MISSION STATEMENT
Purpose: To cultivate academic excellence, citizenship, and personal development
Vision: Learning Without Boundaries

This agenda belongs to:

NAME ______________________________________________________
ADDRESS ____________________________________________________
CITY/TOWN ________________________  ZIP CODE ________________
PHONE ______________________________________________________
PRINCIPALS' MESSAGE

Dear Parent and Students,

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

We are extremely excited that the 2015-16 school year will offer the opportunity to welcome our 50th class of incoming 9th grade students to our building. We look forward to a year spent celebrating our past, creating our own memories, and blazing a trail for our future.

We appreciate the opportunity to be part of your team and look forward to another successful year for all students in the classroom, or in the many venues in which one participates in co-curricular activities.

This handbook emphasizes our district’s focus on three pillars of student achievement: academic excellence, personal development, and citizenship. Kettle Moraine High School is focused on preparing all students to be college and career ready, where in addition to academic knowledge, we have introduced four readiness habits to be part of the equation of success. Our staff will focus on the readiness habits of Persistence, Thinking about Thinking (Metacognition), Listening with Understanding and Empathy, and Remaining Open to Continuous Learning throughout this year as we continue to identify success indicators for all students.

Challenge yourself, have fun, support one another, and model the Laser Way during your time here at KMHS!

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

Go Lasers!
The Administrative Team at Kettle Moraine High School

Kettle Moraine Fight Song

The Lasers are the best by far, they fight all thru 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.
**Bell Schedules**

### Monday, Tuesday, Wednesday, Friday Class Schedule

<table>
<thead>
<tr>
<th>Block</th>
<th>Lunch</th>
<th>Class</th>
<th>Class Length</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>7:20-8:49</td>
<td>89 minutes</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>8:55-10:22</td>
<td>87 minutes</td>
</tr>
<tr>
<td>3A</td>
<td>10:22-10:52</td>
<td>10:57-12:28</td>
<td>91 minutes</td>
</tr>
<tr>
<td>3B</td>
<td>11:10-11:40</td>
<td>10:27-11:10</td>
<td>43 minutes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11:45-12:28</td>
<td>43 minutes</td>
</tr>
<tr>
<td>3C</td>
<td>11:58-12:28</td>
<td>10:27-11:10</td>
<td>91 minutes</td>
</tr>
<tr>
<td>Advisory</td>
<td></td>
<td>12:33-1:03</td>
<td>30 minutes</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>1:08-2:35</td>
<td>87 minutes</td>
</tr>
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### Thursday Early Release Schedule

<table>
<thead>
<tr>
<th>Block</th>
<th>Lunch</th>
<th>Class</th>
<th>Class Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>7:20-8:49</td>
<td>89 minutes</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>8:55-10:23</td>
<td>88 minutes</td>
</tr>
<tr>
<td>3A</td>
<td>10:23-10:53</td>
<td>10:58-12:29</td>
<td>91 minutes</td>
</tr>
<tr>
<td>3B</td>
<td>11:11-11:41</td>
<td>10:28-11:11</td>
<td>43 minutes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11:46-12:29</td>
<td>43 minutes</td>
</tr>
<tr>
<td>3C</td>
<td>11:59-12:29</td>
<td>10:28-11:59</td>
<td>91 minutes</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>12:34-2:02</td>
<td>88 minutes</td>
</tr>
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</table>

### Half-Day Schedule

<table>
<thead>
<tr>
<th>Block</th>
<th>Class</th>
<th>Class Length</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>7:20-8:20</td>
<td>60 minutes</td>
</tr>
<tr>
<td>2</td>
<td>8:25-9:24</td>
<td>59 minutes</td>
</tr>
<tr>
<td>3</td>
<td>9:29-10:28</td>
<td>59 minutes</td>
</tr>
<tr>
<td>4</td>
<td>10:33-11:32</td>
<td>59 minutes</td>
</tr>
</tbody>
</table>
THE LASER WAY
KMHS seeks to instill the competencies and passion in our students to prepare them to be life long learners.

Recognizing that learning and success occur both as a part of the classroom experience, as well as part of the values of our school's culture, “The Laser Way” serves to guide development of 21st century work, behaviors and learning. The Laser Way universal expectations of ‘Gain Knowledge,’ ‘Be Respectful,’ and ‘Practice Citizenship’ serve as the foundation of habits and expectations to guide students in their pursuit of excellence.

Readiness Habits are dispositions that prepare students for college, career and life. Focusing on readiness habits is a part of district-wide work and falls within our School Board-supported strategic plan. Recent research has suggested a positive relationship between college students with readiness habits and grade point average. It's important to focus on readiness habits because in addition to knowing math, reading, social studies and sciences, students need skills to be life ready. Habits of Mind (Costa & Kallick, 2000) is a framework that describes sixteen habits that can be recognized and developed in our students.

At KMHS, our Lasers will focus on four habits; persistence, being open to continuous learning, listening with understanding and empathy, and thinking about thinking (metacognition). As we develop these habits alongside academic achievement, we are developing well-rounded citizens with the necessary skills to succeed in college, career, and life after school.

KM READINESS HABITS

- Persisting
- Thinking and communicating with clarity and precision
- Managing impulsivity
- Gathering data through all senses
- Listening with understanding and empathy
- Creating, imagining, innovating
- Thinking flexibly
- Responding with wonderment and awe
- Thinking about thinking (metacognition)
- Taking responsible risks
- Striving for accuracy
- Finding humor
- Questioning and posing problems
- Thinking interdependently
- Applying past knowledge to new situations
- Remaining open to continuous learning
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
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.
**ABUSIVE BEHAVIOR (KMORR 443.8, 443.8-R/ 544)**

The Kettle Moraine School District will strive to protect all persons from physical and/or psychological abuse. A person who is threatened with harm is to notify the building principal or supervisor immediately, and steps are to be taken at once to protect the safety of that person. Courteous behavior is expected of all students, all school personnel and any other person visiting the school. Students nor staff shall be subjected to aggressive, intimidating, or abusive behavior by other students, other staff or other school patrons, including parents. Verbal abuse of teachers or other school personnel, or insubordination to school personnel, is not permitted. Verbal abuse will be dealt with by normal school disciplinary procedures. Profanity, vulgarity and defiance of rules will not be permitted.

Physical abuse, threatening behavior and/or aggression are considered more serious matters and will require extraordinary attention. The district will not tolerate threats to or by students. Any instance of physical abuse, threatening behavior or aggression substantiated by the building principal or designee will result in disciplinary action. A student on suspension will be considered for expulsion when appropriate. Any threats to or by students should be reported to the supervisor in charge and if the situation warrants, to the principal and/or the assistant principal, who will act with discretion in giving out the name(s) of the informant(s).

An investigation of threats shall be initiated. During the investigation of a threat by a student the student will be detained in the principal's office.

The principal and assistant principal shall decide whether to report incidents to the police and/or juvenile authorities. The superintendent shall be informed of all such reports.

All incidents that could result in severe physical harm or loss of life must be reported to the police and juvenile authorities.

**ACADEMIC ACHIEVEMENT (KMORR 345)**

The district adheres to a system of balanced assessment. A balanced classroom assessment system includes the use of formative, benchmark and summative assessments.

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.

- Effective formative assessment practices include:
  - Frequent and ongoing assessment and reporting that guides teaching and learning.
  - Timely and descriptive feedback (e.g. comments, rubrics) communicated to and understood by the learner. (This feedback may not impact a student's final achievement grade.)
  - Involvement of students in self-assessment throughout the teaching and learning process.
  - Examples:
    - Daily practice, whether completed in or outside of class
    - Practice assessments such as quizzes, exit slips, class inquiries and dialog, group activities, rough drafts
    - Labs/Investigations
    - Conferencing
    - Observations

- Effective benchmark assessment practices include:
  - Benchmark assessments administered after students have had ample opportunities to receive formative feedback.
  - Clear and timely communication to students regarding the achievement of learning targets.
  - Reflection by students and teachers on the achievement of learning targets.
  - Alignment of learning targets and assessment methods.
  - Weighting learning targets based on importance.
  - Examples:
    - End of unit / chapter tests
    - Essays
    - Speeches
    - Projects
    - Labs
    - Performances

- Effective summative practices include:
  - Final assessments administered after students have had ample opportunities for feedback.
  - No opportunities for reassessment
  - Synthesis of learning targets
  - Examples:
    - Term exams
    - AP exams
    - NAEP
    - Aspire/ACT/Work Keys
    - Smarter Balanced Assessment

**Grading**

- All stakeholders will have a clear understanding of the criteria for demonstrating proficiency toward standards.
- Grades will be based solely on district-defined learning targets aligned to standards.
- Grades will be based solely on individual academic performance. Group grades will not be given.
- Final grades will be based solely on achievement evidence from benchmark and summative assessments.
- Subject areas will implement and follow common grading and assessment practices that are consistent across subject areas.

**Homework**

Homework/daily practice is assigned to serve as an essential part of the learning process. It is an extension of classroom learning.

**Reassessment**

Students learn at different rates and may earn additional opportunities to demonstrate achievement of the learning targets.

- Remediation and reassessment will be available for those targets that a student does not achieve on a benchmark assessment. Criteria and timelines for reassessment will be clearly defined within subject areas.
- Students must be engaged in formative work prior to benchmark to be eligible for reassessment.
- The reassessment score will replace the original score for the target, reporting the highest evidence of learning.

**Academic Performance Reporting System**

The following rubric defines our 6-12 grading and reporting system:

<table>
<thead>
<tr>
<th>Learning Target Achieved</th>
<th>Learning Target Not Yet Achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>5</strong></td>
<td><strong>3</strong></td>
</tr>
<tr>
<td>There is a complete and</td>
<td>There is an incomplete understanding of the concept. There is a basic understanding, but there are also some significant errors.</td>
</tr>
<tr>
<td>detailed understanding of the concept. There are no significant errors.</td>
<td>There are so many significant errors that it is clear that understanding of the concept is minimal.</td>
</tr>
<tr>
<td><strong>4</strong></td>
<td><strong>2</strong></td>
</tr>
<tr>
<td>There is an understanding of the concept, but there are small mistakes in some of the finer details.</td>
<td>There is very little or no understanding of the concept demonstrated.</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td><strong>1</strong></td>
</tr>
<tr>
<td><strong>0</strong></td>
<td>No judgment can be made, or the task has not been completed or turned in for evaluation.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Learning Target Achieved</th>
<th>Learning Target Not Yet Achieved</th>
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<td><strong>3</strong></td>
<td><strong>1</strong></td>
</tr>
<tr>
<td><strong>0</strong></td>
<td>No judgment can be made, or the task has not been completed or turned in for evaluation.</td>
</tr>
</tbody>
</table>
6-12 Grade Only
- Students who receive a 3, 2, 1, or 0 on specific targets may reassess. The highest score a student may receive on the reassessment is a 4.

Reporting
Reporting will take place in many forms, including parent-teacher-student conferences, electronic gradebook, email and written reports.
- Non-academic performance will be reported separately from academic performance.
- Academic achievement will be reported based solely on district-defined learning targets aligned to standards.
- Achievement on formative, benchmark and summative assessments will be reported to students and parents throughout the school year.
- Teachers will report assessment results in the electronic gradebook as soon as possible but no later than one week from completion of assessment, or two weeks for compositions.

6-12 Grades Only
- At mid-grading period parents and students will be notified and online grading reports will be up-to-date.
- Final grades will be formally reported at the end of the term.
- The following letter grades will be earned in grades 6-8: A, B, C, D, F. The following letter grades will be earned in grades 9-12: A+, A, A-, B+, B-, C+, C, C-, D+, D, D- and F.
- Determination of each graduating class's Valedictorians and Salutatorians is based on criteria developed by an Academic Excellence Committee.

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, will forfeit the right to a reassessment on the missed benchmark assessment. Students will have the opportunity to complete and turn in the missed benchmark assessment within a defined time period. Students must complete all benchmarks to pass a course.

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.

**K-5 Academic Performance Reporting System**
The following rubric defines the elementary reporting system:

<table>
<thead>
<tr>
<th>Learning Target Achieved</th>
<th>Learning Target Not Yet Achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Secure</strong></td>
<td><strong>Proficient</strong></td>
</tr>
<tr>
<td>Complete and detailed demonstration of the learning target which may have insignificant or no errors</td>
<td>Overall demonstration of the learning target which may have errors in the finer details</td>
</tr>
<tr>
<td><strong>Developing</strong></td>
<td><strong>Beginning</strong></td>
</tr>
<tr>
<td>Some demonstration of the learning target which may have significant errors</td>
<td>Little or no demonstration of the learning target which may have many significant errors</td>
</tr>
</tbody>
</table>

**K-12 Non-Academic Performance Reporting System**
- Reporting is based on the degree of performance in the following behavior and quality areas:
  - Organization: Student comes to class prepared with assignments, books, supplies, and specialty items and keeps materials organized.
  - Participation: Student makes thoughtful contributions (oral and written) in class.
  - Cooperation: Student cooperates with teachers and peers; a positive influence in class.
  - Homework: Student completes homework and meets deadlines.

**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 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. A student who has not paid the fee will not be permitted to participate unless the student has received a fee waiver from the Athletic Director.

**ATHLETICS - Procedure for Adding a New Sport**
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.

**Contact:**
Mike Fink Director of Athletics

**ATTENDANCE**
The Kettle Moraine School 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 (s.118.15) 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 block and hours that school is in session until the end of the school term of the school year in which the child becomes 18 years of age.

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). It is the responsibility of the student to make up any work missed as a result of this absence. Students and/or parents who violate Wisconsin Statutes will be referred to the Waukesha County Social Services and to the court system of Waukesha County.

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

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

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

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.
2. 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.
3. 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.
4. Not calling at all or calling more than 24 hours later will result in the absence being considered truancy.
5. 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.
6. Students with unexcused absences shall have two (2) days from the date they return to school to make up examinations or assignments.
7. If a student leaves campus without a pre-excused absence and/or without signing out, s/he will be considered truant.
8. 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:

| 1 - 2 | Administrator/Dean of Students conference |
| 3 - 6 | Administrative issued detention, letter sent home to parent, loss of advisory choice |
| 7 - 9 | Loss of privilege to include: athletic participation, parking permit, school dances, extracurricular activities, etc. |
| 10 + | Referral for truancy, citation, etc. |

Seniors who have more than 30 unexcused class periods, including advisory, will lose the privilege of participating in the graduation ceremony, not including absences excused by a parent/guardian for the accepted attendance reasons found on pages 12 and 13 of this handbook.

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 two (2) tardies per term, per same class 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.

Student punctuality is an important factor in the student's character development and future success in postsecondary educational and career/job opportunities. Student tardiness/absence is detrimental to the student's academic achievement. Each teacher will mark a student tardy if the student is not ready to work when the bell sounds. Students who are more than ten minutes late to class will be marked absent unexcused. Administrative issued detentions are held in the front office daily after school from 2:35pm – 3:30pm. Teacher issued detentions are held in the teacher's classroom.
The high school unexcused tardy procedure for each term, per same class block, is as follows:
1 - 2    Student/teacher conference
3 - 4    Teacher issued detention
5 - 6    Administrative issued detention, loss of advisory choice
7+      Loss of privilege to include: athletic participation, parking permit, school dances, extracurricular activities, etc.

Seniors who have additional unexcused tardies will 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.

**BREATHTALYZER 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 443.71)**
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 KM ORR). 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. **Be safe at the bus stop and getting on the bus**
   - Be at the bus stop 5 minutes before the scheduled pick-up time.
   - Wait for the driver’s hand signal when crossing any street or road with red lights and stop arm.

2. **Remain seated**
   - 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.
   - Yelling, arms hanging out or throwing things out the bus window is not acceptable.
   - 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 keeping the bus clean.
   - Cutting, poking holes, or drawing on bus seats is vandalism. You will be responsible for paying for the repair or replacement.

5. **There is no eating, chewing gum or drinking on the bus**
   - This is to provide for the safety of all students, especially those with food and drink allergies.

6. **Talk in a normal voice**
   - Keep absolutely quiet when approaching and crossing railroad tracks.

7. **Be polite and respectful of the driver and other riders**
   - Swearing, cursing, and use of bad language is inappropriate and unacceptable.
   - No fighting.

8. **Students are allowed to ride a bus other than their own. With a parent note, signed by a parent**

9. **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 upon time of purchase to a cashier in each food court station, by debit to a student account using a student ID card or pin number. 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 food service 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 negative balance. Meals will not be served after a balance reaches $-10.00.

Vegetarian meals are available at all food court stations. All items are available for purchase as a la carte items if a meal is not desired. A meal includes choice of entree or sandwich, vegetable, fruit, bread or equivalent, milk, and dessert when offered. The menus offered at Kettle Moraine provide the nutritional requirements set by the Federal Meals Program. The food court offers several food stations:
1. A complete balanced diet meal from the Asian, Pasta, Pizza, Grab n Go, Salad Bar, Sub Sandwich, or Home-style food stations
2. A la carte includes a selection of healthy food items for a lighter meal
3. Breakfast items are offered each morning before classes start as a la carte selections.
4. Entrees can be purchased individually ala carte or bundled into a meal. Meal prices differ from station to station depending on what's served. Check the signs in the station for prices. Prices range from $2.65 to $4.35

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. Students going to lunch are asked to go to their lockers quietly and quickly.
3. Students are to report to the cafeteria 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.
5. Students who bring bag lunches from home are to eat in the cafeteria, not in the halls, the classrooms, or in other areas of the building.

6. Disturbances of any kind in the cafeteria, 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.

Thefts from the cafeteria may be referred to the Sheriff's Department and are punishable by suspension and/or a citation for theft.

A student may be eligible to receive free or reduced priced lunch if his/her family’s income meets the federal guidelines established by the National School Lunch program. Applications for free or reduced priced 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 anytime in the locker rooms or restrooms. Cell phones and other electronic devices should not interfere with the teaching and learning process. Situations which 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 to students notifying them of items or personal messages delivered by parents.

DISCRIMINATION AND HARASSMENT PROHIBITED
(KMORR 112, 411, 458, 542)

1. The Kettle Moraine School District will not deny any person admission to, participation in, or the benefits of any curricular, extracurricular, pupil services, recreational or other program or
activity because of a person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability. The district specifically prohibits staff members, students and volunteers from discriminating against or harassing others based on any of the characteristics described in this paragraph. This rule does not, however, prohibit the district from placing a student in a school, class, program or activity based on objective standards of individual performance or need.

a. For purposes of paragraph one, “discrimination” means any action, policy, rule or practice, including bias, stereotyping and pupil harassment, that is detrimental to a person or group of persons and differentiates or distinguishes among persons, or that limits or denies a person or group of persons opportunities, privileges, roles or rewards based, in whole or in part, on sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic identified in paragraph one, above, or that perpetuates the effects of past discrimination.

b. For purposes of paragraph one, “harassment” means behavior towards students or staff members based, in whole or in part, on sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic identified in paragraphs 1 and 1(a), above, that substantially interferes with a student's school performance or a staff member's work performance or creates an intimidating, hostile or offensive school and/or work environment.

2. Discrimination and harassment can arise from a broad range of physical or verbal behavior which can include, but is not limited to, the following:

a. Physical or mental abuse;

b. Racial, ethnic or religious insults or slurs;

c. Unwelcome sexual advances or touching;

d. Sexual comments, jokes, stories or innuendos;

e. Display of sexually explicit or otherwise offensive posters, calendars or materials;

f. Making sexual gestures with hands or body movements;

g. Intentionally standing close or brushing up against a student or employee;

h. Inappropriately staring at a student or employee or touching his or her clothing, hair or body; and
i. Asking personal questions about a student or employee's sexual life.

3. These activities are offensive and inappropriate in the school environment. This is a serious issue not just for the district, but also for each individual. The district specifically prohibits discriminatory or harassing conduct, condoning such conduct by allowing it to go on, and prejudging harassment or discrimination complaints. District staff members may be held individually liable for harassment or for allowing students to harass each other, and may be subject to the penalties imposed upon employers under state or federal law. The district's rule prohibiting harassment applies to all students, staff members and volunteers whether at school, at school sponsored co-curricular, extracurricular or social functions, or otherwise. In particular, staff members should understand that they are “on duty” whenever they are with students, even if they are not at school or not at a school sponsored event.

4. Any district staff member who engages in harassment or discrimination, or retaliates against another person because of a harassment/discrimination report or participation in an investigation, is subject to immediate discipline, up to and including discharge. Any student who engages in harassment or discrimination, or retaliates against another person because of a harassment/discrimination report or participation in an investigation, is also subject to immediate discipline, up to and including suspension and expulsion from the district. Any volunteer who engages in harassment or discrimination, or retaliates against another person because of a harassment/discrimination report or participation in an investigation, may be prohibited from volunteering for the district in any capacity.

5. If any student, staff member or volunteer is aware of a possible violation of this rule, he or she must respond immediately and not ignore the problem. Students, staff members and volunteers should follow the reporting procedures outlined below as soon as possible. It is important that students, staff members and volunteers inform designated administrators about inappropriate conduct as soon as possible, because the district cannot do anything to remedy the problem if the district does not know that the problem exists.

6. This rule prohibiting discrimination and harassment applies to the acceptance and administration of gifts, bequests, scholarships and other aids, benefits, or services to students from private agencies, organizations or persons. It also applies to school sponsored food service programs, the selection of instructional and library media
materials, and the methods, practices and materials used for testing, evaluating and counseling students. In addition, it applies to any district staff member's enforcement of the district's Code of Conduct or discipline procedures and the provision of access to the district's facilities.

7. This rule does not, however, prohibit the use of special testing or counseling materials or techniques to meet the individual needs of students. Furthermore, this rule does not prohibit separate locker rooms, showers and toilets for males and females, although the district will maintain comparable separate facilities. Finally, this rule does not prohibit separate programs in interscholastic athletics for males and females, although the district will provide programs that are comparable in type, scope and district support.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

10. At any time, complainants (including students, volunteers, and employees) may also file a complaint with the U.S. Department of
Education’s Office for Civil Rights at the following address:
Office for Civil Rights, Chicago Office
U.S. Department of Education, 500 West Madison Street, Suite 1475,
Chicago, IL 60661

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

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

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 is not offensive, does not distract others and is
appropriate to a school setting. The definition of distraction/disruption
could include, but is 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 midthigh in length
6. generally revealing portions of the body that are distracting to
   others
   a. clothing must cover shoulders, chest and back; styles such
   as rompers and tops with cutout material are not school
   appropriate
7. students are not allowed to wear hats, bandanas, hoods, or
   other headgear at Kettle Moraine High School. Hats or other
   headgear must be out-of-sight starting at 7:20 A.M. and
   remain out-of-sight until 2:35 P.M. Hats or other headgear
   must be kept in lockers and/or backpacks and may not be
   carried during the school day. Hats may be confiscated.
8. footwear must be worn at all times; closed-toed shoes will be
   required in certain classes as requested by teacher.
Tattoos or grooming styles that create a disruption to the school and its instructional programs and are obvious distractions to other students, will not be allowed.

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

**DRUG AND ALCOHOL FREE SCHOOLS (KMORR 443.4)**

**STUDENT ALCOHOL AND DRUG USE/ABUSE**

The use and abuse of alcohol and drugs present a serious threat to the safety and stability of the school environment and to the health of students. The district expects a firm and concerted effort on the part of the staff and administration to prevent rule violations, discipline offenders and provide guidance and support to students. This prohibition does not apply to the authorized use of prescription medicine by a student for whom it was prescribed and in the manner and amount prescribed.

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

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

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

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

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

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

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

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

Any student who violates this rule (whether a first or subsequent violation) by distributing, dispensing or in any other manner transferring controlled substances, intoxicants, real or counterfeit/look alike drugs or drug paraphernalia, or mood-altering substances, as defined above, shall be suspended from school, referred to local law enforcement, and may be recommended to the board for expulsion from school.
EXPULSION
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;
2. For conduct while at school or under school authority which endangers or threatens to endanger the property, health or safety of others;
3. 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
4. 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.
5. 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;
6. Possessing a dangerous weapon while at school or while under the supervision of a school authority. 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 pupil 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 pupil was expelled and the length of the term of the expulsion.

An expulsion hearing may be called after the following procedures have been carried out:

1. Prior to the expulsion of a student with disabilities, the Individualized Education Program Committee must determine that the behavior for which the child is being expelled is neither a manifestation of the child's disability nor due to an inappropriate Individualized Education Program (IEP) or placement offer. A record of deliberations and findings will be maintained. If the group believes additional evaluations are necessary in order to determine whether the child's misbehavior is a manifestation of the disability or due to an inappropriate IEP or placement offer, then evaluations should be performed prior to any such determination.
If the behavior is a manifestation of the disability or the behavior is the result of an inappropriate EP or placement offer, then the district may not expel the child. The district must revise the child's IEP and placement offer to address the misbehavior.

If the group determines the behavior for which the child is being expelled is not a manifestation of the child's disability and not due to an inappropriate IEP or placement offer, then the school board may expel the child. However, the district may not cease providing special education and related services to the child, even after expulsion. Therefore, the district must revise the child's IEP and placement offer, as needed, to ensure the continued provision of services. A reasonable time prior to expelling the child, the district must provide the child's parent a placement offer meeting the requirements of law. If the child's parent requests a due process hearing then the district may not unilaterally change the child's placement.

2. At least five days before the expulsion hearing the student and, if the student is a minor, his/her parent or guardian will be sent written notice where the hearing is held by the school board (and not by a hearing officer or panel), the notice will include the following information:

a. The specific grounds, under the expulsion statute, and the state particulars of the student's alleged conduct upon which the expulsion proceeding is based;
b. The time and place of the hearing;
c. That the hearing may result in the student's expulsion;
d. That, upon request of the student and, if the student is a minor, the student's parent or guardian, the hearing shall be closed;
e. That the student and, if the student is a minor, the student's parent or guardian may be represented at the hearing by counsel;
f. That the school board shall keep written minutes of the hearing;
g. That if the school board orders the expulsion of the student the school district clerk shall mail a copy of the order to the student and, if the student is a minor, to the student's parent or guardian;
h. That if the student is expelled by the school board the expelled student, or if the student is a minor, the student's parent or guardian may appeal the school board's decision to the Department of Public Instruction (DPI);
i. That if the school board's decision is appealed to the DPI, within 60 days after the date of which the DPI receives the
appeal, the DPI shall review the decision and shall, upon review, approve, reverse or modify the decision;
j. That the decision of the school board shall be enforced while the DPI reviews the school board’s decision;
k. That an appeal from the decision of the DPI may be taken within 30 days to the circuit court for the county in which the school is located; and
l. That the state statutes related to student expulsion are Wis. Stats. Sections 119.25 and 120.13 (1).

FEES AND FINES
All fees and fines must be paid prior to the issuance of a parking permit and prior to participation in the graduation ceremony. If a student drops a course beyond the last student-teacher contact day of the school year in which s/he has selected courses for the following school year, the school will not refund the material and/or course fees for the student’s dropped course(s). If the school initiates the course drop, the school will refund the material and/or course fees.

HONOR ROLL
The high school Honor Roll is computed each term. By definition, students who have a cumulative grade point of 3.2 or above after each term grading period are included in the Honor Roll.

INTERROGATIONS AND SEARCHES – STUDENT DESKS AND LOCKERS (K MORR 445)
Student desks and lockers, including but not limited to corridor, physical education, and industrial technology are the sole property of the school district and at no time does the school relinquish its exclusive control. Lockers and desks are provided merely for the convenience of students for the storage of school supplies and necessary personal possessions. Students should expect that periodic general inspections of the lockers will occur by school officials at any time for any reason without notice, without consent and without a warrant.

Any unauthorized items discovered during a search may be removed from the desk or locker by school staff, and be held until a parent conference can be conducted. If items are found that are believed to be involved in violation of the law, such items will be turned over to the police, and the student and his/her parents will be informed of the particulars of such actions.

An immediate inspection of desks or lockers may be conducted by school staff when they have reasonable cause to suspect that they are being used for illegal purposes, or as a storage space for either stolen property or harmful or illegal substances. This does not preclude the schools right to general inspections.
**LASER POINTERS**
Laser Pointers and other such devices are not allowed on campus or at school-sponsored events.

**LASER WAY PASSES**

**Rationale**
The Laser Way Pass is designed to recognize students for responsible behavior. The privileges granted by this pass are intended to promote this as a personal goal for all students at Kettle Moraine High School.

- The Laser Way Pass is a privilege given to seniors, juniors, and second semester sophomores who have earned it.
- Students participating in this program will be expected to follow all procedures required of them to maintain this privilege.
- The Laser Way Pass for individual students may be revoked at any time at the discretion of the administration.

**Criteria**
- Student must have at least a 3.25 GPA during the previous grading period.
- Student must maintain passing grades in ALL classes.
- Student will have NO unexcused absence for ANY class block.
- Student will have 2 or less overall tardies.
- Student will have NO discipline referrals to the office.
- Student will have NO school parking lot vehicle rules violations.
- Student is on track to graduate.
- New students must have been in attendance at Kettle Moraine High School the entire previous term to qualify.

**Standards**
- The Laser Way Pass must be carried only by the student to whom it is issued.
- The Laser Way Pass must be presented to a staff member upon request, along with student identification (student ID).
- Staff still has authority to say no to a request to leave with a pass dependent upon given situation.
- Lost Laser Way Passes will be replaced once only.
- Laser Way Passes will be issued each term.

**Privileges**
- The student may travel within our building in a less restrictive manner, using the Laser Way Pass in place of the student planner, cafeteria pass, etc.
- The student will be granted other privileges or be allowed to participate in activities only for students with Laser Way Passes.
LOCKERS
School 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.

MEDI CATIONS
Students needing to take medications during the school day must have a completed parental consent form on file with the school nurse. Medication must be dispensed by the school nurse or another authorized school official. This includes over the counter medications. You may reach the school nurse by calling 262-968-6273 extension 4053.

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.

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 prerogative of the school administration and campus resource officer. Refunds of parking fees are not given if parking privileges are revoked or if the permit is lost or stolen. Students may not go to their vehicles during the school day. Visiting another student’s vehicle or merely being present in the parking lot is considered a violation of the closed campus policy. All vehicles must be registered with the school office and have official parking permit on display. Parking permits are non-transferable. Students may not sell or give their permit to another student.

The following will be considered a violation of parking regulations and may result in revocation of a parking permit. They may also result in the car being towed off campus or ticketed without notification and at the owner’s expense:
1. Truancy – tardy unexcused or unexcused absences
2. Outstanding detentions
3. Failure to pay school fees and fines
4. Refusing to comply with school rules as reviewed by a principal
5. Driving recklessly
6. Careless operation of a vehicle
7. Excessive speed – campus speed limit is 10 mph
8. Non-registered vehicle (towed/ticketed at owner’s expense without notice)
9. Parking in a fire lane, faculty lot, visitor lot, wheelchair space, on the sidewalk, grass, maintenance entrance, in more than one space, or other space not designated for student parking
10. Improper placement of parking permit or no permit displayed
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 or allowing others to occupy the vehicle during the school day, fire and tornado drills, or other school evacuations
15. Parking a vehicle and leaving it unlocked
16. 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. Inordinate noise (mufflers, stereo) as reviewed by a principal
The Waukesha County Sheriff's Department Canine Unit makes routine visits through student parking lots and the high school campus. 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 to the school administration.

**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.

**PHOTOGRAPHING AND/OR VIDEOTAPEING 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, located in the cafeteria, 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 731.1)
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.
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.

1. All complaints must first be directed to the person(s) responsible for the activity or situation which instigated the complaint.
2. If a complaint cannot be satisfactorily resolved through the use of step 1, a mediator, a guidance counselor, can assist in resolving the complaint.
3. If a complaint cannot be satisfactorily resolved through the use of step 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 facts of the complaint and will make every reasonable effort to resolve the matter promptly.
4. Should the complainant still feel the matter has not been satisfactorily resolved, it will be considered by the next immediate supervisor.

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, 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. Seniors who have more than 30 unexcused class periods, including advisory, will lose the privilege of participating in the graduation ceremony, not including absences excused by a parent/guardian for the accepted attendance reasons found on pages 12 and 13 of this handbook.
   c. Seniors over the age of 18 years old who attend less than 70% of the days scheduled in any one term will be withdrawn from school.
   d. The high school unexcused tardy procedure for each term, per same class block, is as follows:
      1 – 2  Student/teacher conference
      3 – 4  Teacher issued detention
      5 – 6  Administrative issued detention, loss of advisory choice
      7+    Loss of privilege to include: athletic participation, parking permit, school dances, extracurricular activities, etc.
   e. The high school unexcused absence procedure per school year, per block, is as follows:
      1 – 2  Administrator/Dean of Students conference
      3 – 6  Administrative issued detention, letter sent home to parent, loss of advisory choice
      7 – 9  Loss of privilege to include: athletic participation, parking permit, school dances, extracurricular activities, etc.
      10 +  Referral for truancy, citation, etc.

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 will not be allowed to participate in the next activity. Activities include homecoming, winter dance, and prom.
l. Seniors who are suspended from school will face the following additional consequence:
   1st Suspension - Student will not be allowed to participate in the next senior activity
   2nd Suspension – Student will not be allowed to participate in all senior activities except graduation ceremony
   3rd 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 which 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.
   a. 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,
   b. The place for the conduct may be restricted by school administration to permit the normal flow of traffic within the school or on school premises.
   c. 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.
   d. 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.
5. No written material shall be prepared by use of school equipment or property without prior approval by the principal or his/her designee.

6. 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.

7. 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 USE OF WEAPONS, EXPLOSIVE DEVICES, FIRE, OR AIR CONTAMINATION (KM0RR 443.5)
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 363.2)

Introduction

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

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

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

Privacy and Monitoring

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

**General Use**

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

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

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

**Examples of Acceptable Use**

*I will:*

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

Examples of Unacceptable Use
Users may not engage in any of the activities prohibited by these Guidelines when using or accessing the district’s system. If a user is uncertain whether behavior is prohibited, he or she should contact a teacher, supervisor or other appropriate district personnel. The district reserves the right to take immediate action regarding activities that (1) create security and/or safety issues for the district, students, employees, schools, network or computer resources, or (2) expend district resources on content the district determines lacks legitimate educational or district content or purpose, or (3) the district determines are inappropriate.

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

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

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

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

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

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

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

**Protection of Personally Identifiable Information**

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

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

**Google Apps for Education and Online Academic Services**

All staff and students (collectively “user” or “users”) will be assigned a Kettle Moraine School District (KMSD) Google Apps for Education account and will be accessing other Online Academic Service(s). A KMSD Google Apps for Education account allows staff and students to use Google Mail, Google Docs, and other Google applications and products for collaboration, communication, research and sharing. Online Academic Services include, but are not limited to, Google Apps for Education, Moodle, web-based math and literacy assessment software, skill-building games, content-focused video tutorials, and all other online digital resources. KMSD cannot and does not guarantee the security of electronic files located on Google systems or any other Online Academic Service system. It is the responsibility of the user to backup important documents or files. KMSD cannot assure that users will not be exposed to unsolicited information.

**Electronic Communications**

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

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

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

**Limitation of Liability**

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

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

**TOBACCO USE & POSSESSION**

Kettle Moraine School District and Village of Wales ordinance prohibit the use and possession of tobacco and tobacco products on school premises at any time. This extends to all persons, including students, staff, parents, and visitors. This regulation, as it applies to students, includes the possession or use of tobacco products, including chewing tobacco, e-cigarettes and 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 will be cited and referred to law enforcement for prosecution as provided by local ordinance. Students will also be suspended from school. Suspicion of smoking may lead to suspension at the discretion of the administration based upon the circumstances of the incident, e.g. smoke rising from a bathroom stall and/or two individuals sharing a bathroom stall.

**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**

The Kettle Moraine School District has installed video cameras on school property for the purposes of establishing and maintaining a safe and orderly educational environment, identifying disciplinary issues, minimizing theft and vandalism and 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: entrances, hallways, stairwells, classrooms, common areas (such as the cafeteria, the gymnasium, and the library), athletic fields, parking lots, and school buses. Video cameras will not be used in areas where the public, students, and staff have a reasonable expectation of privacy: restrooms, locker 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. Only individuals authorized by the district administrator or building principal may view video recordings. The video cameras will not be continuously monitored by district staff nor used to monitor or record audio (i.e. conversations), except when specifically authorized by the district administrator and when in accordance with state or federal law. Students or others found to have violated Kettle Moraine Operating Rules and Regulations (KMORR) or school rules shall be subject to discipline in accordance with established policies and procedures. Should a video recording become part of a student disciplinary action, the recording will become part of the student’s behavioral record consistent with the district’s student records policy and procedures. The school district reserves the right to provide copies of video recordings to law enforcement agencies, as it deems appropriate.

Video/audio cameras may be used on occasion to assist in providing a safe environment on the bus. The videos may be viewed by supervisory personnel in the bus company or by school officials. Videos may be used to assist in monitoring student conduct and randomly assessing maintenance of order. If no incidents are reported in a 10 day period, the video tapes are recycled. (KMORR 445.2)

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 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.