION SYSTEMS (PBIS)**

Kewaskum Middle School utilizes Positive Behavior Intervention Systems (PBIS) just like our elementary schools. PBIS at the middle level looks a little different. We strive to start internalizing positive behaviors. You will notice that staff have common expectations and use the same language when handling behavior concerns. We also put systems in place to honor the students who follow expectations. We do not use a token system for rewards, rather we use trimester incentives for our students. It is important that students follow expectations and get their work in on time to participate in these larger incentives. Our PBIS committee will update families throughout the year on current goals for our students!

### **PUPIL RESPECT**

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

### **RECESS**

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

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

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

### **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.

### ROTATIONS

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

*For example, if your student starts with the Tech Ed exploratory in the 1<sup>st</sup> trimester, the student will rotate into Art the 2<sup>nd</sup> trimester, then Intro to Business in the 3<sup>rd</sup> trimester.*

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

### SCHEDULE CHANGES

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

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

### 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

Snacks are to be eaten at snack break, lunch or recess. 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.

## SNOWBALLS

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

## STUDENT 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 Classes"), and encourages those within the School District community, as well as third parties, who feel aggrieved to seek assistance to rectify such problems. Additionally, the Board prohibits harassing behavior directed at students for any reason, even if not based on one of the Protected Classes, through its policies on bullying (see Policy **5517.01**– Bullying).

**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 Classes. 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 of physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights. Complaints brought under this policy that are more appropriately handled under the Bullying policy shall be referred for investigation consistent with the procedures in that policy.

## STUDENT PLANNERS

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

## 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.

**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 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 the District Administrator's annual public notice.

### **VIDEO SURVEILLANCE AND ELECTRONIC MONITORING – Policy 7440.01**

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

### **VIDEOTAPING & PHOTOGRAPHING**

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

### **VISITORS/PARKING – 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.

Immediately upon entering the building, visitors are required to register at the office and pick up a visitor tag. This will assure the safety and well-being of everyone in our building and will allow visitors to receive a warm welcome upon beginning their visit.

### **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.

Schools alone, however, cannot develop in students' healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

Soda, caffeinated beverages, energy drinks, or supplements are not permitted in the middle school. Students are also not to bring treats to pass out during lunch hour.



For the safety of students and staff, aerosol and perfume products (such as AXE products) will be banned from school.