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      School District of Kettle Moraine
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8. Calendar and Closings
9. Communication Tools
10. KM Perform Contact Information
    Daily Attendance; 262-968-6210
    Counseling/Guidance/Conference Appointments/General
    Progress
    Transcripts
    Enrollment Questions
    myLC help (including passwords)
    Other School Questions/Concerns

New or updated policies indicated with **NEW**
Welcome to the 2016-2016 academic year for the Kettle Moraine School for Arts and Performance. Whether you are a returning student, new student, or prospective student, we hope this guide will provide you with valuable information. If you have any questions, please consult Section 9 of this document for pertinent contact information.

Policy Items new for 2015-2016 will be noted

1. Who We Are
The Kettle Moraine School for Arts and Performance is a comprehensive, four-year college preparatory school designed for students with interest or strengths in the arts. Our mission: To advance artistry, academic achievement, and responsible leadership. Students who join KM Perform commit to a four-year focus in either Art, Music, Theatre, or Creative Writing. Course credit in all areas is done through a customized competency-based framework. All instruction is done through interdisciplinary, short-term seminars. To see more about the latest work of KM Perform students and teachers, please visit our latest Annual Report.

2. About Kettle Moraine Charter Schools
The Kettle Moraine School for Arts and Performance is a School District of Kettle Moraine charter school. Charter schools in Wisconsin are public schools that trade “one-size-fits-all” regulations for greater flexibility and increased accountability through a contract with a local school board. This means that our charter school has the flexibility to personalize the experience for KM Perform students. It also means the school has specific benchmarks to meet as outlined in an annual strategic plan, and is required to share innovational practices with the entire school district as well as other schools. In the first four years of operation, KM Perform has hosted over 500 teachers seeking out professional and school development in the area of personalized learning. KM Perform’s strategic plan carries the district vision of Learning Without Boundaries and creating successful and scalable models of innovation and personalized learning.

As a parent or student in a KM charter school, it is important to have an understanding of some basic charter school terminology:

**Authorizer** - The authorizer is the local organization with whom the charter school has a contract. At KM, as well as in most of Wisconsin, the authorizer is the local school board.

**Governance Council** - Every charter school is required to have a governance council. The KM Perform governance council is made up of seven members comprised of parents, teachers, community members, and arts professionals. The governance council has bylaws that provide opportunities for the council to approve matters related to school vision and philosophy. It also takes an active role in seeking partnerships for the school and opportunities for students. The KM Perform Governance Council has regular monthly meetings that are open to the public. Meeting dates are posted on the district Web site.

**Charter Contract** - The charter contract details the mission and pedagogy of the school and the tools (such as MAP and WKCE testing) that will be used to benchmark school progress. The contract also details which DPI requirements and Kettle Moraine Operating Rules and Regulations KM Perform has exempted. Typical exemptions include school day hours, seat-time based credit requirements, and graduation requirements.

**Interdisciplinary Learning Collaborative (ILC)** - KM Perform operates using an ILC model that is recognized by DPI. The ILC model dictates that we teach most of our content simultaneously through multiple subjects. This allows us to award credit when students study interrelated concepts (i.e., studying the history of mathematics might earn a
Determining if KM Perform is the Right Choice For You

The KM Perform pedagogy is focused around the following three principles:

1. **Student Choice and Voice** - Students have choice in their course and seminar selections.
2. **Performance through Collaboration** - Collaboration with students and staff across multiple subjects at the same time creates an interdisciplinary experience.
3. **Ownership of Learning** - Students get credit for completion of learning benchmarks, not simply for time spent in the subject. To be successful, students must be engaged in their learning so that they are making intentional choices to learn.

A strong predictor of success for KM Perform students is their willingness to not just appreciate one of the focus arts areas, but truly study it using a conservatory approach. By no means are all KM Perform students prodigies in their art, but there is a commitment to an academic approach to that art.

KM Perform may be the right fit if...
- You are motivated and engaged in your learning.
- You are self-driven when necessary.
- You not only appreciate a fine art, you want to study it.
- You spend much of your time engaged in one of the four focus arts (Art, Creative Writing, Music, or Theatre).
- You want to improve your presentation and performance skills in all academic areas.

KM Perform may not be the right fit if...
- You enjoy your art, but don’t want to improve it in a systematic, rigorous way. This is the number one reason students are not successful in KM Perform.
- You are simply looking for an alternative to traditional school, without considering the arts focus.
- You do not enjoy engaging in class discussions about learning.
- You have difficulty collaborating with others combined with low motivation to improve this skill.

2. Academics and Instruction

2.1 Academic Description

The daily schedule of a KM Perform student combines components of a traditional class schedule with time for students to work collaboratively in the arts, sciences, and humanities. Much of the instruction is delivered via seminars, workshops, and field experiences, infusing an arts-based curriculum across all content areas. History and English requirements are demonstrated through written, musical, dramatic, and/or visual arts-based performances. Math and science curriculum engage students in scientific concepts through visual and performing arts, often with structural projects such as sculpture, 2D drawings, or music demonstrations. Foundational knowledge in both arts and academic subjects are keys to success in any education experience. KM Perform will provide resources and structures to ensure student achievement and academic success in both the core subjects and the arts.

2.2 Instruction

The KM Perform curriculum is a standard liberal arts curriculum suitable for any competitive, college bound student. Courses in math, science, social studies, and English are delivered in interdisciplinary units of study called seminars. All courses have a predetermined set of learning targets defined by a professional staff member certified in that area. KM Perform does not teach courses in a traditional, year-long, single discipline format. The KM Perform experience is defined
by three primary instructional delivery methods: seminar, workshop, and studio day. The instructional delivery of KM Perform utilizes the following primary components:

- **Interdisciplinary Learning Collaborative (ILC)** — students collaborate with each other and their instructors. Subjects are not taught in isolation; rather, they are looked at through a real-world artistic context.
- **Student artistic area of focus**—Students choose a primary focus from one of four areas: Art, Creative Writing, Music, and Theatre. Students must earn six (6) credits in their chosen area of focus, guided by a teacher mentor with expertise in that area.
- **Academic accountability**—KM Perform uses a competency-based method of earning credit based on the accumulation of “Competency Targets.” Rather than awarding credit for time spent in a classroom, each individual learning target is tracked, thereby ensuring that all students have the most rigorous and competitive experience possible while still focused on student interest and choice.
- **Topic-based learning**—Rather than organizing school by courses, students choose short term sessions based on topics that meet a wide range of interests. Students choose 4-6 week classes, workshops, and seminars based on topics designed to apply learning targets to an area of interest, usually covering more than one subject at a time.
- **Weekly studio time**—Students receive extended time with a mentor each week in their specific arts areas in order to provide expert arts instruction and academic accountability.
- **Guest artists and instructors**—Local and nationally known artists are brought in to work with students “in residence,” offering students extended time with these expert individuals.

### 2.3 Seminars
Seminars are 4-6 week units of study that combine multi-course learning targets resulting in a final project. This is the primary method of instruction for most units of study. The learning targets for each course in a seminar are tracked separately and aggregated by course.

### 2.4 Workshops
Workshops range from two hours to two weeks, and focus on specific skills and/or knowledge in arts or academic areas. There are typically only 1 or 2 targets in a workshop, while there may be several targets in a seminar. Example workshops have included Functional Pottery Workshop, Game Theory-Probability and Statistics, Math Remediation, College Audition Workshop, and Singer/Songwriter workshop.

### 2.5 Studio Day
Every week, students have a studio day devoted to their artistic or academic needs. They work with their arts mentor and have time to visit academic teachers during office hours. This time also allows students to work on their Foundations or Portfolio work.

### 3 Academic Requirements

#### 3.1 Graduation Requirements
KM Perform offers a curriculum that allows each student to work on a continuum, at a pace that matches his/her own learning style and ability. Students will follow a standard core of courses to build their transcripts, which can include AP opportunities.
<table>
<thead>
<tr>
<th>Subject</th>
<th>Required</th>
<th>Recommended</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts</td>
<td>7</td>
<td></td>
<td>Must include at 1 credit of Foundations, at least 1 credit of Portfolio, and 1 credit of Applied Interdisciplinary Arts (AIA). No more than 1 credit of AIA may count toward the 7 credit requirement. Follow your focus area arts Scope and Sequence.</td>
</tr>
<tr>
<td>English</td>
<td>4</td>
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</tr>
<tr>
<td>Mathematics</td>
<td>2</td>
<td>3+</td>
<td>Must include Geometry.</td>
</tr>
<tr>
<td>Science</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Studies</td>
<td>3</td>
<td></td>
<td>Must include 1 CR of US History and Government.</td>
</tr>
<tr>
<td>Physical Education and Wellness</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leadership</td>
<td>.5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>World Language</td>
<td>-</td>
<td>2+</td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td>2.5</td>
<td></td>
<td>Any other course (including world languages), AIA credit beyond 1 credit, or arts courses can be used to satisfy this requirement.</td>
</tr>
<tr>
<td><strong>Total Required</strong></td>
<td><strong>24</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 3.2 Subject Scope and Sequence

Each subject area in KM Perform has a separate Scope and Sequence. The latest scope and sequence can be found at the links below:
3.3 Recommended courses per Grade and Focus
KM Perform offers a highly personalized model for earning credit. No two students will have the same sequence of courses, and many students spread their completion of competencies for a course over 1 or 2 years. Below is a suggested sequence per grade level and focus. Students may customize their sequence based on individual goals and consultation with their mentor.

<table>
<thead>
<tr>
<th>Focus and Emphasis or Interest</th>
<th>Grade Level</th>
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</thead>
<tbody>
<tr>
<td>Art Focus</td>
<td>9th Grade 10th Grade 11th Grade 12th Grade</td>
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<tr>
<td>Creative Writing - Film Emphasis</td>
<td>9th Grade 10th Grade 11th Grade 12th Grade</td>
</tr>
<tr>
<td>Creative Writing - Fine Art Emphasis</td>
<td>9th Grade 10th Grade 11th Grade 12th Grade</td>
</tr>
<tr>
<td>Music - Instrumental Focus</td>
<td>9th Grade 10th Grade 11th Grade 12th Grade</td>
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<tr>
<td>Music - Vocal Focus</td>
<td>9th Grade 10th Grade 11th Grade 12th Grade</td>
</tr>
<tr>
<td>Music - Piano Focus</td>
<td>9th Grade 10th Grade 11th Grade 12th Grade</td>
</tr>
<tr>
<td>Theatre</td>
<td>9th Grade 10th Grade 11th Grade 12th Grade</td>
</tr>
</tbody>
</table>

3.4 Courses List
KM Perform offers the following courses, including AP courses, in an interdisciplinary seminar format with required performance assessments. Students may take additional electives on the legacy high school campus or through youth options programs. Students are encouraged to take at least 2 years of foreign language on the legacy high school campus.

KM Perform 2015-2016 Course List
Courses are frequently updated based on teacher expertise or student interest.

<table>
<thead>
<tr>
<th>Course</th>
<th>Subject</th>
<th>Credit</th>
<th>Contact</th>
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</thead>
<tbody>
<tr>
<td>Foundations in Art and Design</td>
<td>Arts Foundations</td>
<td>1</td>
<td>Angelique Byrne</td>
</tr>
<tr>
<td>Foundations in Art and Design 2</td>
<td>Arts Foundations</td>
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<tr>
<td>Foundations in Dance</td>
<td>Arts Foundations</td>
<td>1</td>
<td>Teresa Catania</td>
</tr>
<tr>
<td>Foundations in Instrumental Music</td>
<td>Arts Foundations</td>
<td>1</td>
<td>Teresa Catania</td>
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<tr>
<td>Foundations in Piano</td>
<td>Arts Foundations</td>
<td>1</td>
<td>Susan Krechel</td>
</tr>
<tr>
<td>Foundations in Theatre</td>
<td>Arts Foundations</td>
<td>1</td>
<td>Abby Kean</td>
</tr>
<tr>
<td>Foundations in Vocal Music</td>
<td>Arts Foundations</td>
<td>1</td>
<td>Susan Krechel</td>
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<tr>
<td>Writing Focus: Foundations in Writing</td>
<td>Arts Foundations</td>
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<td>Individual Portfolio in Art or Design</td>
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<td>Individual Portfolio in Music</td>
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<td>Individual Portfolio in Theatre</td>
<td>Arts Portfolio</td>
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<td>Individual Portfolio in Writing</td>
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<td>Career &amp; Leadership</td>
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<td>Philosophy</td>
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<tr>
<td>Teaching Profession</td>
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<tr>
<td>Advanced Topics in Literature</td>
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<td>Advanced Topics in Public Speaking</td>
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<td>Course</td>
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<td>English II</td>
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<td>Grammar and Conventions</td>
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<td>A Capella Choir</td>
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</table>
3.5 Awards and Honors (NEW)
Students in KM Perform have a separate transcript and GPA from the legacy high school, combining GPA from all course work including any legacy high school electives. The top performing senior may be eligible for the state of Wisconsin Academic Excellence scholarship based on academic performance. KM Perform does not offer a separate honors diploma nor does it offer honor points; however, students with a cumulative GPA of 3.2, combining KM Perform grades and those from any other courses (including legacy high school or youth options courses when applicable), are eligible for the gold honors stole offered to all KMHS honors students at graduation. Families should watch for scholarship and college information posted by the high school campus counseling department.

KM Perform recognizes seniors with a named valedictorian and the selection of student speakers for district commencement ceremony and the KM Perform graduation celebration. The KM Perform valedictorian is selected based on grade point average. The KM Perform commencement speaker is selected by staff members based on class rank and their artistic portfolio. The KM Perform graduation celebration speaker is selected by staff members based on artistic merit and school leadership.

3.6 Special Course Credits Exceptions

Physical Education and Health
Physical Education is offered as a series of seminars and workshops with a focus on wellness and lifelong physical
activity and education. The health requirement is achieved through a series of four required workshops that are offered on a rotation throughout four years. Some of our PE activities are offered on the weekends and/or in the summer. There are also opportunities for Aikido and Martial Arts during the school day (and as a club for additional credit). If students are not able to participate in KM Perform PE activities, they are encouraged to take traditional PE classes through the legacy high school.

In addition to KM Perform physical education credits, students are eligible to receive credit for some off campus activities and organized classes (for example, dance and exercise classes). Students must submit and have an approved "form on file before starting the credit. Forms are available at kmperform.com.

Foreign Language
Foreign language courses are typically taught within the legacy high school. Students are encouraged to take 2 credits of foreign language during their high school career.

Mathematics
The traditional mathematics sequence (Algebra I, Geometry, Algebra II, Pre-Calculus) in KM Perform is taught using a hybrid model; it is not considered an online course. Successful students frequently register for math-based seminars. KM Perform uses the ALEKS (ALEKS.com) software for regular practice/formative work and regular benchmark assessments. This allows students to individualize their curriculum and work at a pace that fits their schedules and individual abilities.

Criteria for an A: Any KM Perform student will earn an “A” when he/she has shown at least 95% content mastery, regardless of number of hours of content work.

Criteria for a B: Any KM Perform student will earn a “B” when he/she has shown at least 85% content mastery, regardless of number of hours of content work.

Students are not awarded credit for math courses unless at least 85% of the work has been completed

3.7 Course Grading
Courses in KM Perform typically are delivered in an interdisciplinary format. Students earn learning targets throughout a series of seminars over 1 or 2 years, not as a semester-long, standalone course. The learning targets are aligned to a course, not a seminar. In this way, course are tracked separately even though they may be taught alongside one or more subjects. By the spring of 2015, all courses in myLC will have a course description, grading method description, and contact information.

KM Perform students will receive a letter grade on their transcripts for each KM Perform credit earned. Grade point average will be calculated in the same way GPA is calculated at KMHS, but will be separately ranked within KM Perform. Students in KM Perform earn a School District of Kettle Moraine diploma. KM Perform transcripts will show the same typical academic credits as the other KM schools, reflecting courses suitable for any competitive college bound student.

3.8 Course Grading and Completion Targets
Personalized learning environments in charter schools allow room for competency-based credit. This is different from time-based systems of awarding credit where students get credit for being in the class for a certain amount of days (regardless of the work performed). With the exception of a failing grade, students receive a full credit for about 120 hours of seat time. This system is known as Carnegie Units.
KM Perform uses a competency-based model to award credit in many courses. This model requires that the student complete a series of predetermined learning targets for each course credit earned. Targets can be completed in any order, but must be finished in order to receive credit. The full credit appears on the transcript for the semester in which the credit was finished. At any given time, a student’s credit is his/her percentage of the learning targets completed in any given course. Many KM Perform completion target courses are multi-year credits that allow students to work either independently or in a seminar over the summer. Though this is not required, it can allow students to take more arts or elective courses. Full credits completed before August 1st are eligible to be included on the prior semester transcript.

3.9 Course Completion Policy (NEW)
KM Perform recognizes that competency-based pedagogy can have a higher standard of completion than seat-time courses. For all non-course-based KM Perform classes (such as art and music) and for courses that are transcripted only when all targets have been met unless otherwise indicated in a course description, the following policy will be used:

If a student graduates or exits KM Perform before course completion, student will be awarded credit based on the following calculation: 97.5% and above completion - full credit with half letter grade deduction; 90%-97.49% completion - full credit with full letter grade deduction; 80%-89.99% completion - full credit with 2 full letter grade deduction. Full credit is not awarded for less than 80% of course completion.

For 1 credit courses only: At the instructor’s discretion, students will be awarded a half credit at full grade for work between 50%-79.99%. Students are only eligible for partial credit if they have made satisfactory progress on credit or targets in the previous 3 months before exiting KM Perform. Satisfactory progress is defined as completing an average of 25% of the incomplete targets in each seminar series during the last semester the student is enrolled in KM Perform -OR- by following a written agreement of progress between the student and the teacher of record. If a student is not meeting the requirement for satisfactory progress, half (for full credit courses) or zero credit (for half credit courses) will be awarded.

<table>
<thead>
<tr>
<th>1.0 Credit Classes</th>
<th>% Complete</th>
<th>Credit Awarded</th>
<th>Grade Deduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>97.5% and above</td>
<td>1.0</td>
<td>half letter grade</td>
<td></td>
</tr>
<tr>
<td>90%-97.49%</td>
<td>1.0</td>
<td>full letter grade</td>
<td>must show progress to round up*</td>
</tr>
<tr>
<td>80%-89.99%</td>
<td>1.0</td>
<td>two letter grade</td>
<td>must show progress to round up*</td>
</tr>
<tr>
<td>50%-80%</td>
<td>.5</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>.48%-50%</td>
<td>.5</td>
<td>half letter grade</td>
<td>must show progress to round up*</td>
</tr>
<tr>
<td>.40%-48%</td>
<td>.5</td>
<td>full letter grade</td>
<td>must show progress to round up*</td>
</tr>
<tr>
<td>0%-39.99%</td>
<td>0</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>.5 Credit Classes</td>
<td>.98%-100%</td>
<td>.5</td>
<td>-</td>
</tr>
<tr>
<td>.85%-97%</td>
<td>.5</td>
<td>full letter grade</td>
<td>must show progress to round up*</td>
</tr>
<tr>
<td>0%-84.99%</td>
<td>0</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>

* Must be actively working on course in which credit is rounded up and awarded.
3.10 Credit Combining Policy (NEW)

Occasionally, students request that credit from two unfinished courses in the same subject be combined to make one transcriptable unit of 0.5 or 1.0. KM Perform competencies are written to ensure academic integrity to the specific course.

Beginning in 2015-2016, credit combining will only happen under one of the following circumstances:

- A student is transferring out of the district and did not have a reasonable amount of time to finish course credit AND the student met with teachers to create a plan upon learning of the transfer.
- The combining is warranted by an IEP.
- A course has been discontinued, and the teacher of record for the course has made a plan to combine the credit with another course.
- There is a pre-arranged plan with the teacher of record for a course, in writing, prior to the beginning of the last semester in KM Perform.

In addition to an applicable circumstance above, the student must be making adequate progress in the final semester as defined in section 3.10 to be eligible for credit combining.

3.11 KM Perform Grading and Scheduling System (“myLC”)

The KM Perform internal reporting system continues to be our myLC management system located at mylcsolution.com. Parents are able to see all target progress and seminar selections. Students and parents may log in to see course completion credit along with the grade and a daily schedule. Passwords can be obtained by emailing either Mr. Anderson or Mrs. Catania.

4. Mentorship and Coaching

All students in KM Perform have a teacher mentor in their artistic area of focus. The mentor guides them through their four-year experience. Parents are strongly encouraged to connect with their child’s mentor early and often. This teacher has the greatest influence over schedule and course goals for the student. Mentors are listed in myLC.

While students are working on their Arts Foundations, the mentor serves in a “learning-coach” role, with the primary emphasis on helping the student to successfully complete the arts foundations targets and academic course requirements. In Foundations (typically in the 9th and 10th grades), the learning coach is assigned to each student based on student needs and staff availability. Students in some areas of focus are able to choose a mentor for their Portfolio (typically 11th and 12th grades). Each area of focus is responsible for setting requirements and procedures for mentor selection. Requests for mentor assignments for portfolio or foundation students outside of these procedures will not be considered.

5. Fine Arts in KM Perform

In addition to rigorous, interdisciplinary academics, KM Perform offers all of the artistic and performing opportunities one would expect at a world class fine arts school. Building on the strong tradition Kettle Moraine District schools have in support of art, music, and drama, KM Perform students will participate in dramatic productions, large and small music ensembles including concert bands, choirs, orchestras and jazz ensembles, art shows and exhibitions, and individualized creative writing workshops. Local and nationally known artists and clinicians visit and work with KM Perform students on a regular basis.

All students in KM Perform are required to declare an area of focus to frame their fine arts experience. The specific fine arts focus may change over time, but students are expected to participate in an arts course or experience each semester of their KM Perform career. Students will be evaluated based on performance standards defined by each focus program.
Programs are currently offered in Art, Creative Writing, Music, and Theatre. Students will receive regular feedback as well as learning targets from an assigned teacher with a specialty in the chosen area of focus.

5.1 Areas of Fine Arts Focus

Each focus area in KM Perform (Art, Creative Writing, Music, and Theatre) has a specific scope and sequence and set of requirements. You can see descriptions of each focus and the latest scope and sequence at the links below:

- ART AND DESIGN
- CREATIVE WRITING
- INSTRUMENTAL MUSIC
- VOCAL MUSIC
- THEATRE

6. School Day

6.1 Daily Schedule
The typical schedule for seminars, workshops, and studio day is represented below. Individual schedules vary from student to student. Many students have schedules that fit inside the traditional campus block schedule bell schedule from 7:20-2:35. Consult the campus handbook for bell schedules.

Many students also take seminars that are offered on evenings, weekends, and in the summer. Students who are making adequate progress ("green" in myLC) or students who are ahead in credit are able to customize their schedules by not taking a seminar during 1st or 4th block.

6.2 Extra-Curricular Activities
Students in KM Perform are entitled to participation in any/all extra-curricular activities and sports in the Kettle Moraine School District. Be sure to follow the high school daily announcements for opportunities.

7. Policy and Procedures

7.1 Campus Policy
All students are expected to know and abide by the policies and procedures in both the KM Perform School Guide and the KMHS Campus Student Handbook. Unless otherwise documented in the KM Perform School Guide, students are governed by the campus policies outlined in the KMHS Student Handbook available at www.kmsd.edu.

7.2 KM Perform Attendance (NEW)

It is very important that parents understand their role and their child’s role in attendance in a flexible learning environment. Any questions or discrepancies should be addressed directly with the seminar instructors listed in myLC. KM Perform teachers record every seminar absence in myLC, even if the student is present in the building, is out of school with an excused absence, or is in school but taking a standardized test. This practice helps give students information to hold themselves accountable for schedule choices. myLC may be different than what is reported in Infinite Campus as the official attendance record.

Daily attendance is required for KM Perform students. If a student is ill or will be missing school for any reason, please notify the high school attendance office via phone. Notify the secretary or attendance line that the student is a KM Perform student. Because credit is obtained through completion, missing seminars has an adverse effect on credit
Official attendance is taken during the first scheduled seminar each day. The scheduled seminar is listed in myLC. If a student misses the morning seminar, he/she will be charged with a half day absence. If a student misses one or more afternoon seminars, he/she will be charged for PM absence. All seminars, workshops, and studio hours are scheduled in myLC. Attendance is tracked in myLC for these classes. If students miss more than 10 seminars in a 30-day window, they will see their progress-monitoring screen change from green to yellow.

**Attendance and Accountability**

Attendance at KM Perform takes on a different meaning than traditional, seat-time based schools. Because of the competency-based nature of the school, students must *perform in collaborative seminars* in order to receive sufficient credit towards graduation. However, with a broader definition of a school day that allows for evening, weekend, and summer seminars - in addition to honoring credit earned outside of KM Perform - a more flexible attendance policy is allowed. Attendance serves the dual purpose of *Accountability* as well as to *define the Full Time Status* of the student.

1. Attendance is entered into Infinite Campus (the official student information system for the district) twice daily - AM and PM.
2. Students must be in attendance during all seminars for which they are registered.
3. Students who are not in attendance during any seminar, and are unaccounted for elsewhere, will be marked absent in myLC.
4. If a student is unaccounted for, or has incurred two or more of either 1) a missed legacy course, 2) a missed seminar, or 3) a failure to sign in, said student will be marked absent in Infinite Campus for the AM or PM time in question. Note: It is common for students to customize their schedules to accommodate the flexible nature of an ILC. It is the responsibility of the student to communicate any special arrangements to all teachers who may be taking attendance.
5. Juniors and seniors may register for an open hour with no attendance responsibilities if they are on pace to graduate, have full time status as defined below, and are on pace to accumulate *more than 7 KM Perform credits* in an academic year ending in June.

**7.4 Truancy (New)**

As the KM Perform schedule is more flexible, there can be no tolerance for not adhering to the schedule in myLC. For students with patterns of unexcused absences, the following steps can be taken:

1st offense - Student/mentor conference and phone call to parents
2nd offense - Written note home (email or letter) and IC discipline referral
3rd offense - Referral to school deputy liaison officer for truancy citation

A student found truant and off campus unexcused during the school day can be referred for citation on the first offense.

**7.5 Full Time Status**

Students must be enrolled in KM Perform full time. There is no part-time enrollment for KM Perform students. Students must have full time status at the time annual enrollment begins (typically January each year), and must not have lost full time status more than twice in the prior calendar year.

Full time status:

- One-half of all core content (math, science, social studies, and English) credit must be earned through
interdisciplinary work

- Any course which is or can be offered in KM Perform must be taken in KM Perform. Exceptions will be considered to accommodate 504 plans, IEPs (to allow the Special Education department to participate in self-contained courses), and discretionary allowances for students who are exceeding credit expectations (more than 3 credits per 6 months)
- 3.5 credits earned per academic semester (total in all schools, including legacy)
- 3 KM Perform credits earned per six-month period
- Math must be completed at a rate of 2.0 hours per week on a 6-week rolling average. This applies any time a student is enrolled and assigned an Aleks account
- Students must maintain a rolling average of enrollment in at least 4 INTERDISCIPLINARY SEMINARS* per the previous nine-week instructional period (students may opt to exclude July and August; however, seminars in these months can count toward the rolling average in lieu of May and June attendance)
  - Example: A student not registered in any seminars during the entire month of May enrolls and participates in two summer seminars as part of the summer musical (performance plus an accompanying literature seminar). As of June 30, the student has full time status as long as they were enrolled in at least two interdisciplinary seminars on April 30.
- If a student misses more than 10% of any seminar for any reason, the seminar may not count when considering status - though any targets and credit earned remain part of the record (10% is about 3 sessions per 6-week seminar)

*Definition of Interdisciplinary Seminar: A seminar is defined as 3 or more students working on a common project with learning targets from 2 or more courses. Workshops count only if they have targets from multiple courses.

Consequences and interventions:
- Loss of seminar selection and choice
- Student placed on a “no pass” list
- Formal letter advising student not to re-enroll. Upon a second loss of full-time status, parents may receive a formal letter advising the student to not re-enroll in KM Perform for the next term. This letter serves as official notice that a student may be at risk of not graduating on a timeline consistent with their goals based on their attendance or academic achievement in the ILC model
- At the discretion of the director or the governance council, a student must reapply to the school (subject to enrollment caps, open-enrollment rules, focus area caps, and rules for juniors and seniors where ability to graduate are taken into consideration)

7.6 Flexible Scheduling

Students who are considered In Progress may have a flexible schedule that only requires mentor and parent approval using a customized schedule release form. The schedule is valid for a current seminar series and may be reviewed at the end of each seminar series or every 30 days. Students are required to register for all available workshop periods with the exception of specific off-campus learning requests approved by the mentor. The schedule is designed to encourage students to continue credit goals that require off-campus research and learning; however, students who are off-campus are not considered in school for that hour, and attendance will not be taken or reported. Most flexible schedules are designed for late arrival or early release.

Students who are not considered In Progress may have a flexible schedule with approval from the school director only.
7.7 Supervision
KM Perform is a well-staffed school with multiple layers of supervision. Occasionally, the nature of the projects may provide students with the opportunity to participate in projects after-hours, off or near-campus, or during the traditional school days when a student is not scheduled. These “in the field” experiences are considered homework and are not supervised by staff. Parents should monitor seminar selections, schedules, locations, and class descriptions in myLC.

7.6 School Day
The typical school day runs from 7:20 AM-2:35 PM. Students are expected to be in attendance for the entire school day with the following exceptions for customized schedules:

- Students with no 1st block seminar or legacy course may report by 9:00 AM
- Students with customized schedules with no 4th block seminar or legacy course may be dismissed at the start of 4th block (1:07 PM)
- All KMHS and KM Perform students have early release at 2:02 PM every Thursday (buses run earlier on these days)
- Students with special written approval on file from the director may have late arrival to accommodate customized schedules (usually granted when students are doing one or more courses online or participating in an evening seminar/credit opportunity)

7.7 School Fees
KM Perform students are required to pay all school fees noted in the Kettle Moraine High School student handbook and Course Selection Guide. This includes, but may not be limited to, the following:

a. Athletic fees
b. Parking fees (for students driving and parking at school)
c. Science lab fee
d. Foreign language fees
e. Music uniform and instrument rental fees (where applicable)
f. Art fees
   - Art students - a course fee is required for each course taken in visual art plus a $35 fee for Foundations (9th/10th) and Portfolio students
   - All other students - a $35 art supply fee is assessed to cover all interdisciplinary projects

7.8 School Supplies
KM Perform does not have an official school supply list. Additional supplies may be necessary for specific seminars and will be noted in the seminar descriptions prior to student seminar registration.

7.9 Enrollment
The enrollment cap and lottery policy for the following school year will be posted at kmperform.com prior to February 1.

7.10 Applications for District Residents & Current District Open Enrollment Students
Any student currently enrolled as a district resident or any current open enrolled student attending a KM school may apply to KM Perform. Applications are available online at www.kmsd.edu/kmperform beginning each December. If you have difficulty with the online application, contact Kevin Erickson at ericksok@kmsd.edu or call 262-968-6273 ext. 4800.

7.11 Applications for New Open Enrollment Applicants
KM Perform is open to families outside the School District of Kettle Moraine. Students who live outside the district and wish to open enroll must first be accepted through the open enrollment process before the application to KM Perform. Procedures for this can be found on the State of Wisconsin Department of Public Instruction Website (http://dpi.wi.gov/sms/pscloc.html). To be considered for placement in KM Perform, open enrollment candidates must also complete the KM Perform application found at kmperform.com and adhere to guidelines in this school guide. An interview may be required for enrollment.
7.12 Transfer in and out of KM Perform (NEW)
The KM Perform academic curriculum aligns with state and national academic standards, allowing students to transfer in and out of another school, including Kettle Moraine High School. Students who determine with their parents and teacher mentor that KM Perform is not the right fit for them may transfer to KMHS at the end of the year. After the first two weeks of the school year, KM Perform students may not be able to transfer out of KM Perform into a legacy classroom until the following term (terms are typically 9 weeks). Exceptions will be made at the discretion of the KM Perform director and a guidance counselor.

Transfer into KM Perform – Students may apply for entrance to KM Perform through the beginning of their senior year provided that any prerequisites for their chosen area of focus are met. All lottery and enrollment procedures apply.

Students who leave KM Perform during a school year lose their eligibility to return to the school during the same year.

Students leaving KM Perform or transferring out of the district must meet with each course teacher to make a transcripting plan to be eligible to round up course credits. This must be done as soon as the student is aware of the transfer. Credits will not be rounded up or combined after the student has unenrolled from Kettle Moraine.

7.13 Special rules for junior and senior applicants

For seniors: KM Perform may deny admittance for a student entering in his/her senior year who has not completed at least 75% of KM Perform graduation requirements, including arts courses. The foundation skills must be deemed complete by a KM Perform fine arts staff member, and at least one arts teacher in the area of focus must be able to mentor the student to complete the required portfolio.

For juniors: KM Perform may deny admittance for a student entering in his/her junior year who has not completed at least 50% of KM Perform graduation requirements, including arts courses. At least one arts teacher in the area of focus must be available to mentor the student to complete the required foundation skills.

7.14 Non-KM Perform Courses

Requests for KMHS Courses outside of KM Perform (Legacy Course Requests)
The arts curriculum in KM Perform is designed to be comprehensive. The academic work requires attention because of the rigor involved in student presentations. Additionally, there are elective opportunities in KM Perform that students will become aware of during their first year. KM Perform will use the following criteria when considering requests for legacy (traditional KMHS courses) or non-KM Perform learning opportunities with the exception of some world language offerings:

| All students registering for their 1st year of KM Perform (regardless of age): |
| Legacy elective requests are typically denied unless there is a special circumstance and approval by the director. |

| All students registering for their 2nd year of KM Perform - Legacy electives are approved under the following circumstances: |
| Satisfactory progress is being made in Foundations (on track for 1 full credit by the end of sophomore year) as well as on track for academic progress |
| Equivalent credit is not offered in KM Perform |
- Schedule does not compete with a required KM Perform seminar or course
- The student understands that he/she may not be able to fully participate in KM Perform learning opportunities off campus

All students registering for their 3rd or 4th year or students entering in junior or senior year - Legacy electives (including Legacy AP) are approved under the following circumstances:
- Foundations course in area of focus is complete (completion targets or credit can be retroactively awarded for prior work at the approval of the mentor and school director)
- All foundational core academics are complete by required completion dates
- Equivalent credit is not offered in KM Perform, and the schedule does not compete with a required KM Perform seminar or course
- The student understands that he/she may not be able to fully participate in KM Perform learning opportunities off campus

Request for Credit for Coursework outside of the School District of Kettle Moraine
Students must submit and have a "Request for Credit Outside KMSD" form on file before starting the credit. Forms are available at kmperform.com. KM Perform will use the following criteria when considering requests for non-KMSD credit:

All students registering for their 1st year in KM Perform (regardless of age):
Non-KMSD elective requests are typically denied unless there is a special circumstance and approval by the director.

All students registering for 2nd year or more in KM Perform - Electives are approved under the following circumstances:
- The learning experience is determined appropriate by the director
- The KM Perform content expert approves the credit (i.e., history teacher for history credit)
- For core academic credit, no more than one-third of required subject credit can be obtained outside of the district without special permission
- Student can provide sufficient documentation that the syllabus or experience meets the standard for rigor; approval is at the sole discretion of the school director or the director's appointee
- Students must obtain signatures and turn in approval form prior to the start of the experience (unless the experience is being recognized for credit for a transfer student or a student who is entering KM Perform after 9th grade); approval is at the sole discretion of the school director or the director's appointee

7.15 Attendance Policy for Legacy Coursework
A student who misses 5 days of a 1-term legacy course, or 10 days of a 2-term course (excused or unexcused), and receives a teacher complaint about attendance and academic performance, will be given a warning. If the student then receives an additional complaint from the same teacher, the student will be withdrawn from the legacy class. Legacy grading and reporting rules will apply, and the student may receive an F in the course.

8. Calendar and Closings
KM Perform follows the 2015-2016 KMSD School Calendar and requires enrollment during the posted academic calendar with the following exceptions:
- Evening and summer seminars are occasionally offered, allowing students to customize their schedules and school day during the academic calendar year
- Start time is 7:20 AM (or 9:00 AM if the student does not have a first hour course)
- Early release and open campus are allowed for seniors who are on target with portfolio and graduation credits
There are occasional workshop, teacher record, or orientation days added; view academic calendar at www.kmperform.com

KM Perform follows all district school weather and closing announcements.

9. Communication Tools

Please be sure to follow KM Perform for all news and announcements. Additional KM Perform communication tools include the following:

- **OPT-IN** is the district's communication messaging system for public newsletters and announcements. You must be registered to receive these announcements. Register at http://kmsd.edu/optin and choose “KM Perform” to receive information specific to the school.

- **KMExpress Newsletter** - Sent out quarterly to the KM Perform Opt-In email distribution list. This student-produced newsletter holds the major features and highlights of the KM Perform year.

- **Campus Messenger** - Infinite Campus Messenger is for weekly or bi-weekly communications sent by the director.

- **My Learning Collaborative (myLC)** is used for all KM Perform seminar grading and credit tracking. This is a daily tool for students and should be checked frequently. Infinite Campus is only used for final course grades upon completion of a course. Passwords are distributed to students at orientation. Be sure to store this password in a safe place. Contact your child’s mentor if you need this password. www.mylcsolution.com

- **Infinite Campus Parent Portal** is used only for any legacy course daily class grades and schedule as well as all final KM Perform course grades and transcripts. Transcripts are updated every nine weeks. Access via the PARENTS section of www.kmsd.edu

- **High School Web site and High School Daily Announcements** are applicable for all students taking legacy courses, campus rules and regulations (parking, dress code, etc.), extra-curricular activities (homecoming, athletics, special events, etc.), guidance and counseling services, and scholarship opportunities. KM Perform follows the legacy communication protocols for all emergency information and weather-related school closings. www.kmsd.edu/highschool

10. KM Perform Contact Information

**Daily Attendance: 262-968-6210**

**Counseling/Guidance/Conference Appointments/General Progress**
Contact your child’s mentor for general progress in KM Perform arts and core academic areas. Mentors are listed on myLC. Mentors can best guide you to the appropriate core academic teacher.
Contact the Counseling Office for legacy course requests, college application information, or general counseling at 968-6273, ext. 4025

**Transcripts**
Official transcripts are generated through the high school campus counseling department. Only credits that have been completed in full appear on the high school transcript. Transcripts are generated every 9 weeks. Contact the Counseling Office at 968-6273, ext. 4025
Enrollment Questions
Contact Kevin Erickson, KM Perform Director, ericksok@kmsd.edu, 262-968-6273, ext. 4800

myLC help (including passwords)
Email one of the following school staff members:
   Eric Anderson  andersoe@kmsd.edu
   Terri Catania  cataniat@kmsd.edu
   Kevin Erickson ericksok@kmsd.edu

Other School Questions/Concerns
Contact Kevin Erickson, KM Perform Director, ericksok@kmsd.edu, at 262-968-6273, ext. 4800