

Kettle Moraine School District Elementary Schools

**Cushing, Dousman, EXPLORE,
Magee, & Wales**

**Student/Parent Handbook
2020-2021**



The Kettle Moraine School Board requires all parents to review this guide, which contains information on school programs, policies, and procedures. It also contains federal, state, and school board public policies and notices.

Greetings,

In all of the elementary schools in the Kettle Moraine School District, we provide many opportunities and programs for children to develop their academic, social, and personal qualities. The students, their learning and safety take top priority in our school as we work towards a well-rounded education for each individual child. We believe the educational development of your child is enhanced through a partnership. This partnership is fostered through parental awareness about your child's experiences in his or her classroom and school.

As part of our commitment to inform you about your child's educational opportunities and to encourage your active participation, we invite you to:

- Communicate regularly with your child's teacher(s)
- Participate in back to school opportunities
- Read weekly *e-messenger* and newsletters from teacher/school
- Visit your school website at <http://www.kmsd.edu>. At this site you can stay current with school news, and find information about upcoming events.

We also have a strong commitment to the health of both our students and staff in our schools. As you likely are aware Coronavirus, COVID-19, has caused a worldwide pandemic starting in early 2020. Due to its rapid spread throughout the world, and in an effort to help mitigate the spread, Wisconsin schools were ordered closed in mid-March 2020 through the end of the last school year. KMSD will continue to be working under the direction of the CDC, DHS, and Waukesha County Health Department in reopening schools and in educational planning for the 2020-21 school year. We are committed to continuing to provide top-quality teaching in a manner that prioritizes the health and well-being of our school community in the best ways possible.

This handbook will serve as a guide to answer many questions about school procedures, rules and district policies. Please review these items with your child. If you have questions or concerns, feel free to contact your child's principal or your child's classroom teacher. We look forward to providing your child with a year of successful learning experiences and positive friendships in a safe and happy learning environment. **While all information in this handbook is important, please take special note to frequently asked questions and additions made since last year. These will be highlighted in yellow.**

Sincerely,

Susan Rach - Principal, Cushing Elementary
Jeremy Monday - Principal, Dousman Elementary
Stephen Plum - Director of EXPLORE
Sue Sterner - Principal, Magee Elementary
Christopher Otto - Principal, Wales Elementary

| | |
|-------------------------------------|-------|
| Table of Contents | 2 |
| School Day Schedule | 3 |
| Attendance | 3 |
| Arrival and Dismissal from School | 4 |
| Bus Rules | 5 |
| Elementary Grading and Reporting | 6 |
| Readiness Habits | 7 |
| Student Conduct | 7 |
| Cell Phones | 9 |
| Electronic Devices | 9 |
| Use of Audio/Video Cameras | 9 |
| Emergency School Closing | 9 |
| Building Security Plan | 10 |
| Messages to Teachers and Staff | 10 |
| Building Security Plan | 10 |
| Messages to Teachers and Staff | 10 |
| Pets in School | 11 |
| Lost and Found | 11 |
| Items Not to be Brought to School | 11 |
| School eMessenger | 11 |
| Lunch Program | 12 |
| Appropriate Dress | 12 |
| Field Trips | 13 |
| PTO | 13 |
| Nutritious Snacks | 14 |
| Birthday Treat Policy | 14 |
| Health Care Services/Health Room | 14-18 |
| Cases Not Covered By Specific Rules | 18 |

Kettle Moraine School District Mission and Vision

MissionTo cultivate academic excellence, citizenship, and personal development.

Vision- Learning without Boundaries**Vision:** Learning without Boundaries

SCHOOL DAY SCHEDULE

| | |
|--|------------------|
| Monday, Tuesday, Wednesday, and Friday | 8:30 AM-3:35 PM |
| Thursdays | 8:30 AM-3:05 PM |
| Half Days | 8:30 AM-12:35 PM |

ATTENDANCE

Regular school attendance is a critical factor in student achievement. Whether your child is learning through Face-to-Face or distance learning, their attendance and engagement will impact their achievement.

We also recognize that there are times when it is necessary (for reasons other than illness) for students to be absent from school. When this happens, it is important to understand the Wisconsin State Law requirements for attendance.

There are two types of absences—excused and unexcused. **Excused absences**, including tardies, are allowed for student illnesses and medical appointments. Exceptional circumstances may also be considered excused when the school office is notified. Examples of these are family emergencies and funerals. Special events of educational value and/or exceptional circumstances may also be considered excused absences if approved by the principal in advance.

The second type of absence is unexcused. Unexcused absences are those that are non-medical, non-emergency and counter to the educational well being of the student. Tardiness is also an unexcused absence unless it is for a medical or emergency reason or for special events of educational value or exceptional circumstances.

- Please schedule vacations when school is not in session. When a child misses school, the burden to catch up on work and learning is often very difficult.
- If your child is going to be absent from school, we ask that you call the School's **Attendance Voice Mail Line at 965-6520** and leave a message **before 9:00 a.m.** The message should include the child's name, the teacher's name and the reason for the absence - including symptoms. This information will help us in tracking/reporting to the county.
- Appointments should be made, when school is not in session. A telephone call or a note identifying the reason and the time for release from school is requested for each medical appointment. The student should bring this note to the teacher on the day of the appointment. Whether face to face or distance learning, please communicate this information to both the teacher and the front office via email or phone.

- A parent must sign the student out of school at the office before the student leaves the building and sign the student in upon their return. When a child needs to leave during the school day, please call the office or email to indicate the time. When you arrive at school, please enter the lobby, sign your child out. They will come out to meet you in the vestibule. Visitors are not allowed in the office.
- If a child arrives at school after 8:30, he/she must report to the office to sign in. If a parent signs them in, the tardy is marked excused. A child will be marked unexcused when their parent does not communicate with the front office.

For more information, see our district's [School Attendance Policy \(2209\)](#).

ARRIVAL & DISMISSAL FROM SCHOOL

As KMSD will be working under the direction of the CDC, DHS, and Waukesha County Health Department throughout the 2020-21 school year in response to the COVID-19 pandemic, procedures may change in adaptation to the needs of the community.

Students may begin arriving at school no earlier than 8:15 in the morning in order to be ready to begin the school day at 8:30. Students may not congregate inside or outside the lobby. Car drop off will begin at 8:15 AM, buses will unload one at a time as directed by school personnel. Each school will provide detailed instruction for their process.

Car dismissal will begin at 3:25PM (2:55 on Thursdays). Bus dismissal will begin at 3:35PM. There will be **no lobby pick up** at any of our elementary schools.

You will be asked to sign up for how your child will be leaving school on a regular basis in order to maintain secure exit procedures. Students will not be allowed to ride different bus routes. If you need to change plans, please send in a note that day.

Bikers

- Students who bring bikes to school should NOT arrive before 8:20 AM
- The school is not responsible for damaged or stolen bikes.
- Please encourage your students to ride safe and **WEAR a HELMET**

Walkers

- Students should NOT arrive before 8:20 AM.
- Afternoon walkers will meet crossing guard at designated location at their school.

Cars

- **Students should NOT be dropped off before 8:15AM. Prior to 8:15am, there is no direct supervision of students**
- Please display the visor tag provided at dismissal time to keep cars flowing smoothly.
- Parents should **NOT** walk their child to/from their car, they should remain in the car pick-up line and patiently wait until a staff member waves them for entry. A staff member will direct students to exit their vehicles on the designated side for safe exit
- The more cooperation we have with the pick-up process, the smoother, quicker and safer the pick-up process will be.

Bus

As KMSD will be working under the direction of the CDC, DHS, and Waukesha County Health Department throughout the 2020-21 school year in response to the COVID-19 pandemic, procedures may change in adaptation to the needs of the community.

Kettle Moraine Schools and Dousman Transport Company (DTC) work in close cooperation to ensure that your child's ride to and from school is as safe as possible. Both the school district and the transport company are committed to that goal. With that in mind, bus rules have been developed to insure the health and safety of all the students who ride a bus each day.

In light of the COVID-19 pandemic DTC and the District have implemented mitigation strategies to reduce the spread of the virus. Those strategies include:

- **Seating will be by family**
- **Face masks will be required to ride on bus.**
- **Disinfect all school buses and vehicles used to transport students twice/daily. Wipe down high touch point areas between morning runs and afternoon runs.**
- **Train drivers in the use of the tools and products related to cleaning buses.**
- **Increase circulation of air through ventilation systems.**
- **Stagger arrival/departures and expand use of entrances.**
- **Increase signage on buses to reinforce expectations.**

Failure to abide by these rules will result in consequences for the specific student(s) to reinforce the importance of safety on the bus. Disciplinary actions may include bus suspensions, school detentions, and school suspensions. Our goal is the safety of your child.

You and your child are asked to read and discuss the bus rules and regulations below. Your signature and that of your student is required so that we are assured that the rules are understood.



Bus Rules

- 1. Students are required to wear a facemask.**
- 2. Students are not allowed to ride any other bus other than the one they are assigned. No exceptions.**
- 3. Remain seated in assigned seat.**
 - No kneeling or turning your body around. You may speak to others in your seat.
- 4. 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.
- 5. Keep the bus neat and orderly.**

- Please dispose of waste materials in the basket provided. Your help is appreciated 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.
6. **Talk in an indoor voice.**
 7. **The window may be lowered halfway with driver's permission.**
 - Yelling or shouting out the bus window is not acceptable.
 8. **Be polite and respectful of the driver and other riders.**
 - Swearing, cursing, and use of bad language is inappropriate and totally unacceptable.
 9. **Wait for the hand signal from your driver before crossing any street or road.**
 10. **There is no eating or drinking on the bus.**
 11. **The district has equipped all of the buses to run video cameras with audio.**

ELEMENTARY GRADING AND REPORTING

The district adheres to a system of balanced assessment. A balanced classroom assessment system includes the use of formative, benchmark and summative assessments. The district KMORR can be found at the following website:

[Academic Achievement Reporting \(3401\)](#)

A critical component of student achievement is to deliver timely and specific feedback regarding student's learning progress beyond the traditional summative report card. This requires clear definition of learning targets at the front end for units of study and effective communication between teachers, students and parents. Our reporting system is designed to best meet these requirements and will facilitate better understanding of the learning goals and provide tangible evidence of growth.

We encourage you to monitor achievement on individual learning targets from previous units of study where your child had not met Proficient or Secure levels. If your child has shown growth in any of these areas, it will be reflected through reassessment and rubric outcomes. This will be noted by date and explanation in the comment section under the specific learning target(s).

If you have any questions about or need assistance accessing your Infinite Campus Parent Login from our school website, please contact campus@kmsd.edu . Computer access will be available to all families without internet, at all buildings.

READINESS HABITS

In addition to academic achievement the district supports the work of citizenship and personal development. One way that the district is working to support this is through intentional instruction on readiness habits, such as; perseverance, thinking flexibly, managing impulsivity, striving for accuracy, etc. These habits strengthen our KM students to be college and career ready and correlate directly to [KMSD's Graduate Profile](#).

STUDENT CONDUCT

We want to provide a safe and healthy environment that is conducive to student learning. In order to achieve this environment, we have created these school wide guidelines. In addition, each classroom also comes up with their classroom guidelines at the beginning of each year which aligns with these guidelines. Students are taught the expectations the first few days of school.

Due to the COVID-19 pandemic and the desire to keep schools physically open, there are many mitigation strategies that will be implemented. These strategies or expectations will be taught in the first few days of school and reinforced throughout the school year, in order to mitigate the spread of COVID-19 among students and staff. Mitigation strategies include, but are not limited to:

- **Frequent washing of hands or when necessary use of hand sanitizer**
- **Covering of cough or sneeze with elbow or tissue**
- **Assigned seating and minimizing contact outside of cohort**
- **Directed movement - traffic patterns in hallways and school spaces**
- **Physical distancing of 6 feet when possible**
- **Face coverings are required whenever indoors, except for eating**
- **Daily at-home screen for symptoms
(students and staff)**
- **When sick - stay home**
- **Following behavior expectations of teacher**

Bullying: *We do not tolerate bullying/hazing behaviors in schools as they have a harmful impact on bullies, victims and bystanders. 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. The school district consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process. These behaviors are addressed in accordance with [Board Policy 2301](#).*

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

In the case of severe behavior problems such as direct defiance, dangerous conduct or damage to property, **endangering the health and/or safety of others**, the student will be referred to the principal. The child *may* receive one or more of the following consequences:

- Student/Principal conference
- Student/Parent/Principal conference
- Lunch/Recess detention
- Removal from special events, field trips, etc.
- Reflective writing
- Formal written and verbal apology
- Problem solving/goal setting
- Phone call home
- **Reassignment to new learning environment (distance learning)**
- In-school suspension
- Out-of-school suspension

***Students, parents and guardians will also sign an acceptable use agreement specific for technology which will outline rules and potential consequences, including payment for damage to district devices should the need arise.**

RECESS RULES

As KMSD will be working under the direction of the CDC, DHS, and Waukesha County Health Department throughout the 2020-21 school year in response to the COVID-19 pandemic, procedures may change in adaptation to the needs of the community.

- Respect yourself and others
- Clothing and shoes should be appropriate to the season and to safe play. (Sandals and flip-flops are not permitted on the equipment)
 - The following recommendations have been set and will be enforced for students in all grades **4K-5**. Please remember, students can store appropriate recess attire including long pants, sweatshirt, jackets, snowpants, boots and shoes in their cubbies to have available when needed.
 - **Jacket/Sweatshirt (minimum of two long sleeve layers) less than 50°F windchill**
 - **Long pants less than 50°F windchill**
 - **If there is question to the temperature, an announcement of the current temperature will be made immediately prior to the first lunch and will carry out the entire lunch/recess period for everyone.**
- **Stay within the assigned playground boundaries for your classroom.**
- **Maintain 6 feet physical distance while at recess**
- Use playground equipment properly and safely
- Keep food, drink and gum inside.

WINTER/SNOW SAFETY RULES

Dress warmly as students are generally not allowed to enter the building during recess. All students are expected to participate in outdoor recess. Children need to come prepared with warm winter gear as **recess is outside at zero degrees windchill and above (see above attire**

recommendations). If it is necessary for your student to remain indoors due to a medical condition, please provide a statement from your physician excusing him/her from outdoor recess, indicating the reason and duration of the excuse. Outdoor recess is reduced or eliminated when wind chill is zero or less. **For the safety of our students, outdoor recess rules may be modified based on current weather conditions.*

- Snow pants AND boots are required to play off black top area.
- Dress in outer garments BEFORE going outside.

Children may only add to and not remove snow from forts built by other children. The following are not allowed:

1. Snow throwing.
2. Snow tunnels or forts with roofs.
3. Destroying the work of others.

CELL PHONES/SMART DEVICES

The use of cell phones/smart devices (watches etc.) by a student during the school day is not allowed. If a student has a cell phone in school, s/he should store the inactive or muted phone out-of-sight during the aforementioned times. A student who uses a cell phone in the school during these hours may have the phone confiscated by a teacher or principal. If there are repeated instances of cell phone use in the course of the school year, a principal may increase disciplinary repercussions, including suspension for insubordination. **In case of emergency during the school day, parents should call the main office to contact the student.**

ELECTRONIC DEVICES

The use of personal electronic devices (e.g. iPods, MP3 players, phones or androids) is not allowed during the school day unless approved by a teacher or administrator for specific classroom use. Such devices may be confiscated from a student by a principal or other staff member. If there are repeated uses of these devices over the course of the school year, a principal may increase disciplinary repercussions, including suspension for insubordination.

USE OF VIDEO/AUDIO CAMERAS

In addition to using video/audio cameras in the course of instruction, video/audio cameras may be used on occasion to assist in providing a safe environment. The videos/audio recordings may be viewed/heard by supervisory personnel in the bus company or by school officials.

Videos/audios may be used to assist in monitoring student conduct and randomly assessing maintenance of order. [Refer to KMORR 2606](#) for additional information.

EMERGENCY SCHOOL CLOSING AND MAKE UP DAYS

As KMSD will be working under the direction of the CDC, DHS, and Waukesha County Health Department throughout the 2020-21 school year in response to the COVID-19 pandemic, procedures may change in adaptation to the needs of the community. There may be times during

the year when classrooms, school or the district may need to close. **Please take time to have a plan for when distance learning needs to happen.**

When determining whether or not to close schools due to inclement weather or other emergencies, the Superintendent of Schools may consult with Waukesha County Public Health, the transportation supervisor, weather bureau and sheriff's department to make the decision to close schools. It is important to have an emergency plan for your child should school be closed. Be sure to teach your children where they should go if an early closing is necessary. Our district website, www.kmsd.edu, will be updated if school will be closed. School Messenger, our automated emergency communication system, will also be utilized to inform parents via their emergency contact information. The Superintendent shall develop other necessary plans for the closing of schools and early dismissal to provide for orderly procedures.

BUILDING SECURITY PLAN

This security plan was developed for the safety of the children, parents, and staff at all schools. We continue to encourage an open atmosphere that welcomes parents and encourages community participation while constantly keeping the children's health and safety our priority.

- Exterior Doors—All exterior doors will remain locked throughout the school day. **Due to the COVID pandemic visitors will not be allowed to enter the building during the first semester. This restriction will be evaluated for possible modification as we approach the second semester.**
- Safety Drills—Monthly *fire drills* are held. Each room has a route and exit procedure posted near the door. *Tornado drills* are held each spring. Students and teachers are assigned a safe place in the building and are taught proper procedures and positions they should assume for emergency drills of this kind. We also practice an evacuation to a designated location each year in case we would need to evacuate a school for a water leak, power outage, safety concerns, etc. Finally, a building wide emergency plan, or “lock down” is practiced each year so we can secure each room and move children away from immediate danger.
- Playground Emergencies—Playground supervisors carry a walkie-talkie with them when on duty. The walkie-talkie is used for immediate notification of an emergency to the office or health room. The health room is staffed throughout the day to handle emergencies.
- Crisis Response—A crisis response team is in place to handle emergencies as they arise.
- Infinite Campus Messenger—We have an automated calling system in place in the district. Should the need arise, we have the ability to contact each family's emergency contact number within minutes with important information. You will also receive a text message if you have opted to do so in Infinite Campus.

MESSAGES TO TEACHERS AND STAFF

If you wish to contact a teacher or other support personnel, call them directly. The teacher will usually respond by telephone call within a day. Each teacher can also be contacted through his/her e-mail address. A listing of e-mail addresses can be found on our school website.

Please refrain from calling school during the day to leave a message for your child. Communicating last minute messages from home disrupts the learning in classrooms. Please go over arrangements for changes in bus rides, scouts, baby-sitting etc. with your child(ren) before they leave for school. If there is a change in your child's regular end-of-the-day routine, send a note with your child to the teacher. If your child does not have a note telling us otherwise, he/she will be sent home on their regular bus.

Sometimes urgent situations arise that cause a change in after-school arrangements for your child. If at all possible, let us know of urgent changes before 2:00pm by notifying the school secretary/admin assistant in the main office via email or phone. Teachers may not always check their emails or phone messages prior to dismissal so it is imperative that you contact the main office with any last minute/emergency after-school arrangements.

PETS IN SCHOOL

Due to the many allergies in our school, we do not allow pets to be brought from home into our school.

LOST & FOUND

To assist your child in keeping track of his/her belongings, please mark clothing such as hats, boots, jackets, mittens, scarves, sweaters, and other items such as lunch boxes, book bags, folders, etc. with your child's name. A "Lost & Found" rack housed at each school. All other items that are found such as money, jewelry, eyeglasses, etc. are kept at the school office. Students or parents may inquire at the office about such items.

ITEMS NOT TO BE BROUGHT TO SCHOOL

The school is not responsible for a child's personal belongings or for lost, broken or stolen valuables. Should an item that belongs to your child be lost or stolen, an attempt will be made to locate it. The school is not responsible for compensation of such items. For this reason we discourage expensive property and large amounts of money being brought to school. Please discourage your child from bringing toys to school.

eMESSENGER

Every Friday each school sends home an e-messenger via your registered email address. The e-messenger will contain important dates and information for upcoming school events from the district, school and PTO.

All non-school/district information will be available in the vestibule of the school. This information includes activities sponsored by groups such as Girl Scouts, Boy Scouts, Laser Youth sports, community events, and other community information. If you are a member of a non-school sponsored group or organization wanting to distribute information, a Non-School Sponsored Request for Distribution form must be completed and filed in the office prior to it being available to the public.

LUNCH PROGRAM

As KMSD will be working under the direction of the CDC, DHS, and Waukesha County Health Department throughout the 2020-21 school year in response to the COVID-19 pandemic, procedures may change in adaptation to the needs of the community. The Food Service Department uses a computerized lunch accounting system for the school lunch program. Money is deposited into individual student accounts. Make checks payable to KM LUNCH and identify what amounts should be placed on your child/ren's individual account. Milk is included in the hot lunch price for students. Cold lunch students may purchase milk. Forms for free/reduced lunch can be obtained from our office. When your account reaches a low balance, you will be notified by e-mail.

CAFETERIA RULES

1. Sit in your assigned seat.
2. Wash hands before and after lunch
3. Do not share any food or beverage with anyone
4. Handle food and tray appropriately.
5. Speak in a quiet voice.
6. No glass containers.
7. Raise your hand to be dismissed for recess.

Kettle Moraine Participates in the Federal Free and Reduced Lunch Program. Please call the food service department at 262-968-6300 X5324 for an application. They are also available [HERE](#).

APPROPRIATE DRESS

Student dress must be appropriate to the season and not cause safety concerns or distraction to the learning process.

Clothing or clothing that includes the following (not an exclusive list) are not allowed at school:

1. inappropriate messages
2. shoes with wheels
3. exposed midlines, revealing undergarments, low cut and low riding pants
4. very short shorts or skirts (shorts and skirts must be mid-thigh in length)
5. generally revealing portions of the body that are distracting to others
6. for safety reasons students will not be permitted to play on the playground equipment if wearing flip flops
7. unless there is special circumstances identified by school staff such as an all-class reward or behavior plan, students are not permitted to wear hats or hoods during school hours except during outdoor recess
8. recommend that every student have two clean face coverings for each day, allowing them to change between their morning and afternoon instruction. Face coverings will not be required when eating and may not be required during outdoor activities. Physical distancing will be expected. Indoor recess will require students to wear face coverings. Face coverings are required when indoors except for eating.
9. The District recognizes there are specific instances when wearing a cloth face

covering may not be feasible. In these instances, adaptations, alternatives or even exceptions may be considered whenever possible. The district will follow guidance from the CDC and healthcare providers on making any adaptations, alternatives and exceptions. Certain adaptations and exceptions may be made for people who are deaf or hard of hearing, because face coverings eliminate lip reading as an effective form of communication. Additionally, some individuals with intellectual and developmental disabilities, mental health conditions or other sensory sensitivities, may have challenges wearing a cloth face covering. They should consult with their healthcare provider for advice about wearing cloth face coverings or healthy alternative PPE measures. Exceptions and adaptations will be approved by the building principal in consultation with the department of Student Services through the use of a district developed protocol.

Cold Weather:

Dress warmly as students are generally not allowed to enter the building during recess. All students are expected to participate in outdoor recess. Children need to come prepared with warm winter gear as recess is outside at zero degrees windchill and above.

- The following recommendations have been set and will be enforced for students in grades 4K-5. Please remember, students can store appropriate recess attire including long pants, sweatshirt, jackets, snowpants, boots and shoes in their cubbies to have available when needed.
 - Jacket/Sweatshirt (minimum of two long sleeve layers) less than 50°F windchill
 - Long pants less than 50°F windchill
 - If there is question to the temperature, an announcement of the current temperature will be made immediately prior to the first lunch and will carry out the entire lunch/recess period for everyone.

If it is necessary for your student to remain indoors due to a medical condition, please provide a statement from your physician excusing him/her from outdoor recess, indicating the reason and duration of the excuse.

1. Snow pants AND boots are required to play off black top area.
2. Dress in outer garments BEFORE going outside.
3. Outdoor recess is reduced or eliminated when wind chill is zero or less.**For the safety of our students, outdoor recess rules may be modified based on current weather conditions.*

FIELD TRIPS

Due to the COVID-19 pandemic field trips will be suspended at least through the first semester of the school year. This decision will be revisited and assessed prior to the second semester.

PTO

The PTO is made up of parents, teachers, and citizens who are interested in improving the school lives of our children. We believe that parental and community involvement help make our school

a warm and wonderful place for our children, and we are always exploring new ways that we can help enrich our school. For more information on the PTO board, committees and events, and meeting dates and times see the PTO webpage on the school homepage.

NUTRITIOUS SNACKS

Many of our classrooms offer a snack time sometime during the day. This should be a light snack, so lunch appetite is not spoiled. Please make sure this is a healthy peanut/nut free snack such as: fresh or dried fruit, crackers, pretzels, vegetables, string cheese, low fat granola bars, etc. School drinking fountains will not be accessible, bottle filling stations will be. Students are encouraged to bring a labeled water bottle with them to school. *Chewing gum is only allowed under special circumstances identified by school staff such as an all-class reward or as a part of behavior/sensory plan.*

BIRTHDAY TREAT POLICY

Due to our efforts to keep our students with allergies safe our student handbook policy **does not allow for students to bring in any food items for birthday treats.** When students want to share a small gift with their classmates to celebrate their birthdays, we recommend items such as a classroom gift, stickers, fun pencils or erasers, etc. There will be three specific opportunities for classroom parties (Fall/Halloween, Winter Break and Valentine's Day) where food snacks may be organized by the classroom teacher and parent volunteers.

HEALTH ROOM

School health services are a primary component of every student's educational environment. The school nurse protects and promotes the health of each student in order to maximize each child's potential to learn and grow. As an integral part of the educational team, the nurse ensures that the health and safety needs of the student are met within the school environment. Screening programs are provided throughout the school year. The nurse is available to discuss health services; preventative health care, medication and any other health concern parents may have regarding their children. Health room assistants staff the health room part time. All assistants are trained to provide first aid and other health services to injured and ill students under the direction of a district nurse. KMSD Health Rooms are staffed by Registered Nurses and Health Room Assistants.

Students are to report to the health room in cases of illness, injury or any health-related problem. If the student is to be sent home, the health room assistant, nurse, or volunteer will contact the parent, or if unable to reach a parent, the person listed on the student's emergency card. Students may not leave school due to illness without first reporting to the health room.

To ensure a safe environment, your student's medical history will be updated annually. Information regarding health conditions including asthma and allergies as well as any other health concerns affecting your student during the school day will be incorporated into your student health record and shared with appropriate school personnel. The health room staff should be notified when there is a change in your child's health.

The safety and welfare of your child is of primary importance to all of us at school. If your child should become ill or injured while under the school's supervision, the following steps will be taken:

A. If your child feels ill or has a minor accident:

- First aid will be administered by following the American Heart Association or school approved procedure.
- Your child will be returned to class.
- You may receive a school health room report or a call.

Students who become ill during the school day with symptoms of COVID19 including fever (at least 100.0°F), chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea will be isolated from others and parent/guardian will be phoned to immediately pick up the student. Guidelines for return to school will be determined by Waukesha County Health Department and the school health room.

B. If your child is unable to go back to class because of illness or minor injury:

- You will be called and asked to transport your child home. If you are not available, your emergency number will be called.
- If we are unable to reach you, the child will be kept in school and continued attempts will be made to reach you or the emergency person listed.
- You will receive an injury report if appropriate.

C. If your child is in need of immediate medical attention:

- First Aid will be given immediately according to the American Heart Association and school approved procedure.
- If you are not available, the emergency number found on the information card will be called.
- If necessary, the student will be taken to their physician or to the hospital emergency room.

D. Guidelines for Exclusion of Students: 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
- Persistent cough producing mucus or shortness of breath, especially if accompanied by fever or chest discomfort
- Live head lice or untreated lice nits
- Other conditions, not previously listed, at the discretion of the school staff

E. **Symptoms indicating a suspicion of COVID-19**

- **An isolation room will be set apart from the typical health room to accommodate students who develop symptoms during the day that are suspicious of COVID-19.**

Students with such symptoms will be removed to the isolation room and provided appropriate PPE until they can be picked up and returned home.

- **Students known to be quarantined (whether they present symptoms or not) will not be allowed to join a classroom. They will be removed to the isolation room with appropriate PPE until they can be picked up and returned home,**

Guidelines for exclusion may become more stringent during times of increased infectious diseases and higher rates of school absence. Transportation to a medical facility will be arranged for the student through the parent, by ambulance, or by school personnel if necessary and safe.

MEDICATION POLICY

Children may need to take medication during the day. To insure the safety of all of our children, the district has written guidelines regarding administration of medication to children. School personnel who may administer medication include the nurse, principal, and/or individuals designated by the principal or nurse.

State Law and School Board Policy specify definite guidelines for the handling and administering of medication to students while in school. State Law (Statue 118.29) has established procedures for medication prescribed by a physician and non-prescription medications (over-the-counter). Physicians in the area are aware of the Law and the Policy. The appropriate forms can be obtained in the health room or on the KMSD website, Health Services page. Under no circumstances should prescribed or over-the-counter medication be transported to or from school by the student.

Parents are responsible for the delivery of prescribed and non-prescription medication to and from the health room at the elementary level. Medication must be delivered in the original pharmacy or commercial container.

All medications that have been brought to school for use during the school year must be picked up by an adult on the last school day of the school year. Any medications that are not picked up will be discarded. Students attending Summer Academy must deliver medications to the Summer Academy staff at the beginning of the summer session. Medications will not be sent from school to Summer Academy.

SHOULD I SEND MY CHILD TO SCHOOL?

Due to the COVID-19 pandemic we will be expecting parents to do a daily check of your child(ren) prior to sending them to school. Symptoms to monitor include:

1. Does your child have

- **Temperature > 100.4 or chills**
- **Cough**
- **Shortness of breath/difficulty breathing**
- **Fatigue**
- **Muscle or body aches**
- **Headache**

- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If the answer is YES to 1 OR MORE of the above, KEEP YOUR CHILD home and contact your child's physician for next steps. Contact school to report your child's absence, reporting all the symptoms your child is experiencing.

2. To your knowledge, has your child or a household member had close contact within the past 14 days to a person who has been diagnosed with COVID-19?

If the answer is YES, KEEP YOUR CHILD home and contact your child's physician for next steps. Contact school to report your child's absence and the reason why.

Remember:

- If your child has been quarantined or isolated by Waukesha County, your child needs to completed the quarantine or isolation BEFORE returning to school
- If a student becomes ill during school hours, he/she will be isolated and parents will be contacted to come and pick the student up. Please have a plan in place that can be used if this situation arises.

Health Reminders for home:

- Social Distancing = 6 feet or more from others
- Minimize touching face (eyes, mouth, nose)
- Frequently wash hands (for at least 20 seconds / use hand sanitizer)
- Cover mouth and nose with tissue or sleeve (not hands) when coughing
- Get plenty of rest, exercise and maintain a healthy diet

FOOD ALLERGIES

Parents/Guardian responsibilities for children with life-threatening food allergies:

1. Parents need to notify the health room staff and the classroom teacher about life-threatening food allergies.
2. Parents should discuss with their child the foods that are life threatening and the need to avoid them. Menus are provided in advance and should be discussed with your child.
3. Any questions regarding food ingredients should be directed to the school nurse.
4. It is your responsibility to provide a lunch from home if your child is unable to follow through with the decision not to choose the food that produces the allergic reaction.
5. As in other life-threatening conditions, an I.D. bracelet/necklace is strongly recommended.
6. Parents should discourage students from sharing or trading food as a part of a preventative allergy program.

PEANUT/NUT SAFE POLICY

All classrooms and instructional spaces at our schools have been designated as “Peanut/Nut Safe” due to extreme allergies to peanut and nut products. Food safety measures include eliminating any food item that may contain peanuts, peanut oil, tree nuts, or carries a warning label that the item was processed on machinery processing nut products from our instructional spaces. When using instructional spaces, please follow these Peanut/Nut Safe guidelines:

- ✓ No sharing or trading of food in the lunchroom or at snack time in the classroom
- ✓ Food items to be consumed in the classroom (for snack, parties, treats, etc.) **may not contain peanuts, nuts, peanut butter, or carry the warning label that the item was processed on machinery processing nut products**
- ✓ All foods brought into the classroom for distribution must be preapproved by the teacher or school nurse, and must have a manufacturer ingredients label on it or it will not be allowed. Homemade treats are discouraged.

Peanut butter and peanut/nut products can be packed in your child’s lunch to be eaten in the cafeteria.

STUDENT EMERGENCY CONTACT INFORMATION

Please keep your child’s emergency information up to date. Throughout the year, if there is any change of information that the school should have, such as a parent changing work places, change in cell phone number, and changes in dentist or doctor, please make the appropriate changes through your Infinite Campus Parent Portal Account.

CASES NOT COVERED BY SPECIFIC RULES

As KMSD will be working under the direction of the CDC, DHS, and Waukesha County Health Department throughout the 2020-21 school year in response to the COVID-19 pandemic, procedures may change in adaptation to the needs of the community. 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 secure 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.

The School District of Kettle Moraine does not discriminate on the basis of race, color, religion, national origin, sex, disability, age or any other protected classification in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

KMSD NON-DISCRIMINATION / TITLE IX NOTICE

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.

Inquiries or complaints related to s. 118.13 Wis. Stats. (Pupil Nondiscrimination/Equal Educational Opportunity), Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, sexual harassment against students or sexual harassment in the workplace should be directed to:

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



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| Book | Operating Rules and Regulations (KMORR) |
| Section | EA2000 Students |
| Title | DISCRIMINATION AND HARASSMENT PROHIBITED (2303) |
| Code | 2303 |
| Status | Active |
| Legal | POLICY - EA2000 STUDENTS |
| Adopted | August 19, 2008 |
| Last Revised | July 20, 2020 |
| Last Reviewed | January 3, 2013 |
| Prior Revised Dates | 06/08/2011 |

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

Established: 8/19/2008

Revised: 5/4/2011

6/8/2011

1/2/2013

07/20/2020

Reviewed:

Renumbered: 4/26/2018

Discrimination Harassment Bullying Complaint Form 110131.pdf (7 KB)

Noticia Sobre Norma de No Discriminacion.pdf (12 KB)

Formulario de denuncia de Discriminacion-Acoso-Intimidacion Complaint Form.pdf (6 KB)