



Federal, State, & School Board
PUBLIC NOTICES

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Kettle Moraine School District • 563 A.J. Allen Circle, Wales, WI 53183 • 262-968-6300

PUBLIC POLICIES and NOTICES

Federal, State, and School Board

School District of Kettle Moraine, Wales, WI 53183

The PURPOSE of the School District of Kettle Moraine is to cultivate academic excellence, citizenship, and personal development.

The VISION is Learning without Boundaries

<http://www.kmsd.edu/PublicNotices>

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The School District of Kettle Moraine does not discriminate on the basis of religion, sex, race, color, national origin, age, ancestry, creed, political affiliation, membership in the National Guard, state defense force or any reserve component of the United States Military or state military forces, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability or handicap or other basis prohibited under state or federal law.

School District of Kettle Moraine Operating Rules and Regulations (KMORR)

Section: EA01 Executive Authority

Title: DISCRIMINATION AND HARASSMENT PROHIBITED (411, 512)

Number: 411, 512

Status: Active

Legal: POLICY

Adopted: 08/19/2008 Last Revised: 6/8/2011

Policy Detail

1. It is the rule of the School District of Kettle Moraine that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity or employment because of the person's religion, sex, race, national origin, age, ancestry, creed, color, political affiliation, membership in the National Guard, state defense force or any reserve component of the United States military or state military forces, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap or other bases prohibited under state or federal law. This rule also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, and national origin), and Section 504 of the Rehabilitation Act of 1973. This rule does not, however, prohibit the district from placing a student in a school, class, program or activity based on objective standards of individual performance or need.
 - a. For purposes of paragraph one, "discrimination" means any action, policy, rule or practice, including bias, stereotyping and pupil harassment, that is detrimental to a person or group of persons and differentiates or distinguishes among persons, or that limits or denies a person or group of persons opportunities, privileges, roles or rewards based, in whole or in part, on religion, sex, race, color, national origin, age, ancestry, creed, political affiliation, membership in the National Guard, state defense force or any reserve component of the United States Military or state military forces, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap or other basis prohibited under state or federal law.
 - b. For purposes of paragraph one, "harassment" means behavior towards students or staff members based, in whole or in part, on religion, sex, race, national origin, age, ancestry, creed, color, political affiliation, membership in the National Guard, state defense force or any reserve component of the United States military or state military forces, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap or other bases prohibited under state or federal law, or any other characteristic identified in paragraphs 1 and 1(a), above, that substantially interferes with a student's school performance or a staff member's work performance or creates an intimidating, hostile or offensive school and/or work environment.
2. Discrimination and harassment can arise from a broad range of physical or verbal behavior which can include, but is not limited to, the following:
 - a. Physical or mental abuse;
 - b. Racial, ethnic or religious insults or slurs;
 - c. Unwelcome sexual advances or touching;
 - d. Sexual comments, jokes, stories or innuendos;
 - e. Display of sexually explicit or otherwise offensive posters, calendars or materials;
 - f. Making sexual gestures with hands or body movements;
 - g. Intentionally standing close or brushing up against a student or employee;
 - h. Inappropriately staring at a student or employee or touching his or her clothing, hair or body; and
 - i. Asking personal questions about a student or employee's sexual life.
3. These activities are offensive and inappropriate in the school environment. This is a serious issue not just for the district, but also for each individual. The district specifically prohibits discriminatory or harassing conduct, condoning such conduct by allowing it to go on, and prejudging harassment or discrimination complaints. District staff members may be held individually liable for harassment or for allowing students to harass each other, and may be subject to the penalties imposed upon employers under state or federal law. The district's rule prohibiting harassment applies to all students, staff members and volunteers whether at school, at school sponsored cocurricular, extracurricular or social functions, or otherwise. In particular, staff members should understand that they are "on duty" whenever they are with students, even if they are not at school or not at a school sponsored event.
4. Any district staff member who engages in harassment or discrimination, or retaliates against another person because of a harassment/discrimination report or participation in an investigation, is subject to immediate discipline, up to and including discharge. Any student who engages in harassment or discrimination, or retaliates against another person because of a harassment/discrimination report or participation in an investigation, is also subject to immediate discipline, up to and including suspension and expulsion from the district. Any volunteer who engages in harassment or discrimination, or retaliates against another person because of a harassment/discrimination report or participation in an investigation, may be prohibited from volunteering for the district in any capacity.
5. If any student, staff member or volunteer is aware of a possible violation of this rule, he or she must respond immediately and not ignore the problem. Students, staff members and volunteers should follow the reporting procedures outlined below as soon as possible. It is important that students, staff members and volunteers inform designated administrators about inappropriate conduct as soon as possible, because the district cannot do anything to remedy the problem if the district does not know that the problem exists.
6. This rule prohibiting discrimination and harassment applies to the acceptance and administration of gifts, bequests, scholarships and other aids, benefits, or services to students from private agencies, organizations or persons. It also applies to school sponsored food service programs, the selection of instructional and library media materials, and the methods, practices and materials used for testing, evaluating and counseling students. In addition, it applies to any district staff member's enforcement of the district's Code of Conduct or discipline procedures and the provision of access to the district's facilities.
7. This rule does not, however, prohibit the use of special testing or counseling materials or techniques to meet the individual needs of students. Furthermore, this rule does not prohibit separate locker rooms, showers and toilets for males and females, although the district will maintain comparable separate facilities. Finally, this rule does not prohibit separate programs in interscholastic athletics for males and females, although the district will provide programs that are comparable in type, scope and district support.

8. If any person believes that a student has been harassed or discriminated against, and for all other alleged violations of paragraph one, above, he or she should follow these procedures:

Step 1: The district will allow a complainant the opportunity to resolve discrimination and harassment complaints on an informal basis, if the complainant asks to do so. Upon a complainant's request, the building principal will facilitate a meeting between the complainant and the alleged harasser/discriminator. If the parties resolve the matter, the principal will prepare a written statement outlining the resolution. If the complainant is not satisfied with the outcome of the meeting, the district will formally investigate the complaint.

Step 2: To begin the formal complaint process, a complainant must submit a written complaint to the director of pupil services. If reporting to this person would not be appropriate under the circumstances, the complainant may submit a complaint directly to the director of employee services. The director of pupil services or his/her designee will send the complainant written acknowledgment of the complaint within 5 days after receiving the complaint. Complaint forms are available in all guidance counselors' offices, the main office of each school, and in the district office. Complainants should send complaints to the following address:

Director of Student Services
School District of Kettle Moraine
563 A J Allen Circle
Wales, WI 53183

Step 3: The district will investigate harassment and discrimination complaints promptly, thoroughly, and impartially. The director of pupil services or his/her designee shall conduct the investigation or appoint an investigative team or independent consultant to do so. The district administrator or designee will prepare a written report regarding the investigation, including a description of the district's conclusions and any action taken, within 45 days after the district receives the complaint. The director of pupil services or designee shall send a copy of the report to the complainant, the alleged harasser, the superintendent and the school board.

Step 4: If either party is not satisfied with the results of the investigation report or the director of pupil services' decision, he or she may appeal the decision to the Board of Education. To appeal the decision, a party must submit a written appeal to the board within 10 days after the district sends the investigation report to the parties. The Board of Education will hold a private conference with the parties within 30 days after the board receives the written appeal. In response to the appeal, the board will send a written decision to the parties and the district administrator within 10 days after the private conference.

Step 5: The complainant may appeal the Board of Education's decision to the state superintendent. Parties should send appeals to the following address:

State Superintendent
Wisconsin Department of Public Instruction
125 South Webster Street
P.O. Box 7841
Madison, Wisconsin 53707-7841

9. If an employee or volunteer believes that he or she has been harassed or discriminated against, contrary to paragraph two, above, he or she should follow these procedures:

Step 1: The district will allow complainants the opportunity to resolve discrimination and harassment complaints on an informal basis, if the complainant asks to do so. Upon a complainant's request, the building principal (or if the building principal is the alleged harasser/discriminator, the complainant may contact the Director of Employee Services directly.) The building principal will facilitate a meeting between the complainant and the alleged harasser/discriminator. If the parties resolve the matter, the building principal will prepare a written statement outlining the resolution. If the complainant is not satisfied with the outcome of the meeting, the district will formally investigate the complaint.

Step 2: To begin the formal complaint process, the complainant must submit a written complaint to the director of employee services. If reporting to this person would not be appropriate under the circumstances, the complainant must submit a complaint directly to the district administrator or his/her designee. The director of employee services (or another appropriate administrator) will send the complainant written acknowledgment of the complaint within 5 days after receiving the complaint. Complaint forms are available in all guidance counselors' offices, the main office of each school, and at the district office. Complainants should send complaints to the following address:

Director of Employee Services
School District of Kettle Moraine
563 A J Allen Circle
Wales, WI 53183

Step 3: The district will investigate harassment and discrimination complaints promptly, thoroughly, and impartially. The director of employee services shall conduct the investigation or appoint an investigative team or independent consultant to do so. The director of employee services will prepare a written report regarding the investigation, including a description of the district's conclusions and any action taken, within 45 days after the district receives the complaint. The director of employee services shall send a copy of the report to the complainant, the alleged harasser, the superintendent and the school board.

Step 4: If either party is not satisfied with the results of the investigation report or district's decision, he or she may appeal the decision to the Board of Education. To appeal the decision, a party must submit a written appeal to the board within 10 days after the district sends the investigation report to the parties. The Board of Education will hold a private conference with the parties within 30 days after the board receives the written appeal. In response to the appeal, the board will send a written decision to the parties and the district administrator within 10 days after the private conference.

10. **At any time**, complainants (including students, volunteers, and employees) may also file a complaint with the U.S. Department of Education's Office for Civil Rights at the following address:

Office for Civil Rights, Chicago Office
U.S. Department of Education
500 West Madison Street, Suite 1475
Chicago, IL 60661

Students with a disability under Section 504 of the Rehabilitation Act may also request a Section 504 due process hearing pursuant to Kettle Moraine Operating Rules and Regulations.

11. Every employee will receive a copy of this rule upon his/her hiring. Information regarding this rule will be posted in school buildings advising staff, volunteers and students of the rule and the procedures for filing a complaint. Every employee will receive this rule in writing on an annual basis, and the district will conduct an inservice regarding this rule for administrators at least every two years.

School District of Kettle Moraine Operating Rules and Regulations (KMORR)

Section: EA03 Respect for Students

Title: RELIGIOUS EXPRESSION IN THE SCHOOLS

Number: 492 Status: Active

Legal: POLICY

Adopted: 08/19/2008

Last Revised: 08/02/2013

Policy Detail

With respect to religious expression, the First Amendment to the U.S. Constitution provides both freedom of religion and prohibition against the establishment of religion by government. The School District of Kettle Moraine as a governmental agency, will be neutral with respect to religion and will not engage in any activity that advocates or disparages religion, religious beliefs or non-beliefs. At the same time, the school district recognizes that students have the important right of religious expression.

The school is a place where religion and religious beliefs or nonbeliefs will be treated with fairness, respect and neutrality. A balance will be sought between the student's right to express religious beliefs and the rights of other students to not be subject to involuntary religious recruitment, proselytizing, indoctrination, coercion or harassment.

The school upholds the First Amendment when it protects the religious liberty rights of students of all religious faiths, as well as students who profess no religious faith.

The district recognizes that a student's education would be incomplete without an understanding of the role of religion in history and culture. It is both proper and important for teachers to objectively discuss, within the context of the district's curriculum, the influences of various religions, using religious works and symbols to illustrate their relationship with society, literature, or the arts.

Though the district will be neutral with respect to religion, the district shares responsibility with the community to develop appropriate moral and ethical character incorporating the ideals of liberty, justice, the pursuit of happiness and equality of opportunity. The fact that some of these values may also be held within a religion does not make it improper to teach them.

In addition to religious neutrality, the district subscribes to the following principles:

Religious expression within the School District of Kettle Moraine requires a careful balancing of free speech and the free exercise of religion with endorsing, promoting or establishing religion.

A school's instruction about religion will be objective and will not be intended to favor, promote, or demean the religious beliefs or customs of any religion.

Staff shall not endorse, encourage, or solicit religious or anti-religious expression. Staff shall not prohibit or discourage any student from praying otherwise expressing religious beliefs or non-beliefs, as long as it is not disruptive within the classroom or instructional day. When acting in their official capacity, staff members are prohibited from endorsing, soliciting, encouraging, directing, or assisting religious activities with students on campus or school-sponsored off-campus events.

Students may express their beliefs about religion in their homework, art work, in other written and oral reports, if that expression is consistent with the curriculum assignment. Such work shall be evaluated by the regular academic standards, free of discrimination based on religious content.

Students have a right to distribute religious literature to their schoolmates on the same terms as they are permitted to distribute other literature that unrelated to school curriculum or activities. Schools may impose the same reasonable time, place, and manner to other constitutional restrictions on distribution of religious literature as they do on non-school literature, generally, but they may not single out religious literature for special regulation.

Students may form religious clubs, wear religious clothing, display religious messages, use school facilities on the same basis as accorded others authorized by regulations or rules. Students may also be allowed release time for religious instruction.

Accommodations shall be made if the curriculum is contrary to a student's religious belief. The building principal should be notified of any potential conflict by the student or parent/guardian. Students are able to make up any work missed due to these conflicts.

Students may be allowed release time for religious instruction with the written permission of the parent or guardian. A maximum of 100 minutes per week will be allowed. Supervision and transportation is the responsibility of the parent or guardian. Missed work may be made up.

School District of Kettle Moraine Operating Rules and Regulations (KMORR)

Section: EA03 Respect for Students

Title: SCHOOL ATTENDANCE RULE (431.1)

Number: 431.1

Status: Active Legal: POLICY

Adopted: 08/19/2008 Last Revised: 03/23/2015

Policy Detail

The School District of Kettle Moraine encourages a strong partnership between the home, school and community. It recognizes that there is a positive relationship between good school attendance and success in school. Parents, students and school personnel must be responsible in assisting regular attendance. Any absence, including family vacations, may have a detrimental effect on the child's education.

Wisconsin Statutes require school attendance of a child ages six to 18 unless he/she: (1) is excused, (2) has graduated, or (3) is enrolled in an alternative education program. The law further requires that any person having under his/her control a child between the ages of six and 18 shall require the child to attend school regularly during the full period and hours that school is in session until the end of the school term, quarter or semester of the school year in which the child becomes 18 years of age.

Wisconsin statutes define "truancy" as "any absence of part or all of one or more days from school during which the school attendance officer, principal or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of s. 118.15." Wis. Stat. §118.16(1)(c). For attendance purposes, the District considers "part of a school day" to mean any time during the school day that the student is absent from his/her assigned location.

A "habitual truant" is "a pupil who is absent from school without an acceptable excuse for part or all of 5 or more days on which school is held during a school semester." Wis. Stat. §118.16(1)(a).

It is the responsibility of the parent to provide reasons for their child's absence. It is the responsibility of the school attendance officer to determine whether the absence is acceptable (excused) or not acceptable (truant).

Students and/or parents who violate Wisconsin Statutes may be referred to the Waukesha County Social Services and to the court system of Waukesha County. Additionally, students attending the District via the open enrollment program who are habitually truant may have their open enrollment status terminated at semester or at the end of the school year.

For students in grades 9-12, oral statements by parents, either by telephone or personal appearance, shall be required for absences not previously approved by the school's attendance officer. No written excuses shall be accepted for students in grades 9-12 except in special cases individually approved in advance by the school's attendance officer.

In the event of medical absences, the school attendance officer may require that a written statement from a licensed physician, chiropractor, psychologist or Christian Science practitioner verifying the condition of the student and indicating how long the excuse shall be valid.

A student may also be exempted from school attendance by the school board with the written confirmed acceptance of the parent/guardian due to an attested diagnosis of a temporary social, mental, physical, or behavioral problem, for a period of time not to exceed 30 days. The student may be required to fulfill class obligations and the student or parent/guardian would be responsible for acquiring and bringing in to the school all class assignments as required by the student's instructors. In the event that a licensed physician, psychologist, chiropractor, or Christian Science practitioner presents written verification that the condition may exceed a 30-day period, the student may utilize homebound teaching.

The attendance officer will only excuse students from attendance in school for the following reasons:

1. Personal illness of the student;
2. Medical appointment (such appointments are to be made, whenever possible, when school is not in session and verification of such appointments may be required);
3. Attendance at special events of significant and important educational value as approved by the principal.
4. Exceptional circumstances approved by the principal based upon the best educational interests of the student;
5. Any other absence, up to 10 days in a school year, excused by the parent/guardian before the absence. Students are required to make up any work missed as a result of this provision.

Consequences for students who have unexcused absences are identified in each school's student handbook.

If a parent/guardian believes that his/her student should not have an unexcused absence or has erroneously been marked truant, the parent/guardian shall request a meeting with the building principal to discuss the absence(s) in question. The building principal shall investigate the absence and make a decision as to whether the absence is excused or unexcused. The building principal's decision shall be final.

School District of Kettle Moraine Operating Rules and Regulations (KMORR)

Section: EA04 Respect for Students

Title: ELECTRONIC COMMUNICATION DEVICES (443.5)

Number: 443.5 Status: Active Legal: POLICY Adopted: 08/19/2008 Last Revised: 05/05/2015

Policy Detail

The Kettle Moraine School District allows students to use personal wireless electronic communication devices before, during, and after school. See specific building procedures for details. All personal wireless devices have the potential for increasing learning. Therefore, such devices may be used in the classroom at the discretion of the classroom teacher. However, personal wireless devices must only be used for educational purposes and classroom policies may vary by teacher and/or by class.

Students who choose to bring a personal wireless electronic communication device to school do so of their own accord. Items stolen, damaged, or lost are not the responsibility of the Kettle Moraine School District.

Students who break the established parameters of use will have consequences.

Personal Electronic Communication Recording Capabilities:

Personal electronic communication devices may not be used in locker rooms, restrooms, or any other location where privacy is expected, except in the case of an emergency.

Personal electronic communication devices with recording capabilities shall not be used to capture photographs, video, or audio of students or others (including employees of the Kettle Moraine School District) without explicit permission. Students shall not use a personal electronic communication device, or any other device, to capture images, or video of confidential materials (i.e. testing materials, personal information).

In accordance with state law (Section 175.22, Wis. Stats., §942.08, §942.09), under no circumstance shall electronic devices with photographic capabilities be used in locker rooms, bathrooms, or other areas where privacy is expected.

School District of Kettle Moraine Operating Rules and Regulations (KMORR)

Section: EA03 Respect for Students

Title: BULLYING PROHIBITED (443.71)

Number: 443.71 Status: Active Legal: POLICY Adopted: 08/19/2008 Last Revised: 1/31/11

Policy Detail

The district prohibits bullying and/or hazing. Bullying/hazing have a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The school district consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

Bullying is defined as the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but is not limited to, action such as verbal taunts, spreading rumors, name-calling and put downs, extortion of money or possessions, and exclusion from peer groups within the school. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

Students who engage in any act of bullying at school, at a school function, or in connection to any activity sponsored by the district, or while going to or from school are subject to disciplinary action in accordance with district rules and regulations, up to and including suspension or expulsion.

Students and employees shall be informed annually of this prohibition. This rule shall not be interpreted to prohibit a reasonable and civil exchange of opinions or debate, which is protected by state or federal law.

Hazing is defined as any intentional, knowing or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights, or that creates physical or mental discomfort, or that results in property damage or theft, and is directed against a student for the purpose of being initiated into, affiliating with, holding office in (collectively called "initiation activities"), or maintaining membership in any organization, club or athletic team sponsored or supported by the district and whose membership is totally or predominately other students from the district. Hazing is prohibited and applies to any and all student-sponsored and adult-sponsored activities that have not been approved by the district. An example of an approved school-sponsored initiation activity is the ceremony for the induction of students into the National Honor Society.

Students engaging in any hazing or hazing-type behavior that is in any way connected to any activity sponsored or supported by the district will be subject to disciplinary actions in accordance with district rule, up to and including suspension or expulsion. Students and employees shall be informed annually of this prohibition.

The district will provide instruction intended to give students knowledge of effective means by which they may recognize, avoid, prevent and halt physically or psychologically intrusive or abusive situations that may be harmful to them. Any student who feels that he or she is the victim of bullying or hazing should contact the building principal or follow the complaint procedure provided in the Kettle Moraine operating rules and regulations(see non-discrimination KMORR). The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or the Director of Student Services.

Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to the building principal or the Director of Student Services.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

Students and others are prohibited from retaliating against those who report incidents of bullying or hazing or who assist in an investigation. Students and others who retaliate shall be subject to discipline.

Employees who participate in, allow, or knowingly fail to enforce this rule will be subject to disciplinary action. Furthermore, as may be required by law, law enforcement officials shall be notified of bullying or hazing incidents.

School District of Kettle Moraine Operating Rules and Regulations (KMORR)

Section: EA03 Respect for Students

Title: STUDENT SEARCHES (446)

Number: 446

Status: Active

Legal: POLICY

Adopted: 01/15/2013

Policy Detail

It is the policy of the District to provide a safe and healthy environment for all persons in school buildings and on school premises. School officials have a duty to investigate any suspicion that items or materials harmful to the health and safety of students, school personnel, or property are present within the school or on school premises. This includes conducting search activities as outlined in this policy.

- Locker/Desk Searches – A school locker/desk is provided for the convenience of the student to be used solely and exclusively for the storage of the student's wearing apparel and school-related materials during the time the student is attending school. No student shall use the locker/desk for any other purpose. The locker/desk is assigned to a student but remains the property of the District. At no time does the District relinquish its exclusive control of the lockers/desks. Locker/desk searches may be conducted as determined necessary or appropriate without notice, without student consent, and without a search warrant.
- Search of Students and/or Their Personal Belongings – District staff may conduct a search of a student or the student's personal belongings (backpacks, personal electronic devices, etc.) when there is reasonable suspicion that the student has in his/her possession items or content that violate the law, Board policies or school rules. The search shall be conducted in a reasonable manner and must not be overly intrusive in light of the age and sex of the student and nature of the infraction. Searches of a student's person or personal belongings should be conducted outside the presence of other students to the extent possible. No school official shall conduct a strip search of a student.
- Vehicle Searches – The District may search student-operated vehicles parked on school premises when there is reasonable suspicion of a violation of the law, Board policies or school rules or the student has given consent to the search of the vehicle. A student's privilege of obtaining a permit to park a vehicle on school premises during the school day is conditioned on him/her signing a written consent to such a search.
- Use of Canine Units in Search Activities – The School Board authorizes the use of trained canine units to detect the presence of drugs or explosive devices on school property under the following conditions: (1) the presence of the canine unit on school property is authorized in advance by the District Administrator or designee or is pursuant to a court order or warrant, (2) a law enforcement officer specifically trained to work safely and competently with the canine unit must handle the canine, and (3) the canine unit is represented by the sheriff or chief of the law enforcement agency providing the service as capable of accurately detecting drugs and/or explosive devices. The District shall not use trained canine units to sniff a student's person, including articles of clothing a student is wearing or a bag while the student is holding it. A positive reaction by a trained canine unit will provide reasonable suspicion for a search of a student's locker, vehicle or other property in accordance with this policy.

Search activities under this policy may be conducted by the District Administrator, a building principal or assistant principal, a school employee specifically designated by the District Administrator or building principal, a school liaison officer, or other law enforcement official at the request of or in conjunction with school authorities.

School officials may remove any unauthorized item found as a result of a search. Items removed may be held by the school for return to the student's parent or guardian after a conference is conducted, or retained for disciplinary proceedings. If the unauthorized item found involves a possible law violation, the item shall be turned over to law enforcement officials. The student and his/her parent or guardian shall be notified of any unauthorized item that is turned over to law enforcement officials.

Students and their parents and guardians shall be informed of this policy annually through the student handbook.

YOUTH OPTIONS PROGRAM

The Youth Options program allows currently enrolled high school juniors and seniors who meet certain requirements to take post-secondary courses at selected institutions of higher education (UW System institutions) or Wisconsin Technical College. The high school principal determines whether a post-secondary course is eligible for high school credit, how much high school credit may be awarded, and whether the course is comparable to a course offered at the high school. If approved by the principal, the student will receive both high school and post-secondary credit for a successfully completed course. (See Appendix for Youth Options application.) The district may pay tuition and associated costs, if high school credit is earned.

- Credit will be granted on the basis of one college credit equaling 1/4 high school credit.
- Under certain circumstances, weighted credit may be earned.
- A school board will pay an amount equal to tuition, course fees and books for courses taken for high school credit, regardless of the number of program eligible credits.
- If a school board is required to pay tuition to a post-secondary institution on behalf of a pupil enrolled under the program, the tuition charges cannot exceed the amount that would be charged a resident of the state.

School District of Kettle Moraine Operating Rules and Regulations (KMORR)

Section: EA03 Respect for Students

Title: STUDENT RECORDS (347)

Number: 347

Status: Active

Legal: POLICY

Adopted: 08/19/2008

Last Revised: 08/08/2013

Policy Detail

A. Classification of Records

Student records include all records relating to individual students, regardless of format, maintained by the district other than: (1) notes or records maintained for personal use by teachers or other certified personnel which are not available to others, and (2) records necessary for and available only to persons involved in the psychological treatment of a student.

For the purpose of maintenance, access, and release of information, all student records shall be classified into one of four categories: directory data, progress records, behavioral records (including student physical health records), and patient health care records (including pertaining to results of a test for the presence of the HIV virus [AIDS]).

1. Directory Data

The following information has been designated as directory data in the district: the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs (including video tapes and other reproductions), degrees and awards received and the name of the school most recently previously attended by the student. Students who have earned academic or co-curricular recognition, such as honor roll or scholarship, may have their names published. Grade point average, rank in class or grades will not be published.

2. Progress Records

Progress records include a statement of courses taken by the student, the student's grades, immunization records, extracurricular activities and attendance records.

3. Behavioral Records

Behavioral records include standardized test scores, psychological records, reports of the social worker, physical health records other than immunization records, personality evaluations, records of conversations, written statements relating specifically to an individual student's behavior, family background information, law enforcement and court records obtained under state law, interest inventory results, student evaluations other than grades, and any other student records that are not progress records. Information that could be considered expert opinions may be included.

a. Students with Disability Education Records The student behavioral records include the following special education records: referral information (including notices and forms), signed parental consent for evaluation, individualized education program (IEP)-Team evaluation individual reports, etc., IEP-Team findings and IEP-Team reports, the IEP, placement decisions and signed parental consent or refusal, medical evaluations and information required to substantiate health treatment services needed for approving related services of occupational therapist/physical therapist, medical evaluations used to substantiate a determination of disability or handicapping condition.

b. Student Physical Health Records Student physical health records are those student records that include basic health information about a student, including the student's immunization records, an emergency medical card, a log of first aid and medicine administered to the student, and athletic permit card, a record concerning the student's ability to participate in an education program, the results of any routine screening test, such as hearing, vision or scoliosis, and any follow up to such test, and any other basic health information, as determined by the state superintendent.

c. Law enforcement agency records Law enforcement agency records include those records and other information obtained from a law enforcement agency relating to: (1) the use, possession or distribution of alcohol or a controlled substance by a student enrolled in the district, (2) the illegal possession of a dangerous weapon by a child, (3) an act for which a district student was taken into custody based on the law enforcement officer's belief that he/she violated or was violating any state or federal criminal laws, and (4) the act for which a juvenile enrolled in the district was adjudged delinquent. The law enforcement agency may provide such record information to the district on its own initiative or on the request of the superintendent or designee, subject to the agency's official policy. The district may also enter into an interagency agreement with law enforcement and other appropriate agencies to provide for the routine disclosure of record information in accordance with state law provisions. If a law enforcement agency denies access to any of the aforementioned records, the district may file a petition with the court seeking access to the records based on legitimate educational or safety interests in the records. Once the law enforcement agency record information is received, the student named in the records and the parent/guardian of any minor student named in the records shall be notified of the information.

d. Court Records Court records include those records received from a court clerk concerning a juvenile enrolled in the district who: (1) has had a petition filed with a court alleging that he/she has committed a delinquent act that would be a felony if committed by an adult, (2) has been adjudged delinquent, (3) has school attendance as a condition of his/her court dispositional order, or (4) has been found to have committed a delinquent act at the request of or for the benefit of a criminal gang that would be a felony if committed by an adult, and has been adjudged delinquent on that basis.

4. Patient Health Care Records (including records pertaining to results of a test for HIV)

Patient health care records are records created by health care professionals, including school nurses and clinical psychologists, that relate to a student's physical health and are not student physical health records as defined above.

B. Consent for Collection of Information

The district recognizes the importance of securing consent prior to the collection of any information about students. In some cases this consent shall come from the student's parent(s)/guardian. If a student is 18 years of age or over, the consent must come from the student.

Informed consent, either from the parent/guardian or student when appropriate, shall be required prior to collecting, recording or maintaining any information that could be considered to be of a sensitive nature. This will include but not be limited to such items as: personality assessment, religious beliefs, ethnic origin, family income, family relationship and any other information not directly related to the educational program.

The superintendent shall develop procedures for obtaining individual informed consent when required. Such consent shall be in writing and will be obtained only after the parent and/or guardian has been informed as to the methods to be used, the use that will be made of any data, the length of time it will be kept, and the person(s) to whom it will be made available. In those instances where individual consent is required, the student's consent will be required if he/she is 18 years old or older.

The district also recognizes that it will not always be possible or desirable to obtain the individual consent of each parent/guardian for every data gathering procedure. In those cases which include such situations as collecting information for identification, school attendance, educational progress, course grades, standardized tests, etc., passive consent shall be sufficient to gather the required information.

C. Confidentiality of Student Records

All student records are confidential except as outlined below:

1. Parent/Adult Student Access to Student Records

- a. An adult student or the parent/guardian of a minor student shall, upon request, be shown and provided with a copy of the student's progress records.
- b. An adult student or the parent/guardian of a minor student shall, upon request, be shown the student's behavioral records in the presence of a person qualified to explain and interpret the records. If any education record includes information on more than one student, the parent(s)/guardian of that student shall have the right to review and inspect only the information relating to their child, or to be informed of that specific information. Such student or parent/guardian, upon request, shall be provided with a copy of the behavioral records. The district shall honor the written request for access to their child's school records within a reasonable period of time.
- c. A parent/guardian shall have access to a student's school records regardless of whether the parent has legal custody of the child, unless the parent has been denied periods of physical placement with the child or ordered by the court.
- d. Personally identifiable information from an adult student's records may be disclosed to the student's parent(s)/guardian(s), without the adult student's written consent, if the adult student is a dependent of his/her parent(s)/guardian(s) under the Internal Revenue Code. An exception shall be made when an adult student has informed the school, in writing, that the information may not be disclosed.

2. Access to Student Records (Other than Patient Health Care Records) by School Officials

- a. School officials have access to a student's records only if they have a legitimate educational interest, including safety interest, in the record. A "school official" is a person employed by the district who is required by the Department of Public Instruction (DPI) to hold a license; a person who is employed by or working on behalf of the district as an administrator, supervisor, instructor or support staff member (including health or medical staff); a person serving on the school board; a person or company with whom the district has contracted to perform a specific task (such as an attorney, auditor, medical consultant or therapist); or a person serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a "legitimate educational interest" if the official needs to review a student record in order to fulfill his/her professional or district responsibility.
- b. Law enforcement agency record information received by the district may be made available to those school officials with legitimate educational interests, including safety interests, in the information. If law enforcement agency record information obtained by the district relates to a district student, the information may also be disclosed to those district employees who have been designated to receive that information for the purpose of providing treatment programs for district students. The information may not be used as the sole basis for suspending or expelling a student from school, or as the sole basis for taking any other disciplinary action against a student, including action under the district's athletic/activity code.
- c. Court records obtained by the district must be disclosed to district employees who work directly with the juvenile named in the records or who have been determined by the district to have legitimate educational interests, including safety interests, in the information. An employee cannot further disclose the information, and the information cannot be used as the sole basis for suspending or expelling a student from school, or as the sole basis for taking any other disciplinary action against a student, including action under the district's athletic/activity code.

d. Notwithstanding their confidential status, student records may be used in suspension and expulsion proceedings and by IEP teams under state special education laws. Law enforcement records may be used in such proceedings only to the extent authorized above. Patient health care records may not as a general rule be used in such proceedings.

3. Release of Student Progress and Behavioral Records (Other Than Patient Health Care Records) to Others

a. Student records shall be disclosed at the request or order of a court. The district shall make a reasonable effort to notify the parent/guardian or adult student of a judicial order in advance of compliance therewith, except as otherwise provided by law.

b. Upon the written permission of an adult student, or the parent/guardian of a minor student, the school shall make available to the person named in the permission form the student's progress records or such portion of his/her behavioral records as determined by the person authorizing the release. Law enforcement records may not be made available under this exception unless specifically identified by the adult student or by the parent/guardian of a minor student in the written request.

c. Student records shall be provided to a court in response to a subpoena by parties to an action for in camera inspection, to be used only for purposes of impeachment of any witness who has testified in the action. The court may turn said records or parts thereof over to parties in the action or their attorneys if said records would be relevant and material to a witness's credibility or competency. The district shall make a reasonable effort to notify the parent/guardian or adult student of the subpoena in advance of compliance therewith, except as otherwise provided by law.

d. The district may provide the DPI or any public officer with information required under Chapters 115 to 121 of the state statutes. Upon request, the district shall provide the DPI with any student record information that relates to an audit or evaluation of a federal or state-supported program or that is required to determine compliance with state law provisions.

e. Information from a student's immunization records shall be made available to state and local health officials to carry out immunization requirements.

f. Upon request, the names of students who have withdrawn from school prior to graduation shall be provided to the technical college district board in which the public school is located or, for verification of eligibility for public assistance, to the Department of Health Services, the Department of Children and Families or a county department under sections 46.215, 46.22 or 46.23 of the state statutes.

g. The district shall, upon request, provide student disciplinary records necessary for purposes of open enrollment in another public school district as permitted by law. These records shall include:

- (1) A copy of any expulsion findings and orders pertaining to the student;
- (2) A copy of any pending disciplinary proceeding involving the student;
- (3) A written explanation of the reasons for the expulsion or pending disciplinary proceedings; and
- (4) The length of the term of the expulsion or the possible outcomes of the pending disciplinary proceedings.

h. If school attendance is a condition of a student's court dispositional order under state law, the district shall notify the court or, if the student is under the supervision of an agency, the agency that is responsible for supervising the student within five days after any violation of the condition by the student.

i. A law enforcement agency shall be provided a copy of a student's attendance record if the law enforcement agency certifies in writing that the student is under investigation for truancy or for allegedly committing a criminal or delinquent act and that the law enforcement agency will not further disclose the student's attendance record information except as permitted by law. When a student's attendance record is disclosed to a law enforcement agency for purposes of truancy, the student's parent/guardian shall be notified of that disclosure as soon as practicable after the disclosure.

j. A fire investigator shall be provided a copy of a student's attendance record if the fire investigator certifies in writing that: (1) the student is under investigation for arson, (2) the student's attendance record is necessary for the fire investigator to pursue his/her investigation, and (3) the fire investigator will use and further disclose the student's attendance record only for the purpose of pursuing that investigation.

k. The district may disclose student records to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of any individual. In making this determination, the district may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the district determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from student records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals. The district shall record the following information when it discloses student record information under this exception: (1) the articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure, and (2) the parties to whom the district disclosed the information.

l. For the purpose of providing services to a student before adjudication, the district may disclose student records to a law enforcement agency, district attorney, city attorney, corporation counsel, agency as defined in section 938.78(1) of the state statutes, intake worker under section 48.067 or 938.067 of the statutes, court of record, municipal court, private school or another school board if disclosure is pursuant to an interagency agreement and the person to whom the records are disclosed certifies in writing that the records will not be disclosed to any other person except as permitted under state law.

m. The district shall make student records available for inspection or, upon request, disclose the contents of student records to authorized representatives of the Department of Corrections, the Department of Health Services, the Department of Justice, or a district attorney for use in the prosecution of any proceeding or any evaluation conducted under chapter 980 (sexually violent persons commitment), if the student records involve or relate to an individual who is the subject of the proceeding or evaluation. The court in which the proceeding is pending may issue any protective orders that it determines are appropriate concerning student records made available or disclosed under this provision. Any representative of the Department of Corrections, the Department of Health Services, the Department of Justice, or a district attorney may disclose information obtained under this provision for any purpose consistent with any proceeding under chapter 980.

n. Annually, on or before August 15, the district shall report to the appropriate community services boards established under sections 51.42 and 51.437 the names of students who reside in the district, who are 16 years of age or older, who are not expected to be enrolled in an educational program two years from the date of the report and who may require services under sections 51.42 or 51.437 (community mental health, development disabilities, alcoholism and drug abuse). The parent(s)/guardian(s) of such students shall be contacted to obtain informed consent prior to making such a report.

4. Release of Patient Health Care Records

All student patient health care records shall remain confidential. They may be released only to persons specifically designated in state law or to other persons with the informed consent of the patient or the non-adult student parent/guardian. Student patient health care records maintained by the district may only be released without informed consent to a district employee or agent if any of the following apply:

- a. The employee or agent has responsibility for the preparation or storage of patient health care records.
- b. Access to patient health care records is necessary to comply with a requirement in federal or state law.

According to the Department of Public Instruction, student patient health care records may also be released to receiving districts; however, they require confidential labeling when transferred.

Any part of a student health care record that concerns the results of a test for the presence of HIV or antibody to HIV (the virus which causes acquired immunodeficiency syndrome - AIDS) shall be confidential and may be disclosed only with the informed written consent of the test subject, or in the case of minors, his/her parent or guardian.

5. Release of Directory Data

Directory data may be disclosed to any person, on request, after the school has: (a) notified the adult student or parent/guardian of a minor student of the categories of information which it has designated as directory data with respect to each student, (b) informed such persons that they have 14 days to inform the school that all or any part of the directory data may not be released without their prior consent, and (c) allowed 14 days for such persons to inform the school, in writing, of all the directory data items they refuse to permit the district to designate as directory data about that student. The district will not release directory data earlier than 14 days after the initial written notice to the adult student or parent or after the district has been restricted from doing so by any of those parties.

- a. Students who have earned academic or co-curricular recognition, such as honor roll, or scholarship, may have their name published. Grade point average, rank in class or grades will not be published.
- b. If the district has followed the notification procedure outlined above, and the parent/guardian or adult student does not object to the directory data being released, the district shall, upon request, provide the name and address of each student expected to graduate from high school in the current school year to the technical college district board.
- c. If the district has followed the notification procedure outlined above, and the parent/guardian or adult student does not object to the directory data being released, the district shall, upon request, provide any representative of a law enforcement agency, city attorney, district attorney or corporation counsel, county department under sections 46.215, 46.22 or 46.23, a court of record or municipal court with such directory data information relating to any such student enrolled in the school district for the purpose of enforcing that student's school attendance, to respond to a health or safety emergency, or to aid in the investigation of alleged criminal or delinquent activity by a student enrolled in the district.
- d. The district shall provide, on a request made by military recruiters or institutions of higher education, access to secondary school students' names, addresses and telephone numbers. A secondary school student or the student's parent /guardian may request that the student's name, address and telephone number not be released to military recruiters or institutions of higher education without written parental consent. The district shall notify parents/guardian of their option to make such a request and shall comply with any request. The district shall provide military recruiters the same access to secondary school students and student directory data about such students as is provided to post-secondary schools or prospective employers.

6. Transfer of Records

The district shall transfer to another school or school district all student records relating to a specific student if it has received written notice:

- a. from an adult student or the parent/guardian of a minor student that the student intends to enroll in the other school or school district;

- b. from the other school or school district that the student has enrolled; or
- c. from a court that a student has been placed in a secured correctional facility, secured child caring institution or a secured group home.

The district forwards student records as requested so long as the disclosure is for purposes related to the student's enrollment or transfer. There will be no charge for the transmittal of student records under this rule.

D. Maintenance, Disclosure and Destruction of Student Records

1. Except as noted below, all student records, whether in written form or in an electronic medium, shall be maintained in the school in which the student is enrolled or was last enrolled if he/she was a resident in the district. The building principal shall be responsible for maintaining confidentiality of all student records in his/her respective building. The principal shall determine what student records may be housed in the classrooms or the principal's office. All records shall be kept in a secure place, which should be locked and/or password protected, and will be under the direct supervision of a professional employee. The building principals shall report to the assistant superintendent their specific arrangements for assuring the security of student records.

- a. Patient health care records and HIV records shall be maintained by the school health office. Such records shall be generated only with the approval of the director of student services.

- b. Law enforcement records shall also be maintained separately from other student records.

2. Periodically, student behavioral records shall be reviewed by the principal or his/her designee, and irrelevant or outdated material removed.

3. All requests for transfer to another school or school district or for inspection should be directed to the building principal or his/her designee, who will then determine whether inspection or transfer is permitted under this rule. The building principal or a qualified designee shall be present to interpret behavioral records when inspection is made. Appeals of the principal's or designee's decision on this matter may be made to the director of student services, whose decision will be final and subject only to legal action.

4. All persons, agencies or organizations given access to a student record shall be required to complete an access log, which shall be kept permanently within the file of the student indicating specifically the legitimate educational or other interest that each person, agency or organization has in examining the record.

5. Record Retention

- a. Progress records shall be maintained for seven years after the student ceases to be enrolled in the school district provided that high school transcripts are maintained permanently.

- b. No behavioral records shall be maintained for more than one year after the student ceases to be enrolled in the school district, unless the individual student or their parent/guardian specifies in writing that such records may be maintained for a longer period of time.

- c. Patient health care records shall be destroyed one year after the student ceases to be enrolled in the district, unless the individual student or their parent/guardian specifies in writing that such records may be maintained for a longer period of time.

6. The director of student services or designee shall be responsible for reviewing records of students with disabilities before they are destroyed. Parents/guardians and adult students shall be informed of information that is no longer needed to provide educational services to the student with a disability and of their right to obtain a copy of such information before it is destroyed.

E. Adult Student or Parent/Guardian Rights to Challenge Record Content

1. An adult student, or the parent/guardian of a minor student, who believes that information in educational records collected, maintained, or used by the school is inaccurate or misleading or violates the privacy rights of the student, may request the district to amend the information.

2. The district shall decide whether to amend the information in accordance with the request within a reasonable period of time of receipt of the request. If the district decides to refuse to amend the information in accordance with the request, it shall inform the parent/guardian or adult student of the refusal and advise them of the right to a hearing.

3. If, as a result of the challenge, the district decides that the information is inaccurate, misleading or otherwise in violation of the privacy rights of the student, it shall amend the information accordingly and so inform the parent /guardian or adult student in writing.

4. If, as a result of the hearing, the district decides that the information is not inaccurate, misleading or otherwise in violation of the privacy rights of the student, it shall inform the parent/guardian or adult student of the right to place in the records it maintains on the student a statement commenting on the information or setting forth any reasons for disagreeing with the decision of the district.

5. Any explanation placed in the records of the student under this section must be maintained by the district as part of the records of the student as long as the record or contested portion is maintained by the district. If the records of the student or the contested portion are disclosed by the district to any party, the explanation must also be disclosed to the party.

F. Complaint Regarding Alleged Noncompliance with Federal Requirements

Adult students or parents/guardian of minor students may file a complaint with the Family Policy Compliance Office of the U.S. Department of Education for alleged district noncompliance with requirements of the federal Family Educational Rights and Privacy Act (FERPA).

G. Annual Notice

Parents/guardians and adult students shall be notified annually of the following: (1) their rights to inspect, review and obtain copies of student records; (2) their rights to request the amendment of the student's school records if they believe the records are inaccurate, misleading or otherwise in violation of the student's privacy rights; (3) their rights to consent to the disclosure of the student's school records, except to the extent state and federal law authorizes disclosure without consent; (4) the categories of student record information which have been designated as directory data and their right to deny the release of such information; and, (5) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

Parents/guardians of secondary school students shall also be notified of their option to request the district not to release the secondary school student's name, address or telephone listing to military recruiters or institutions of higher education without prior written parental consent.

The notice shall be distributed to parents/guardians and adult students at the beginning of each school year. Provisions shall be made to effectively notify parents/guardians when the parents' primary language is other than English. When a student transfers into the district after the above notice has been given, the student and his/her parent(s)/guardian shall receive a copy of the notice at the time and place of enrollment.

School District of Kettle Moraine Operating Rules and Regulations (KMORR)

Section: EA03 Respect for Students

Title: PARENTAL and PUPIL RIGHTS (441)

Number: 441

Status: Active

Legal: POLICY

Adopted: 08/19/2008

Policy Detail

Parents/guardians may inspect, upon request, any instructional material used as part of the educational curriculum for students. In addition, parents/guardians may deny their child's participation in certain district educational programs or activities in accordance with state and federal laws and regulations. Specifically, parents/guardians may:

1. Request reasonable accommodations for their child with regard to examinations and other academic requirements based on their child's sincerely held religious beliefs;
2. Request that their child not participate in instruction in human growth and development or instruction in certain health-related subjects (physiology and hygiene, sanitation, the effects of controlled substances and alcohol upon the human system, symptoms of disease and the proper care of the body);
3. Request that their child not participate in any survey administered or distributed to students in the schools that reveals information concerning any of the following:
 - a. Political affiliations or beliefs of the student or the student's parent;
 - b. Mental and psychological problems of the student or the student's family;
 - c. Sexual behavior or attitudes;
 - d. Illegal, anti-social, self-incriminating or demeaning behavior;
 - e. Critical appraisals of other individuals with whom students have close family relationships;
 - f. Legally recognized privileged or analogous relationships such as those of lawyers, physicians and ministers;
 - g. Religious practices, affiliations or beliefs of the student or student's parent; or
 - h. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

Parents/guardians may inspect, upon request, any survey containing items related to any of the above information and any survey created by a third party, as well as any instructional materials used in connection with any such survey. If a survey containing any of the above information is funded in whole or in part by any program administered by the U.S. Department of Education, written consent shall be obtained from the student or, in the case of a minor student, the student's parent/guardian before the student participates in the survey.

4. Request that their child not participate in any activity involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or selling that information, or otherwise providing that information to others for that purpose, except for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions. "Personal information" includes individually identifiable information such as a student's or parent's first and last name, address, telephone number or Social Security identification number. Upon request, parents/guardians may inspect any instrument used in the collection of personal information from students for marketing or selling purposes before the instrument is administered or distributed to students.

5. Request that their child not participate in any non-emergency, invasive physical examination or screening that is:
- a. required as a condition of attendance;
 - b. administered by the school and scheduled by the school in advance, and
 - c. not necessary to protect the immediate health and safety of the student, or of other students.

"Invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion or injection in the body, but does not include a hearing, vision or scoliosis screening.

Parents/guardians shall be informed at the beginning of the school year of the specific or approximate dates during the school year when activities outlined in items (3), (4) and (5) are scheduled to take place and shall be given the opportunity to request that their child not participate in such activities.

Parents/guardians shall make any of the above requests, in writing, to the building principal or designee. All requests will be judged individually based upon state and federal guidelines. The principal or designee shall respond to such requests in a timely manner.

The district shall inform parents/guardians of this rule at the beginning of each school year.

Parents may request that their child not participate in any activity involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or selling that information, or otherwise providing that information to others for that purpose, except for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions, such as the following:

1. College or postsecondary education recruitment;
2. Military recruitment;
3. Book clubs, magazines, and programs providing access to low-cost literary Products;
4. Curriculum and instructional materials used by schools;
5. Tests and assessments used by schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students;
6. The sale by students of products or services to raise funds for school related or education related activities;
7. Student recognition programs.

Annual Notification of Rights

The following notice, which shall be posted on the district's website, shall constitute the annual notice requirement. Further, each school will annually advise parents / guardians and students that the notice is on the website and provide a method for parents / guardians and adult students to request a printed copy of the notice.

The Protection of Pupil Rights Amendment (PPRA) affords parents and eligible students (students who are 18 and emancipated minors) certain rights regarding the taking of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. Provide consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey"), if the survey is funded in whole or in part by a program of the U.S.

Department of Education (ED):

- a. Political affiliations or beliefs of the student or student's parent;
- b. Mental or psychological problems of the student or student's family;
- c. Sexual behavior or attitudes;
- d. Illegal, anti-social, self-incriminating, or demeaning behavior;
- e. Critical appraisals of others with whom respondents have close family relationships;
- f. Legally recognized privileged relationships, such as with lawyers, physicians, or ministers;
- g. Religious practices, affiliations, or beliefs of the student or parents; or
- h. Income, other than as required by law to determine program eligibility.

2. Receive notice and an opportunity to opt out of:

- a. Any other protected information survey, regardless of funding;
- b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screening, or any physical exam of screening permitted or required under State law; and
- c. Activities involving collection, disclosure, or use of personal information (other than directory data) obtained from students for marketing or to sell or otherwise distribute the information to others.

3. Inspect, upon request and before administration or use:

- a. Protected information surveys of students;
- b. Instruments used to collect personal information from students for marketing, sales, or other distribution purposes not expressly permitted by law; and
- c. Instructional material used as part of the educational curriculum.

The district has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

The following survey(s), which collects "protected information" is(are) conducted:

High School. Adolescent Wellness Appraisal. An anonymous survey to ascertain the degree to which students engage in at-risk behaviors. The school uses the information to determine programming needs. The survey is conducted once each semester.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office U.S. Department of Education
400 Maryland Avenue, SW, Washington, D.C. 20202-4605

School District of Kettle Moraine Operating Rules and Regulations (KMORR)

Section: EA06 Programs and Services

Title: HUMAN GROWTH AND DEVELOPMENT CURRICULUM AND ADVISORY COMMITTEE (332.1)

Number: 332.1

Status: Active

Legal: POLICY

Adopted: 08/19/2008

Policy Detail

Human growth and development instruction shall be made available to students in the district. Annually, parents/guardians shall be provided with an outline of the human growth and development curriculum used in the student's grade level and information on how to preview the material. Parents/guardians may excuse his/her child from courses or units of the human growth and development curriculum by filing a written statement with the principal.

The human growth and development curriculum and materials shall be reviewed by the human growth and development advisory committee at least every three years. The school board shall annually appoint the advisory committee composed of parents, teachers, school administrators, students, health care professionals, members of the clergy and other residents of the district. The advisory committee shall submit a report of their work to the school board, advising them on the design, review and implementation of the human growth and development curriculum.

The assistant superintendent of instructional services will recommend for board approval the membership of the human growth and development advisory committee. The committee will be comprised of parents, teachers, administrators, students, health care professionals, members of the clergy, and district residents. The principal

of each school will select a parent representative based on recommendations from the parent organization of each school. The high school principal will select a male and a female student representative based on recommendations from the student senate. The assistant superintendent of instructional services will select representative members from the following groups: teachers, administrators, medical professionals, clergy, and members of the community without school age children. Teacher representatives will include an elementary, middle, and high school staff member involved in teaching the human growth and development curriculum as well as a representative from pupil services. Community doctors in the specialties of male and female reproductive health will be invited to serve as the professional health care representatives. Members of the clergy will be selected based on letters of interest or recommendations. Representatives from the community who do not have school-aged children may be selected based on letters of interest or recommendations.

The assistant superintendent of instructional services will serve as chairperson for the advisory committee. The chairperson will call a meeting of the committee as needed, but not less than at least once every 3 years.

Meetings of the advisory committee shall be noticed in accordance with established procedures for school board committees. All meetings shall be open to the public. The public may offer input during designated times at committee meetings.

School District of Kettle Moraine Operating Rules and Regulations (KMORR)

Section: EA06 Programs and Services

Title: HEALTH EDUCATION: PROTECTIVE BEHAVIORS (341.3)

Number: 341.3

Status: Active

Legal: POLICY

Adopted: 08/19/2008

Policy Detail

The district is committed to providing instruction pertaining to protective behaviors.

As part of the standard health curriculum, instructional units on protective behaviors shall be taught to students enrolled in grades K-9. The program shall offer information and instruction appropriate to each grade level and the age and maturity level of the students. The district's human growth and development committee will review the protective behaviors curriculum every three years, in accordance with the committee's standard procedures.

Instruction shall include knowledge of effective means by which pupils may recognize, avoid, prevent, and halt physically or psychologically intrusive or abusive situations which may be harmful to pupils, including child abuse, sexual abuse, and child enticement.

Instruction shall be designed to help pupils develop positive psychological, emotional, and problem-solving responses to such situations and avoid relying on negative, fearful, or solely reactive methods of dealing with such situations. Instruction shall include information on available school and community prevention and intervention assistance or services and shall be provided to pupils in grades K-9.

In support of its commitment to providing instruction pertaining to protective behaviors, the administration will follow these procedures:

1. By October of each year, a meeting for parents for the purpose of explaining curriculum content pertaining to protective behaviors shall be held.
2. Referrals and reports of abuse shall follow the established format and procedures as outlined in Kettle Moraine Operating Rules and Regulations for abuse, neglect and sexual harassment.

School District of Kettle Moraine Operating Rules and Regulations (KMORR)

Section: EA03 Respect for Students

Title: STUDENTS WITH DISABILITIES - RIGHT TO EDUCATION (342.1)

Number: 342.1

Status: Active

Legal: POLICY

Adopted: 08/19/2008

Policy Detail

All students with disabilities (SWD) for whom the School District of Kettle Moraine is responsible shall be provided a free, appropriate, public education (FAPE) as defined by state and federal statutes. Special education and related services, including assistive technology, are provided to all students with disabilities who have not graduated from high school, from age three through the end of the school term in which they turn 21. The school term is that time beginning with the first day and ending with the last day that school is in operation for attendance of students in a school year.

CHILD FIND

The district shall attempt, at least annually, to locate all children of the district who through screening or referrals are suspected of having exceptional education needs. The level and type of service to be provided will be determined by the student's needs and described in an individualized education plan (IEP).

All students with disabilities and their parents shall be guaranteed non-discriminatory due process with regard to identification, evaluation and placement procedures. Programs and procedures for students with disabilities will be conducted in accordance with provisions of the law and state regulations as outlined in the Wisconsin Department of Public Instruction Model Special Education Policy document.

SCHOOL DISTRICT OF KETTLE MORaine NOTICE OF CHILD FIND ACTIVITY

The school district must locate, identify, and evaluate all resident children with disabilities, including children with disabilities attending private schools, regardless of the severity of their disabilities. The school district has a special education screening program to locate and screen all children with suspected disabilities who are residents of the district and who have not graduated from high school. Upon request, the school district will screen any resident child who has not graduated high school to determine whether a special education referral is appropriate. A request may be made by contacting the Director of Student Services, School District of Kettle Moraine, at 262.968.6300 ext. 5341, or by writing him at 563 AJ Allen Circle, Wales, WI 53183.

Annually the district conducts developmental screening of preschool children. Each child's motor, communication, and social skills are observed at various play areas. Each child is weighed and measured, and the child's hearing and vision is checked. The information is used to provide the parent with a profile of their child's current development and to provide suggestions for follow-up activities. Parents learn about community services available to them and speak with representatives of agencies serving families. The information from screening is also used to determine whether a child should be evaluated for a suspected disability. When school staff reasonably believes a child is a child with a disability, they refer the child for evaluation by a school district Individualized Education Program (IEP) team. Developmental screening will be part of the kindergarten screening this spring. Watch for the dates at your local school.

A parent, physician, nurse, teacher, psychologist, social worker or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a disability has a legal duty to report the child to the school district in which the child resides. Before referring the child, the person making the referral must inform the child's parent that the referral will be made. The referral must be in writing and include the reason why the person believes the child is a child with a disability. Others who reasonably believe a child is a child with a disability may also refer the child to the school district in which the child resides. A referral of a child residing in the School District of Kettle Moraine may be sent to the Director of Student Services at the school district address above.

School District of Kettle Moraine Operating Rules and Regulations (KMORR)

Section: EA06 Programs and Services

Title: TARGETED ASSISTANCE TITLE 1 PROGRAM (342.5)

Number: 342.5 Status: Active Legal: POLICY Adopted: 08/19/2008 Last Revised: 11/13/2013

Policy Detail

It is the intent of the District to help all students reach their potential and meet the District's educational goals. In an effort to help students who need support in reaching high academic standards, the School Board shall participate in the federal Title 1 program and abide by all legal requirements for participation in such program.

The district has a "Targeted Assistance" Title I program (Statutory Requirement: Section 1115). The term "Targeted Assistance" means that Title I services are provided to a select group of children--those identified as failing, or most at risk of failing, to meet the state's challenging academic achievement standards. The goal of a Targeted Assistance program is to improve teaching and learning to enable participants to meet the challenging state performance standards, to promote active involvement by parents in their child's education, and to increase the expertise of staff through staff development opportunities.

Student Eligibility

Eligible children are those identified as having the greatest need. The district identifies students, within the age criteria for a free public education, who are failing, or most at risk of failing, to meet state standards on the basis of multiple, objective, and educationally related criteria.

Parental Involvement

The District recognizes the importance of parent involvement in their children's education. Therefore, the District shall provide appropriate opportunities for parents and guardians to become involved in the design, implementation, and evaluation of the District's Title 1 program activities and in improving the academic achievement and school performance of their children. Specifically, the District shall provide for parent involvement through the following:

- Participation on District advisory committees.
- Special activities such as school open houses.
- Regular, meaningful two-way communication between parents and guardians and the school regarding learning standards and student achievement through report cards, conferences, meetings, telephone contacts, notes, or other appropriate means.

Parents and guardians of students participating in the Title 1 program shall be informed annually of this policy and of the opportunities available for them to get involved in their child's educational program and in improving student achievement.

Comparability

The district will assure that instructional services provided with state and local funds for children in schools with Title I programs will be at least equal to the average of such services provided children in schools not offering Title I programs. The district will assure comparability in accordance with rules promulgated by the federal or state agencies responsible for administration of Title I programs.

To comply with comparability standards the district will:

1. Ensure that Title I teachers are highly qualified and certified by DPI.
2. Ensure equivalency among schools in teachers, administrators, and auxiliary personnel; and
3. Ensure equivalency among schools in the provision of curriculum materials and instructional supplies.

FACTS ABOUT MENINGOCOCCAL DISEASE

Meningococcal Disease Snapshot

- Meningococcal disease is a rare, but potentially deadly, bacterial infection that can take the form of meningitis (an inflammation of the membranes surrounding the brain and spinal cord) or meningococcemia (a blood infection).
- Teenagers and college students account for nearly 30 percent of all reported cases of meningococcal disease in the U.S.
- This infection is caused by *Neisseria meningitidis*, a potentially life-threatening bacterium.
- There are five clinically relevant meningococcal serogroups (or strains) circulating worldwide: A, B, C, Y and W-135. Serogroups B, C and Y cause most disease in the U.S., but serogroup distribution changes over time.
- The disease affects nearly 3,000 Americans annually and approximately 10 percent of people who contract meningococcal disease will die.
- Of those who survive, nearly 20 percent suffer long-term disabilities, including brain damage, deafness and limb amputations.

Meningococcal Disease Among Teenagers and College Students

- Teenagers and college students have an unusually high death rate from the disease; nearly one of every four cases may result in death.

- Lifestyle factors common among teenagers and college students are believed to put them at increased risk of contracting meningococcal disease. These lifestyle factors include crowded living situations (e.g., dormitories, sleep-away camps), active or passive smoking and irregular sleeping habits.

Immunization Recommendations for Teenagers and College Students

- The Centers for Disease Control and Prevention (CDC) and other leading medical organizations recommend routine meningococcal immunization for adolescents during the preadolescent doctor's visit (11- to 12-year-olds), adolescents at high school entry (15-year-olds) if they have not previously been immunized, and for college freshmen living in dormitories.

Vaccination to Prevent Meningococcal Disease

- A conjugate vaccine is available for adolescents and adults (aged 11 to 55 years) to protect against four of the five strains of bacterium that cause meningococcal disease.
- In persons 15 to 24 years of age, up to 83 percent of cases are caused by potentially vaccine-preventable strains.
- Medical experts anticipate the meningococcal conjugate vaccine may provide longer protection against the disease. The previous meningococcal polysaccharide vaccine provided protection for three to five years.
- Vaccination with the conjugate vaccine is safe. The most commonly reported reactions are pain, redness and induration at the injection site (one to two days), headache, fatigue and malaise.
- Clinical studies on the use of the conjugate meningococcal vaccine in children under age 11 and adults over 55 years are ongoing. For those in these age groups at increased risk of contracting meningococcal disease, the older polysaccharide vaccine is a safe and effective option (only offers three to five years of protection).

Transmission and Symptoms of the Disease

- Meningococcal bacteria are transmitted through direct contact with secretions from infected persons (e.g., through coughing or kissing). The majority of meningococcal disease cases occur in winter and early spring.
- Meningococcal disease is often misdiagnosed, since symptoms are similar to those of common viral illnesses. Symptoms may include high fever, severe headache, stiff neck, nausea, vomiting, sensitivity to light, confusion, exhaustion and/or a rash.

For More Information

The following Web sites provide more information about meningococcal disease and immunization:

- Wisconsin Department of Health and Family Services communicable disease fact sheet, http://dhfs.wisconsin.gov/communicable/Communicable/factsheets/PDFfactsheets/Meningococcal_42072_0504I.pdf
- American Academy of Family Physicians, www.aafp.org
- American Academy of Pediatrics, www.aap.org
- Centers for Disease Control and Prevention, www.cdc.gov
- Meningitis Foundation of America, www.musa.org
- National Foundation for Infectious Diseases, www.nfid.org
- National Meningitis Association, www.nmaus.org

For additional information about meningococcal disease and immunization, contact a school nurse, health care provider or local public health department.

ANNUAL ASBESTOS NOTIFICATION

Under AHERA (Asbestos Hazard Emergency Response Act), all primary and secondary schools are required to develop and implement a plan for managing all building materials, which contain asbestos. Included in the AHERA Act is the requirement to annually notify all workers and building occupants (or their guardians) of asbestos-related activities. Beginning in 1988, all buildings owned, leased, or "under the control of" the School District were inspected by EPA accredited inspectors, with building material samples analyzed by an independent laboratory. Based on the inspection, the School District prepared and the state approved a comprehensive management plan for managing the asbestos.

Where the asbestos-containing materials are found, the District has in place an Operations of Maintenance program.

The District has accomplished the following compliance mandates regarding the administration of asbestos in school buildings:

- Environmental Management Consulting, Inc. (EMC) was contracted to be the school's consultant for asbestos.
- The District is continuing with the Operations and Maintenance Program as designed by the School District. This ensures that all asbestos materials are kept in good condition.
- Periodic "surveillance" in each area containing asbestos has been completed every six months by our consultant. Also, the buildings are re-inspected by an accredited inspector every three years.
- In the past year, the District conducted the following asbestos removal activities: District-wide, floor and ceiling tiles, caulk and adhesives.

All outside contractors shall contact the lead maintenance person before commencing work.

A copy of the Asbestos Management Plan is available for review by contacting the school office. Questions related to this plan should be directed to the designated Asbestos Program Manager, Director of Facility Services and Safety, who may be reached at 262-968-6300 ext. 5321.

Our goal at the District is to be in full compliance with asbestos regulations. It is our policy to maintain a safe and healthful environment for our students and our staff members.

School District of Kettle Moraine Operating Rules and Regulations (KMORR)

Section: EA02 Communication and Support To The Board

Title: ANNUAL PERFORMANCE DISCLOSURE REPORT (271)

Number: 271

Status: Active

Legal: POLICY

Adopted: 08/19/2008

Policy Detail

The school district shall annually adopt and publish a report to the residents of the school district. The report, prepared under the direction of the superintendent, shall be written in plain language and shall include the following:

1. A statement of the educational goals and objectives of the school district, including performance objectives related to learning and the progress made in meeting the objectives;
2. A statement of the educational goals and objectives for each school in the district, including performance objectives related to learning and the progress made in meeting the objectives;
3. Results of the achievement tests administered in accordance with Wisconsin Statutes.

ACCESS TO PATIENT HEALTH CARE RECORDS (Section 146.83, Wisconsin Statutes)

Wisconsin law requires a health care provider to provide each patient with a statement of access rights to patient health care records. The statement must be provided either upon admission to an in-patient health care facility or upon the first provision of services by the health care provider. The law provides that if the patient or other person submits a statement consenting to the disclosure of information from patient health care records, the patient or person may:

- After providing reasonable notice, inspect the health care records of a health care provider relating to that patient at any time during regular business hours.
- After payment of reasonable costs, receive a copy of the patient's health care records.
- After payment of reasonable costs, receive a copy of the health care provider's X-ray reports or have the X-rays referred to another health care provider of the patient's choice.

The statement consenting to the disclosure of information from patient health care records must be written and include all of the following: the name of the patient whose record is being disclosed; the type of information to be disclosed; the types of health care providers making the disclosure; the purpose of the disclosure; the party to whom disclosure may be made; the signature of the patient or person authorized by the patient; and if signed by a person authorized by the patient, the relationship of that person to the patient or the authority of the person.

The health care provider must note the time and the date of each request by a patient or person authorized by the patient to inspect the patient's health care records. Also, the health care provider must note the name of the inspecting person, the time and date of inspection, and the records released for inspection.

A parent who has been denied periods of physical placement by a court in an action relating to annulment, divorce, or legal separation does not have the rights of a parent or guardian with respect to access of that child's patient health care records. No person may do any of the following:

- Intentionally falsify a patient health care record.
- Conceal or withhold a patient health care record with intent to prevent its release to the patient, to his or her guardian, or to a person with the informed written consent of the patient, or obstruct an investigation or prosecution.
- Intentionally destroy or damage records in order to prevent or obstruct an investigation or prosecution.

School District of Kettle Moraine Operating Rules and Regulations (KMORR)

Section: EA03 Respect for Students

Title: STUDENT WELLNESS (458)

Number: 458

Status: Active

Legal: POLICY

Adopted: 08/19/2008

Last Revised: 11/24/10

Policy Detail

The School District of Kettle Moraine recognizes its responsibility to promote a healthy learning environment by supporting a comprehensive wellness program that includes good nutrition and regular physical activity. Improved health through nutrition and physical activity optimizes student performance and readiness to learn.

Student Wellness Advisory Committee

A multi-disciplinary advisory committee will annually review and evaluate the student wellness rule and make recommendations to the superintendent. This advisory committee will be comprised of parents and students; representatives of the school nutrition program, administration, teachers and school board; a district medical advisor and school nurses; and other public professionals as deemed appropriate.

Nutrition Education Goals

Implement nutrition education from preschool through secondary school as part of a sequential, comprehensive school health education curriculum designed to help students adopt healthy eating behaviors.

Physical Activity Goals

A quality physical education program is an essential component for all students to learn about and participate in physical activity. In addition to regular physical education, physical activity will be integrated across curricula and throughout the school day.

Nutrition Standards

Decisions made in regard to school programming need to reflect and encourage positive nutrition messages and healthy food choices. Nutrition guidelines will be made available through the nutrition services department for all foods served through nutrition services on each school campus during the school day, with the objective of promoting student health and reducing childhood obesity. Guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the U.S. Secretary of Agriculture.

Other School Based Activities

Local wellness goals should be proactively considered in planning all school-based activities (such as school events, field trips, PTO functions, dances, social events, and fund raising activities).

Services for Nutrition-Related Health Problems

All staff are encouraged to model healthy eating as a valuable part of daily life. School nurses and school counselors should be prepared to recognize conditions such as undernourishment, obesity, eating disorders, practice of unsafe weight loss methods and other nutrition-related health problems among students and be able to refer them to appropriate services.

Implementation and Evaluation of Local Wellness Rule

A sustained effort is necessary to implement and reinforce these guidelines. The district food service director and school nurses, in consultation with the building administrator(s), will be responsible for ensuring that the schools meet the local wellness rule and implement a plan for measuring effectiveness of the wellness rule.

ESEA / Quality Teacher Notice

As a parent of a student in the School District of Kettle Moraine, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Wisconsin Department of Public Instruction has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Wisconsin Department of Public Instruction has decided that the teacher can teach in the classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether or not the teacher has any advanced degrees, and if so, the subject of the degrees.
- Whether any teacher's assistants or similar paraprofessionals provide services to your child and if they do, their qualifications.

If you would like to receive any of this information, please call your child's building principal.

School District of Kettle Moraine Operating Rules and Regulations (KMORR)

Section: EA03 Respect for Students

Title: DRUG AND ALCOHOL FREE SCHOOLS (443.4)

Number: 443.4

Status: Active

Legal: POLICY

Adopted: 08/19/2008

Last Revised: 12/04/12

Policy Detail

The use and abuse of alcohol and drugs present a serious threat to the safety and stability of the school environment and to the health of students. The district expects a firm and concerted effort on the part of the staff and administration to prevent rule violations, to include but not be limited to routine Waukesha County Canine Unit visits to the buildings and parking lots, and random use of breathalyzers, discipline offenders and provide guidance and support to students. This prohibition does not apply to the authorized use of prescription medicine by a student for whom it was prescribed and in the manner and amount prescribed.

It is the intention of the district to be free of alcohol, drugs and other controlled substances, as well as the abuse of prescribed medicine and other mood altering chemicals. Therefore, it is the rule of the district that possessing, attempting to possess, using, manufacturing, distributing, dispensing or in any other manner transferring or being under the influence of illegal drugs and other controlled substances, real or counterfeit/look alike drugs, drug paraphernalia, alcohol or other intoxicants, or mood-altering substances, including but not limited to over-the-counter drugs such as diet pills, caffeine pills, cold remedy medicine, performance enhancement supplements, etc., shall not be permitted on the premises of any district owned property or at any school-sponsored activity, event or function.

Violations of this rule by students shall be treated according to established policies and rules. This rule shall apply cumulatively to all years the student is enrolled in the district. Any violation of applicable state laws or local ordinances shall result in referral to law enforcement.

A student may be required to submit to tests, including a breath test, to determine the presence of alcohol if a school official or law enforcement officer has reasonable suspicion that the student has alcohol in his/her system in violation of this rule. Such tests shall be administered by a law enforcement officer or other trained personnel approved by the superintendent or designee and shall meet state law requirements. A student may be disciplined for refusing to submit to such test.

Any student who asks for help in solving a problem caused by the use or abuse of alcohol or drugs will be referred to appropriate resources such as the student assistance program, or other appropriate agencies, and provided assistance to correct such problem(s). Staff members shall keep student alcohol and other drug information confidential to the extent required by law.

Any district student possessing, attempting to possess, using, manufacturing, distributing, dispensing, or in any other manner transferring or being under the influence of illegal drugs and other controlled substances, alcohol, real or counterfeit/look alike drugs, drug paraphernalia, mood-altering substances, including but not limited to over-the-counter drugs such as diet pills, caffeine pills, cold remedy medicines, performance enhancing supplements, etc., during the school day, on school premises or while involved in any school-sponsored activity, event, or function on or off school premises and during or after the school day where students are under the jurisdiction of the school district shall be subject to the following:

First Violation

Any student found to be in violation of this rule shall be suspended from school for not less than three (3) days and referred to local law enforcement. The administration may also recommend the student to the board for expulsion from school.

The administration may also agree to hold an expulsion recommendation in abeyance if the student submits written evidence that the student participated in alcohol and other drug counseling and followed the counselor's recommendations within 30 days of the suspension. Said counseling will not be paid for by the district, but may be obtained from the following sources, if mutually agreed to by the student and the building principal before the counseling begins: a law enforcement agency, a drug/alcohol prevention agency, or a non-school counselor.

Second/Subsequent Violations or Dealing or Distributing

Any student who violates this rule more than once during his/her enrollment in the district shall be suspended from school, referred to local law enforcement, and may be recommended to the board for expulsion from school.

Any student who violates this rule (whether a first or subsequent violation) by distributing, dispensing or in any other manner transferring controlled substances, intoxicants, real or counterfeit/look alike drugs or drug paraphernalia, or mood-altering substances, as defined above, shall be suspended from school, referred to local law enforcement, and may be recommended to the board for expulsion from school.

School District of Kettle Moraine Operating Rules and Regulations (KMORR)

Section: EA03 Respect for Students

Title: STUDENT USE OF WEAPONS, EXPLOSIVE DEVICES, FIRE, OR AIR CONTAMINATION (443.6)

Number: 443.6

Status: Active

Legal: POLICY

Adopted: 08/19/2008

Last Revised: 5/4/11

Policy Detail

No student shall possess, distribute, use or store a dangerous weapon, weapon facsimile, improvised weapon, other explosive device, or explosive device improvised or facsimile or cause a fire or possess, distribute, use or store materials which could be used to contaminate the air or ventilation systems on school property, on a school bus or at a school-sponsored or related event, or threaten to distribute, use or store a dangerous weapon, weapon facsimile, other explosive device, or explosive device improvised or facsimile, or threaten to cause a fire on school property, on a school bus, or at a school-sponsored or related event. This prohibition also applies to any other objects or actions that might endanger the safety or welfare of the student or others. The term "dangerous weapon" means a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or readily capable of, causing death or serious bodily injury or threat of injury or endangering the health and safety of others.

The district defines and considers a "weapon facsimile" to be a dangerous weapon. A weapon facsimile or improvised weapon includes toys and other objects which could be reasonably mistaken for the actual dangerous weapon whether or not it was manufactured solely for that purpose.

The district defines an "explosive device" to include a firecracker, bomb, smoke flares, bullet or other explosive or incendiary device and considers an "explosive device facsimile" or "improvised explosive device" to be an explosive device. An explosive device facsimile includes toys, projectiles, paintball guns, bottles, bottle bombs, containers, and other objects which could reasonably be mistaken for actual explosive devices whether or not it was manufactured solely for that purpose or brought on a school campus with any other intent.

The district defines "materials to contaminate" the air or ventilation systems to include odorous substances, rotted materials, aerosol canisters or similar substances that may cause stress or damage to the respiratory system of students, employees or other persons.

A student who violates this rule may be immediately suspended from school in accordance with state law requirements and referred to law enforcement. A conference with the student and student's parent or guardian will be scheduled to discuss the violation. Further disciplinary action, including a recommendation for expulsion, may occur.

Policy exceptions include:

- Weapons under the control of law enforcement personnel.
- Weapons properly registered and handled during the community use of facilities, such as gun safety courses, community demonstrations and exhibits, etc.
- Theatrical look-alike props used in settings preapproved by the school administration.
- Starter pistols used in appropriate school approved sporting events.
- Other look-alike items preapproved by the school administration as part of a class, presentation or community event under adult supervision.

INDOOR ENVIRONMENTAL QUALITY MANAGEMENT (IEQ) PLAN – Annual Notice

In adherence with Wisconsin Stat. 118.075, the School District of Kettle Moraine has developed an Indoor Environmental Quality (IEQ) Management Plan. This plan provides procedures for the identification, communication and follow up to any IEQ concerns. The School District of Kettle Moraine takes a pro-active approach to IEQ in all district facilities. These pro-active steps have included, but are not limited to, ductwork cleaning, annual HVAC system surveillance, aggressive cleaning and maintenance schedules to help insure the highest of IEQ.

Please contact the Director of Facility Services for further information.

LEAD AND DRINKING WATER

The School District of Kettle Moraine is committed to providing safe drinking water and follows all of the Environment Protection Agency (EPA), state and national primary drinking water regulations (NPDWR) as required under the national requirements NR 809.950.

The School District of Kettle Moraine monitors the drinking water including, but not limited to, quarterly testing of all wells for a variety of different compounds and substances.

School District of Kettle Moraine Operating Rules and Regulations (KMORR)

Section: EA06 Programs and Services

Title: TECHNOLOGY ACCEPTABLE USE GUIDELINES AND USER AGREEMENT (363.2)

Number: 363.2

Status: Active

Legal: POLICY

Adopted: 08/19/2008 Last Revised: 05/05/15

Policy Detail

Introduction

The Kettle Moraine School District (district) provides students, staff, agents, guests, and volunteers, collectively known as “user” or “users” for educational and business purposes, with access to Information Technology and Communication Resources to accomplish its mission of educating students in conformance with applicable law.

A user is deemed to access and use the system through any electronic activity conducted on the system using any device (whether or not such device is a district provided device) regardless of the user’s physical location.

“Information Technology and Communication Resources” (system) refers to Internet connections (including wireless connections), e-mail accounts, intranet, any remote connection to district systems, telephones (including cell phones and the voicemail system), computers (whether used on or off campus), fax machines, digital communications (including email), wireless access points, printers, cameras, removable storage devices, and any other device or equipment that the district reasonably deems to fall within the scope of these Guidelines. By using the district’s system, users agree to abide by the Guidelines set forth in this agreement and all other district guidelines, policies, procedures, rules, and regulations. All staff and students are required to have a signed agreement form on file.

Privacy and Monitoring

Users of the system shall have no expectation of privacy with respect to such use. Consequently, all software, email, voicemail, files, digital communications, and other information or documents used, generated, transmitted or received over district data, voice or video networks, or stored on district equipment, are the property of the district. The district retains the right to review, monitor, audit, intercept, access and disclose all messages or information created, received or sent over district data, voice or video networks, or stored on its equipment. External electronic storage devices are subject to monitoring if used with district resources. Additionally, email messages, text messages, and other documents created or received by staff may be subject to release in accordance with applicable public records law.

General Use

Information Technology and Communication Resources provided by the district are intended for educational use, instruction, research and the facilitation of communication, collaboration, and other district-related purposes. Users are subject to the same standards expected in a classroom and/or professional workplace. The district reserves the right to prioritize use and access to the system. The ultimate responsibility for acceptable use is the sole responsibility of the individual user.

Diligent effort must be made to conserve system resources. No person shall have access to the system without having a signed **Technology Acceptable Use Guidelines & User Agreement** on file with the district. Nothing in these Guidelines is intended to preclude the supervised use of the system while under the direction of a teacher or other approved user acting in conformity with district policy and procedure nor is it intended, where appropriate, to prohibit communication of union business as defined under the Negotiated Agreement with unionized personnel.

System accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account information or password with another person or leave an open file or session unattended or unsupervised. Users are ultimately responsible for all activity under their account. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, misrepresent other users on the system, or attempt to gain unauthorized access to the system. Communications may not be encrypted so as to avoid security review. Users should change passwords regularly and avoid easily guessed passwords.

Examples of Acceptable Use

I will:

- Use school technologies for school-related activities and research.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening/bullying, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits only.
- Cite sources when using online sites and resources for research; ensure there is no copyright infringement.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

Examples of Unacceptable Use

Users may not engage in any of the activities prohibited by these Guidelines when using or accessing the district’s system. If a user is uncertain whether behavior is prohibited, he or she should contact a teacher, supervisor or other appropriate district personnel. The district reserves the right to take immediate action regarding

activities that (1) create security and/or safety issues for the district, students, employees, schools, network or computer resources, or (2) expend district resources on content the district determines lacks legitimate educational or district content or purpose, or (3) the district determines are inappropriate.

I will not:

- Use school technologies in a way that could be personally or physically harmful to myself, others, or district property.
- Search inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others—staff or students.
- Try to find ways to circumvent the school’s safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Download, post, reproduce or distribute music, photographs, video or other works in violation of applicable copyright laws.
- Plagiarize content I find online.
- Post personally-identifying information, about myself or others.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, accounts, or content that isn’t intended for my use.
- Use the district system for commercial purposes or for personal financial gain.
- Use the district’s system on behalf of any elected official, candidate, candidates, slate of candidates or a political organization or committee.
- Engage in criminal or other unlawful activities.
- Use a recording device in any locker room or bathroom.
- Film or photograph or record any student, teacher, or other district employee without his/her permission.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Personally-Owned Devices

Students may use personally-owned devices (including laptops, tablets, smartphones, and cell phones) as allowed by building policy—unless such use interferes with the delivery of instruction by a teacher or staff or creates a disturbance in the educational environment. Any misuse of personally-owned devices may result in disciplinary action. Therefore, proper netiquette and adherence to the acceptable use policy should always be used. In some cases, a separate network may be provided for personally-owned devices.

Digital Citizenship / Social Media Guidelines

Recognizing that collaboration is essential to education, KMSD may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. Digital citizens respect and protect themselves, others, and intellectual property online; as such, users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online (see Protection of Personally Identifiable Information below).

Filtering

In accordance to Children’s Internet Protection Act (“CIPA”), the district blocks or filters content over the Internet that the district considers inappropriate for minors. This includes pornography, obscene material, and other material that may be harmful to minors. The district may also block or filter other content deemed to be inappropriate, lacking educational or work-related content, or that pose a threat to the network. The district may, in its discretion, disable such filtering for certain users for bona-fide research or other lawful educational or business purposes.

Users shall not use any website, application, or methods to bypass filtering of the network or perform any other unlawful activities. Additional information regarding CIPA can be found here: <http://fcc.us/174NFg5>.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, denigrating, impersonating, outing, and cyberstalking are all examples of cyberbullying. Don’t be mean. Don’t send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

Protection of Personally Identifiable Information

The Family Educational Rights and Privacy Act (“FERPA”) prohibits district school officials from disclosing personally identifiable information (“PII”) from education records of district students and families to third parties without parental consent. All users of the district’s system must comply with FERPA. Users should ensure that communications that include or attach confidential information are only sent to the intended recipients.

Personal information such as home and school addresses, telephone numbers and full name should remain confidential when communicating on the system. Students should never reveal such information without permission from their teacher or other adult. Students should never make appointments to meet people in person that they have contacted on the system without district and parent permission. Students should notify their teacher or other adult whenever they come across information or messages that are dangerous, inappropriate, or make them feel uncomfortable.

Google Apps for Education and Online Academic Services

All staff and students (collectively “user” or “users”) will be assigned a Kettle Moraine School District (KMSD) Google Apps for Education account and will be accessing other Online Academic Service(s). A KMSD Google Apps for Education account allows staff and students to use Google Mail, Google Docs, and other

Google applications and products for collaboration, communication, research and sharing. Online Academic Services include, but are not limited to, Google Apps for Education, Moodle, web-based math and literacy assessment software, skill-building games, content-focused video tutorials, and all other online digital resources. KMSD cannot and does not guarantee the security of electronic files located on Google systems or any other Online Academic Service system. It is the responsibility of the user to backup important documents or files. KMSD cannot assure that users will not be exposed to unsolicited information.

Electronic Communications

Electronic communications are protected by the same laws and policies and are subject to the same limitations as other types of media. When creating, using or storing messages on the system, the user should consider both the personal ramifications and the impact on the district should the messages be disclosed or released to other parties. Extreme caution should be used when committing confidential information to the electronic messages, as confidentiality cannot be guaranteed. All electronic communications are subject to monitoring (see Privacy and Monitoring above).

The district archives all non-spam emails sent and/or received on the system in accordance with the *Wisconsin Records Retention Schedule for School Districts*. After the set time has elapsed, email communications may be discarded unless the records may be relevant to any pending litigation, pending public records request, or other good cause exists for retaining email records.

Users shall not electronically record by audio, video, or other means, any conversations or meetings unless each and every person present has been notified and consents to being electronically recorded. Persons wishing to record a meeting must obtain consent from anyone arriving late to any such meeting. Users shall not electronically record telephone conversations unless all persons participating in the telephone conversation have consented to be electronically recorded. These provisions are not intended to limit or restrict electronic recording of publicly posted Board meetings, grievance hearings, and any other Board sanctioned meeting recorded in accordance with district policy. These provisions are not intended to limit or restrict electronic recordings involving authorized investigations conducted by district personnel, or authorized agents of the district, or electronic recordings that are authorized by the district, e.g. surveillance videos, extracurricular activities, voicemail recordings.

Limitation of Liability

The district's system is provided on an "as is, as available" basis. The district does not make any warranties, whether expressed or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The district does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected. The district will not be responsible for any damage users may suffer, including but not limited to, loss of data stored on or transmitted through the system or interruptions of service. The district will not be responsible for financial obligations arising through the unauthorized use of the system. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the individual or entity and not the district. The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the district's system.

From time to time, the district will make a determination on whether specific uses of the system are consistent with the regulations stated above. Under prescribed circumstances non-student or non-staff use may be permitted, provided such individuals demonstrate that their use furthers the purpose and goals of the district. For security and administrative purposes the district reserves the right for authorized personnel to review system use and file content. The district reserves the right to remove a user account on the system to prevent further unauthorized activity.

USE OF COMPUTERS LEGAL NOTICE

Wisconsin Statutes provides various penalties for prohibited use or care of computers and computer networks. For example, according to Section 943.70 of the state statutes,

"whoever willfully, knowingly and without authorization modifies, destroys, accesses, takes possession of or copies data, computer programs or supporting documentation, or discloses restricted access codes or other restricted access information to unauthorized persons may be penalized for such actions.

Also, whoever willfully, knowingly and without authorization (1) modifies computer equipment or supplies that are used or intended to be used in a computer, computer systems or computer network, or (2) destroys, uses, takes or damages a computer, computer system, computer network or equipment or supplies used or intended to be used in a computer, computer system or computer network may be penalized for such actions."

Further, the following conduct is a violation of state law:

- sending a message on electronic mail or other computerized communication system without disclosing his/her identity and with intent to abuse, threaten or harass any person to whom the message is sent;
- sending repeated messages to another person on an electronic mail or other computerized communication system with intent solely to harass the person to whom the messages are sent;
- sending a message on electronic mail or other computerized communication system and in that message threatens to inflict injury or physical harm to any person or the property of any person, or in that message uses any obscene, lewd, or profane language and suggests any lewd or lascivious act, or that is sent with the intent to frighten, intimidate, threaten or abuse another person;
- knowingly permitting any computer terminal or other device that is used to send messages on an electronic mail or other computerized communication system and that is under his/her control to be used for any purpose prohibited by law.

VIDEO CAMERAS ON BUSES

Video/audio cameras may be used on occasion to assist in providing a safe environment. The video/audio recordings may be viewed/heard by supervisory personnel in the bus company or by school officials. Videos/audios may be used to assist in monitoring student conduct and randomly assessing maintenance of order. If no incidents are reported in a 10 day period, the video/audio tapes are recycled.

Refer to KMORR 445.2 for additional information.

ACADEMIC STANDARDS

The state legislature enacted a requirement of school boards to annually notify the parents and guardians of students enrolled in the school district of the academic standards, adopted under Section 118.30(1g)(a)1., that will be in effect for the school year. Attached below is language from Sec. 118.30(1g)(a)1. and Sec. 120.12(13).

The Kettle Moraine School District is committed to using rigorous and wide reaching standards that set the highest expectations for student performance and help prepare students for college, career and life. In Kettle Moraine our Teaching & Learning department works closely with each department and school to understand the influence of multiple factors to determine the standards (what do we want students to know and be able to do) and the learning targets (standards broken into student friendly smaller steps) to frame student learning.

The following are considered when determining the standards and learning targets for each course of study in Kettle Moraine:

- the area of studies [national/international organization's recommendations](#)
- [post-secondary institution](#) needs for the area of study
- trends in standardized (Badger, MAP and ACT suite) and local assessments
- student passions or career pathways

Content areas of study, typically, have a national/international organization consisting of experts from post-secondary institutions and experts from K-12 institutions. The work and passion of these groups is focused on creating a continuum of standards for that particular area of study. Many of these groups are continuously researching and testing standards to ensure that teachers and learners are engaging in rigorous and developmentally appropriate standards within the area of study.

Dual credit opportunities are valued in our community. This affords our staff the opportunity to develop working relationships with professors from a variety of colleges and universities. Additionally, Kettle Moraine continues to offer a wide variety of Advanced Placement (AP) courses which also influence the content of a course. Through these partnerships we continue to grow in our understanding of what our students will be expected to know and be able to do in the next phase of their learning.

Assessment data provides us regular feedback to learner strengths and weaknesses. This data is pulled from standardized assessments (historically- WKCE, Badger, MAP, Aspire, ACT) and from classroom assessments. As trends are noted, adjustment to standards and learning targets are made. Due to the variability in assessments in Wisconsin, Kettle Moraine relies heavily on the ACT suite and the subsequent standards.

Personalization of learning has afforded students the opportunity to influence the standards and learning targets they would like to focus upon. With the revision of the high school schedule, all students have more opportunities to explore or concentrate in the courses/areas of desire thereby allowing students to choose courses and their subsequent standards. Our personalized learning environments encourage students to self-evaluate and be a partner in determining which standards are still needed to concentrate on to maximize learning.

The following national / international organizations and their standards influence the work of Kettle Moraine:

[National Art Education Association](#)
[National Council of Teachers of English](#)
[National Council of Teachers of Mathematics](#)
[National Association for Music Education](#)
[Society of Health Physical Educators](#)
[National Science Teachers Association](#)
[National Council for Social Studies](#)
[American College Sports Medicine](#)
[American Council on the Teaching of Foreign Languages](#)
[ACT Standards](#)
[Wisconsin Academic Standards](#)
[Common Core Standards- ELA](#)
[Common Core Standards- Math](#)
[Music Standards](#)
[National Art Standards](#)
[National Physical Education Standards](#)
[The Next Generation Science Teachers](#)
[C3 Framework](#)
[National Standards for Foreign Language](#)

Each content area is on a regular schedule of revising and updating standards. Standards (what students know and are able to do) influence the scope (depth of learning), sequence and resources used in the learning process.