



KM Global Student Handbook

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1. KM Global Mission

The mission of the KM Global is to cultivate a global perspective through academic excellence, active engagement, and development of leadership identity.

2. What is KM Global?

KM Global School for Global Leadership and Innovation is a charter high school authorized by the Kettle Moraine School District that focuses on leadership and student interests through a personalized learning design. This innovative learning design prepares students to be responsible, flexible, critical thinkers who make an impact on their local, national, and global communities. Students demonstrate knowledge through the attainment of specific learning outcomes guided by rigorous program standards. They become engaged learners with dispositions that foster responsibility and personal leadership participating in problem-based learning, internships, field experience, cultural integration, travel, and other relevant experiences.

3. Know, Be, Do

The pedagogical framework consists of:

Knowing: Attainment of specific learning outcomes guided by **rigorous** standards;

Being: Development of dispositions that will foster **responsibility** for personal leadership;

Doing: Participation in learning through projects; internships; travel; and other **relevant** experiences.

4. Student Progress

Student progress will be demonstrated by the following:

Academic Excellence as measured by:

- Assessment Results
- Course Completions
- Graduation Rates
- College Acceptance Rates
- Scores on National, State and International Examinations
- Student Inquiry Products

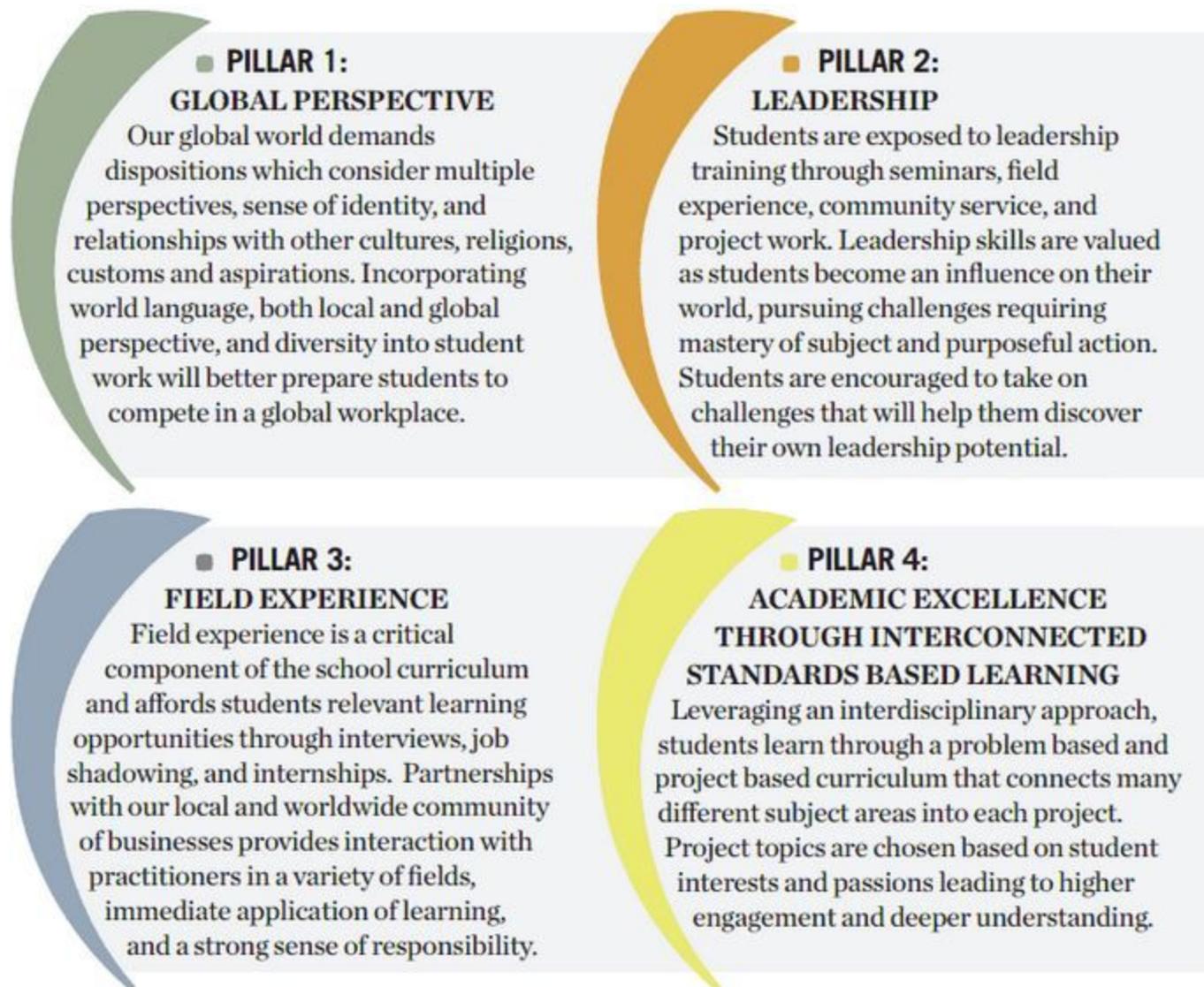
Active Engagement as measured by:

- Student Portfolio
- Field Experiences
- Community Service
- Personalized Inquiry

Leadership Identity as measured by:

- Evidence of Civic Engagement
- Evidence of Local Community or School Leadership

5. The Four Pillars of KM Global



6. Instructional Framework

Global staff and faculty will serve as instructional guides and learning coaches; make deep connections with students, and champion an interdisciplinary curriculum. Partnerships with both local and global business and community leaders will provide expertise and/or mentoring capabilities. As such, the staff will be comprised of teachers who simultaneously embrace their roles as teachers and learners committing to:

- Establish deep, lasting relationships with the students they serve
- Bridge learning between the classroom and our world
- Measure student progress in multiple real world ways
- Provide a safe environment for student inquiry
- Engage student curiosity
- Build a continuous learning culture

Learning Designs include:

6.1 Face to face Seminars

Seminar style learning is a key component of the KM Global, providing opportunity for face to face instruction, presentations from respected experts, and networking with other students.

6.2 Learning Coaches and Small Group Settings

Learning coaches are licensed educators who guide student work, assist in portfolio development, facilitate external partnerships with content area experts, and coordinate assessment. Students will be guided by learning coaches in small group settings who work with students for the duration of their experience. This model provides opportunities for strong relationship building and guidance that develops over a continuum of student growth and learning. In the context of learning, small multi-age groups will allow students to negotiate team dynamics, assume leadership positions and collaborate around content.

6.3 Delivery and Interaction to Emulate a Modern Workplace

Students shall meet in small group teams using technology and equipment that allows for real time connections and discussion. In conjunction with face to face meetings, web-based meeting tools are a mechanism for collaboration and relationship building.

6.4 Learning Outside the Walls

Through advanced technology, interviews, field trips, internships, and guest speakers students learn how to communicate and interact with different cultures and industry professionals extending their learning far beyond the traditional classroom.

6.5 Blended Courses

Content is delivered both online and through small group instruction. This allows students to move at the pace that is right for them and prepares them to adapt to a variety of delivery methods used in college and the workplace.

6.6 Outside Courses

As part of their personalized learning plans, KM Global students do have opportunities to select a variety of online or face to face courses through Kettle Moraine High School, or, local or online post secondary institutions. These may be taken as needed to support academic requirement, or for personal enrichment as directed by the Individual Student Learning Plan.

- Students are expected to submit a proposal for any credits taken outside of KM Global
- Students may complete a maximum of three outside credits per school year
- Requested courses should address learning targets/credits that are not offered in KM Global

7. Attendance

KM Global is a blended learning environment. Our attendance policies are, therefore, also a blend. When taking traditional school courses in KMHS, attendance policies in all traditional KMHS courses align with the KMHS handbook. KM Global attendance policies are as follows:

- Attendance is mandatory for all scheduled classes and face to face meetings. Any absence must be excused by a parent/guardian. Parent/guardians must call the KMHS attendance line to report an absence. On a case by case basis (and with proper notice), virtual meetings can be scheduled using a tool such as Skype or Google Hangouts.
- In addition to face to face meetings, attendance in KM Global is performance based. It is measured not only by checking email and course communications daily, but also by successful assignment completion and participation in course activities/meetings.
- The Minimum Attendance Requirement for online work is to successfully submit at least one appropriately completed assignment for each online course every calendar week. Any student not meeting that expectation is considered truant for that week.
- Not meeting the Minimum Attendance Requirement for any 3 weeks in a semester for any course (or combination of courses if enrolled in more than one courses) is considered **Habitual Truancy** and is therefore in violation of Wisconsin's Compulsory Attendance Statutes 118.15(1)(a) that require a child attend school regularly until graduation from high school, or until the end of the semester in which he/she turns 18 years of age, or until he/she is excused from attendance by the school board. The student and parent/guardian may be subject to legal sanctions.

7.1 Open Campus

Students in years 3 and 4 of KM Global, who are in good academic and behavior standing will have open campus privileges that allow them to work off-campus when not scheduled for a face to face meeting. These privileges may be revoked for anyone not in good academic standing or in violation of any of the student conduct expectations (see number 8). For a new school year, the performance of the prior semester may be used to establish individual status. Students in years 1 and 2 of KM Global are expected to be on campus at all times until they have earned privileges based on academic and behavior standings. At midterm, students may apply for this status. Once open campus privileges have been earned, they may be revoked due to concerns related to academic performance or behavior.

8. KM Global Student Conduct Expectations

When on campus, students should abide by the following expectations:

- All students must carry their student ID.
- Students may eat in the cafeteria for one lunch period only.
- KM Global students should be in one of the following places when in the building: KM Global rooms, library, cafeteria, or in a Legacy High School class. They are allowed to go to their lockers and the restroom during non-passing times, but should have their student ID with them.

- When on campus, students are expected to eat lunch in the cafeteria during lunch B. Eating lunch in the Global classrooms is prohibited.
- Students must sign-in and out of KMG when coming and going. In the interest of safety, the Global staff needs to have an accurate listing of student attendance.
- The KM Global open campus is a privilege earned through good academic and behavior standing.
- When in the school and community, KMG students are expected to be respectful and make good decisions.
- KMG/The School District of Kettle Moraine does not assume responsibility for students during the traditional school day when they have left the physical campus to engage in online work or personal activities.

9. Technology

- All students in KM Global are able to check out a KM Global issued laptop, bag, and charger.
- Students are responsible for the care and use of these items in accordance with the Technology Acceptable Use Agreement and must submit a signed [Computer Checkout form](#) before renting.
- Students are responsible for returning all of the original items checked out. Any missing items will be billed to the student/family.

10. Late Work Policy

- Complete all work by the due date
- If work is not completed by the due date, you will receive a 0
- Work not completed by the due date must be completed 1 week after the due date in order to change your score. This is seen as a reassessment and the highest score possible will be a 4.
- Students are responsible for making up missed work due to absences.

11. Reassessment Policy

- All formative work must be completed in order to be eligible to reassess.
- Eligible students may reassess up to a 4.
- All reassessments must be completed within one week after results have been posted.

Credits/Academic Progress

12. Graduation Requirements

	2012-2016	2017	2018	2019/2020
English	4 Credits	4 Credits	4 Credits	4 Credits
Math	4 Credits	4 Credits	4 Credits	4 Credits
Science	4 Credits	4 Credits	4 Credits	4 Credits
Social Studies	4 Credits	4 Credits	4 Credits	4 Credits
World Language	4 Credits	4 Credits	4 Credits	4 Credits
Electives	5 Credits	5 Credits	5 Credits	5 Credits
Capstone	Required- credit varies	1 Credit	1 Credit	1 Credit
Field Experience	Encouraged- credit available, not required	Encouraged- credit available, not required	.5 Credit	1 Credit
Global Foundations (leadership, global perspective, career exploration, health/fitness, personal finance, innovation)	.50 per year as elective, social studies or business credit	1 Credit	1.5 Credits	2 Credits
Total	25 Credits	27 Credits	28 Credits	29 Credits

Graduating students will be granted a diploma through KM Global and the School District of Kettle Moraine.

12.1 World Languages

Students will be using Schoology, and Rosetta Stone in conjunction with mandatory weekly meetings with their instructor. It is extremely important for them to spend time on Rosetta Stone daily. Students are strongly encouraged to continue with the *same* language all four years (required to if desire is to earn the Global Education Achievement Certificate).

12.2 Inquiry Work

Inquiry work is interdisciplinary and may satisfy any of the above graduation credit requirements. Students will choose their inquiry topic and research through a variety of resources such as books, internet research, primary source materials, expert interviews, and field experiences. This work will be guided by the project proposal and managed through "Project Foundry" (online portfolio management tool). Each KM Global Student will work on an inquiry each semester. Portfolios will be assessed at the end of each semester by their

learning coaches and content teachers during an “Inquiry Defense”. They may also be required to present their findings to field experts, community members, and peers.

12.3 Seminar

Seminar is a required component of KM Global and will help students develop their leadership and 21st century skills through a global perspective. Students will move through varying levels of leadership curriculum infused with global topics, business, and current events. Students will be required to take .25 credits of seminar each semester.

12.4 Community Service

Students will be expected to complete a minimum of 20 hours of community service each year. This is a required component of KM Global Seminar.

12.5 Senior Capstone Project

During their senior year, KM Global students will be required to develop a community project at the local or international level. Putting their leadership skills to the test, seniors will identify a community issue, make a plan, and take action.

12.6 Field Experience

Students will have the opportunity to participate in a variety of field experiences each semester. Examples of field experience include interviews, field trips, travel, job shadowing, and internships. Students should participate in one field experience each semester. Field experiences may start with outside interviews and school sponsored field trips and then lead to more personal experiences including job shadowing and finally an Internship. Students should plan on completing at least one internship prior to graduating from KM Global. We are always looking for parents and community members to partner with. Please contact us if you or someone you know is interested in working with us!

12.7 ALEKS Math

ALEKS math allows students to work at their own pace. This provides an ideal format for those who want more of a challenge, as well as those who need a bit more time to work through the problems. Our math testing data has been very impressive for those who have progressed at our recommended pace. There is a very strong correlation between academic progress and the amount of time spent on math weekly. Due to that, it is the expectation that students spend a minimum of 2 hours weekly on ALEKS. However, 3 hours a week is strongly recommended. At the end of the semester, students will earn an A if they can show 95% mastery in ALEKS and they will earn a B if they can show 80% mastery in ALEKS. With the use of this personalized dynamic online tool, anything below 80% does not show mastery and the students will not earn credit. The following table is a calendar that shows minimum mastery levels to stay on track and help students understand where they need to be.

13. Global Education Achievement Certificate (GEAC)

KM Global is excited to offer students the opportunity to earn the Wisconsin Global Education Achievement Certificate. The Global Scholar Certificate and Transcript Endorsements shall be awarded to students who have demonstrated a dedication to global education by successfully fulfilling the recommended criteria in the following four (4) areas:

13.1 Academic Course Work

A. World languages

At least 4 years/credits in a single world language

B. Additional coursework:

At least 4 credits of coursework with a global focus, which may include specific courses and/or credits earned through semester inquiries. Please note credits earned in the following, with the date the credit was earned. Additional qualifying courses should be listed as well. Possible courses include, but are not limited to: KM Global Seminar (Foundations); AP Human Geography; AP Comparative Government; KMG Biology, Physical Science, or Earth Science; KMG AP Language or AP Literature; KMG English Language Arts; International Economics, Business, or Marketing; International or Foreign Affairs; Contemporary World Issues; World History; World People Studies; Regional Studies (African, Asian, Latin American, European, Middle Eastern); Science and/or Technology credits with a Global Perspective; Second World Language (at least one year); Music or Art credits with a Global Perspective; Other.

13.2 Cultural Literacy

Each student seeking this certificate shall complete independent reviews/reflection on at least eight (8) works of international/cultural media, including at least four books (fiction and non-fiction). Other international/cultural media may include films, music, and art exhibitions. Students may elect to read books from a recommended reading list or other works (including newer released) with prior approval. These reflections may be integrated into semester inquiries, seminars, AP courses, etc. Documentation of these must be listed on the student portfolio in order to satisfy the requirements of the certificate.

13.3 Co-Curricular and Other School-Sponsored Activities

Each student seeking this certificate shall demonstrate interest in global citizenship through active participation and leadership in at least four (4) co-curricular and other school-sponsored or endorsed activities in grades 9-12. These may include participating in:

- International exchange program as exchange student and/or host.
- Travel abroad program/educational tour.
- Language and other internationally focused clubs (Spanish Club, French Club, Interact)
- Internationally themed programs/competitions for high school students (Model UN, Eurochallenge)
- International programs offered by colleges/universities (e.g., World Language Day, World Cinema Day, or language/region-specific programs).
- Language immersion programs (e.g., Concordia Language Villages).
- Organizing and running internationally themed events (e.g., International Fairs, Language Days).
- Lectures on international topics and/or speakers in the community or at a college/university.
- Activities comparable to those listed above in collaboration with other individuals or organizations within the student's school and/or from other schools.

13.4 Community Service

Each student shall complete a global/cross-cultural public service project, involving at least twenty (20) hours of work, connected to a global community (different from his/her own) or to a global issue. This project may include raising awareness about a global issue, fundraising for an international non-profit service

agency/organization, working on an international project with Returned Peace Corps Volunteers, Rotary, or other Service Club, tutoring a child who is an English language learner, or volunteering with a cultural/linguistic group in the community.

Each student shall present a project proposal to a teacher or other designated staff member designated according to district/school policy prior to initiating the project and submit a summary report upon completion. The KM Global Senior Capstone satisfies this requirement.

13.4 Documentation

The Global Scholars designation shall be entered on the student transcription upon completion of all requirements. Achievements in the other areas may be documented; for example, by submitting a print and/or digital portfolio, and/or giving a capstone presentation that demonstrates understanding and deep learning. Students are encouraged to incorporate the use of technology and multimedia into their work, as appropriate.

14. Honors Diploma

Earning the Global Education Achievement Certification, in combination with a GPA of 3.5 or higher, will result in a KM Global Honors Diploma, in addition to the Global Scholars Designation.

15. Student Improvement Plan

Students not making adequate academic progress will be subject to the following policies:

- A student showing inadequate credit progress will need to meet with the learning coach/proposal team to develop a progress plan.
- If insufficient progress is made during the specified timeframe, a parent/student/staff conference will be held to develop an improvement plan.
- At the conclusion of the improvement plan period, a conference will be held to determine the suitability of student placement in KM Global.

16. KM Global Glossary

Frequently Used Resources and Terms

ALEKS - is the program KM Global math students use to complete their coursework and assessments.
Blended Learning - is the basis of KM Global courses. Content is delivered both online and through small group instruction. This allows students to move at the pace that is right for them and prepares them to adapt to a variety of delivery methods used in college and the workplace.
Blendspace - is a LMS that will be used for a variety of different course materials.
Canvas - is a Learning Management System (LMS) that we use for our online coursework and communication.
Community Showcase - At the end of each semester, KM Global welcomes family and community members to hear brief presentations about the important work KM Global students completed over the course of their semester inquiry.

Face to Face meetings - these are scheduled and mandatory in-person meetings. These meetings run in combination with online course material. Most courses will have a minimum of one face to face meeting per week.

Field Placements and Service Learning: All KM Global students are required to participate in various levels of field placements and service learning ranging from job shadowing to internships. The specific requirements will depend on their age and interests. We are always looking for parents and community members to partner with. Please contact us if you or someone you know is interested in working with us.

Google (email, calendar, folders, sites, task list, hangouts, docs) - all students have a Google account. Students are expected to access their Google accounts daily.

Infinite Campus - Use this for checking attendance, lunch balance, and grades.
<https://campus.kmsd.edu/campus/portal/kettlemoraine.jsp>

Inquiry - Students will choose their inquiry/topic at the beginning of each semester and research that topic. Using a problem-based approach, the goal is to study various disciplines and subjects in order to come to a summary or conclusion. Their research could include, but is not limited to: books, internet research, primary source materials, expert interviews, field experience, and service learning. Each KM Global Student will work on an inquiry each semester. Inquiries are assessed at the end of each semester by their learning coaches and content teachers during an "Inquiry Defense." They may also be required to present their findings to field experts, community members, and peers.

Inquiry Defense - At the end of each semester, all KM Global students are required to meet with a panel of educators to present and defend their semester's work.

Learning Coach - each student will have a learning coach who will work with them throughout the year. Students will have a weekly learning coach meeting to discuss inquiry progress, as well as progress in all other courses. This will be the student's "go-to" teacher for day-to-day questions.

Mentor - is an experienced KM Global student (usually an upperclassmen) who will serve as a guide for a new student. Each student is assigned a mentor.

Micro-Credentials/Badges- This is an digital way to recognize details of specific knowledge, skills, and accomplishments that a course grade may not be able to.

MOOC - Massive Open Online Course - Occasionally, under the direction of a KM Global teacher, our students will have the opportunity to enroll in these free, online courses to supplement their coursework.

Project Foundry - is an online tool that our teachers and students use to develop, maintain, and submit their semester inquiry work.

Rosetta Stone - is an important tool that all world language students will use daily, in combination with their mandatory course meetings.

Seminar - Seminars are weekly, focused sessions based on global perspective, leadership, health/wellness, and other topics. There are specific required seminars, as well as many that are student-choice. Weekly activities will vary and include such things as small and large group activities, collaboration, discussions, presentations, field trips, videos, and portfolio work.

Skype - online service that enables voice and video phone calls over the Internet. Our students use this to connect with individuals from remote locations.

Disclaimer

This handbook contains guidelines but is not intended to be all-inclusive. Additional rules, procedures, or revisions of existing school rules will be announced to students as they become effective throughout the school year. These additions or revisions are considered part of this handbook and the expectations for students.

KM Global students shall follow the guidelines in the KMHS handbook for all policies not covered in the above policies and expectations.