



Kettle Moraine High School  
KM Global  
KM Perform  
High School of Health Sciences

### **MISSION STATEMENT**

Purpose: To cultivate academic excellence, citizenship, and personal development

Vision: Learning Without Boundaries

## CAMPUS ADMINISTRATIVE TEAM'S MESSAGE

Dear Parent and Students,

Welcome to the Kettle Moraine High School Campus, home of the Lasers!

Our campus features four schools, Kettle Moraine High School, KM Perform, KM Global, and HS<sup>2</sup>. We are proud to offer these opportunities to all students in grades 9-12. While we celebrate the uniqueness that each school offers, we are excited that through shared coursework, athletics, and student organizations, we are all Lasers!

This handbook emphasizes our district's focus on three pillars of student achievement: academic excellence, personal development, and citizenship. Our campus is focused on preparing all students to be college and career ready, where in addition to academic knowledge, we continue to identify success indicators for all students.

As we strive for each Kettle Moraine graduate to be self-directed and resilient, a continuous learner, communicator, collaborator, engaged citizen, and a creative and critical thinker, we hope you challenge yourself, have fun, support one another, and model the Laser Way during your time here on the campus of Kettle Moraine High School!

On behalf of the entire staff, we welcome you, and look forward to a very rewarding and successful year!

Go Lasers!

The Kettle Moraine High School Campus Administrative Team

### Kettle Moraine Fight Song

The Lasers are the best by far, they fight all through the game.  
Their history is victory, we're proud of K.M.'s name!  
The Lasers know they've got the go, they're reaching for the top.  
The coach, the team are on the beam, the Lasers can't be stopped.

The Kettle Moraine School District 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.

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This handbook contains guidelines but is not intended to be all-inclusive. Additional rules and 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. For a complete listing of the Kettle Moraine Operating Rules and Regulations, go to [www.kmsd.edu](http://www.kmsd.edu).

## BLOCK SCHEDULE FOR 2021-2022

### Monday, Tuesday, Wednesday, and Friday

Block	Time
Block 1	7:20-8:45
Block 2	8:50-10:15
Advisory	10:20-11:00
Block 3	11:05-1:05  Lunch A: 11:05-11:35 Class: 11:40-1:05  Class 11:05-11:48 (43 minutes) Lunch B: 11:50-12:20 Class: 12:23-1:05 (42 minutes)  Class 11:05-12:30 Lunch C: 12:35-1:05
Block 4	1:10-2:35

### Thursday (Early Release)

Block	Time
Block 1	7:20-8:40
Block 2	8:45-10:05
Advisory	10:10-10:40
Block 3	10:45-12:40  Lunch A: 10:45-11:15 Class: 11:20-12:40  Class: 10:45-11:23 (38 minutes) Lunch B: 11:25-11:55 Class: 11:58-12:40 (42 minutes)  Class 10:45-12:05 Lunch C: 12:10-12:40
Block 4	12:45-2:05

### Half-Day

Block	Time
Block 1	7:20-8:20
Block 2	8:25-9:24
Block 3	9:29-10:28
Block 4	10:33-11:32

## SCHOOL SAFETY PROCEDURES



### HOLD

- HOLD is announced
- Students and staff stay in classroom
- Students in halls quickly return to classroom
- Staff close doors
- No one out in halls
- Class goes on as usual
- Ignore bells
- Announcement made when HOLD action is over



### EVACUATE

- Fire alarm cues EVACUATE action
- Students/staff leave building quickly/quietly following fire exits
- Doors closed – remain unlocked
- Those not in a classroom self-evacuate
- Teacher takes attendance once clear of building
- Ignore bells
- Wait for further directions from administration/law enforcement
- Announcement will be made when EVACUATE action is over



### LOCKDOWN

- LOCKDOWN is announced
- Students in hall go into first open room
- Staff close and LOCK doors, turn off lights, move away from windows and doors
- Window shades remain open
- Teachers take attendance
- Ignore bells
- LOCKDOWN is **not** over until Law Enforcement or Administration unlocks your door and gives further instructions



### SHELTER

- SHELTER is announced
- Students/staff move silently to designated interior tornado shelter area
- Students not in their classroom move with the closest staff/class
- Doors closed - unlocked
- Teachers take attendance
- Ignore bells
- Wait for further directions from administration/law enforcement
- Announcement will be made when SHELTER action is over

# KETTLE MORAINÉ SCHOOL DISTRICT GRADUATE PROFILE

As a community and school district, we strive for each Kettle Moraine graduate to be a:

## KETTLE MORAINÉ SCHOOL DISTRICT GRADUATE PROFILE

As a community and school district, we strive for each Kettle Moraine graduate to be a:

COMMUNICATOR

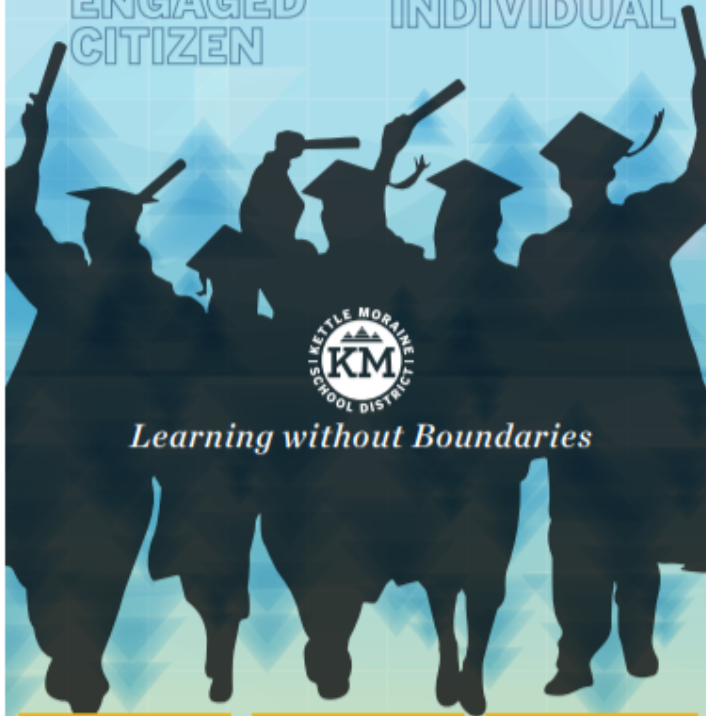
COLLABORATOR

CREATIVE  
& CRITICAL  
THINKER

CONTINUOUS  
LEARNER

ENGAGED  
CITIZEN

SELF-DIRECTED  
& RESILIENT  
INDIVIDUAL



*Learning without Boundaries*

**ACADEMIC  
EXCELLENCE**

**CITIZENSHIP**

**PERSONAL  
DEVELOPMENT**

### CONTINUOUS LEARNER

- Takes ownership of learning, continuously pursuing and demonstrating knowledge and skills throughout life
- Understands how to apply learning to new situations and challenges
- Explores areas of interest for academic, career and personal success

### COMMUNICATOR

- Communicates effectively in multiple ways - verbal, written, electronic and visual
- Shows purpose and thoughtfulness in communication
- Remains open to communicating with a variety of people, familiar and unfamiliar

### COLLABORATOR

- Actively listens, empathizes and contributes thoughtful, meaningful ideas that support common goals
- Understands the importance of roles and responsibilities within a collaborative process/organization, and has the ability to lead formally and informally while collaborating
- Is flexible, open minded, confident and adaptable when working with and receiving feedback from others

### CREATIVE & CRITICAL THINKER

- Reflects on past learning and experiences when faced with new situations and challenges
- Questions, reasons and weighs evidence to reach conclusions
- Innovates to solve problems

### ENGAGED CITIZEN

- Demonstrates integrity and leadership through positively influencing outcomes
- Acknowledges, understands, interacts with and respects diverse individuals, perspectives and cultures
- Applies individual talents to serve others in the local and global community
- Understands how to make ethical, moral and financially responsible decisions

### SELF-DIRECTED & RESILIENT INDIVIDUAL

- Maintains a positive work ethic and strives for self-improvement
- Understands how to manage time and priorities
- Sets short- and long-term goals for success
- Overcomes adversity through persistence, perseverance, self-advocacy and a growth mindset
- Reflects on one's decisions and actions, remaining flexible and open to new ideas

## **COVID-19 Pandemic Practices and Mitigation Strategies**

The District collaborates with the Waukesha County Department of Health, the Wisconsin Department of Health, and the Department of Public Instruction to mitigate the impact of Covid-19 in schools. Mitigation practices and protocols will evolve as the Covid-19 pandemic evolves. The District will maintain updated Covid-19 expectations on its website and will regularly communicate those expectations to parents and students.

## **ACADEMIC ACHIEVEMENT REPORTING (taken from [KMORR 3401](#))**

The Kettle Moraine School District (District) provides learners and guardians regular feedback regarding progress and achievement. Learners will be provided with information regarding the standards/targets/competencies associated with the course and the subsequent grading scheme.

Grading and reporting procedures shall be free of any discriminatory practices and/or language and shall be in accordance with state and federal guidelines for special education students and English language learners.

The District shall not discriminate in the methods, practices, and materials used for grading and reporting students on the basis of sex, race, religion, national origin, ancestry, creed, color, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures in the Kettle Moraine Operating Rules and Regulations.

### Philosophy:

#### **Grading:**

In the Kettle Moraine School District, the intent of a grade is to accurately reflect a student's academic performance as aligned to a set of standards. A final grade will align with the level of knowledge and skills demonstrated by the student in comparison to the expected learning of the course at the completion. Grades may be used before the end of the course as an indicator of a learner's progress toward end-of-course goals.

#### **Reporting:**

In the Kettle Moraine School District, the intent of reporting is to provide a continuous transparent communication system for learners, parents, and teachers to track the growth through the learning process. Reporting could include a combination of rubric scores, narrative feedback, assessment scores, and work examples. Reporting will be inclusive of academic achievement, habits, dispositions, and behaviors.

#### **Crediting:**

In the Kettle Moraine School District, credits are awarded in grades 9-12 when the learning targets are completed and proficiency is demonstrated on the competencies. The accumulation of the credits will align with the graduation requirements of the school. The credit will be awarded on the transcript in the term in which the learning is completed.

### Practices:

#### **Grading:**

- Learners will have a clear understanding of the criteria for demonstrating proficiency toward standards/targets/competencies. The guiding document will be the cover sheet that outlines the intended learning, through rubrics or performance descriptions that explain proficiency or through exemplars that illustrate competency.
- Grades will be based solely on individual academic performance. While behavior, habits, and dispositions impact a learner's ability to be successful, they will not be reflected in an achievement grade but feedback will be provided. Collaboration is an expectation across all areas of study.
- However, academic grades will only include an individual's performance.

#### **9-12th Grade**

Learners will be assigned a letter grade of A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F. This grade will be

calculated using weights on groups of targets based on the different levels of importance of those targets within the course. Each learner will receive a cover sheet at the beginning of the course that describes the weights and the targets.

Learners in competency-based instructional experiences will earn A+, A, A-, B+, B, B- or In Progress (IP). IP suggests that not enough evidence has been collected to determine proficiency in the competency. More time will be provided for the learner to demonstrate proficiency.

Learners taking a course that results in post-secondary dual credit and a District credit will earn a grade aligned to the post-secondary institution grading scheme. The grading system will be transparent and provided, in writing, to each enrolled student.

## **Reporting:**

### **9-12th Grade**

Learners and teachers will use a digital tool that provides transparent and "on-demand" information for all stakeholders. This tool will allow evidence to be viewed that demonstrates a learner's progress throughout the school year.

Schools will host opportunities throughout the school year for conferences. These conferences will allow the learner, teacher, and parent to discuss progress, achievement, behaviors, habits, and dispositions that impact the learning. Parents and teachers may schedule additional conferences at the request of either party.

A report card will be prepared four times throughout the school year. The reporting will include only those courses that have been completed at that time. It will be available electronically.

## **Crediting:**

### **9-12th Grade**

Credits are awarded for the completion of courses and are valued based on the depth and rigor of learning. Transcripts will be prepared for every student. The transcript will include the title of the course, the grade earned and the credits earned. Courses and grades will be transcribed when the course is complete.

### **Bonus Point Calculations**

For each ½ credit, the following courses will receive, upon successful completion, an additional .025 bonus point:

- o All Advanced Placement courses.
- o All courses that exceed the level of those offered at KMHS.
- o All World Language courses Level IV or higher.
- o Courses that are offered through the PIE (UW-Whitewater), CAPP (UW-Oshkosh), or other approved, university, dual-credit programs.
- o Project Lead the Way courses Medical Interventions and Bio-Medical Innovations. These courses represent the 3rd level or higher of coursework in either the Bio-Medical or Engineering strands.

Each college course is considered a semester course for HS transcribing. If the course meets our "Bonus Points" criteria (listed above), .025 bonus points will be awarded per every ½ HS credit awarded.

### **Valedictorian/Salutatorian**

Each of the high schools develops its own criteria for selection of Valedictorian and/or Salutatorian.

### **Deadlines / Late Work (6-12 grades only)**

Deadlines are important, and teachers will define deadlines for formative, benchmark, and summative assessments.

A student who misses the deadline on a benchmark assessment, other than an excused absence, may forfeit the right to a reassessment on the missed benchmark assessment. Students are expected to complete all benchmarks to pass a course or have evidence that demonstrates mastery of learning of benchmark's



targets/competencies.

### **Academic Dishonesty**

Academic dishonesty is defined as any form of cheating or misrepresentation of one's original work. The intentional use of a source specifically not allowed for a school assignment, quiz, test, or other performance assessment is considered academic dishonesty. Plagiarism, a form of academic dishonesty, is the copying of information, works of art or music without giving credit to the source.

It is expected that all students will be academically honest. The use of kits or commercially produced projects, except when specifically approved by the teacher, is forbidden. Credit for group projects will be granted only when sanctioned by the classroom teacher. Not included in academic dishonesty are cooperative learning activities and group projects. Teachers will specify which activities involve cooperative learning and which are to be completed individually.

Students and parents are to be notified of these rules. Parents will be notified of any violation. Consequences for students who violate these rules shall be developmentally appropriate. When violations occur, teachers shall consult with the building administrator to make sure pending consequences do not violate state statutes, federal statutes, and/or case law.

### **ADVISORY**

The Advisory Program provides students an opportunity to form connections to their school through a small, supportive community of students guided by an adult mentor. The curriculum focuses on asset building including topics such as academic and career planning, respect, leadership, culture/climate, and citizenship. A portion of advisory time will be for student choice to connect with teachers and advisors for additional support with academics, extracurriculars, and postsecondary planning.

### **ATHLETIC PARTICIPATION FEE**

A \$150 fee is assessed to those who participate in one or more athletic teams. This fee is charged only once per student per school year. See Athletic Code of Conduct for additional information related to athletic participation.

### **ATHLETICS - Procedure for Adding a New Sport/Activity**

Students, teachers, staff, or parents may initiate the process for establishing a new sport or expanding an existing sport to another level. The steps listed below will be followed.

- All requests to establish a new sport or expand an existing sport to another level will initially be presented in writing to the Kettle Moraine High School Director of Athletics.
- The Athletic Director will take the request to the school Principal for comment and approval for consideration within three weeks.
- If the Principal approves the request for consideration, the Principal or designee forwards the request to the Superintendent, with his/her comments within three weeks.
- The Superintendent, Principal, and Athletic Director gather information about each of the elements for consideration of the proposal for approval or disapproval.

### **SCHOOL ATTENDANCE ([KMORR 2209](#))**

The School District of Kettle Moraine (District) 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. Students may withdraw from school prior to that time under the following conditions:

1. Any child who is 16 or 17 years of age may be excused from regular school attendance by the school board upon the child's request and with the written approval of the child's parent or guardian if the child

and his/her parent or guardian agree, in writing, that the child will participate in a program or curriculum modification leading to the child's high school graduation. Program or curriculum modifications for purposes of this requirement include the following:

- a. Attendance at a vocational, technical, and adult education school in lieu of high school or on a part-time basis;
  - b. Modifications within the child's current academic program;
  - c. A school to work training or work-study program;
  - d. Enrollment in any alternative public school, charter, or program located in the school district in which the child resides;
  - e. Enrollment in any nonsectarian private school or program located in the school district in which the child resides which complies with the requirements of 42 USC 2000d (Title VI of the Civil Rights Act – nondiscrimination on the basis of race, color or national origin). Enrollment in such school or program shall be pursuant to a contractual agreement which provides for the payment of the child's tuition by the school district;
  - f. Home-based study, including nonsectarian correspondence courses or other courses of study approved by the school board or nonsectarian tutoring provided by the school in which the child is enrolled; or
  - g. Attendance at an institution of higher education in lieu of attending regular high school classes upon confirmed acceptance by the institution. The school district shall not assume any financial responsibility for the program beyond what is required by law.
2. A written agreement is required between the child, his/her parent or guardian, the school district and a representative of the high school equivalency program or program leading to the child's high school graduation prior to a child's admission to such program(s). The agreement must state the services to be provided, the time period needed to complete the high school equivalency program or program leading to high school graduation, and how the performance of the student will be monitored.
3. The superintendent, or designee, is responsible for monitoring the written agreement on a regular basis. In no case, however, can the agreement be monitored less frequently than once per semester. If the superintendent determines that a child is not complying with the agreement, the superintendent shall notify the child, his/her parent or guardian, and the high school equivalency program or program leading to high school graduation that the agreement may be modified or suspended in 30 days.

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 or by indication via the IC portal, 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 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.

**Whether attending in a Face-to-Face (F2F) learning environment or distance learning environment, attendance is required.** 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 building administrator 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 administrators to discuss the absence(s) in question. The building administrator shall investigate the absence and make a decision as to whether the absence is excused or unexcused. The building administrator's decision shall be final.

### **Absences from school**

1. The parent/guardian of students in grades 9-12 must telephone the high school attendance office (968-6210) the morning of the absence to report the student absence, and the reason for it (identify the symptoms, diagnosed illness per a doctor, etc.).
2. If the parent/guardian of the student(s) elects not to contact the attendance office, they can log their students' absence in the parent/guardian portal on Infinite Campus.
3. If a student becomes ill during the day, s/he should report to the health room. Students should not contact parents directly nor leave without signing out of the health room or front office.
4. If a student must leave during the day for a reason other than illness, please call the attendance office, and we will notify the student.
5. Not calling at all or calling more than 24 hours later will result in the absence being considered truancy.
6. For excused absences, assignments and tests are to be made up or completed within a reasonable time span of the student's return to school. Such time span will be at the teacher's discretion.
7. Students with unexcused absences shall have two (2) days from the date they return to school to make up examinations or assignments.
8. If a student leaves campus without a pre-excused absence and/or without signing out, s/he will be considered truant.
9. The determination as to whether an absence is acceptable (excused) or not acceptable (truant) will be made by the principal or his/her designee.

Habitual truants and their parents will be referred to the Waukesha County Juvenile Court. Parents of children who have been found habitually truant will be formally notified of the school's intent to file a truancy petition.

### **The high school unexcused absence procedure per school year, per block, is as follows:**

- When a student has missed the equivalent of 5 days- 25 blocks- either excused or unexcused- a letter will be sent home notifying the parents/guardians.

- When a student has missed the equivalent of 8 days- 40 blocks- unexcused they will be considered habitually truant.
  - A letter will be sent home requiring a meeting with the student, family, and school personnel to create a plan once a student has missed 40 blocks unexcused.
  - Student may lose school privileges as defined by administration
- When a student has missed the equivalent of 10 days- 50 blocks- excused- a letter will be sent home stating that this student must provide a medical excuse for each absence in the future. Only if they provide this documentation will the absence be considered excused.
- For Open Enrollment students: the parent/guardian and student will be asked to sign an attendance contract stating the student will show improved attendance and have at least 90% attendance for the remainder of the semester.
- At any point a student is deemed truant or habitually truant, the School/District may request a truancy citation from the Waukesha County Sheriff's Department. If a student attends through Open Enrollment, they may also lose their open enrollment status and not be allowed to return after the semester completion.

Seniors who are determined to be habitually truant (see above) could lose the privilege of participating in the graduation ceremony.

### **Tardy**

Students are expected to be in class on time every hour of the school day. KMHS understands that occasionally students may have a legitimate need to arrive late to class. For this reason, students are allowed four (4) tardies per term (cumulative for all of their classes) with no penalties. If a student has missed more than ten (10) minutes of class, the student will be considered absent from class. Students arriving after the start of the school day must enter through the school's front entrance and sign in at the front office. For safety reasons, all doors but the front entrance will be locked at 7:25 A.M. Students may not open locked doors to let other students in. Students found to do so may be suspended and/or cited by the Sheriff's Department for violating our safety expectations.

### **The high school unexcused tardy procedure for each term, cumulative for all classes, is as follows:**

5 tardies	Meeting with administrator
10 tardies	Required parent/guardian/student/administrator/school counselor meeting
15+ tardies	Referral to Sheriff's Department for truancy & loss of school privileges

Seniors who have excessive unexcused tardies (15+) could lose the privilege of participating in the graduation ceremony.

**\* The Co-Curricular Activity and Athletic Code of Conduct Handbook attendance policy will supersede the student handbook.**

### **BREATHALYZER TESTING**

The District may choose to utilize breathalyzer testing to provide for the safety, security and welfare of our students and guests at school-sponsored activities and events. Breathalyzer testing may be performed on a random or reasonable suspicion basis. If a student or his/her guest fails a breathalyzer test, he/she will either be refused entrance to, or will be immediately removed from, the activity or event and the student's or guest's parents will be notified. Further discipline or consequences may be issued in accordance with the District's established policies and rules.

### **BULLYING PROHIBITED ([KMORR 2301](#))**

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.

## **BUS RULES**

The school bus is an extension of the school. In general, all school expectations of behavior and conduct apply to students on the bus. Riding a school bus is a privilege. Students who abuse that privilege may be removed from the bus.

1. Students are not allowed to ride any bus(es) other than the one(s) they are assigned. NO Exceptions.
2. Remain seated in the assigned seat unless the driver grants permission to move.
  - When the bus is stopped, raise your hand to ask the driver if you may move.

- No kneeling or turning your body completely around. You may speak to others in your seat or across the aisle.
3. Keep hands, feet, and objects to yourself and inside the bus.
    - Backpacks should be placed on the floor under your legs or held on your lap.
    - Musical instruments brought on the bus must be held in your lap.
  4. Keep the bus neat and orderly.
    - Please dispose of waste materials in the basket provided. Your help is appreciated by keeping the bus litter-free.
    - Cutting, poking holes, or drawing on bus seats is vandalism. You will be responsible for paying for the repair or replacement.
  5. Talk in a normal voice.
    - Please use an "indoor" voice for conversation.
  6. The window may be lowered halfway with the driver's permission.
    - Yelling or shouting out the bus window is not acceptable.
  7. Be polite and respectful of the driver and other riders.
    - Swearing, cursing, and use of bad language is inappropriate and totally unacceptable.
  8. Wait for the hand signal from your driver before crossing any street or road.
    - Please be a "defensive rider" – put safety first at all times.
  9. There is no eating or drinking on the bus.
    - This is to provide for the safety of all students, especially those with food and drink allergies.
  10. Students are NOT allowed to ride any bus other than their own. (Middle School no exceptions.) In limited circumstances with a parent note, signed by a principal, you may be able to get off at a different stop on your own bus.
  11. The district has equipped all of the buses to run video cameras with audio.

## **CAFETERIA-FOOD COURT INFORMATION**

Kettle Moraine has a lunch program available for all students. All lunches are paid at the time of purchase to a cashier in each food court station, by debit to a student account using a student ID card. Money must be deposited into the student's lunch account in order for the student to use his/her student ID card for payment. Deposits to the lunch accounts may be made online using a credit card or in person at the foodservice office in the district office building. Cash and personal checks for deposits are also accepted by the high school food court cashiers. Cash may also be used for daily lunch purchases. Families will be notified by email when accounts go into the negative. No charged ala carte purchases will be allowed to students with a negative balance. Meals will not be served after a balance reaches \$-10.00.

All items are available for purchase as a la carte items if a meal is not desired. A meal includes a choice of entree or sandwich, vegetable, fruit, bread or equivalent, milk, and dessert when offered.

The menus offered at Kettle Moraine meet and exceed the nutritional requirements set by the USDA National School Lunch Program. The food court offers several food stations:

1. Stations offered daily are the Pasta Bar, Pizza Bar, Grab and Go Wrapped Sandwich Station, Made to order Sub Bar, and the Laser Lunch Station. A Feature Station is offered daily and rotates between a Mexican Bar Asian Bar, Mash Potato Bar and Burger Bar. Salad Bar is available daily and is included with every meal or can be purchased ala carte.
2. All bar entrees can be purchased separately or as a meal.
3. Breakfast items are offered each morning before classes start as ala carte selections.
4. Entrees can be purchased individually ala carte or bundled into a meal. Meal prices differ from station to station depending on the station. Check the video monitors above the stations for prices and for what's included in a meal. Prices range from \$2.75 to \$4.45.
5. The Snack Shop offers a variety of beverages and pre-packaged snacks for ala carte purchase. Accounts with negative balances will not be allowed to charge purchases.

Students may bring their own bag lunches and purchase milk and other beverages from any of the lines.

## Cafeteria Procedures

High school students are expected to act maturely and responsibly in the cafeteria. The following rules are listed as a reminder of proper etiquette.

1. Students may not leave the campus during the lunch block, nor sit in cars in the parking lot.
2. Classes are in session for two-thirds of the school during each lunch block.
3. Students are to report to the cafeteria or other assigned eating area on time during scheduled blocks, whether they eat lunch or not.
4. Students should not attempt to skip ahead of fellow students in the lunch line and should maintain physical distance while in lines.
5. Students who bring bag lunches from home are to eat in the cafeteria or other assigned eating area. Students should not be in the halls, the classrooms, or in other areas of the building other than their assigned eating area, whether they are eating lunch or not.
6. Disturbances of any kind in the cafeteria or other assigned eating areas, including refusal to pick up wastepaper, refusal to empty trays or the throwing of food or food containers, are grounds for suspension from school and/or referral to the Sheriff's Department for disorderly conduct citations.
7. No backpacks are allowed in the snack shop or food court areas.

Thefts from the cafeteria will be referred to the Sheriff's Department and are punishable by suspension and/or a citation for theft. Cameras are recording all serving areas.

A student may be eligible to receive free or reduced-price lunch if his/her family's income meets the federal guidelines established by the National School Lunch program. Applications for free or reduced-price lunches are available at the high school front office or the food service administrative offices.

## CASES NOT COVERED BY SPECIFIC RULES

It is understood that the rules contained in this handbook are not all-inclusive. The administration and teachers may take such action as is necessary, and not forbidden by law, to ensure the discipline and orderly conduct of the school. Action may be taken with respect to any offense which interferes with the orderly conduct of the school, or which affects the health and welfare of students, individually or collectively, regardless of the existence or non-existence of a rule covering the action. School rules apply to all students regardless of age, and to all school activities on campus or at other locations.

## CELL PHONES

The expectations for cell phones and other electronic devices during class time are set by each classroom teacher. Cell phones and other electronic devices will be allowed in the halls during passing periods and the cafeteria during lunch blocks. **Cell phones and other electronic devices are not allowed at any time in the locker rooms or restrooms.** Cell phones and other electronic devices should not interfere with the teaching and learning process. Situations that interfere with teaching and learning may result in disciplinary actions.

## DELIVERIES TO STUDENTS

Parents must notify students in advance to check for a delivery in the main office. Messages will not be sent nor will students be called to the office for such reasons. Food orders delivered from area restaurants will not be accepted during the school day.

## DISCRIMINATION AND HARASSMENT PROHIBITED ([KMORR 2303](#))

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.

Definitions:

- a. "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. "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.
  - c. "Sexual harassment" means conduct on the basis of sex that satisfies one or more of the following: (i) a school employee conditioning education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo harassment); or (ii) unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity (hostile environment); or (iii) sexual assault (as defined by the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).
  - d. "Complainant" is an individual who is alleged to be the victim of conduct that could constitute discrimination, harassment, or sexual harassment. Parents and/or legal guardians of complainants who are students are authorized to act on their behalf under this KMORR, including the ability to file a complaint.
  - e. "Respondent" is an individual who has been reported to be the perpetrator of conduct that could constitute discrimination, harassment, or sexual harassment.
  - f. "Formal complaint" is a document filed by or on behalf of a complainant or signed by the District's Title IX Coordinator alleging discrimination, harassment, or sexual harassment against a Respondent and requesting that the District investigate the allegation. Further, a formal complaint is a document or electronic submission that contains the Complainant's physical or electronic signature or otherwise indicates that the complainant is the person filing the formal complaint.
  - g. "Supportive measures" are individualized services reasonably available that are non-punitive, non-disciplinary, and not unreasonably burdensome to the other party while designed to ensure equal educational access, protect safety, or deter discrimination, harassment, or sexual harassment. These services are available without fee or charge to both the Complainant and Respondent, and confidentiality will be maintained to the extent practicable.
  - h. "Education Program or Activities" are locations, events, or circumstances over which the school exercises substantial control over both the Respondent and the context in which the discrimination, harassment or sexual harassment occurs.
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. The District's rule prohibiting harassment applies to all students, staff members and volunteers whether at school or at school sponsored cocurricular, extracurricular or social functions. 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 student 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 suspension and expulsion from the district.
5. If any student is aware of a possible violation of this rule, he or she should promptly report the matter.
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.
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. Anyone who witnesses or believes that he/she has been discriminated against, harassed, or sexually harassed, as defined by this policy, should follow these procedures:

Step 1: File a complaint with the District's Director of Student Services/Title IX Coordinator ("Director/Coordinator"). At the time of filing, a Complainant must be participating in or attempting to participate in an education program or activity in the District. Anyone may file a complaint with the Director/Coordinator in person, by mail, electronically, or by any other means that results in the Director's/Coordinator's receipt of a verbal or written report, by using the Director's/Coordinator's contact information.

Director of Student Services/Title IX Coordinator  
Dr. Charles Wiza  
Kettle Moraine School District – District Office  
563 AJ Allen Circle  
Wales, WI 53183  
(262) 968-6300  
wizacharles@kmsd.edu

The Director's/Coordinator's contact information is also available on the District's website. Applicants for employment, students, parents or legal guardians of students, employees, and all unions will be notified of the name and title, address, email address and telephone number of the Director/Coordinator via the District's website and student and employee policies.

Step 2: Upon receipt of a complaint or having actual knowledge of sexual harassment, the

Director/Coordinator will promptly contact the Complainant confidentially to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a formal complaint, and, if necessary, explain to the Complainant the process for filing a formal complaint. Supportive measures will also be offered to the person alleged to be the target of sexual harassment if no formal complaint has been filed. A Complainant's wishes with respect to whether the District investigates a complaint will be respected unless the Director/Coordinator determines that signing a formal complaint to initiate an investigation over the wishes of the Complainant is reasonable in light of the known circumstances. If the Director/Coordinator signs a formal complaint, the Director/Coordinator is not a Complainant or otherwise a party during the investigative process and proceedings. The Director/Coordinator will comply with Title IX's requirements throughout the investigation and proceedings to be free of conflicts and bias.

Step 3: The Director/Coordinator will review the complaint and/or allegations. If the complaint or allegation does not meet the definition of discrimination, harassment or sexual harassment under Title IX, or did not occur in the District's education program or activity against a person in the United States, the Director/Coordinator will dismiss the complaint and/or allegations. The Director/Coordinator will also dismiss the complaint and/or allegations if the Complainant seeks to withdraw the complaint, the alleged perpetrator is no longer employed by the District or a student in the District, or if special circumstances prevent the District from gathering sufficient evidence to make a determination.

Step 4: If the complaint and/or allegations are not dismissed in accordance with Step 3, the Director/Coordinator will assign a District administrator to investigate the complaint or allegations. The investigator will be trained in objective investigations, will be responsible for gathering all evidence, and will not have a conflict of interest or bias. The investigator will give all parties written notice of the allegations, an opportunity to select an advisor, and an opportunity to submit and review evidence throughout the investigation. The investigator will provide all parties at least 10 days to inspect, review, and respond to all evidence directly related to the allegations prior to the completion of the investigative report. The parties will also have the opportunity to submit written questions to be answered by the opposite party. For complaints involving sexual harassment, questions about a person's prior sexual history are prohibited, unless offered to prove that someone other than the respondent committed the misconduct or offered to prove consent. A party's medical, psychological, or similar treatment records will be kept confidential and will not be disclosed to the opposing party. At the conclusion of the investigation, the investigator will prepare a summary report. The parties will then have 10 days to review and provide a written response to the summary report.

Step 5: Upon completion of Step 4, the Director/Coordinator will assign the matter to the Director of Employee Services, who will serve as the decision-maker. The Director of Employee Services will objectively review all of the relevant evidence, whether inculpatory or exculpatory, and avoid credibility determinations based on a person's status as a complainant, respondent, or witness. The Respondent will be presumed innocent during this process. The Director of Employee Services will utilize a clear and convincing evidence standard in making findings based on the evidence. Within 10 days from receipt of the complaint or allegations, the Director of Employee Services will provide a written determination, which will be sent simultaneously to both parties, with an analysis as to the findings of fact, conclusions about whether the alleged conduct occurred, rationale for the result as to each allegation, any disciplinary sanctions imposed on the Respondent, and whether remedies will be provided to the Complainant. This determination will also identify appeal rights and will describe the list of possible remedies the District may provide a Complainant and disciplinary sanctions the District may impose on a Respondent.

Step 6: Either the Complainant or Respondent may appeal the written determination to the Superintendent (or designee). The appeal must be based on procedural irregularity, newly discovered evidence, and/or bias of the District personnel involved in the process outlined above that affected or could affect the outcome in the written determination. A written appeal to the Superintendent (or designee) must be received within 10 days from issuance of the written determination. The Superintendent's standard of review is de novo. Each party involved in the process

above bears their own expenses. Retaliation for participating in this process is strictly forbidden and is subject to discipline. The District will not restrict rights protected by the U.S. Constitution when complying with Title IX. District administrators will be trained on the definition of sexual harassment, the scope of the District's education program and activities, how to conduct an investigation, the process described in this policy (including appeals), how to serve impartially (including by avoiding prejudgment of the facts at issue), conflicts of interest, and bias. Materials used to train District administrators will be posted on the District's website. Other District staff will receive training on the general requirements of Title IX.

## **DRESS CODE**

Kettle Moraine students, parents, and school staff share the responsibility of exercising good judgment in maintaining a positive atmosphere conducive to education. Students at Kettle Moraine should always strive to be neat in appearance, clean, well-groomed, and wearing attire that supports actively engaging in the lessons and project-based learning in the classroom. Clothing styles which do not fit that description include, but are not limited to, articles of clothing with:

1. inappropriate messages – including cartoons, slogans, or advertisements which have more than one meaning, or those which depict or portray conduct or messages which may be illegal or offensive.
2. exposed midlines or exposed bust lines
3. revealing undergarments
4. low cut and low riding pants
5. very short shorts or very short skirts
  - a. shorts and skirts must be mid-thigh in length
  - b. shoulders, back, and chest covered
6. footwear must be worn at all times; closed-toed shoes will be required in certain classes as requested by teachers.

Repeated violations of the dress code that disrupt the learning environment will result in progressive consequences including, but not limited to, detention and loss of privilege.

## **DRUG, TOBACCO AND ALCOHOL-FREE SCHOOLS ([KMORR 2204](#)) STUDENT ALCOHOL AND DRUG USE/ABUSE**

The Kettle Moraine School District (District) is dedicated to providing a healthy, safe, and productive environment. Accordingly, the manufacture, distribution, possession, use of, or presence under the influence of alcohol, tobacco, controlled substances not prescribed to the individual, illegal use of non-prescription drugs, real or counterfeit/look-alike drugs, and drug paraphernalia is prohibited on District premises and at District activities.

The District prohibits student use and possession of tobacco and tobacco products (including but not limited to chewing tobacco, e-cigarettes, vaporizers, liquid substance for vaporizers, or any other electronic device or look-alike product or device) on District premises and at District activities.

The use and abuse of tobacco products, 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 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.

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 a referral to law enforcement.

A student may be required to submit to tests, including a breath or urine test, to determine the presence of alcohol or other drugs 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 a 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, tobacco and tobacco products, 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 District shall be subject to the following:

### **Tobacco/Smoking Devices - Violations**

This regulation includes the possession or use of tobacco/smoking-related products, including chewing tobacco, e-cigarettes, vaporizers (vapes), liquid substance for vaporizers, or any other electronic device or look-alike products. Students found to be in possession of tobacco or any of the above-mentioned items will be suspended for not less than one day and may be referred to law enforcement for a citation as State and local law provide. Repeated choice of such actions will result in progressive consequences such as additional days of suspension, loss of privileges, or citation. Suspicion of smoking/vaping may lead to consequences at the discretion of the administration based on the circumstances of the incident. Any and all tobacco, electronic devices, or related paraphernalia items in student's possession will be confiscated by law enforcement and not returned to the student or parent/guardian.

### **Drug and Alcohol - 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 of Education (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 administrator 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 shall 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.

### **EXPULSION ([KMORR 2407](#))**

The school board may expel a student from school for one or more of the following:

1. For repeatedly refusing or neglecting to obey the rules;
3. For conduct while at school or under school authority which endangers or threatens to endanger the property, health or safety of others;
5. For conduct while not at school or under school authority which endangers or threatens to endanger the property, health or safety of others at the school or under the supervision of a school authority; or
7. If the school board finds that a pupil, at least 16 years old, repeatedly engaged in conduct while at

school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct does not otherwise constitute grounds for expulsion, and the school board is satisfied that the interest of the school demands the pupil's expulsion.

8. Conveying, or causing to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
9. Possessing a dangerous weapon while at school or while under the supervision of a school authority shall result in expulsion proceedings as outlined in state law. 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.

If a student who has been expelled seeks to enroll in another school district during the term of his or her expulsion, upon request, the district shall provide the school board of the other school district with a copy of the expulsion findings and order, a written explanation of the reasons why the student was expelled and the length of the term of the expulsion.

The board may expel a student when it has found that the student has engaged in any of the above conduct and is satisfied that the interest of the school demands the student's expulsion. Students may be offered an opportunity to voluntarily participate in a particular support program or intervention activity related to their misconduct as an alternative to expulsion.

All student expulsions including those involving students with disabilities shall follow all statutory procedures and requirements.

The board may specify conditions in a student expulsion order that would allow the student to be reinstated to school early before the end of the term of his/her expulsion. The early reinstatement condition(s) shall be related to the reason(s) for the expulsion and shall be enforced in accordance with state law requirements.

## **FEES AND FINES**

All fees and fines must be paid prior to the issuance of a parking permit and prior to receiving a diploma after the graduation ceremony.

## **HEALTH ROOM**

The KMHS campus Health Room is staffed by an RN and Health Room Assistant alternately during school hours. The School Nurse is available to discuss health services, preventative health care, medication, and any other health concern parents may have regarding their children. All Assistants are trained to provide first aid and other health services to injured and ill students. You may reach the school nurse or Health Room Assistant by calling 262-968-6273 ext 4117.

Students are to report to the health room in cases of illness, injury, or any health-related problem. Parents, or if unable to reach a parent, the person listed on the student's emergency card, will be notified if a student must go home. Parents must give permission that a student driver is allowed to drive themselves home; Health Office staff must be in agreement that the ill or injured student is capable. Students may not leave school due to illness without first reporting to the health room.

Students will be sent home from school with the following guidelines:

- A fever of 100 (oral)
- Students must be fever-free for 24 hours without the use of medication before returning to school.
- Episodes of vomiting or diarrhea
- Rash if accompanied by fever/sore throat or behavioral changes
- Live head lice or untreated lice nits
- Other conditions, not previously listed, at the discretion of the KMHS staff.

## **HONOR ROLL**

The high school Honor Roll is computed at the end of the year. By definition, students who have a cumulative grade point of 3.5 or higher are included in the Honor Roll.

## **LASER POINTERS**

Laser Pointers and other such devices are not allowed on campus or at school-sponsored events.

## **LOCKERS**

Lockers are furnished to each student by the school. As such, school lockers are the property of the school. The school at no time relinquishes its exclusive control of the lockers, which are provided as a convenience to the students. The following regulations apply not only to the student's corridor locker but also to any additional lockers that may be assigned elsewhere in the building.

1. The student assumes all responsibility for the contents of the assigned lockers. The Board of Education is not liable for any losses that the student may incur. Students must never leave their lockers unlocked or share the combination with another student.
2. Nothing packaged in glass or metal containers, cosmetic items, paints, inks, or the like may be stored in a locker. Lockers should be kept clean and orderly.
3. Students must not place anything in a locker that may compromise the air quality of the building.
4. Students are not to deface lockers in any manner.
5. Students should plan their day to minimize locker usage during classes.
6. Students must report locker problems to the office immediately.

School officials retain the right to hold periodic general locker inspections at any time, for any reason, without notice, without consent, and without a warrant.

## **MEDICATIONS**

Students needing to take any medications during the school day must have a completed consent form on file with the school nurse. Medication forms can be found on the Health Services webpage on the KMSD website or in the Health Room. Medication must be dispensed by the school nurse or another authorized school official. This includes inhalers, Epipens, prescription, and over the counter medications. Doctors must authorize that a student may self-carry their inhalers and Epipens. All medication must be delivered to the Health Room in the original medication container and not be expired. You may reach the health office staff with any questions by calling 262-968-6273 extension 4117.

## **PARKING**

### **Annual Parking Permits**

Parking permit fees are \$200.00 per year for the upper lot and \$180.00 per year for the lower lot. Parking permits must be obtained in the main office. Replacement parking permits are \$5.00 if the original permit is not returned. Students must have a valid driver's license to apply for a parking permit. Parking fees will not be refunded in the event of school closure.

### **Daily Parking Permits**

Daily parking permits are available in the school office and may be purchased one day in advance. The cost of a daily permit is \$5.00. There are a limited number of spaces available for daily use in the lower lot, sold on a first-come-first-serve basis.

### **Parking Regulations**

It is a privilege to drive a vehicle to KMHS and park it on school grounds. Due to parking lot size, there are a limited number of parking spaces available. Students must park their vehicles in one of the student parking lots. The upper lot is located on the south side of the school and the lower lot is located next to the athletic field. This parking privilege may be revoked at any time at the discretion of the school administration and district resource officer. Refunds of parking fees are not given if parking privileges are revoked or if the permit is lost or stolen. All vehicles must be registered with the school office and have an official parking permit on display. Parking permits are non-transferable.

The following will be considered a violation of parking regulations and may result in the loss of a parking permit. Repeated offenses may also result in the car being towed off campus and/or ticketed without notification at the owner's expense:

1. Truancy – tardy unexcused (10 or more per term) or unexcused absences (40 unexcused blocks/year)
2. Outstanding detentions
3. Failure to pay school fees and fines
4. Refusing to comply with school rules
5. Careless operation and driving recklessly on school grounds
6. Speeding on school grounds – campus speed limit is 10 mph
7. Non-registered vehicle or expired/suspended registration (towed/ticketed at owner's expense without notice)
8. Suspended or revoked driver's license. (towed/ticketed at owner's expense without notice)
9. Parking in a fire lane, faculty lot (high school or Wales Elementary), visitor lot, handicap space, on the sidewalk, grass, maintenance entrance, in more than one space, or other space not designated for student parking
10. Permits must be properly displayed. Improper placement of parking permit, no permit displayed or fake permit used
11. Use of a vehicle during the school day without prior parental permission and signing out in the attendance office
12. Use of a vehicle to transport other students off campus during the school day
13. Use of a vehicle to consume or transport alcohol, tobacco, or illegal substances on school property during the school day or at extracurricular activities
14. Occupying, accessing, or allowing others to occupy or access the vehicle during the school day, fire and tornado drills, or other school evacuations
15. Parking a vehicle and leaving it unlocked
16. Smoking, vaping or electronic device used for smoking, using alcohol or other drugs or drug look-alikes on school grounds
17. Other traffic violations or other use of vehicle that endangers property or persons
18. Excessive noise (mufflers, stereo, revving of engines)
19. No drugs, weapons, tobacco/smoking devices and products, or alcohol may be kept in a vehicle on school property.

Although a parking fee has been paid, the school is not responsible for damage of or theft of/from vehicles parked on school property. All accidents in the student parking lot must be reported immediately to the school administration and law enforcement. The Waukesha County Sheriff's Canine Unit completes routine walk-throughs of the parking lots. By signing this form, vehicles parked on school property may be searched at any time at the discretion of the school administration and/or the district resource officer.

### **Waiver of Liability**

Utilization of the Kettle Moraine School District High School ("District") student parking lot is voluntary. Student and parents agree to release from liability and waive their right to sue the District, and its employees and officers for all claims or damages they separately or collectively may have for personal injury (including death) or injury to or loss of property (including theft) that may occur in the District parking lot, whether caused by negligence or otherwise. Students and parents further agree to indemnify the District and accept liability for the actions of the student named above while utilizing a student-operated vehicle in the District parking lot.

These rules and regulations can also be found in the student handbook and on the high school website.

### **PHOTOGRAPHING AND/OR VIDEOTAPING STUDENTS**

In the course of a school year, groups of students are occasionally videotaped and/or photographed in classroom situations, during fine arts performances, on field trips, for teacher training, etc. The resulting photo and/or videotape may be used in a variety of ways: to promote the school district, individual school, or specific programs to the community; to instruct students or staff members; or to orient new parents, staff, and students. The final product could also take a variety of forms: photo displays, slide presentations, newspaper articles, pamphlets, or video programs. Pursuant to the Family Educational Right and Privacy Act and State Statute 118.125(1)(d), any parent, guardian or eligible student (18 years of age or older) may inform the district of his/her desire that his/her child not be photographed or videotaped by completing a PHOTOGRAPH AND/OR VIDEOTAPE DISCLAIMER. (Available online)

## **POSTERS**

### **School-Sponsored Organizations**

There are numerous bulletin boards throughout the school on which school-sponsored organizations may post information. Any announcements placed on these boards must be pre-approved by a principal before posting. Posters or announcements may not be displayed anywhere in the building, other than on the bulletin boards. It is important that all posters are attached only to surfaces that will not be marred by masking tape, such as painted walls or varnished surfaces. Paste, cellophane tape, or thumbtacks are not to be used to secure posters to walls or windows. All posted signs will be taken down after a reasonable length of time.

### **Non-School Sponsored Organizations**

The school provides a bulletin board, on which non-school sponsored organizations may post announcements, etc. All non-school sponsored posters, materials, fliers, and announcements placed on this board must be pre-approved and stamped "Not Sponsored by the Kettle Moraine School District" by a principal. Non-school sponsored organizations are not allowed to hang posters anywhere else in the school. Posters that violate this will be taken down.

## **PRIVACY IN LOCKER ROOMS (KMORR 2306)**

Locker rooms are provided for the use of physical education students, athletes, and other activity groups or individuals authorized by the building principal or other Kettle Moraine School District administrators. The district recognizes the privacy rights of individuals using the locker room and shall take reasonable measures to protect an individual's privacy.

In accordance with state law under no circumstance shall electronic devices with photographic capabilities be used in locker rooms, bathrooms, or other areas where privacy is expected. (Sections 175.22, §942.08, and §942.09 Wis. Stats.) No one will be permitted to enter into the locker room or remain in the locker room to interview or seek information from an individual in the locker room at any time. Such interviews may take place outside of the locker room consistent with applicable District policies and/or school rules.

Anyone who violates this policy shall be subject to school disciplinary action and/or penalties under state law.

## **PROM AND HOMECOMING ELECTIONS**

Court elections are held for the Prom and Homecoming dances. Students recognized for a dance court will exemplify the Laser Way by meeting the following expectations.

1. Student must maintain passing grades in ALL classes (current and most recently completed term/semester).
2. Student will have NO unexcused absence for ANY class block the term of the dance.
3. Student will have 4 or less overall tardies during the term of the dance.
4. Student will have NO discipline referrals to the office during the current school year.
5. Student will have NO athletic/activity code violations during the current school year.
6. Student is on track to graduate and in good academic standing based on the criteria of each KMHS Campus school.

For the Homecoming Dance Court, Numbers, 1, 2, 3,4 5, and 6 apply plus:

1. All nominees must currently be or have been, an active participant in a club, activity, or sport during the previous and/or current school year (verified by coach or advisor).

Court selection for individual students may be revoked at any time at the discretion of the administration.

## **PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL**

It is the Kettle Moraine School District's philosophy that complaints can best be resolved if the individuals most closely connected with a problem work to resolve it. Therefore, any complaint must be directed initially to the individual(s) responsible for the activity or situation which instigated the complaint. If a complaint cannot be resolved at this first level established procedures will be followed. Due process will be extended both to the complainant and to the person(s) to whom the complaint is directed.



2. All complaints must first be directed to the person(s) responsible for the activity or situation which instigated the complaint.
3. If a complaint cannot be satisfactorily resolved through the use of step 1, a mediator, a guidance counselor, can assist in resolving the complaint.
4. If a complaint cannot be satisfactorily resolved through the use of steps 1 and 2, the complaint must be put into written form and submitted to the immediate supervisor or the person(s) to whom the complaint was originally directed. The supervisor will arrange necessary consultations to ascertain the facts of the complaint and will make every reasonable effort to resolve the matter promptly.
5. Should the complainant still feel the matter has not been satisfactorily resolved, it will be considered by the next immediate supervisor.
6. Before your complaint will be heard by the School Board, you must meet with the building principal and superintendent first to try to resolve the matter. The Board is the final step in the process.

## **REFERRALS TO THE SHERIFF'S DEPARTMENT**

Students who violate rules or whose actions and behaviors are deemed beyond the scope of school policies are referred to the Waukesha County Sheriff's Department through the KMHS School Resource Officer and may result in a citation.

The following examples are reasons for referral, but this list is not all-inclusive

1. Possession of illegal drugs, narcotics, and alcoholic beverages.
2. Fighting.
3. Abusive and threatening behavior or language directed at teacher, student, support staff, or a principal.
4. Theft of property.
5. Vandalism of property.
6. Possession of, and/or use of weapons, or weapon facsimiles.
7. Sexual harassment of other students or staff.
8. Threat to another student or staff member.
9. Food fights, littering in the halls or cafeteria.
10. Refusal to leave school premises when directed to do so (loitering).
11. Improper, unsafe, or unlawful use of a motorized vehicle; improper parking of a motorized vehicle.
12. Any act, or offense, which interferes with or disrupts the operation of the school (disorderly conduct).

## **STUDENT CODE OF EXPECTATIONS**

### **1. Academic expectations:**

- a. Be actively engaged in all of your classes and earn the best grades possible – post-secondary institutions will ask for a final transcript at the end of the senior year and may rescind an offer for admission if the grades do not meet their expectations.
- b. Make certain you are meeting all requirements for graduation.
- c. Students must successfully earn the required credits, meet specific course requirements, Academic Career Portfolio proficiency completion, passing score on the civics exam, and writing proficiency in order to participate in the graduation ceremony.

### **2. Attendance expectations:**

- a. Attend all classes and be on time for each block.
- b. Attendance procedures and consequences are outlined in the SCHOOL ATTENDANCE section of this handbook (pg. 10-12).

### **3. Behavior expectations:**

- a. Students are asked to demonstrate respect through words and actions. Inappropriate language, name-calling, pushing, shoving, etc. will not be tolerated even if the students claim to be just kidding.
- b. Students are asked to move through the halls quietly and quickly to get to the next class or destination.
- c. All students must carry their student planner and student ID.
- d. Students are expected to check their school email on a regular basis.
- e. Students are to refrain from physical contact with other students.
- f. Students should be aware of the serious consequences of messages sent through electronic media that may be considered of a threatening/inappropriate nature.
- g. Students are expected to comply with teacher directions.
- h. Students are not allowed to ride scooters, skateboards, rollerblades, trick bikes, and other such devices on campus unless required as part of a course curriculum.

- i. Students must serve all assigned detentions.
- j. Students with unserved detentions will not be allowed to participate in athletics, receive a parking permit, or attend student activities as listed.
- k. Students in grades 9, 10, and 11, who are suspended from school will face the following additional consequences:
  1. For each suspension, the student may lose school privileges (ex: school dances)
- l. Seniors who are suspended from school may face the following additional consequence: 1<sup>st</sup> Suspension - Student will not be allowed to participate in the next senior activity  
 2<sup>nd</sup> Suspension – Student will not be allowed to participate in all senior activities except the graduation ceremony  
 3<sup>rd</sup> Suspension – Student will not be allowed to participate in all senior activities including the graduation ceremony  
 Senior activities include homecoming, winter dance, prom, senior night, and graduation ceremony
- m. Athletes under suspension are also subject to consequences under the Athletic Code. For more information, please see the Code of Conduct Handbook under the “Athletics” page of the KMHS website.
- n. Pranks will not be tolerated at any time during the school year as they create a disturbance and safety hazard. Students who plan or participate in a prank will jeopardize their participation in activities including the graduation ceremony and may be subject to legal ramifications.

## **STUDENT EXPRESSION**

Kettle Moraine High School promotes an orderly educational community that reflects constitutional principles including freedom of expression by students. The school recognizes that the achievement of a proper balance between order and freedom is a perplexing issue. It is necessary to define an appropriate balance in these matters for the faculty, parents, and students. Accordingly, regarding the expression of ideas and opinions by students on school premises, the following school policies apply:

1. Students who legally attend Kettle Moraine High School may express opinions and ideas, take stands, and support causes, publicly and privately, orally or in writing.
2. Prior approval for the posting of notices, advertisements, campaigns, and other communications must be received from the principal or his/her designee. Any posted material not receiving prior approval will be removed by the school's administration or designee.
3. All student-posted notices or communications shall be subject to reasonable size limitations, signed, and dated at posting, and will be removed by school representatives after seven calendar days.
4. Students may exercise freedom of expression through the distribution of handbills, leaflets, other written material, and the collection of petitions concerning either school or non-school matters or issues.
5. The time for the conduct of such activities may be restricted by the school administration to certain designated times, such as: before school, after dismissal, or during lunch blocks to the extent that such activities are deemed unnecessary interference with the school program,
6. The place for the conduct may be restricted by the school administration to permit the normal flow of traffic within the school or on school premises.
7. The manner of conducting such activities may be reasonably restricted by the school administration to prevent undue levels of noise or to prevent the use of coercion or unreasonable interference with any person.
8. No written materials shall be distributed and no petitions or surveys shall be circulated by students on school premises unless such written materials, petitions, and/or surveys have first been reviewed by the school principal or his/her designee for a prior determination that such written materials do not violate this policy.
9. No written material shall be prepared by the use of school equipment or property without prior approval by the principal or his/her designee.
10. All copies of any written materials, whether posted on bulletin boards or circulated and distributed on school premises, shall bear the names of approved student organizations or other sponsoring student groups or students.
11. Any violation of this policy or any administrative rules, decisions, or action taken or adopted in pursuance of this policy may subject the student to disciplinary consequences, including suspension, in accordance with established laws or policies of the State of Wisconsin, Waukesha County, and the Board of Education.

## STUDENT RIGHTS

Students are afforded due process rights. Students will be interviewed by the principal or designee prior to disciplinary action. The only exception to this practice of due process will be emergencies in which danger to students and staff prevents the normal investigation practices from occurring.

## STUDENT SEARCHES (KMORR 2210)

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 the 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. Canine units may be used in randomly selected classrooms once students have been removed. In this case, all items will be left in the classroom. 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.

## **STUDENT USE OF WEAPONS, EXPLOSIVE DEVICES, FIRE, OR AIR CONTAMINATION (KMORR 2211)**

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, which 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.

State law requires expulsions for only one type of violation, whenever a student possesses a firearm at school or while under the supervision of a school, s. 120.13(1)(c)2m, Wis. Stats.

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.

## **STUDENT VISITORS**

Student visitors are not allowed to attend school with Kettle Moraine students. Families wishing to learn more about Kettle Moraine High School should contact the Counseling Center at 262-968-6273 ext. 4025 to arrange for a visit.

## **SUSPENSION**

Kettle Moraine High School institutes a progressive discipline system whenever possible. Continuous and willful refusal to accomplish school tasks even though able to do so; swearing at a staff member/school representative; insubordination to a staff member/school representative; disorderly, disruptive, or illegal conduct; and persistent violation of school regulations are examples of the reasons for a student to be suspended from school attendance. Suspension from school is a serious matter and should not be taken lightly by students or parents. Copies of all suspension notification letters are placed in the student's file. Reasons for suspension also include violations of narcotics laws, use or possession of tobacco products, use of alcoholic beverages, hazardous or unlawful use of motorized vehicles, use or possession of weapons or fireworks, bomb threats, theft; or violations of local, state, and federal law (this list is not all-inclusive). The length of a suspension is determined by school authorities and will reflect the offense. Parents will be notified by a principal when such action is necessary. Students who have reached the age of majority (18) may be dealt with directly. Suspended students will be granted the opportunity to make up all missed assignments, per board of education policy and state statute. Athletes under suspension are also subject to consequences under the Athletic Code. For more information, please see the Code of Conduct Handbook under the "Athletics" page of

the KMHS website.

There are two types of suspensions:

1. **An in-school suspension** means that the student comes to school on a non-student attendance day and is supervised by staff.
2. **An out-of-school suspension** means that the student is barred from being present on school properties for the duration of the assigned suspension.

## **TECHNOLOGY ACCEPTABLE USE GUIDELINES AND USER AGREEMENT ([KMORR 3501](#))**

### **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 a 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), email 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 the 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 a 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 me, 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 another 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 with the 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 bonafide research or other lawful educational or business purposes.

Users shall not use any website, application, or methods to bypass the 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 another 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.

### **TOBACCO/SMOKING DEVICES USE & POSSESSION**

Kettle Moraine School District and Village of Wales ordinances prohibit the use and possession of tobacco, tobacco products, and smoking devices on school premises at any time to include students, staff, parents, and visitors (visitors are currently disallowed due to COVID) to any school in the District. This regulation includes the possession or use of tobacco/smoking-related products, including chewing tobacco, e-cigarettes, vaporizers (vapes), liquid substance for vaporizers, or any other electronic device or look-alike products and prohibits their use on school premises, buses, or any school-sponsored function held on or off school premises. Students found to be smoking or in possession of tobacco or any of the above-mentioned items will be suspended for one day and may be referred to law enforcement for a citation as State and local law provide. Repeated choice of such actions will result in progressive consequences such as additional days of suspension, loss of privileges, or citation. Suspicion of smoking may lead to consequences at the discretion of the administration based on the circumstances of the incident, eg. smoke rising from a bathroom stall or motor vehicle, etc. Any and all tobacco, electronic devices, or related paraphernalia items in a student's possession will be confiscated by law enforcement and not returned to the student or parent/guardian.



## **VANDALISM**

Anyone who willfully destroys school property through vandalism, tagging, graffiti, arson, larceny, or who creates a hazard to the safety of other students will be referred to the proper law enforcement agency. Suspension and/or expulsion may result from instances of vandalism, depending on the extent of damage and the student's involvement. Proper restitution for defacing or destroying school property and committing acts of theft or vandalism must be made by the person(s) responsible. When the student does not make restitution, the parent or legal guardian will be held liable.

## **VIDEO CAMERAS (KMORR 2606)**

The School District of Kettle Moraine has installed and may use video cameras on school property primarily for the purposes of establishing and maintaining a safe and orderly educational environment, for identifying disciplinary issues, for minimizing theft and vandalism, and for enforcing school rules. Video cameras may be used in any place on school premises where the public, students, and staff have no reasonable expectation of privacy, such as entrances, hallways, stairwells, classrooms, cafeterias, gymnasiums, libraries, athletic fields, parking lots, and school buses. Video cameras will not be used in any area where the public, students, and staff have a reasonable expectation of privacy, such as restrooms, locker rooms, health rooms, private offices, and private conference/meeting rooms.

The placement of the video cameras is for the purpose of assisting with issues related to discipline, safety, and security. The video cameras will not be continuously monitored nor used to monitor or record audio (i.e. conversations), except when specifically authorized by the district administrator and only in compliance with state or federal law. Only individuals authorized by the district administrator or building principal may view video recordings.

Students or others found to have violated board policies or school rules shall be subject to discipline in accordance with established policies and procedures. Should a video recording become a part of a student disciplinary action, the recording will become part of the student's behavioral record consistent with the district's student records rules and procedures. The school district reserves the right to provide copies of video recordings to law enforcement agencies as it deems appropriate.

## **WORK PERMITS**

To obtain a work permit, the student must provide the school office secretary with:

1. A letter from the employer stating job duties, name, address, and phone number of the employer
2. A letter from a parent, stating that the student has permission to work
3. An original birth or baptismal certificate, or driver's license with a photo
4. An original Social Security Card
5. A \$10.00 fee. (Returned by the employer.)

Work permits are issued between 7:00 A.M. and 2:35 P.M. Allow 24 hours to process the work permit.