

KAUKAUNA HIGH SCHOOL
HOME OF THE GALLOPING GHOSTS

www.kaukauna.k12.wi.us

STUDENT HANDBOOK
CO-CURRICULAR POLICY

2022-2023

High School Administration

Principal, Chris McDaniel	766-6113 Ext. 6151
Associate Principal, Josh Chudacoff	Ext. 6152
Associate Principal, Michelle Vraney	Ext. 6153
Activities Director, Nate Werner	Ext. 6154
Dean of Students, Shawn Cleveland	Ext. 5124

Student Services Department

Counselor, Michelle Feucht	Ext. 5218
Counselor, Warren Fischer	Ext. 5220
Counselor, Terri Josephs	Ext. 5212
Counselor, Matt Binsfeld	Ext. 5228
Nursing Services, Emily Jansen	Ext. 5250
School Resource Officer, Adam VanderHyden	Ext. 5303
Psychologist, Joel Rausch	Ext. 5301
Psychologist, Tina Scott	Ext. 5216
Social Worker, Ryan Sievert	Ext. 5252

Support Staff

Administrative Assistant, Vicki Becker	Ext. 5448
Administrative Assistant, Megan Brouch	Ext. 5471
Administrative Assistant, TBD	Ext. 5472
Administrative Assistant, Joan Rueden	Ext. 5001

All Kaukauna Area School District employees can be reached via
E-mail at: lastnamefirstinitial@kaukaunasd.org

The Kaukauna High School Parent-Student Handbook is not a contract between the school and parents or students. It can be amended at any time at the discretion of the school district. If the district makes changes to the handbook during a school year, the administration will communicate those changes in ways that are designed to inform parents and students of the new or revised information.

Please understand that this Handbook is intended to serve as a reference and guide for your use. However, during the course of the school year, it is impractical to address every circumstance or situation that could possibly occur. Therefore, the principal and/or district administrator has the authority to make decisions in the best interest of the students, faculty and the school. Please refer to the Board Policies in the handbook. A copy of the district's board policies is available online at www.kaukauna.k12.wi.us

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HIGH SCHOOL MISSION STATEMENT

The mission of Kaukauna High School, as a proud community of learners, is to ensure students graduate as well-educated, ethical citizens equipped to succeed and contribute in a changing world by providing challenging and diverse learning opportunities, through a staff committed to excellence, in an environment that nurtures and inspires the development of all learners.

Welcome KHS Students and Parents!

It is with great enthusiasm that I welcome you to the 2022-2023 school year! Here at Kaukauna High School we understand that the choices we make each and every day will define our success. By showing up and doing the work, we will make each day better than the day before it.

We are very proud of our strong educational and co-curricular opportunities that KHS has to offer. Students have the opportunity to experience a variety of curricular offerings to help them unlock a passion and meet the challenges of our global society. KHS also strives to provide many leadership opportunities for students to engage in so that students understand the voice and role they have in our culture.

Key to our success is parent/guardian involvement in their son or daughter's education. Please take some time to stay informed and involved by following our social media pages, reading school communications, staying in touch with teachers, taking part in our parent advisory council, or simply asking questions of your student. We all want success for your student and working together is the best way to get there.

Our community support of our schools continues to be a pride point of our district. We will continue to engage community organizations to find connections that will help our students as they make their path. Allowing opportunities not only for our students to learn from our community, but also opportunities for our students to add value to our community.

As you review the handbook, please note that board policies do change from time to time. For most up to date board policies you may reference <https://go.boarddocs.com/wi/kasd/Board.nsf/Public>

In closing, we have an outstanding school at Kaukauna High School and we are so grateful to have you a part of it. It truly is a great day to be a Ghost!

Chris McDaniel
High School Principal

PUBLIC NOTIFICATION OF CIVIL RIGHTS COMPLIANCE

Equal Opportunity Officers

Title IX –

Eloisa DeLeon, Human Resources Coordinator

Title VI –

Eloisa DeLeon, Human Resources Coordinator

All other discrimination complaints –

Eloisa DeLeon, Human Resources Coordinator

Section 504, Americans with Disability Act

Sarah Newberry, Director of Special Education & Pupil Services

1701 County Road CE, Kaukauna, WI 54130

920-766-6100

Title IX

Eloisa DeLeon, Human Resources Coordinator

1701 County Road CE, Kaukauna, WI 54130

920-766-6100

Title VI

Eloisa DeLeon, Human Resources Coordinator

1701 County Road CE, Kaukauna, WI 54130

920-766-6100

All Other Discrimination Complaints

Eloisa DeLeon, Human Resources Coordinator

1701 County Road CE, Kaukauna, WI 54130

920-766-6100

Non-Discrimination Statement Policy

The District is committed and dedicated to the task of providing the best education possible for every student in the District. With this goal in mind and consistent with legal requirements, the District shall not unlawfully discriminate on the basis of sex (including gender identity, gender expression and nonconformity to gender role stereotypes), race, religion, color, national origin, (including limited English proficiency), ancestry, creed, pregnancy, marital or parental status, sexual orientation, homelessness status, and physical, mental, emotional or learning disability/handicap in its co-curricular, recreational or activities or in admission or access to program or activities offered by the District.

Reasonable Accommodations

An opportunity will be available during the selection process for persons with disabilities to advise the District of any need for reasonable accommodation.

Office of Civil Rights Address

Office for Civil Rights

U.S. Department of Education

Citigroup Center

500 W. Madison Street, Suite 1475

Chicago, IL. 60660-7204

Telephone: 312-730-1560

Fax: 312-730-1576

CODE OF CONDUCT AND CONDUCT GUIDELINES

STUDENT CODE OF CONDUCT AND CONDUCT GUIDELINES

*In accordance with state statutes, all school districts must provide a written code of conduct based on guidelines provided by the state of Wisconsin (1998). The Code of Conduct, Board of Education Policy 470, developed by the Kaukauna Area School District is as follows:

CODE OF CONDUCT

Kaukauna Area School District Policy 470

The Kaukauna Area School District recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe class environment, conducive to teaching and to the learning processes. Every member of the school community is expected to cooperate in this central mission. Staff, including administrators and teachers, must use their training, experience, and authority to create schools and classes where effective learning is possible. Students are expected to come to school, and to every class, ready and willing to learn. Parents should be aware of their children's activities, performance, and behavior in school, and are encouraged cooperating with the school in supporting educational environments that optimize learning and teaching.

The district has legal duty to make its schools as free as possible of the dangers of violence, weapons, drugs, and other behavior harmful to the educational environment. This duty is enforced through the district's policy on suspension and expulsion, which provides procedures by which students may be removed from the school community either temporarily, or in the case of expulsions, permanently.

The district also owes its students, as a group, the opportunity to attend school as free as reasonably possible from unnecessary and unwarranted distraction and disruption, particularly by those relatively few students who, for whatever reasons, are unwilling, unready, or unable to avail themselves of the opportunity for an education. Such behavior, while not necessarily so serious or pervasive to warrant suspension or expulsion, can be nearly as destructive to the educational environment. Such behavior warrants, at a minimum, that the student be removed temporarily from the class or activity (short term removal). Such removal serves multiple purposes of eliminating, or minimizing the disruption, or reinforcing the district's commitment to an appropriate educational environment, and of allowing a respite period, for disciplinary or other reasons, short of suspension or expulsion.

In other circumstances, the student's conduct, or the best interests of the student and the other members of the class, may warrant longer term removal from the class (long term removal). Long term removal may, but need not always be, for disciplinary purposes.

A staff member employed by the district may temporarily remove a pupil from the staff member's class if the pupil violates the terms of this Code of Classroom Conduct. In addition, long term removal of a student will be possible if the principal or designee upholds a staff member's recommendation that a student be removed from the class for a longer period. Removal from class under this Code does not prohibit the district from pursuing or implementing other disciplinary measures, including, but

not limited to detentions, suspensions, and expulsions, for the conduct for which the student was removed.

For purpose of this Code, a "class" is any class, meeting or activity which students attend, or in which they participate while in school under the control or direction of the district. This may include, but not be limited to regular classes, special classes, testing sessions, field trips, resource room sessions, counseling groups, recess, lunch, study halls, media center, school assemblies, and labs, and school sanctioned programs off school property. Class may also include district sponsored extracurricular activities, either inside or outside of school hours. "Staff member" is defined as a person holding a license or permit issued by the state superintendent whose employment by the school district requires that he/she hold that license or permit. Additionally, a staff member may also include substitute teacher, proctor, monitor, group leader, and for purposes of this code, educational assistant functioning in supervision of students or adults employed by the district in coaching or advisory positions. "Student" is defined as any student enrolled in the district, exchange student, or student visitor to the district's schools.

Reasons for Removal of a Student from Class

A student may be removed from class for conduct or behavior which (a) violates the district's policies regarding suspension or expulsion (b) violates the behavioral rules and expectations set forth in the Student Handbook; (c) is disruptive, dangerous, or unruly; (d) which otherwise interferes with the ability of the staff member to teach effectively; or (e) which is incompatible with effective teaching and learning in the class.

Removal is a serious measure, and should not be imposed in an arbitrary, casual, or inconsistent manner. Behavioral expectations are always more constructive, and more likely to be followed, where their terms are communicated as clearly as possible to students and staff. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every inappropriate circumstance, that would justify removal under this Code. A staff member's primary responsibility is to maintain an appropriate educational environment for the class as a whole. Therefore, notwithstanding the provisions of this Code, in every circumstance the staff member should exercise his or her best judgment in deciding whether it is appropriate to remove a student temporarily from class.

Except as otherwise provided, a staff member may remove a student from class for the following conduct or behavior:

- 1. Conduct covered by the district's policies regarding suspension and expulsion** (e.g., conduct rule violations, possessing a firearm, knowingly conveying a threat to destroy any school property by means of explosives). It should be noted that building administrators make decisions regarding suspension, and the district administrator makes recommendations to the Board of Education for expulsion. Thus, a staff member's decision to remove a student from class for behavior covered by district policies regarding suspension and expulsion may, but does not necessarily, mean that the student will also be suspended or expelled.

2. Disruptive, dangerous or unruly behavior. The following behavior, by way of example and without limitation, may be determined to be disruptive, dangerous or unruly:

- a. Inappropriate physical contact intended or likely to hurt, distract or annoy others such as hitting, biting, pushing, shoving, poking, pinching or grabbing.
- b. Inappropriate verbal conduct intended or likely to upset, distract or annoy others such as name calling, teasing or baiting.
- c. Behavior that may constitute sexual or other harassment.
- d. Repeated or extreme inappropriate verbal conduct likely to disrupt the educational environment, particularly when others are talking (e.g., lecture by teacher, response by other student, presentation by visitor) or during quiet study time.
- e. Throwing any object, particularly one likely to cause harm or damage such as books, pencils, scissors, etc.
- f. Inciting other students to act inappropriately or to disobey the teacher or school or class rules.
- g. Destroying the property of the school or another student.
- h. Loud, obnoxious or outrageous behavior.

3. Conduct which otherwise interferes with the ability of the staff member to teach effectively. Students are required to cooperate with the staff member by listening attentively, obeying all instruction promptly and responding appropriately when called upon. A student's non-compliance may, in turn, distract others either by setting a bad example or by diverting the class from the lesson to the student's inappropriate behavior. By way of example and without limitation this behavior includes:

- a. Open defiance of the staff member, manifest in words, gestures or other overt behavior
- b. Open disrespect of the staff member, manifest in words, gestures or other overt behavior.
- c. Other behavior likely or intended to sabotage or undermine classroom instruction.

4. Conduct which is incompatible with effective teaching and learning in the class. In some cases, a staff member may believe that a student should be removed from the class for the good of the student and in the best interests of the class as a whole. Such reasons may, but need not be disciplinary in nature, and include for purposes of illustration and without limitation irreconcilable personality differences or issues between students in the class.

Approved 6/14/99; Revised 6/27/2011

Procedures to be followed for Removing a Student from Class

Except where the behavior is extreme, a staff member should generally warn a student that continued misbehavior may lead to removal from class. When the staff member determines that removal is appropriate, the staff member should take one of the following courses of action or follow the individual student's plan:

1. Instruct the student to go to the office. In such case, the staff member should complete a disciplinary referral for the student, as soon as possible, stating the reason for the student's removal and call the office.

2. Seek assistance from the office or other available staff if necessary. When assistance arrives, the teacher or the other staff member should accompany the student to the office. The principal or designee shall be informed of the reason for the student's removal and complete a discipline referral as soon as possible.

When the student arrives at the office, the building principal or designee shall give the student an opportunity to briefly explain the situation. If the building principal or designee is not available immediately upon the student's arrival, the student should be taken to the designated short-term removal area and the principal or designee should speak to the student as soon as practicable.

3. By the end of that particular school day, a staff member shall notify the student's parent/guardian of the removal from class via telephone or email.

As soon as practical, the building principal or designee shall notify the student's parent/guardian that the student was removed from class. The notice shall specify the class from which the student was removed and the basis for the removal as stated by the staff member. If the student's removal from class is also subject to disciplinary action for the particular classroom conduct (i.e. suspension or expulsion), the student's parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.

Placement Procedures

1. Short-Term Placement

Following referral to the office, a student who had been removed from class may be placed in a designated short-term removal area or be returned to class. At the discretion of the principal or designee, the student may be placed in another appropriate class, program or educational setting, provided the students are supervised in such alternative setting.

Students placed in the short-term removal area shall be supervised. During their time of placement, students may be required to complete a short form explaining from their standpoint what took place, why it took place, and what in the future he/she can do to prevent this consequence from happening again. This form will be used with the administration during the investigation of the incident. Students may be required to do work of an academic nature. Such work will ordinarily be related to the work in the class from which the student was removed or may be related to the student's misconduct. In no event will a student's time in the short-term removal area be recreation or other free time.

In most cases, a student shall remain in the short-term removal area for at least the duration of the class from which he/she was removed. Prior to allowing the student to resume his/her normal schedule, the principal or designee may speak to the student to determine whether the student is, or appears to be, ready and able to return to class without recurrence of the behavior for which the student was removed. In the event it is not deemed appropriate to return the student to regular classes, the principal or designee may consider a different placement option as outlined below.

2. Long-Term Placement

Long-term placement in an alternative setting is an extremely serious step that should not be undertaken hastily or for less than compelling

reasons. Such a step could have profound disciplinary responses for the student and his/her class, as well as any new class or staff member to which the student may then be assigned. For these reasons, long-term placement should not ordinarily be considered or implemented except after a thorough consideration of alternatives by the principal or designee. The principal or designee shall make all long term placement decisions under this code.

If a classroom teacher believes that the best interests of the student and/or the class require the student's long-term placement in an alternative setting, the teacher should so notify the building principal or designee in writing. Such statement should set forth as clearly and completely as possible:

- a. the basis for the removal request,
- b. the alternatives, approaches and other steps considered or taken to avoid the need for the student's removal from class,
- c. the impact, positive and negative, on the removed student, and
- d. the impact, positive or negative, on the rest of the class.

Upon receipt of such statement, the building principal or designee may at his/her discretion consult with the teacher and/or other district staff. It is also appropriate to inform and consult with the student's parent/guardian and the student involved in the request for a long-term placement in an alternative setting.

Following consideration of the staff member's statement and any other information, the building principal or designee shall, at his/her discretion, take one of the following steps:

1. Place the student in an alternative education program as defined in number 1.
2. Place the student in another area in the school or in another appropriate place in the school.
3. Place the student in another instructional setting.
4. Return the student to the class from which the student was removed if the principal or designee determines that readmission to the class is the best or only alternative.

Long-term placement in an alternative setting is an administrative decision. However, upon request the student and/or the student's parent/guardian may meet with the building principal or designee and/or the staff member(s) who made the request for the student's long-term placement in an alternative setting. Where possible, this meeting shall take place within five days of the request for a meeting. The building principal or designee has the authority to make a determination regarding the student's placement and implement the placement plan.

Removal and Placement Procedures for Students with Impairments

A student with an impairment may be removed from a class by a staff member and placed in an alternative educational setting only to the extent authorized by state law, the federal Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, and related regulations.

Code Dissemination

Students, parents/guardians and staff members shall be informed of this code of classroom conduct annually.

CONDUCT GUIDELINES

Philosophy

It is the goal of the administration, staff and parents to encourage students to exercise self-discipline. Students share the responsibility for creating an atmosphere that is conducive to learning.

Student Responsibility

It is the responsibility of the student to attend school regularly, to show conscientious effort in classroom work, and to conform to school rules and regulations; most of all, the student shares with the administration and staff the responsibility to develop a climate within the school that is conducive to effective learning. No student has the right to interfere with the education of fellow students. Our conduct guidelines are based on the principles of respect, responsibility, honesty and cooperation. The following guidelines shall apply to the conduct of students while on district premises or while engaged in school-related activities.

To fulfill this responsibility, the student should:

1. Respect and protect the rights of teachers, students, administrators, and everyone else involved in the educational process.
2. Practice academic honesty.
3. Express ideas and opinions in a respectful manner, which does not slander others.
4. Be aware of all rules and regulations for student behavior and abide by them.
5. Be willing to assist in investigations of disciplinary offenses.
6. Dress and groom so as to meet fair standards of safety, health, and not cause disruption to the educational process.
7. Assist the school staff in running a safe school for all students.
8. Assume that until a rule is waived or altered it is in full effect.
9. Be aware of state and local laws and comply with them.
10. Protect and take care of school property.
11. Attend school daily and be on time to all classes and other school functions.
12. Make up work when absent from school following established guidelines.
13. Pursue and attempt to complete satisfactorily the courses of study prescribed by the Department of Public Instruction.
14. Report accurately and do not use indecent or obscene language in student newspapers or publications.

School and Staff Responsibility

It is the goal of Kaukauna High School's staff to maximize teaching and learning opportunities. The school and staff will communicate any concerns to parents that result in disciplinary responses as listed below.

Level A Offenses

1. Failure to bring all necessary materials to class.
2. Inappropriate hallway or common area behavior including running and shouting.

3. Causing a disturbance in a classroom (behavior that interferes with teaching and learning).
4. Failure to follow the guidelines given by a teacher or other authorized staff member (i.e. leaving a class without permission, safety guidelines for class, etc.).
5. Three to four tardies to class or study hall (less than ten minutes).
6. Wearing chains or other items that could cause injury.
7. Wearing clothing that has references to alcohol, tobacco, and/or drug/substance messages either directly or through innuendo.
8. Wearing clothing with sexually suggestive phrases or of a suggestive nature.
9. Wearing clothing that supports or glorifies violence and dangerous behavior.
10. Wearing hats, hoods, and large head coverings within the classroom or learning environment when not allowed.
11. First violation of cell phone procedure within the classroom or learning environment.

Level A Disciplinary Responses

A staff member will redirect student behavior and provide the student with acceptable, alternative behavior options.

Level B Offenses

1. Repeated non-compliance of level A offense(s).
2. Profanity or other abusive language not directed at a staff member.
3. Fifth unexcused tardy to a class or study hall within a trimester
4. Causing a disturbance in a hallway, lobby, bathroom, or other common area, including lawns, sidewalks, athletic fields, and parking lots.
5. Loitering in bathrooms, hallways, lobbies or other common areas.
6. Failure to serve a teacher detention within two days.
7. Misbehavior on a bus, including rough or boisterous behavior, causing a disturbance, or violating bus rules. (Discipline may include loss of riding privilege.)
8. Unauthorized riding on an elevator.
9. Intimate contact with another student, including kissing and embracing.

Level B Disciplinary Responses

A student who commits a level B offense could receive a restricted lunch imposed by the administration (discipline referral) and/or any of the above mentioned disciplinary responses.

Level C Offenses

1. Repeated non-compliance of level A or B offenses.
2. Failure to serve a restricted lunch.
3. Reckless conduct without injury including but not limited to physical contact such as pushing, shoving or tripping a student.
4. Vandalism that can be cleaned by student under supervision.

5. Leaving classroom/learning environment building or grounds without permission.
6. Unauthorized access to personal property of others.
7. Forging notes, excuses, early dismissal slips, or attendance phone calls.
8. Disrespect of a staff member.
9. Gambling (participating in any game or activity involving chance and the payment of money).
10. Second behavioral referral to administration for violation of cell phone procedure with in the classroom or learning environment.
11. Plagiarism/cheating.

Level C Disciplinary Responses

A student who commits a level C offense could receive 1 to 5 restricted lunches. Discipline may include restitution, loss of parking privileges, open campus and/or any of the above mentioned disciplinary responses.

Level D Offenses

1. Repeated non-compliance of level A, B or C offenses.
2. Vandalism causing damage that can be repaired for \$100.00 or less. (Discipline will also include student's payment of repair or replacement expenses.)
3. Making obscene gestures to a staff member.
4. Damaging a person's property.
5. Failure to serve level C restricted lunches.
6. Verbal and written harassment (including electronic devices), not including physical contact, or threats of harm or sexual harassment.
7. Violating a person's right of privacy.
8. Exchanging or use of tobacco products or e-cigarette on school grounds. Discipline may also include the issuance of citation per State Law 120.12 (19).
9. Possession of any tobacco products, e-cigarette, or other inhalant products such as vaping devices on school grounds. Discipline may also include the issuance of a citation per State Law 120.12 (19).

Level D Disciplinary Responses

A student who commits a level D offense could receive a one day out of school suspension and/or any of the above mentioned disciplinary responses.

Level E Offenses

1. Repeated non-compliance of level A, B, C or D offenses.
2. Five or more cell phone violations.
3. Fighting, including but not limited to, wrestling and open or closed fist hitting. All parties involved will be subject to disciplinary responses.
4. Engaging in bullying behavior as defined in Wisconsin State Statutes.

5. Possession, distribution, or exhibition of sexually provocative materials.
6. Harassment involving physical contact or threats of harm or sexual harassment.
7. Extortion (obtaining or attempting to obtain something of value from another by force or intimidation or forcing or attempting to force another to take action or not take action).
8. Profanity or other abusive language directed at a staff member.
9. Theft or possession of stolen property based on administrative or School Resource Officer investigation.
10. Use or distribution of any tobacco product, e-cigarette, or other inhalant products such as vaping devices – second offense within the school year. Discipline may also include the issuance of a citation per State Law 120.12 (19).

Level E Disciplinary Responses

A student who commits a level E offense could receive a suspension from school for a period of one to five days and/or any of the above mentioned disciplinary responses.

Level F Offenses

1. Repeated non-compliance of level A, B, C, D or E Offenses.
2. Possession or use of a weapon.
3. Setting off a false fire alarm, making a false 911 call, making a bomb threat, or a similar terrorist threat.
4. Possession or use of any tobacco product, e-cigarette, or other inhalant products such as vaping devices - third offense within a school year. Discipline may also include the issuance of a citation per State Law 120.12 (19).
5. Striking or assaulting a staff member.
6. Vandalism causing damage in excess of \$100.00. (Discipline will also include student's payment of repair or replacement expenses.)
7. Possession or detonation of fireworks, smoke bombs, stink bombs, and similar devices.
8. Arson or attempted arson.
9. Theft - second offense.
10. Possession or distribution of alcohol, mood altering drugs not prescribed by a physician, or related drug paraphernalia.
11. Criminal behavior (conduct that, if committed by an adult, would constitute a felony or misdemeanor under the prevailing laws of the State of Wisconsin).
12. Being under the influence of alcohol or illegal drugs.

Level F Disciplinary Responses

A student who commits a level F offense could be suspended for up to 15 days. Additionally, the administration may put a student on a conditional reinstatement or seek a student's expulsion (which may be permanent) by the board and/or any of the above mentioned disciplinary responses.

STUDENT DISCIPLINE

Detentions

Detentions are classroom level disciplinary interventions. Detentions may be served with the classroom teacher during lunch or before/after school. A pupil should be notified in person by the classroom teacher as to the time and place of the detention. A student has the option of a same day detention if he/she has transportation home. If a student fails to serve the predetermined detention, the teacher will complete a discipline referral.

Restricted Lunch

Restricted Lunch is an administrator assigned detention to be served during a lunch period.

Student Suspensions/ Expulsions

Kaukauna Area School District Policy 447.3

Student Suspensions

A student may be suspended from school when it is determined that the student is guilty of one of the following and that the suspension is reasonably justified:

1. Noncompliance with rules.
2. Knowingly conveying 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.
3. Conduct while at school or while under the supervision of a school authority that endangers the property, health or safety of others.
4. Conduct while at school or while under the supervision of a school authority that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.
5. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of others at school or under the supervision of a school authority or endangers the property, health or safety of any employee or school board member of the school district in which the student is enrolled.
6. Conduct while at school or while under the supervision of a school authority that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

A student shall be suspended from school if it is determined that he/she possessed a firearm while at school or while under the supervision of a school authority.

The Board of Education has designated the District Administrator or his/her designee and building principals to act as its agents, individually or collectively, in issuing suspensions.

Prior to a suspension, the student shall be advised of the reason for the proposed suspension. The parent/guardian of a suspended minor student shall be given prompt notice of the suspension and the reason for the suspension.

A student may be suspended for not more than five school days. Except as otherwise specifically provided by law, a student may be suspended for up to 15 school days when notice of an expulsion hearing has been sent.

The suspended student or his/her parent/guardian may, within five school days following commencement of the suspension, have a conference with the District Administrator or his/her designee who shall be someone other than a principal, administrator or teacher in the suspended student's school. If the District Administrator or designee finds that the student was suspended unfairly or unjustly, or that the suspension was inappropriate, given the nature of the alleged offense, or that the student suffered undue consequences or penalties as a result of the suspension, reference to the suspension on the student's record shall be expunged. The District Administrator or designee shall make a finding within 15 days of the conference.

A student shall not be denied the opportunity to take any quarterly, trimester or grading period examinations or to complete course work missed during the suspension period, as provided in the Board's attendance policy.

Suspensions shall be administered in accordance with state law and established procedures.

Students under suspension are deemed to be unauthorized persons not having permission to be in school buildings or on school grounds, except when the right of the suspended student to be in school buildings or on school grounds is guaranteed by law and except when his/her presence is required and prior permission is obtained from the building principal, acting principal or associate principal having immediate control of the school building or school grounds to which the student needs to enter.

Student Expulsions

Kaukauna Area School District Policy 447.3

The Board may expel a student from school whenever it finds the student is guilty of one of the following and is satisfied that the interest of the school demands the student's expulsion:

1. Repeated refusal or neglect to obey the rules.
2. Knowingly 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.
3. Engaging in conduct while at school or while under the supervision of a school authority which endangers the property, health or safety of others. Conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.
4. While not at school or while not under the supervision of a school authority engaging in conduct which endangers the property, health or safety of others at school or under the supervision of a school authority or endangered the property, health or safety of any employee or school board member of the school district in which the student is enrolled. Conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

In addition to the grounds for expulsion above, the Board may expel from school a student who is at least 16 years old if the Board finds that the student 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

constitute grounds for expulsion under points (1) through (4) above and is satisfied that the interest of the school demands the student's expulsion.

The Board shall commence expulsion proceedings and expel a student from school for not less than one year whenever it finds that the student, while at school or while under the supervision of a school authority, possessed a firearm. The Board may modify the expulsion order on a case-by-case basis.

In the case of a student identified with a disability, as defined in state and federal law, the school administration shall form an individualized education program (IEP) team to investigate the relationship between the behavior(s) leading to the proposed expulsion and the student's disability. The reason(s) for the expulsion may not be a manifestation of a student's disability. The team shall generate a report, made available to the Board, regarding its deliberations, findings and appropriate actions taken in accordance with its findings and law. The report shall be kept confidential to the extent permitted by law.

Expulsion procedures outlined in state law (Sections 118.13 and 120.13(1)) shall be followed.

The District Administrator, or his/her designee, the student and the student's parent(s)/guardian(s) may enter into an agreement that allows the student to enter into a pre-expulsion agreement prior to the commencement of an expulsion hearing and holds the expulsion hearing in abeyance subject to established conditions. If established conditions are not met, expulsion proceedings that were held in abeyance shall be rescheduled and a full expulsion hearing shall be held at a time and place of the district's choosing.

The Board may establish one or more early reinstatement conditions in an expulsion order if such conditions are related to the reasons for the student's expulsion. An early reinstatement condition is defined as: (1) a condition that a student is required to meet before he/she may be granted early reinstatement; or, (2) a condition a student is required to meet after early reinstatement but before the expiration of the term of expulsion specified in the expulsion order.

Students under expulsion are deemed to be unauthorized persons not having permission to be in school buildings or on school grounds, except when the right of the expelled student to be in school buildings or on school grounds is guaranteed by law and except when his/her presence is required and prior permission is obtained from the building principal, acting principal or assistant principal having immediate control of the school building or school grounds to which the student needs to enter.

Legal References: Sections 118.13 Wisconsin Statutes 120.13(1), Chapter 115, Subchapter V Individuals with Disabilities Education Act

Cross References: 447.3-Rule, Early Reinstatement Procedures; 447.3-Exhibit, Findings and Order of Student Expulsion; Also See Administrative Guidelines entitled "Expulsion Guidelines and Protocols for Drug Related Offenses" Approved: December 11, 2000

Revised: December 13, 2004; November 10, 2008; June 14, 2010; January 27, 2014, August 2015

DATES AND TIMES

CALENDAR

September 1	First day of school
September 5	NO SCHOOL
September 30	NO SCHOOL
October 3-7	Homecoming Week
October 6	P-T Conferences, 4:30-7:00 p.m.
October 10	P-T Conferences, 4:30-7:00 p.m.
October 27-28	NO SCHOOL
November 23, 24, 25	NO SCHOOL
December 2	End of First Trimester
.....	Half day KHS only at 11:30 a.m.
December 9	NO SCHOOL
December 26 - January 2	NO SCHOOL
January 3	Classes Resume
January 12	P-T Conferences, 4:30-7:00 p.m.
January 16	NO SCHOOL
January 17	P-T Conferences, 4:30-7:00 p.m.
February 17-20	NO SCHOOL
March 3	Half day KHS only at 11:30 a.m.
.....	End of Second Trimester
March 7	ACT Testing- JUNIORS ONLY
March 13	NO SCHOOL
April 3-7	NO SCHOOL
April 13	P-T Conferences, 4:30-7:00 p.m.
April 17	P-T Conferences, 4:30-7:00 p.m.
April 22	Prom
May 26	Half day- Dismiss at 11:30 a.m.
May 29	NO SCHOOL
June 6	Last Day of School – Dismiss at 11:30 a.m.
.....	End of Third Trimester
TBD	Graduation 7:00 p.m.

DAILY TIME SCHEDULES

REGULAR FULL DAY

Warning Bell			7:45		
Period 1			7:50	-	9:00
Flex Time			9:05	-	9:39
Period 2			9:44	-	10:54
1 st Lunch	10:54	-	11:24	Period 3A	11:01 - 12:11
Period 3B	11:31	-	12:41	2nd Lunch	12:11 - 12:41
Period 4			12:48	-	1:58
Period 5			2:05	-	3:15

HALF DAY

Warning Bell			7:45		
Period 1			7:50	-	8:28
Period 2			8:35	-	9:16
Period 3			9:23	-	10:01
Period 4			10:08	-	10:46
Period 5			10:53	-	11:31

2 HOUR DELAY

Warning Bell			9:45		
Period 1			9:50	-	10:43
Period 2			10:50	-	11:45
1 st Lunch	11:45	-	12:15	Period 3A	11:52 - 12:45
Period 3B	12:22	-	1:15	2nd Lunch	12:45 - 1:15
Period 4			1:22	-	2:15
Period 5			2:22	-	3:15

12:30 SCHEDULE

Warning Bell			12:25		
Period 1			12:30	-	12:59
Period 2			1:04	-	1:33
Period 3			1:38	-	2:07
Period 4			2:12	-	2:41
Period 5			2:45	-	3:15

EMERGENCY CLOSINGS

In the event of adverse weather or other emergency conditions, a decision to close school or delay the start of school will be made by 5:30 a.m., or at the latest, 6:30 a.m. Once a decision is made, we will inform using district social media, local radio stations, and local television stations. Please use these resources as staff may not be available to answer phone calls.

PARENT/TEACHER CONFERENCES

Parent/Teacher/Student conferences for the 2022-2023 school year are scheduled for October 6, 2022, October 10, 2022, January 12, 2023, January 17, 2023, April 13, 2023, and April 17, 2023, from 4:30 – 7:00 p.m. Parents and students are encouraged to meet and talk with teachers throughout the year. Teachers are also available for conferences after school.

PEOPLE TO KNOW

SCHOOL BOARD MEMBERS

Chris Bouressa, President	bouressac@kaukaunasd.org
Chad Berken	berkenc@kaukaunasd.org
Josh Karl	karlj@kaukaunasd.org
Sue Gertz	gertz@kaukaunasd.org
Joe Huss	hussj@kaukaunasd.org
Sally Feistel	feistels@kaukaunasd.org
Melissa Kurey	kureym@kaukaunasd.org

DISTRICT ADMINISTRATION

766-6100

Mike Slowinski, District Administrator
Bob Schafer, Business Official
Sarah Newberry, Director of Special Education/Pupil Services
Matthew Smith, Director of Secondary Education
Ty Maki, Director of Elementary Education
Eloisa DeLeon, Human Resources Coordinator

CO-CURRICULAR ACTIVITY ADVISORS 2022-2023

<u>Activity</u>	<u>Advisor</u>
Class Advisor 9 th Grade	Allison Jones
Class Advisor 10 th Grade	Kevin Hietpas
Class Advisor 11 th Grade	Kim Matczak
Class Advisor 12 th Grade	Nicole Hochholzer/Amy Xiong
Color Guard.....	Becky Tomlinson
Destination Imagination.....	Stacey Heindel
Diversity Club	Amy Xiong/Kevin Hietpas
Drama (Musical).....	Joy Paffenroth/Kim Meader
Drama (Play)	Jim Harwell
Electrathon Club.....	Craig Sackmann
Engineering Club.....	Kevin Otradovec
Equity Alliance.....	Cathy Wilda
Forensics.....	Holli Ferguson
Gamer's Club	Jill Lotzer
Ghost Crew.....	Betsy Brooks/Tina Scott
HOSA	Laurie Moseng
Ice Fishing Club.....	Greg Franzen
Jazz Band	Jacob Martin
Jazz Choir	Joy Paffenroth/Kim Meader
Key Club.....	Vicki Becker/Kim Matczak
LEAD.....	Kevin Meyer
Math Team	TBD
Mock Trail.....	Eric St. Louis
National Honor Society.....	Karla Miller-Flynn
Papyrus (Yearbook)	Sonja Schimmers-Wood
Pep Band	Jacob Martin
Ski Club.....	Denise Herron

Sources of Strength.....Joy Paffenroth
Student Council..... Kyle Dunphy

FACULTY LISTING:

All Kaukauna Area School District employees can be reached at e-mail:
lastnameinitial@kaukaunasd.org

Art

Nicole Beck, Ext. 5522
Jacob Hansel, Ext. 5524

Business Education

Paul Becker, Ext. 5906
Robert VanderHeiden, Ext. 5917

English

Holli Ferguson, Ext. 5407
Michael Keehan, Ext. 5409
Dean LeClair, Ext. 5417
Gina Pleshek, Ext. 5806
Rebecca VanCuyk, Ext. 5415
Catherine Wilda, Ext. 5819
Amy Xiong, Ext. 5411

English Language Learners

Meghan Ray, Ext. 5805

Family and Consumer Education

Jacqui Jenkins, Ext. 5313
Kathleen Lehrer, Ext. 5311
Laurie Moseng, Ext. 5309

Health

Karla Miller-Flynn, Ext. 5826
Kevin Rykal, Ext. 5141

Library

Kevin Hietpas, Ext. 5426

Literacy Coach/Interventionist

Nicole Hochholzer, Ext. 5425
Coreen Wyngaard, Ext. 5806

Mathematics

Angela Carrel, Ext. 5802
Alex Dassow, Ext. 5822
Michael Jenkins, Ext. 5816
Allison Johnson, Ext. 5228
Ashley Kluge, Ext.5808
Kevin Meyer, Ext. 5812

Laura Nettekoven, Ext. 5820
Mitchell Rottier, Ext. 5828
Stacy Simmons, Ext 5810
Amanda Stradel, Ext. 5818

Music

Jacob Martin, Ext. 5034
Kim Meader, Ext. TBD
Kathryn Neemann, Ext. 5016
Joy Paffenroth, Ext. 5002

Physical Education

Jeff Matczak, Ext. 5133
Kimberly Matczak, Ext. 5153
Kevin Rykal, Ext. 5141
Mike Schalow, Ext. 5116

At Risk

Matt Dale, Ext. 5711
Dale Hallam, Ext. 5702
Chris Larson, Ext. 5721
Amber Ortega, Ext. 5709

Science

Quinn Barrington, Ext. 5515
Emily Bergmann, Ext. 5925
Greg Franzen, Ext. 5913
Mike Frost, Ext. 5525
Bryan Gritt, Ext. 5923
Dan Mader, Ext. 5927
Mitchell Rottier, Ext.5808
Sonja Schimmers-Wood, Ext. 5919
Nick Welhouse, Ext. 5521

Social Studies

Maggie Engman, Ext. 5914
Antonio Flores, Ext. 5711
Alex Juneau, Ext. 5926
Bill Lee, Ext. 5908
Patrick Meyer, Ext. 5916
Sarah Pickering, Ext. 5910
Tim Roehrig, Ext. 5924

Special Education

Carolyn Brown, Ext. 5427
Morgan Clark, Ext. 5027
Erin Clausen, Ext. 5708
Kailey Clemons, Ext. 5321
Shawn Cleveland, Ext. 5807
Kyle Dunphy, Ext. 5421
TBD, Ext. 5405
Allison Jones, Ext. 5827
Jill Lotzer, Ext. 5909/5911
Megan Ott, Ext. 5928
Brenda Rabida, Ext. 5803
Nick Rogers, Ext. 5710
Marni Sanderfoot, Ext. 5405

Technology Education

Nels Lawrence, Ext. 5504
Kevin Otradovec, Ext. 5604/5510
Craig Sackmann, Ext. 5605
Dan VanBoxtel, Ext. 5606
Kevin Williams, Ext. 5538

World Languages

Ruth Fernlund, Ext. 5805
Kayla Hermsen, Ext. 5811
Ann Marie Nunez, Ext. 5809
Denis Rodriguez, Ext. 5801
Paula Veard, Ext. 5815

PUPIL SERVICES

The Pupil Services staff includes school counselors, school psychologist, school social worker, and nursing services. The staff is available to provide support for all students as they make educational, career, and personal decisions. Parents and students are urged to take advantage of these services.

Counseling Services are organized so each student has his/her own counselor for continuity purposes. Each student is assigned alphabetically to a member of the counseling staff. Any students may visit/counsel with any counselor at any time but are encouraged to make an appointment with Mrs. Rueden, ext. 5001, in Student Services. Counselor Assignments for 2022/2023 for all grades will be: Mr. Fischer, A – F; Mrs. Josephs, G - L; Mr. Binsfeld M – She; Mrs. Feucht, Shi – Z.

STUDENT POLICIES AND PROCEDURES

ACADEMIC INTEGRITY AND HONESTY

As a school community, we value a strong work ethic that is rooted in academic honesty and integrity. This belief means that individuals represent themselves with honesty and integrity by exerting their best efforts to produce their own work at all times. Beyond providing rigorous academic opportunities, it is also our desire to foster these values in our students so that they are prepared for successful futures. Whether that future is entering the workforce, being accepted into an internship or apprenticeship, earning admission to a post-secondary educational institution, earning a scholarship, or enlisting in the military, the expectation that one is responsible for his or her own work is the same.

It is important for students to demonstrate their learning. If students are found to be cheating or plagiarizing, the student could receive a zero for the assignment. If possible, the instructor may grant the student an opportunity to redo the assignment or assessment. The instructor will determine whether another opportunity to complete the assignment or an alternate assignment is appropriate and how the new assignment or assessment will be scored

ATTENDANCE

Each student has the responsibility to attend school regularly and to report to school and scheduled classes on time. Students who attend class regularly not only do better in class but also reinforce lifelong work skills by arriving each day on time.

Wisconsin Statutes 118.15 and 118.16 establish the ultimate responsibility for regular school attendance with each student's parents. The parent of a student is responsible for reporting any absences, the cause, and if required, for sending information upon the student's return.

Teacher Protocol for Tardiness

1. If a student arrives tardy without a pass during the first 10 minutes of class, the student will be marked tardy.
 - a. The teacher will inform students of his/her attendance procedures including responses to tardiness on the first day of each trimester.
 - b. Five or more tardies may result in a discipline referral to the office.

Protocol for Excused Absence

Parents are authorized to excuse their child from school for up to a maximum of 10 days in a school year, provided they notify the school. Excused absences may include, but are not limited to the following:

- *Personal illness*
- *Severe illness or death in the family*
- *Funerals*
- *Vacation*
- *Religious observances*
- *Student court appearances*
- *Medical/health/wellness appointments*
- *College visitations*
- *Car trouble*
- *Weather*
- *Emergency*
- *Oversleeping*
- *Missed bus*

It is the parent's responsibility to enter the absence into Parent Portal or call the attendance office by 8:30 a.m. to report the absence and state the reason. Call the attendance line at 766-6113, and then press 5. Prompt notification to the school is necessary.

Prearranged absences can be made through the Parent Portal or by calling the attendance office at 766-6113 (press 5) for the attendance recorder. Prearranged make up of missed class work may be arranged by notifying the attendance office of any anticipated absences.

Students appearing as unexcused from class or study hall will be ineligible to practice, perform, attend, or compete in any co-curricular activity on the day of the unexcused absence. Students who miss class or study hall due to illness, may be ineligible to practice, perform, attend, or compete in any co-curricular activity on the day of the illness.

Truancy

Truancy means a student is absent from school without an acceptable excuse. "Habitual Truant" is defined by Wisconsin State Statute, section 118.16(1) (a) and (c) as a pupil who is absent without an acceptable excuse for part or all of five or more days on which school is held during a semester.

Once a student is habitually truant, a letter will be sent for a parent(s) meeting to be held regarding the truancy, prior to referring the student to the Municipal Court of the City of Kaukauna or the Juvenile Intake of the county in which the student resides.

A municipal citation may be issued to any student who is truant subject to Municipal Statute 9.27. Truancy Court is held on campus monthly.

Leaving the Building or Grounds without Permission

Students cannot leave school grounds without permission. Students absent from class without authorization are considered truant and may be marked absent unexcused. Students who are ill must report to nursing services for evaluation and assistance. The school nursing staff will coordinate transportation home if necessary.

Guidelines for Makeup Work

For all excused or unexcused absences (including suspensions), students will have the same time line to complete daily work and quizzes. This will be:

- a. one or two days absent - two days to complete work,
- b. three to five days absent - five days to complete work
- c. over five days of consecutive absence - one day given for each day missed to complete work.

Major assessments such as unit tests, papers, trimester exams, etc. will be completed within one week after the student returns to class. Students must meet with teachers and set up an appointment to complete the assessment. Students who are absent for discussions or class activities, may be given an alternative assignment to complete. No grade penalties will be given as long as work is completed by the due date. Primary teachers of students receiving Special Education services will continue to work with regular classroom teachers to best meet the needs of their students.

CELL PHONE USE IN THE CLASSROOM

Students have the right to possess personal property necessary for their education free from damage and theft. Students have the responsibility to use strict discretion in bringing items of personal property not related to the instructional program to school. Students have the responsibility to report damage and/or theft of personal property to school officials and the police department. Students have the responsibility to secure belongings to avoid theft. We recognize the value of students maintaining communication with their parents/guardians and other appropriate persons for health, safety, educational, and other legitimate purposes. Therefore, high school student use of cellular telephones, electronic paging, or other two-way communication devices shall be allowed on school premises, in school vehicles, and at school-sponsored activities as follows:

1. Devices may not be used for non-instructional purposes during instructional time or any other time as determined by the building principal.
2. Devices may not be used to cheat on assignments, quizzes, or tests or other work.
3. Students may use such devices during co-curricular activities (including games) and other school-sponsored activities provided such use does not disrupt the activity.
4. Students may not use any electronic device to record, capture a picture or disseminate non-educational content.

Students violating this policy shall be disciplined in accordance with established procedures. Cell phone violation procedures are as follows:

- First Violation: The staff member will provide the student a verbal warning.
- Second Violation: Staff member confiscates phone and returns it to the student at the end of the day. The staff member confiscating the phone will contact the parent via telephone by the end of the school day
- Third Violation: Staff member confiscates phone and brings it to the office at their earliest convenience. The staff member will fill out a behavior referral in Infinite Campus. Parents will be required to pick up the cell phone from administration.
- Fourth Violation: Staff member confiscates phone and brings it to the office at their earliest convenience. The staff member will fill out a behavior referral in Infinite Campus. Parents will be required to pick up the cell phone from administration. Student will serve 1-5 restricted lunch(es) as determined by administration.

All subsequent violations will be treated as a Level E offense. Per the student handbook, a student who commits a level E offense could receive a suspension from school for a period of one to five days.

CHROMEBOOK POLICY

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the LMC as soon as possible so that they can be repaired properly. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should not attempt to repair District-owned Chromebooks themselves. Students should never leave their Chromebooks unattended at school except when locked in their locker.

Ownership

- District-provided Chromebooks are the property of the Kaukauna Area School District.

- Students must return Chromebooks upon leaving the Kaukauna Area School District
- Students must return District-provided Chromebooks at the request of the Kaukauna Area School District. Failure to return a requested device will result in the device being disabled and/or a school fine being issued and/or referral to law enforcement which could lead to criminal charges for theft.

General Precautions

- Students should keep Chromebooks away from hazards that could cause damage, including food, drink, pets, water/moisture, and/or small children.
- Students should be careful when inserting cords, cables, and removable storage devices into Chromebooks.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Students should not place heavy objects on top of Chromebooks.
- Students should not load Chromebooks into a backpack or other carrying case in such a way that there is pressure placed on the Chromebook.
- Students should use only an original HP Charger designed for the student's specific Chromebook for charging purposes.
- Students should not use their Chromebook to charge their cell phones or other electronic devices as this can cause the Chromebook to lose its ability to charge.

Cases

- Each student will be issued a protective case for his/her Chromebook. *The Chromebook should never be taken out of this case.*
- Although the cases are padded to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

Carrying Chromebooks

- Students should always transport Chromebooks with care and in the school issued protective case. Failure to do so may result in loss of insurance coverage.
- Students should never lift Chromebooks by the screen.
- Students should never carry Chromebooks with the screen open.

Screen Care

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Students should not put pressure on the top of a Chromebook when it is closed.
- Chromebooks should not be stored with the screen open.
- Students should ensure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Screens should only be cleaned with a soft, dry microfiber cloth or anti-static cloth.

Asset Tags

- Chromebooks will be labeled with a District asset tag.
- Asset tags must not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with a District asset tag or turning in a Chromebook without a District asset tag.

Using the Chromebook At School

- Students who are allowed by the District to take their Chromebooks home are expected to bring their District issued Chromebook fully charged to school every day and should bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

If a student does not bring his/her Chromebook to school

- A student may stop in the LMC and check out a loaner for the day. Schools may limit the number of times a student can forget their chromebook and receive a loaner.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the issued device.
- Excessive Checkouts may cause the student to lose their ability to take the device home.
- Students that obtain a loaner will be responsible for returning the borrowed device to the LMC before 3:20 p.m on the same day they check out the loaner.
- If a loaner is not turned in by 3:20 p.m., the LMC will submit a report to the office and the student's account may be locked until the device is returned.

Chromebooks being repaired

- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair in the LMC.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the loaned device.
- While the Chromebook is being repaired, the loaner Chromebook may be taken home at the end of the school day.
- Students will be notified when their devices are repaired and available to be picked up.

Charging Chromebooks (for students issued a Chromebook to take home)

- Students should charge their Chromebooks at home every evening and bring them to school each day with a full charge.

- There will be a limited number of chargers available in the school library for charging Chromebooks during the day.

Backgrounds and Themes

- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.

Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.
- Students should not share headphones with other students for sanitary reasons.

Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate. Limited printing will be available in the library. Students will not often print directly from their Chromebooks at school since most student work will be stored in an Internet/cloud application. Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained at <http://www.google.com/cloudprint/learn/>.

Logging into a Chromebook

- Students will log into their Chromebooks using their school-issued Google Apps for Education account. Students may not log in to personal accounts with their District-provided Chromebook.
- Students should never share their account passwords with others unless requested by an administrator.

Managing and Saving Digital Work with a Chromebook

- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the Chromebook's solid state drive. These files may not be recoverable in the event of a repair.
- Students should always remember to save frequently when working on digital media that does not automatically save.
- The District will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

Using the Chromebook Outside of School (for students issued a Chromebook to take home)

- Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be

required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet. Students are bound by the Kaukauna Area School District Acceptable Use of Technology Policy, Administrative Procedures, and all other guidelines in this document wherever they use their Chromebooks.

Operating System and Security

- Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the District.
- The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.

Content Filter

- The District utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). All Chromebooks while in the District will have all Internet activity protected and monitored by the District. If a website is blocked during school hours, then it will be blocked out of school. If an educationally valuable site is blocked, students should contact their teachers or the media center staff to request the site be unblocked. Some sites may be available outside of school hours, but not during school hours.
- All activity on the Chromebook will be recorded by the District, regardless of where the device is used.

No Expectation of Privacy

- Students have no expectation of confidentiality or privacy with respect to any use of a Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the District. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Monitoring Software

- Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.
- The District’s monitoring software can detect searches and activity that may suggest a student may harm themselves and send notification to District staff. District staff will monitor these notifications only during the school day. The District is not responsible for responding to self-harm alerts outside of the normal school day.

Appropriate Uses and Digital Citizenship

- School-issued Chromebooks should be used for educational purposes, and students are to adhere to the Acceptable Use of Technology Policy and all of its corresponding administrative procedures at all times.
- While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following code:
 - **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will use appropriate, respectful language. I will act with integrity.
 - **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
 - **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
 - **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
 - **Respect Intellectual property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

Chrome Web Apps and Extensions

- Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store that have been pre-approved by the District.
- Students will face disciplinary action as a result of accessing non-approved content.
- Some web apps will be available to use when the Chromebook is not connected to the Internet.

- Students should not knowingly install Apps or Extensions that interfere with the operation of the Chromebook, monitoring software, or the District network.

Chromebook Identification

- The District will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device.
- Each student will be assigned the same Chromebook for the duration of his/her time in River View Middle School and issued a new device for the duration of his/her time at Kaukauna High School.

Collection/Inspection

- Chromebooks will be inspected and/or collected at the discretion of the District at least once per year
- Failing to produce a Chromebook for inspection when requested will result in disabling the Chromebook until returned.

Repairing/Replacing Chromebook/Power Cords/Case

- All Chromebooks in need of repair must be taken to the LMC as soon as possible.
- Problems due to defect or normal use will be repaired at no cost.
- Any damage caused by improper use or care, including using the Chromebook without a case, will be billed to the student.
- Accidental breaks will repaired once without charge over the four years of use, and after that the student will be fined as follows:
 - **First Issue** - The District will assume the cost of the repair
 - **Second issue** - The student/parent will pay a **\$59** fine (the cost of the insurance)
 - **Third and subsequent issue** - The student/parent will pay a fine equal to the repair/replacement of the Chromebook not to exceed the prices below:
 - Chromebook = **\$250.00**
 - Cord = **\$30.00**
 - Case = **\$25.00**
 - Issues will accumulate for the duration of the time the student uses the device. Each accidental break over the four years of using the device will count as a separate issue. Parents have the option at any time to opt to have their student leave the Chromebook at school, which could minimize damage.

Student-Owned Devices

- Students may provide their own Chromebook or laptop rather than using a District-issued Chromebook so long as the device runs the Chrome web browser.
- Students must use the Guest network on their personal Chromebook or laptop. The guest network is slower and more restricted than the

District's network. The District cannot guarantee access to the same resources when using personal devices.

- District staff, including the IT department, will not repair or troubleshoot personal devices.
- Personal devices are monitored just as District-owned devices are when logged into a student account from any location, including in school, at home, or on public WiFi.
- Students using personal electronic devices are subject to the same rules and policies as students using District-owned devices while at school or logged into their school account.
- Teachers may require students to use District-owned devices when taking tests or participating in class work. Those devices will remain in the classroom.

Violations of the provisions of this agreement may result in account restrictions or suspensions, disciplinary action, or criminal or civil charges, depending on the severity and nature of the violation.

CONDUCT AT SCHOOL ACTIVITIES

Conduct at all school events is governed by the same policies and procedures as during the school day. Consequences for violation of school rules are the same during the school day or at a school-related activity, which includes but is not limited to co-curricular events, field trips, and dances. Upon arrival at a school event, students may be required to use student ID's to enter. Students will not be given permission to leave and return during an event.

DISCRIMINATION COMPLAINT PROCEDURES (STUDENTS)

If any person believes that the Kaukauna Area School District or any part of the school organization has inadequately applied the principles and/or regulations of:

1. Title VI or in some way discriminates on the basis of race, color or national origin, he/she may bring forward a complaint to the appropriate Equal Opportunity Officer listed below.
2. Title IX or in some way discriminates on the basis of sex, he/she may bring forward a complaint to the appropriate Equal Opportunity Officer listed below.
3. Section 504 of the Rehabilitation Act of 1973 or in some way unlawfully discriminates on the basis of handicap, he/she may forward a complaint to the appropriate Equal Opportunity Officer listed below.
4. Section 118.13 of the state statutes or in some way unlawfully discriminates on the basis of sex, sexual orientation, race, national origin, ancestry, color, creed, religion, pregnancy, marital or parental status, or any physical, mental, emotional or learning disability, or any other legally protected status or classification, he/she may forward a complaint to the appropriate Equal Opportunity Officer listed below.

Equal Opportunity Officers

- _ Section 504 (disability) & Americans with Disabilities Act: Director of Special Education & Pupil Services
- _ Title IX (sex): Human Resources Coordinator
- _ Title VI (race, color, & national origin): Human Resources Coordinator
- _ All other discrimination complaints: Human Resources Coordinator

INFORMAL COMPLAINT PROCEDURE

The person who believes they have a valid basis for complaint shall discuss the concern with the appropriate building administrator. The building administrator/designee shall investigate the complaint and reply to the complainant in writing within five (5) business days. If this reply is not acceptable to the complainant, that individual may initiate formal procedures according to the steps listed below.

FORMAL COMPLAINT PROCEDURE

- Step 1: A written statement of the complaint shall be prepared by the complainant and signed. This statement shall name the complainant, state the facts giving rise to the complaint, identify all of the provisions of the rules and regulations alleged to be violated, state the contention of the complainant with respect to those provisions, indicate the relief requested, and be signed by the complainant. This statement shall be presented to the appropriate Equal Opportunity Officer within five (5) working days of receipt of the written reply sent to the complainant after the meeting utilizing the "informal procedure" above. The Equal Opportunity Officer or his/her designee shall further investigate the matters of the complaint (including the reply under the informal procedure) and reply in writing to the complainant within ten (10) business days by certified mail or by hand delivery (sign off required).
- Step 2: If the complainant wishes to appeal the decision of the Equal Opportunity Officer, he/she may submit a signed statement of appeal to the District Administrator within five (5) business days after receipt of the initial response. The District Administrator shall meet with all parties involved, formulate a conclusion and respond in writing to the complainant within ten (10) business days by certified mail or by hand delivery (sign off required).
- Step 3: If the complainant remains unsatisfied, he/she may appeal through a signed, written statement directed to the Board of Education and addressed to the District Administrator within five (5) business days of his/her receipt of the District Administrator's response to Step 2. In an attempt to resolve the complaint, the Board of Education will designate no more than three of its members to meet with the concerned party(ies) and their representative(s) within fifteen (15) days of receipt of an appeal. A copy of the Board's disposition of the appeal shall be sent by the District Clerk to each

concerned party by certified mail or by hand delivery (sign off required) within ten (10) business days of the next regular scheduled Board of Education meeting.

Step 4: If, at this point, the complaint has not been satisfactorily settled, further appeal may be made within thirty (30) days to the State Superintendent of Public Instruction. Also, an appeal may be made to the:

Office for Civil Rights
U.S. Department of Education
Citigroup Center
500 W. Madison Street, Suite 1475
Chicago, IL 60660-7204
Telephone: 312-730-1560
Fax: 312-730-1576

COMPLAINTS RELATING TO SPECIAL EDUCATION

Discrimination complaints relating to the identification, evaluation, educational placement, or the provision of free appropriate public education of a student with special education needs shall be processed in accordance with established appeal procedures outlined in the Special Education Procedural Safeguards Manual.

CROSS-REFERENCE: Special Education Procedural Safeguards Manual

Approved: 1-22-01

Revised: 3-10-08

Revised: 3-8-10

Revised: November 8, 2010

Revised: March 12, 2012

Revised: May 14, 2018

DOG SEARCHES

In an effort to protect the health and welfare of students, school officials are authorized to allow the use of trained dogs on school property to detect marijuana or other illegal drugs, contraband, or explosives on school premises. Canines accompanied by law officials may be used for exploratory sniffing of locker exteriors, vehicles parked on school property and any other area of school property deemed appropriate. This activity will be carried out on a random or periodic basis and/or when reasonable suspicion exists. Student belongings are also subject to search prior to any fieldtrips. Please refer to school board policy 443.7 and 446 for further details.

GUIDELINES FOR DRESS

Each student has the right to determine personal dress while respecting the rights of others, keeping the learning environment appropriate to a work setting, and understanding that the administration and teachers will determine what is appropriate for the school and the classroom. The limits that are imposed relate to health, safety, cleanliness, disruption, or indecency. This includes the following:

1. The advertising or promotion, either directly or in innuendo, of any drugs, alcohol or tobacco related products is prohibited on any item of clothing.

2. The displaying or writing of obscene language, content meant to intimidate, or distracting advertising may not appear on any item of clothing. This includes clothing with sexually suggestive phrases or of a suggestive nature.

3. Wearing clothing that supports or glorifies violence and dangerous behavior.

4. Hats, hoods, and other large head covering are prohibited in learning spaces where they may disrupt the learning outcomes or general safety of students. This will be at the discretion of the staff supervising the space.

5. Chains or other items that could cause injury.

6. Shoes must be worn in and around the school at all times.

7. Students must wear safety or special-purpose equipment whenever it is required.

8. Clothing must include the following:

- A top that has fabric on the front, back, underarms/sides, and sleeves or straps over both shoulders.
- Undergarments cannot be used as a top or bottom.
- Tops must cover chest and extend into the stomach area.
- Bottoms must cover buttocks.

For more information, please see Wisconsin Statutes 120.13, Board of Education Policy 443.1.

GUIDELINES FOR FOOD AND DRINK

Food and drink is forbidden in any of the computer labs and while using District technology. Teachers will set the limits as to food and drink in their individual classrooms, and consumption of food and drink in classrooms is by the permission of the teacher. Students should first check individual classroom policies. We ask that garbage and recycling be placed in proper receptacles in order to keep our school neat and clean. Taking care of our campus, building, and grounds is an extension of respect and responsibility, yet specifically, we have a litter problem – both inside and outside of the building. It is all of our responsibility to throw garbage where it belongs, respect the environment by recycling when we can, and keep our campus, building, and grounds clean and litter free. There will be appropriate consequences for those who abuse this policy, including but not limited to detention(s), restricted lunch, suspension, and picking up garbage in and around the building.

INTERNET ACCEPTABLE USE POLICY GUIDELINES

Board of Education Policy 363.1

A. Student and Parent/Guardian Consent

1. The Kaukauna Area School District does not have control of information on the Internet. As a result, the information which students have access to may include materials that are illegal, defamatory, inaccurate or potentially objectionable or offensive. The District does not promote or encourage students to view or work with materials that are deemed inappropriate. The District, in an attempt

to prevent access to such information, has established policies, guidelines, and Internet safeguards. While it is the intent of the district to make Internet access available to further its educational goals, students may have or find ways to access other materials as well. Ultimately, parents/guardians of minors are responsible for setting and conveying standards that their children should follow when using the Internet.

2. Permission to use the school's computers to access the Internet is dependent upon a student and, his/her parent(s)/guardian(s) if applicable, signing the Internet/Technology Student Use Agreement form provided by the district. Since students may have access to material which is beyond the District's control, a parent/guardian may choose to sign a parental denial (Internet/Technology Student Use Agreement form) requesting that his/her child(ren) not have individual access to the Internet. The District supports and respects the right of each parent/guardian to decide whether or not to apply for independent student access to the Internet.
3. The Internet/Technology Student Use Agreement shall remain in effect until the student graduates, leaves the district, or until the parent/guardian rescinds the student's permission to access the Internet or his/her denial of individual access to the Internet. The agreement must be placed in the student cumulative folder.

B. User Expectations

When using the district's access to the Internet, students are expected to abide by the policies established by the District which include generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Acceptable Use – Users:
 - a. May use the Internet to conduct research for assigned classroom projects.
 - b. Will follow the district's policies on the use of technology, equipment and software, if applicable.
 - c. Will respect and uphold copyright laws and all other applicable laws or regulations.
 - d. Will respect the rights and privacy of others by not accessing private files.
 - e. Will follow all regulations posted in the computer lab or other rooms where computers are in use.
 - f. Will follow all directions of the adult in charge of the computer lab or other rooms where computers are in use.
 - g. Will conduct themselves in a manner consistent with other expected school behavior and district policies.
2. Unacceptable Use – The following behaviors are prohibited:
 - a. Sending or displaying offensive messages or pictures.

- b. Using obscene language.
- c. Using the Internet for purposes with no clear educational value.
- d. Using the Internet to commit vandalism or to harass, insult or attack others. For purposes of these guidelines: (1) vandalism is defined as any malicious attempt to harm, modify, and/or destroy data of another user, the Internet and any other district network that is connected to the Internet backbone. This includes, but is not limited to, the uploading or creating of computer viruses; and, (2) harassment is defined as the persistent annoyance of another user, or the interference of another user's work. Harassment includes, but is not limited to, the sending of unwanted mail.
- e. Damaging computers or any items relating to the computer system.
- f. Violating copyright laws.
- g. Using another person's password.
- h. Trespassing in another person's folders, work or files.
- i. Using the Internet for commercial purposes.
- j. Downloading of any file not for clear, educational purposes.
- k. Submitting, publishing or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material.
- l. Transmitting material, information or software in violation of any local, state or federal law.
- m. Using the Internet to access pornographic sites and/or sites of an offensive, obscene and/or otherwise inappropriate sexual nature.
- n. Unauthorized access to any computer or network device or system. Changing, altering, bypassing, or attempting to bypass any security measures including filtered internet access.

In addition, students are discouraged from entering their names or any other personal information about themselves or others while using the Internet, unless they have approval from school personnel.

C. Penalties

Violations of the above conditions of use or any action by a student that is determined by a staff member or administrator to constitute an inappropriate use of the Internet or to improperly restrict or inhibit others from using and enjoying computer services may result in disciplinary action. Violations may result in a warning, loss of credit

for the Internet assignment, loss of credit for the Internet unit, loss of computer usage, suspension, and/or expulsion from school. The penalties imposed may vary according to the seriousness or frequency. The District is not limited to these penalties.

Any student interfering with the computer system of the District or committing vandalism shall pay restitution for costs incurred to repair damages. Disciplinary action may include police involvement, legal prosecution, suspension, and/or expulsion from school.

D. Privacy

Students should be aware that use of the Internet is not guaranteed to be private. System operators shall have access to all user accounts including (but not limited to) files and internet history. Programs, files, and/or messages relating to or in support of illegal activities shall be reported to the proper authorities.

Approved: August 22, 2005

Revised: February 8, 2010 Revised: January 8, 2018

LOCKER, CAR AND STUDENT SEARCHES

Board of Education Policy 446

Searches are authorized in the District for the purpose of maintaining order and discipline in the schools and to protect the safety and welfare of students and school personnel.

Although student lockers are considered property of the Kaukauna Area School District, the District expects students to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school administrators for any reason at any time without student consent and without a search warrant.

Locker and vehicle searches are to be conducted by the building principal, associate principal, and/or designee in the presence of the student, if possible. If not possible for the student to be present, the District will proceed with the search. The administrator shall be in the company of the School Resource Officer and/or a member of the faculty. The administrator/School Resource Officer (SRO) may make a video recording of the search in its entirety. School officials may seize any items which are dangerous, illegal, or in violation of school rules during the search. Reasonable searches among the personal belongings of the students contained within the locker may be conducted where there are reasonable grounds to believe that the search will provide evidence that the student has violated or is violating the law or school rules. Any items which are seized during the search shall be safeguarded by the principal, designee, or appropriate law enforcement until determination has been made by the appropriate authorities for disposition of the items. If any items are seized, the search shall be documented by school officials in an electronic report. The adult student or the parent(s)/guardian(s) of a minor student shall be notified of the items removed.

An administrator accompanied by a faculty member of the same sex of the student and/or the School Resource officer (SRO) may conduct a search of a student's person or personal effects if the search is based on reasonable

suspicion, based on personal observation or reliable information from a third party, that the student has dangerous or illegal items or substances in his/her possession. In instances where the SRO is not available, a search may occur only if there is inadequate time based on the nature of the situation to contact the law enforcement agencies. School authorities should remain sensitive so as not to invade the privacy of students any more than necessary to achieve the purpose of the search. The results of the search shall be documented by school officials. The adult student or the parent(s)/guardian(s) of a minor student shall be notified of items removed.

Strip searches shall not be conducted by the District at any time. If the nature of the problem is so serious or severe that this type of search is to be considered, law enforcement agencies shall be contacted immediately.

Legal Reference: Section 118.325, Wisconsin Statutes

Cross References: 443.4, Student Alcohol and Other Drug Abuse (ATODA)

443.5, Student Use or Possession of Electronic Communication Devices

446.7, Use of Trained Dogs to Detect Drugs

882, Weapons on School Premises

Approved: April 26, 2004

Revised: April 10, 2006

Revised: June 14, 2010

Revised: March 14, 2016

OPEN/CLOSED CAMPUS AT LUNCH

The campus is closed for grade 9 while grades 10, 11, and 12 have the option to leave for the lunch hour. Students in grades 10, 11, and 12 may be required to show their ID upon request when leaving the building. Students without their current ID may be required to stay in the building.

Grade 9 students who violate the lunch policy by leaving the school building during the lunch hour will be considered in violation of board policy and will have the following disciplinary response:

First Violation - Student may be assigned to one restricted lunch.

Second Violation - Student may be assigned to three restricted lunches.

Third Violation - Student may be assigned to five restricted lunches and there will be a mandatory parent meeting with administration

All subsequent violations - Student may be suspended from school for a period of one to three days. A referral to the SRO may also be made by administration.

Students in grade 9 may not be excused to leave for lunch. Students may be excused for doctor or dentist appointments over the lunch hour and should return with written verification from the doctor or dentist. A parent may pick up a student during the lunch hour for family reasons and return them prior to the beginning of their next scheduled class.

434.2, Closed Campus

Approved: January 22, 2001

Revised: June 14, 2010

PERSONAL COMPUTING DEVICES

During the 2022-2023 school year, all students will be issued Chromebooks. These devices are to enhance the educational opportunities offered at KHS. We encourage students to engage in all aspects of the use of these devices. These devices are the property of Kaukauna Area School

District and all school board policies apply while students use these devices, on or off of school premises at all times. Students are required to sign a usage agreement form that explains specific details of student liability and student expectations for the use and care and possible maintenance and/or replacement on any of these items. Students electing to bring their own personal computing device remain subject to the 'District Acceptable Use Policy'.

PRESCRIBED MEDICATION

Use and/or possession of medication prescribed for the student must have parental consent, notification, and permission of the school nurse. All medications must be stored in the Health Office and administered under the supervision of qualified school personnel. Forms are available in the Health Office. Wisconsin Statute 118.29.

Emergency Prescription Medication: It is the parents/guardian's responsibility to provide emergency medications for school sponsored events outside of school hours including athletics and other extra-curricular activities.

All emergency medical situations will be handled through the emergency medical system by activating 911.

PRIVACY IN LOCKER ROOMS/RESTROOMS

Kaukauna Area School District Policy 731

The Kaukauna Area School District recognizes the importance of protecting the privacy rights of individuals using school locker rooms and restrooms. The following provisions outline the extent to which the District will provide said protections:

1. No cameras, video recorders, cell phones, or other devices that can be used to record or transfer images may be used in the locker room at any time.
2. No person may capture, record, or transfer a representation of a nude or partially nude person in the locker room/restroom or to take any other photo or video image of a person in a locker room/restroom.
3. Locker rooms are provided for the use of physical education students, athletes and other activity groups and individuals authorized by the building principal or by District policy. 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 or in other areas consistent with applicable District policies and/or school rules.

Students violating this policy shall be subject to school disciplinary action up to and including expulsion. Staff violating this policy shall be subject to school disciplinary action up to and including discharge from employment. In addition, the District may refer students or staff violating this policy to the appropriate legal authorities, if applicable. Other persons violating this policy may be subject to penalties as outlined in state law. The building principal (or his/her designee) will be responsible for enforcing this policy.

This policy shall be publicized annually and posted in each locker room in the District.

Legal References: Wis. Stat. § 120.13(35); Wis. Stat. § 175.22; Wis. Stat. § 942.08; Wis. Stat. § 942.09; Wis. Stat. § 995.50

Cross References: Staff Handbook

Approved: 11/25/2013

READING INSTRUCTION

Kaukauna Area School District Policy 340

The philosophy of the Kaukauna Area School District concerning reading instruction is to provide a reading program which will strive to meet the needs of all Pre K-12 students within the educational limits of their learning capabilities and according to their individual educational needs, whether recreational, developmental, remedial, corrective or accelerated. The Board recognizes reading as a first priority of instruction; therefore, the Board believes that reading should be a part of each subject area. The reading program shall comply with all requirements of state law.

Legal Ref. Sec. 118.01(2) (a) Wisconsin Statutes 118.015; 121.02(1)(c); P1 8.01(2)(c) Wisconsin Administrative Code

Approved: March 12, 2007

Revised: March 12, 2012; March 10, 2014

SCHOOL PROPERTY

Students have the right to use school property and equipment. Students have the responsibility to protect school property assigned for their use and to report damage and/or theft to school officials and the police department. Students have the responsibility to secure belongings to avoid theft. Students have the responsibility to respect the property of others as well as property of the school.

Desks, lockers, books, and equipment loaned to students remain school property while in possession of the student. Such property is provided for the convenience of the student and shall be used only for authorized purposes and may be opened and inspected by school authorities at any time.

Students will be expected to reimburse the school district for damage to school property and for the loss or theft of such property.

Locks are provided to all students with the expectation that they be used. Only school locks will be permitted on student locker doors. There will be a replacement cost of \$5.00 for lost or damaged padlocks.

Vandalism to school property or to students' personal property will not be condoned. State statutes will be followed and school discipline will be imposed.

SCHOOL RESOURCE OFFICER PROGRAM

The School Resource officer (SRO) has many roles. He/she is a law enforcement officer who has an obligation to serve, protect, and uphold the law. He/she is a listener and a friend to young people. The SRO is a resource person to students, families, the school, and the community. The SRO is also a referral agent. He/she is acquainted with the kinds of help that are available on the local level to young people and their families. The SRO serves an educational function by assisting in the provision of courses of study designed to acquaint students with the law, the ways in which it operates on the

local/state level, and how it touches their lives. Officer Adam VanderHyden can be reached at 766-6113, ext. 5303.

The Kaukauna Area School District recognizes the need for cooperation with law enforcement officials in order to help ensure the safety and well being of students, staff and the community. A priority in addressing juvenile crime and protecting youth is the ability to interview students under circumstances which yield the most information about an incident in the most timely manner. Therefore, requests from law enforcement officials to question students at school about possible criminal activity whether they be suspects, witnesses, or victims, without parent permission or presence, will be granted in accordance with state law.

SCHOOL RESOURCE OFFICER – USE OF BODY CAMERAS ON SCHOOL PROPERTY Board Policy 444 and 883.3, 883.1

School Resource Officers (SROs) or Kaukauna Police Department (KPD) officers (“officer(s)”) on District property for the primary purpose of reducing disciplinary problems and ensuring safety on school property may use body cameras consistent with Kaukauna Police Department Policy and this Policy. Authorization shall be acknowledged in a Memorandum of Understanding or Interagency Agreement between the KPD and Kaukauna Area School District (KASD). Parents shall be notified via the student Code of Conduct, Student Handbooks or other appropriate means that body cameras may be used by such officers on District property.

Operation of Body Cameras

Officers will only activate the body cameras when they believe it would be appropriate of valuable to record an incident or in the following situations:

- A. All enforcement and investigative contacts;
- B. Self-initiated activity in which the officer would normally notify District Administration or the Policy Department’s Communication Center; or
- C. Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording.

Once activated, the body camera will remain on continuously until the officer reasonable believes that his/her direct participation in the incident is complete or the situation no longer fits the criteria for activation of the body camera. The recording may be stopped during significant periods of inactivity. Officers will remain sensitive to the dignity of all individuals being recorded and exercise sound discretion to respect privacy by discontinuing recording whenever it reasonably appears to the officer that such privacy concerns may outweigh any legitimate law enforcement interest in recording. The body camera shall be used only for official law enforcement duties. Cameras shall not be used to record where there is a reasonable expectation of privacy, such as locker rooms and restrooms, unless exigent circumstances exist that are permissible under applicable federal, state or local laws. Requests to stop recording will be considered using this same criterion, but recording may continue if, in the judgment of the officer, law enforcement interests outweigh the reason(s) for the request to stop. If stopped, recording may resume when

privacy is no longer at issue unless the circumstances no longer fit the criteria for recording.

Video Retention and Use

Body camera footage recorded on school property by an officer is considered a "law enforcement unit record" maintained by the KPD and is not a pupil record maintained by KASD unless such records are obtained by the District pursuant to a Memorandum of Understanding or interagency Agreement or as otherwise authorized by Wisconsin law. If the District obtains the body camera footage, the District will treat the record as a "behavioral record," keep the footage confidential, maintain the record separately from a pupil's other pupil records and use the record in compliance with Wisconsin and federal law and District policies. If no problems are reported within 10 school days of the officers recording of body camera footage and the footage is not provided to any District officials, then the footage remains a law enforcement unit record of the KPD, is not a record maintained by the District and record is handled in compliance with KPD policies, procedures and applicable laws related to the maintenance, disclosure and/or confidentiality of law enforcement unit records.

If the KPD provides District officials with body camera footage of pupils, only principals, district administration, Board of Education, and KASD legal counsel shall be authorized to view the video for the purpose of documenting a problem and determining which student(s) may be involved. Disciplinary action may be taken with students based on a video documentation. After consulting with KPD to avoid interfering with any ongoing police investigation or to ensure safety of individuals involved, a student being disciplined based on the viewing of a video recording, and/or the student's parents, may view that isolated segment of the video that documents the incidents for which the student is being disciplined. Appropriate measures shall be taken with respect to the confidentiality of any other students depicted in the video.

The video shall not be available for viewing by the public in general, employees in general, media or other individuals, except as may be required by law. The principals or district administrator may authorize District employees, such as the school counselor, school psychologist or social worker, to view segments of a specific video, if such employees have legitimate educational interests, including safety interests, in the record, and viewing the video is beneficial to their role in assisting the student. A log shall be kept of the dates and names of the individuals viewing the video. Any disciplinary action as a result of administrative review of the video shall be in accordance with school policy and state statutes.

STUDENT ALCOHOL, TOBACCO AND OTHER DRUG ABUSE (ATODA)

Kaukauna Area School District Policy 443.4

The Kaukauna Area School District regards chemical abuse, addiction or dependency as it does any other behavioral or medical problem. No moral or social stigma should be attached to such personal problems. It is acknowledged that chemical problems are found in all socio-economic groups and in all age groups.

Therefore, the District believes that it has an educational role to play in helping students make responsible decisions concerning the use of alcohol,

tobacco and other drugs. The District also has a responsibility to strive to maintain schools which are free of chemical abuse and to take action necessary to achieve that goal. The District intends that, with parents/guardians and other segments of the community; it will play an appropriate role in making a comprehensive program of education and support available to all students and employees.

The Kaukauna Area School District believes that the use and possession of alcohol and other drugs is unlawful and harmful. For this reason, disciplinary sanctions are provided.

In order to provide for a school environment free of chemical abuse, the Board sets the following policy guidelines:

1. No student shall use, possess or be under the influence of tobacco or nicotine products such as electronic delivery devices, intoxicants or mood-altering substances not prescribed by a physician or possess drug paraphernalia at any time on school premises or while at a school-related activity. Students violating this policy shall be subject to disciplinary action up to and including possible expulsion.
2. No student shall exchange, distribute, sell, give away, or attempt to exchange, distribute, sell, give away or possess with the intention of exchanging, distributing, selling or giving away intoxicants or mood-altering substances or drug paraphernalia at any time on school premises or while at a school-related activity. For purposes of this Policy, "intent" will be defined by Wis. Stat. § 939.23. Students violating this policy shall be subject to disciplinary action up to and including possible expulsion.
3. No student shall exchange, distribute, sell, or give away, or attempt to exchange, distribute, sell, or give away, or possess with the intention of exchanging, distributing, selling, or giving away any substance, regardless of its true nature, which such student has represented in any manner to be an intoxicant or mood-altering substance (i.e., "look-alikes") at any time on school premises or while at a school-related activity. Students violating this policy shall be subject to disciplinary action up to and including possible expulsion.
4. Any student who owns or operates a motor vehicle for attendance at school or school-related activities shall accept responsibility for the behavior of others who use that vehicle on school premises. This responsibility may subject the owner and/or operator student to the full ramifications of Board policy and its implementing procedures for violations of this policy by persons in the vehicle while on school premises.

A student may be required to submit to a test(s) to determine the presence of intoxicants (alcohol) or mood-altering substance if a school official or law

enforcement officer has reasonable suspicion that the student has used or is under the influence of an intoxicant or mood-altering substance in violation of this policy. Such test shall be administered by (e.g., a law enforcement officer, trained school district employee or other health care facility) and shall meet state law requirements. A student may be disciplined for refusing to submit to such test(s).

The District Administrator shall provide for the development of administrative rules relating to this policy, which shall include relevant definitions.

A copy of this policy and its implementing rules shall be distributed annually to students and their parents/guardians. Also, there shall be a periodic review of the policy and rules in accordance with established procedures.

Legal References:	Sections	118.126	Wisconsin Statutes
		118.127	
		118.257	
		118.45	
		120.13	
		125.02(8m)	
		125.09(2)	
		939.23	
	Chapter 961		
	Individuals with Disabilities Education Act		
	Amendments of 1997		
Cross References:	443.4-Rule 1 & 2, Exhibit A		
	447.3, Student Suspensions/Expulsions		

Approved: April 26, 2004

Reviewed: February 25, 2008

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Revised: June 14, 2010

Revised: September 12, 2011

Revised: December 9, 2013

Revised: May 22, 2017

Revised: March 25, 2019

Student ATODA Enforcement Guidelines

The following guidelines are recommended, but these guidelines (procedures, penalties or actions) may be altered depending on the situation and the circumstances of each case.

A. Definitions:

1. Intoxicant – An intoxicant is any beverage that may be legally sold as alcohol. This includes, but is not limited to, fermented malt beverages (including N/A Beer), intoxicating liquor and wine.

2. Mood-Altering Substance – A mood-altering substance is defined as:
 - a. A controlled substance under Chapter 961 of the Wisconsin Statutes.

- b. Inhalants such as nitrous oxide or other volatile substances including but not limited to paint thinner, paints and aerosols.
 - c. Over the counter medications such as but not limited to acetaminophen, Ibuprofen, decongestants, cough medicine, and mouth wash.
 - d. Herbal supplements such as but not limited to ephedrine, St. John's Wort and/or chemically enhanced incense (K2, etc.).
3. Drug Paraphernalia – Drug paraphernalia means all equipment, products and materials of any kind that are used or intended for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance. Drug paraphernalia includes, but is not limited to, all of the equipment, products and materials defined in section 961.571 of the Wisconsin Statutes.
4. Tobacco or nicotine products – Tobacco or nicotine products include cigarettes, electronic delivery devices, cigars, blunts, bidis, pipes, chewing tobacco, snuff, and any other items containing or reasonably resembling tobacco or tobacco products. “Tobacco use” includes smoking, chewing, dipping, or any other use of tobacco products.
- a. Electronic Delivery Device shall mean: any product containing or delivering nicotine, lobelia, or any other substance intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of aerosol or vapor form of the product. The term includes, but is not limited to, devices manufactured, distributed, marketed or sold as e-cigarettes, e-cigars, e-pipes, vape pens, or e-hookah. An electronic cigarette (e-cig or e-cigarette), personal vaporizer (PV), or electronic nicotine delivery system (ENDS) is a battery-powered vaporizer which has the feel of tobacco smoking. They produce a mist rather than cigarette smoke. In general, a heating element vaporizes a liquid solution known as e-liquid. E-liquids usually contain a mixture of propylene glycol, glycerin, nicotine, and flavorings.
 - a. This policy is not intended to prohibit individuals from using products prescribed as part of a smoking cessation program, including nicotine patches, nicotine lozenges or nicotine gum. The student must obtain prior approval from the District Administrator or designee.
5. Look-a-like drugs – Look-a-like drugs are defined as non-controlled substances that naturally resemble or are manufactured to misrepresent an over the counter drug or mood altering substance. Look-a-like drugs may have a stimulant or

depressant effect on people and are often used to mislead people.

6. Under the Influence – Under the influence means that, because of the student's consumption of an intoxicant or mood-altering substance, or both:
 - a. the student is deprived of the clearness of intellect and/or self-control which the student would otherwise possess; and/or
 - b. the student's ability to maintain good decorum or a favorable academic atmosphere or to benefit from curricular activities is impaired.

7. Possession – Students found to have an intoxicant, mood-altering substance or drug paraphernalia either on their person or on or about the immediate area under their control shall be found to be "in possession". Their immediate area of control would include lockers, backpacks, purses, or motor vehicles parked on school district property.
 - a. Other substances/materials: Possessing, using, or having under one's control any substances, materials, or related paraphernalia that threaten the health or safety of oneself or others, or that disrupt the educational process.

8. Use – Students having consumed an intoxicant or mood-altering substance while on school premises or while at a school-related activity, or while in a "drug-free school zone" are considered to have used an intoxicant or mood-altering substance in violation of Board policy. In addition, students having consumed an intoxicant or mood-altering substance while not on school premises, while not at a school related activity, or while not in a "drug-free school zone" are considered to have used an intoxicant or mood-altering substance in violation of Board policy if test(s) administered by a school official, law enforcement officer, or health care provider determine the presence of intoxicants (alcohol) or mood-altering substance existed while the student was on school premises, at a school-related activity, or in a "drug-free school zone".

9. Transfer or exchange – The distribution, sale, attempting to sell, give away or possessing with the intention of exchanging, distributing, selling or giving away intoxicants, mood altering substances, prescription or over the counter medication, drug paraphernalia, tobacco, or look alike substances at any time on school premises or while at a school-related activity.

B. Consequences for Violating Board Policy.

A high school student violating the Board's alcohol and other drug abuse (ATODA) policy shall be subject to the following possible consequences, as determined by the District. These consequences are only guidelines and any of the situations could result in expulsion.

1. Exchanging – The distribution, sale, attempting to sell, give away or possessing with the intention of exchanging, distributing, selling or giving away intoxicants, mood altering substances, prescription or over the counter medication, drug paraphernalia, tobacco, or look alike substances at any time on school premises or while at a school-related activity.
 - a. Drugs or mood altering substances – An expulsion with early reinstatement possible.
 - b. Intoxicants - An expulsion with early reinstatement possible.
 - c. Paraphernalia - An expulsion with early reinstatement possible.
 - d. Tobacco – Out of School Suspension (OSS) for a minimum of one (1) full school day.
2. Possession or mood altering substances – Students found to have an intoxicant, mood-altering substance or drug paraphernalia either on their person or on or about the immediate area under their control shall be found to be “in possession”. Their immediate area of control would include, but not be limited to lockers, backpacks, purses, or motor vehicle parked on school district property.
 - a. Drugs – An expulsion with early reinstatement possible.
 - b. Intoxicants - An expulsion with early reinstatement possible.
 - c. Paraphernalia – OSS for a minimum of five (5) days.
 - d. Tobacco –. OSS for a minimum of one (1) full school day
3. Under the Influence – Under the influence means that, because of the student's consumption of an intoxicant or mood-altering substance, or both:
 - The student is deprived of the clearness of intellect and self-control which the student would otherwise possess; or
 - The student's ability to maintain good decorum or a favorable academic atmosphere or to benefit from curricular activities is impaired.Drugs, Mood Altering Substances or Intoxicants – OSS for a minimum of five (5) school days with conditional reinstatement agreement determined by school

administration. A conditional reinstatement may include conditions.

4. Use – Students having consumed an intoxicant or mood-altering substance while on school premises or while at a school-related activity, while in a “drug-free school zone” are considered to have used an intoxicant or mood-altering substance in violation of Board policy. In addition, students having consumed an intoxicant or mood-altering substance while not on school premises, while not at a school related activity, or while not in a “drug-free school zone” are considered to have used an intoxicant or mood-altering substance in violation of Board policy if test(s) administered by a school official, law enforcement officer, or health care provider determine the presence of intoxicants (alcohol) or mood-altering substance existed while the student was on school premises, at a school-related activity, or in a “drug-free school zone”.
 - a. Drugs – An expulsion with early reinstatement possible.
 - b. Intoxicants – An expulsion with early reinstatement possible.
 - c. Tobacco – OSS for a minimum of one (1) full school day

Repeat (2 or more) violators of Section B parts 1, 2 or 3 may be subject to permanent expulsion without early reinstatement. (See policy 446 & 447.3)

5. Middle and Elementary Students who violate any of the above offenses will have the following possible consequences as determined by the District. These consequences are only guidelines and any of the situations could result in expulsion:

The District Administrator and building principal shall consult with the police school liaison officer and/or others to determine the appropriate action. Action may include a five day out of school suspension and/or a recommendation for expulsion and/or application of the conditions for reinstatement listed in section C.

C. Reinstatement – The Kaukauna Area School District Board of Education may specify one or more early reinstatement conditions in a student’s expulsion or order if such conditions are related to the reasons for the student’s expulsion. “Early reinstatement” means the reinstatement to school of an expelled student before the expiration of the term of expulsion specified in the student’s expulsion order. “Early reinstatement condition” means a condition that a student is required to meet before he/she may be granted early reinstatement or a condition that a student is required to meet after

his/her early reinstatement but before the expiration of the term of expulsion specified in the student's expulsion order. If the Kaukauna Area School District Board of Education specifies early reinstatement conditions: (a) the conditions shall be based on the seriousness of the offense, as determined by the District; and, (b) one of the conditions may be that the student's early readmission will not endanger the health or safety of others at school or while under the supervision of a school authority.

If the District Administrator or his/her designee who may be someone other than a principal or administrator or teacher in the student's school determines that the student has met the early reinstatement conditions, the administrator or designee may grant the early reinstatement. If the student violates an early reinstatement condition that the student was required to meet after his/her early reinstatement but before the expiration of the term of expulsion, the administrator or designee may revoke the student's early reinstatement.

Students disciplined under this policy are subject to one of the following standard conditions.

1. Early Reinstatement – Students considered for early reinstatement before expiration of the term of expulsion, may be subject to such conditions as the following:
 - a. Assessment by licensed substance abuse counselor at parental expense.
 - b. Release of information from counselor to the District.
 - c. Follow plan prescribed by licensed substance abuse counselor.
 - d. Submission of a negative urine screen or other drug or alcohol test from a standardized medical facility at the expense of the student/guardian.
 - e. Loss of open campus privileges for the remainder of their school attendance in the Kaukauna Area School District.
 - f. Random drug tests to detect the presence of alcohol and/or drugs at the discretion and expense of Kaukauna Area School District administration. If a student tests positive, the expulsion may be reinstated, and the student may be subject to further expulsion proceedings.
 - g. Random searches of the student's person and property, including but not limited to clothing, motor vehicles, lockers, purses and the like, to detect the presence of alcohol and/or drugs.
2. Reinstatement at the expiration of the term of expulsion, or ATODA suspension – Students who complete the agreed upon term without early reinstatement could be subject to the

following conditions at the discretion of Kaukauna Area School District administration.

- a. Loss of open campus privileges for the remainder of their school attendance in the Kaukauna Area School District.
- b. Random drug tests to detect the presence of alcohol and/or drugs.
- c. Random searches of the student's person and property, including but not limited to clothing, motor vehicles, lockers, purses and the like, to detect the presence of alcohol and/or drugs.

D. Review of Student ATODA Policy and Rules

The student ATODA policy and its administrative rules shall be reviewed periodically in order to:

1. Determine their effectiveness and implement changes if they are needed; and
2. Ensure that they are being consistently enforced throughout the district.

Cross-Reference: Policy 446 – Suspension and Expulsion from School
Policy 447.3 – Student Expulsions

Approved: April 26, 2004

Revised: February 25, 2008

Revised: December 8, 2008

Revised: June 14, 2010

Revised: September 12, 2011

Revised: January 27, 2014

Revised: May 22, 2017

Revised: March 25, 2019

Revised: June 10, 2019

STUDENT BULLYING/HARASSMENT

Kaukauna Area School District Policy 412 Rule

The Kaukauna Area School District strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and school buses and at school-sponsored activities. Bullying has 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.

Definitions

Bullying

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, physical or emotional harm. Bullying may be a single act or repeated behavior and involves an imbalance of power. 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.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior);
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks);
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the Internet - also known as cyber bullying);
4. Emotional (e.g. excluding, mocking); or
5. Between students and students, students and adults.

Cyberbullying

Cyberbullying is another form of bullying that involves the use of information and communication technologies such as e-mail, cell phone and pager text messaging, instant messaging and/or defamatory personal web sites to support deliberate, repeated and hostile behavior that is intended to harm others.

Cyberbullying includes, but is not limited to the following:

1. Posting slurs or rumors or other disparaging remarks about a student on a web site or on a weblog;
2. Sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim's cell phone bill;
3. Using a camera phone to take and send embarrassing photographs of students; or
4. Posting misleading or fake photographs of students on web sites.

Harassment

Harassment is conduct that is significant, and objectively offensive in such a manner that it can be said to deprive the victim of access to the educational opportunities or benefits provided by the school.

Harassment is defined as conduct that:

1. Threatens to cause emotional harm;
2. Threatens to cause bodily injury;
3. Is sexually intimidating;
4. Causes physical damage to the property of another person;
5. Subjects another person to physical confinement or restraint; or
6. Maliciously and substantially harms another person's physical or emotional health or safety.

Sexual harassment is a form of harassment that includes:

1. Unwanted touching;
2. Sexual jokes;
3. Pressuring someone to have sex;
4. Threats or intimidation from a dating partner; or
5. Any other form of harassment of a sexual nature that would make a reasonable person uncomfortable.

Dating Harassment/Violence

Dating harassment/violence is defined as the intentional use of physical, sexual, verbal or emotional abuse by a person to harm, threaten, intimidate, or control another person in a dating relationship. Dating harassment/violence is a pattern of coercive behavior that one partner exerts over another.

Intervention

It is the expectation of the Kaukauna Area School district that all staff members, students and concerned individuals intervene when they observe or become aware of acts of bullying, cyberbullying, harassment, and dating harassment/violence. Immediate intervention is essential to bringing awareness to and addressing situations.

Prohibition

Bullying/harassment behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

Procedure for reporting/retaliation

All school staff members and school officials who observe or become aware of acts of bullying/harassment are required to report these acts to the building principal. Any other person, including a student who is either a victim of the bullying/harassment or is aware of the bullying/harassment or any other concerned individual is encouraged to report the conduct to the building principal

Reports of bullying/harassment 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. Refer to 412 Rule, Complaint Procedure – Student Bullying/Harassment. A written record of the report, including all pertinent details, will be made by the recipient of the report.

The school official receiving a report of bullying/harassment shall immediately notify the school district employee assigned to investigate the report.

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

Sanctions and supports

If it is determined that student(s) participated in bullying, cyberbullying, harassment, or dating harassment/violence behavior or retaliated against anyone due to the reporting of bullying/harassment behavior, the school district administration and school board may take disciplinary action, including but not limited to: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Pupil services staff will provide support for the identified victims(s).

Disclosure and public reporting

The policy will be annually distributed to all students enrolled in the school district, their parents and/or guardians and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools. The school district will also provide a copy of the policy to any person who requests it.

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of this policy.

An annual summary report shall be prepared and presented to the school board, which includes trends in bullying, cyberbullying, harassment, dating harassment/violence and/or retaliation behavior and recommendations on how to further reduce these behaviors. The annual report will be available to the public.

Legal Reference: Sections 118.46 Wisconsin Statute
Title IX (Education Amendments of 1972)
Wisconsin Fair Employment Act
2009 Wisconsin Act 309

Cross Reference: 412, Rule, Complaint Procedure – Student Bullying/Harassment

Student Formal Report of Bullying/Harassment Form

Approved: August 9, 2010

Revised: September 13, 2010

Revised: March 26, 2012

Revised: June 10, 2019

STUDENT ID CARDS

A student identification card is issued to all students. This card may be revoked at any time under the discretion of Kaukauna High School Administration. While on school grounds, a student must carry his/her identification card or have access to their Infinite Campus barcode. This card must be shown on request to KHS staff members and is required for any grade 10, 11, or 12 student who wants to leave campus at lunch. The ID card is used to check out materials from the Information Center. It also allows admission at student rates to out-of-town athletic events. Lost, mutilated, or stolen ID cards should be reported to the office. The first replacement cost is \$10.00, second replacement card cost is \$15.00 and the third replacement card cost is \$20.00. No temporary ID cards will be issued.

STUDENT PARKING

Kaukauna High School authorizes students to drive motor vehicles to school and park on school grounds with the expectation that students will comply with established regulations as developed and administered by the school administration.

Students shall use only the designated parking facilities. **Students are not to park in visitor or staff parking areas.** This includes the lot in the main parking area. Any student who violates established motor vehicle regulations shall be disciplined accordingly.

Students will pay \$15.00 per year and present a valid Wisconsin Driver's License to receive a permit. The prorated fee for a permit is \$5.00 per trimester.

Parking Permit Information:

- Students and Staff each have different designated parking areas.
- During school hours parking will be allowed by permit only.
- A parking permit must be hung properly on the rear view mirror when the vehicle is parked.
- Vehicles not displaying a parking permit will be issued a \$10.00 municipal parking ticket.
- The number of parking permits issued will be limited based on the number of spaces available.
- All parking permits will be sold on a first come, first serve basis.
- Parking permits will only be issued to students who possess a valid driver's license.
- Permits are transferable to any vehicle in the student's family which the student chooses to use.
- Permits lost, stolen, or having the numbers defaced will be replaced at full price.
- Permits permanently taken away from a student for rule violations will not be reimbursed.
- Permits may be taken away from students found to be habitually truant, as defined by state statute in the attendance section of the student handbook.

Parking Lot Rules:

- All posted signs must be obeyed.
- Vehicles must form a single line in each row and not cut across parking stall rows.
- Vehicles must not stop or stand in a parking row end cap.
- Students must not drive or merge aggressively. This could result in loss of permit without warning.
- There will be no horn blowing, revving of engines, squealing of tires, or otherwise disorderly conduct with a vehicle. This could result in loss of permit without a warning.
- No loitering in and around vehicles parked on school property. All students are expected to lock their vehicles and proceed directly to and from their vehicles.
- Permit holders are responsible for any activities that occur in their vehicles and may be subject to disciplinary action.
- No throwing refuse out of vehicles on to the parking lot or adjacent property. This could result in loss of permit without a warning.
- No violations of school rules while in or near vehicles in the school parking lot.
- Any other actions by the permit holder while in and around vehicles that are determined by the administration to be detrimental to the health, safety, and welfare of students, staff and visitors to the high school will not be allowed. This could result in loss of permit without a warning.

- Permits may be taken away or not issued to students that have outstanding restricted lunches to serve from the current or previous school year(s).
- All vehicles parked on school grounds are subject to search.

Consequences for Violations of Rules:

- A student may be referred to the SRO for a citation at any time.
- Repeated violations may result in vehicles being towed at owner's expense.
- Continued or serious violations may lead to loss of permit as determined by Administration or SRO.

SUSPICIONLESS RANDOM DRUG TESTING OF GRADE NINE (9) – TWELVE (12) STUDENTS PROGRAM

Kaukauna Area School District Policy 443.8

The Board of Education, in an effort to deter students from the use of illegal drugs and to identify students who are using illegal drugs in order to provide an opportunity for intervention and treatment, establishes a program of Random Suspicionless Drug Testing for District grade 9 – 12 students.

Co-Curricular Participants

Kaukauna High School students who choose to exercise the privilege of participating in co-curricular activities that are defined in the Co-Curricular Policy.

Students Who Register to Park a Motor Vehicle in a Kaukauna Area School District Parking Lot

Kaukauna High School students who choose to exercise the privilege of parking a motor vehicle in a Kaukauna Area School District parking lot during the school day. All students interested in parking at Kaukauna High School in the school parking lot must submit an application to the school office and have a visible parking permit issued by the school.

Parental Consent

Student participants registering for co-curricular activities or applying for a parking pass will be provided with a consent form. The completion of the consent form by the student and, if the student is a minor, his/her parent(s) or guardian(s), constitutes express permission and agreement that the student will submit to random suspicionless drug testing. Signing the consent, and adherence to the conditions thereafter, shall be a condition for participation in co-curricular activities and parking a motor vehicle at Kaukauna High School.

Substances Tested

Substances tested will include: alcohol (EtG screen), amphetamines, barbiturates, benzodiazepines, cocaine metabolites, marijuana metabolites, methadone, methaqualone, opiates, phencyclidine (PCP), propoxyphene, and ecstasy. Drugs may be exempted if a legal and current prescription for use is confirmed by the Medical Review Officer within 48 hours.

Random Selection of Students Participating for Testing

Students eligible in each pool of students (LEAD, co-curricular participants, students receiving parking permits) will be assigned a number. Random draws of numbers will be conducted weekly. Student participant numbers will be drawn each week in the following order and quantity: LEAD

(1 number), students receiving parking permits (2 numbers), and Co-Curricular participants (3 numbers). If a number has already been drawn from a preceding group another number will be drawn.

Positive Results/Consequences

Students who test positive for illegal drugs will be subject to consequences as outlined in:

I. LEAD expectations

II. Co-Curricular Code of Conduct

A. Consequences for violation of rules, if the student is participating in Athletic/Athletic related activities

Baseball	Gymnastics	Swimming
Basketball	Hockey	Tennis
Cross Country	Pom and Dance	Track
Football	Soccer	Volleyball
Golf	Softball	Wrestling

Any and all District approved athletic/athletic related activities.

1. First Violation

a. The student will be suspended for 20% of the season with a minimum of one contest. The student will also be required to have a counseling session with the school ATODA coordinator. It is the responsibility of the student to make the appointment with the ATODA coordinator and complete the counseling session before they will be allowed to participate. The penalty will be rounded up if the percent of the suspension is larger than a whole number of events (e.g. 1.1 = 2 events).

b. Students, who host a gathering where alcoholic beverages, tobacco, controlled substances, illegal drugs, Performing Enhancing Substances (PES) or look-alikes are being consumed, sold or possessed, will be moved to the next Violation level of the code. The student will be required to participate and complete a Student Assistance Program designed by the ATODA coordinator to regain eligibility at the conclusion of the penalty.

2. Second Violation

a. The student will be suspended for 50% of the season. The penalty will be rounded up if the percent of the suspension is larger than a whole number of events. The student will be required to have a counseling session with the school ATODA coordinator. At this time a Student Assistance Program will be instituted which may include a mandatory assessment from an outside source. Proof of admittance to the program and continued participation in the program would be required for the student to participate once the penalty is met in regard to the suspension. The student would be required to complete the program or the penalty would carry over to the next season of participation.

3. Third Violation

- a. The participant will be suspended from all co-curricular activities for one year from the date of the violation. The school will recommend that further counseling be sought before the participant may be reinstated. If a student is not involved in any co-curricular activity when a documented violation takes place, the penalty will be applied to the next co-curricular activity the student participates in.

B. Consequences for violation of rules, if the student is participating in Performing Activities or Contest

Consequences will be subject to the regulations and guidelines of a recognized club or organization.

Any and all other District approved performing activities or contest

1. First Violation

- a. The student will be suspended for 20% of the season with a minimum of one Performance/Contest. The student will also be required to have a counseling session with the school ATODA coordinator. It is the responsibility of the student to make the appointment with the ATODA coordinator and complete the counseling session before they will be allowed to participate. The penalty will be rounded up to the next performance/contest if the percent of the suspension is larger than a whole number of events (e.g. 1.1 = 2 events)
- b. Students, who host a gathering where alcoholic beverages, tobacco, controlled substances, illegal drugs, Performing Enhancing Substances (PES) or look-alikes are being consumed, sold or possessed, will be moved to the next Violation level of the code. The student will be required to participate and complete a Student Assistance Program designed by the ATODA coordinator to regain eligibility at the conclusion of the penalty.

2. Second Violation

- a. The student will be suspended for 50% of the performances/contests. The penalty will be rounded up if the percent of the suspension is larger than a whole number of events.

The student will be required to have a counseling session with the school ATODA coordinator. At this time a Student Assistance Program will be instituted which may include a mandatory assessment from an outside source. Proof of admittance to the program and continued participation in the program would be required for the student to participate once the penalty is met in regard to the suspension. The student would be required to complete the program or the penalty would carry over to the next activity of participation.

3. Third Violation

- a. The participant will be suspended from all co-curricular activities for one (1) year from the date of the infraction. The school will recommend that further counseling be sought before the student may be reinstated.

C. Consequences for violation of rules, if the student is participating in Non-Performing, Non-Event Activities and Clubs.

Any and all other District approved non-performing, non-event activities and clubs

1. First Violation

a. The participant will be suspended for seventy-two (72) days which may be extended into another season or year until served. The student will also be required to have a counseling session with the school ATODA coordinator. It is the responsibility of the student to make the appointment with the ATODA coordinator and complete the counseling session before they will be allowed to participate.

2. Second Violation

a. The participant will be suspended for one hundred eighty (180) days from the date of the violation. The student will be required to have a counseling session with the school ATODA coordinator. At this time a Student Assistance Program will be instituted which may include a mandatory assessment from an outside source. Proof of admittance to the program and continued participation in the program would be required for the student to participate once the penalty is met in regard to the suspension. The student would be required to complete the program or the penalty would carry over to the next activity of participation.

3. Third Violation

a. The participant will be suspended from all co-curricular activities for one (1) year from the date of the infraction. The school will recommend that further counseling be sought before the student may be reinstated.

b. If a student is not involved in any co-curricular activity when a documented violation takes place, the penalty will be applied to the next co-curricular activity the student participates in.

D. If a student is not involved in any co-curricular activity when a documented violation takes place, the penalty will be applied to the next co-curricular activity the student participates in.

E. Consequences if the student is participating in both athletic and non-athletic co-curricular:

1. Students who participate in one or more activities and violate the policy lose participation in all those activities until the violation rules have been met.

2. IF A STUDENT GOES ONE CALENDER YEAR FROM A PREVIOUS VIOLATION WITHOUT FURTHER VIOLATIONS, THEY MAY BE MOVED BACK ONE STEP IN THE VIOLATION PROCESS BUT MAY NOT BE MOVED BEYOND THE LEVEL OF THE FIRST VIOLATION.

III. Parking Permit Application

A. Students who receive a positive result on a random suspicionless drug test will immediately have their parking pass revoked for the remainder of

the current trimester. No refund will be available. Students may be eligible to reapply for their parking pass at any point after the trimester in which their parking pass was revoked if they meet the following criteria:

1. The student has completed a new parking pass application
2. The student has participated in an ATODA assessment with an outside ATODA counselor at the expense of the student and family.
3. The student and family must provide a release of information between the school district and the counselor.
4. The ATODA counselor must provide the school district with an official letter stating that the student has completed an ATODA assessment. In the letter, the counselor must state any recommendations for further treatment.
5. The student and family must provide written verification that they have complied with all recommendations made by the ATODA counselor.
6. No more than two weeks prior to having a parking pass reinstated, the student and family must provide the school with the results of a drug test from a medical professional at the expense of the student and family.

B. Any subsequent positive results from a random suspicionless drug test will result in a permanent loss of parking permit for the remainder of the student's high school career.

IV. Retesting

Students will have an opportunity within the twenty-four (24) hours of notification of the first positive test result to have the specimen re-tested in a certified laboratory of the family's choice and at the family's expense. The principal and/or administrative designee may consult with medical professionals to evaluate the results of the re-test, taking into consideration any evidence offered by the student and/or family. Should the re-test confirm a positive result, and there is not a satisfactory explanation for the positive results, all consequences specified will apply.

Approved: 12/12/2011 Revised November 28, 2016

TEST RE-TAKE PROCEDURE

Grading Practice: If a grade is to reflect academic achievement, it should not include extra credit or bonus points. Increased achievement can be demonstrated through proof of additional learning related to standards (retakes, re-dos, etc.) Because we acknowledge that all people learn within different time frames, students at Kaukauna High School will have an opportunity to retake summative assessments (with the exception of final exams and performance-based tasks where recreating the conditions for the assessment are not possible) for a maximum grade of "A" providing they meet the following criteria:

- A plan must be created with the teacher for a retake within 1 week of the student receiving their grade on an assessment AND completed within 2 weeks.

- The student has not already earned an "A" or higher on that summative.

Staff will need to clearly communicate which summative assessments students will be unable to retake due to the criteria listed within the grading practice at the beginning of each trimester.

TESTING PROGRAMS

Kaukauna Area School District Policy 348

The testing program in the Kaukauna Area School District shall be designed to yield information on student achievement and ability. Professional staff are expected to use the test results as an aid in the evaluation of individual students and instructional programs.

The district's testing program shall include, but not be limited to, those tests required by state laws and regulations. Decisions regarding the inclusion or exclusion of students with impairments or English Learners (EL) students in state required testing shall be made on an individual basis in accordance with established procedures.

The Director of Elementary Education and/or Director of Secondary Education shall maintain the confidentiality of individual student test reports and records in accordance with laws and regulations and established district procedures. General testing reports shall be made to the Department of Public Instruction and to the public in accordance with state law.

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

LEGAL REF.: Sections 118.13 Wisconsin Statutes

118.30

121.02(1)(r)&(s)

PI 9, Wisconsin Administrative Code

PI 13

PI 16

Individuals with Disabilities Education Act

Approved: 8/9/99

Revised: 12/14/09

Revised: 3/10/14

TRANSPORTATION TO CO-CURRICULAR EVENTS

It is understood that all participants in any school related activity must travel to and from the participating school under school approved supervision. In case of extreme circumstances, a parent/guardian can seek prior approval from an administrator in order to transport their child or ward to and from a school sponsored activity. Prior approval means obtaining a Travel Release Form from the office or the district website, completing the form and returning the form to the office 24 hours prior to the event. Permission will be granted or denied as soon as the form is returned. If permission is granted, an administrator will inform the respective teacher/coach/advisor of the wishes of the participant.

VISITORS – STUDENT

Many individuals may want to enter school buildings during the instructional day for a variety of reasons. The District, however, has a responsibility to protect the safety of students, staff and others while they are in school buildings and to make sure the educational process is not disrupted.

Since the building principal is responsible for helping ensure the safety of all persons in the school and for maintaining a school environment conducive to learning, all visitors are expected to report to the school office for a visitor's pass before going anywhere in the building during the school day.

Determination or disposition of an individual's request to visit the school will be made by the building principal or his/her designee in accordance with administrative procedures currently in force. The building principal may designate exceptions to the requirement that visitors report and register in the school office in connection with a school performance, assembly, or similar event that is open to members of the public and that occurs during the school day. Other exceptions may also be authorized by the District Administrator.

For purposes of this policy and its implementing procedures, any person other than a District student or a District employee who is present on school premises is regarded as a visitor. Visitors may include parents and guardians of students, School Board members, school volunteers, invited speakers, vendors, representatives of the news media, students not enrolled in or attending courses in the Kaukauna Area School District, interested citizens, etc.

State law specifically prohibits registered sex offenders from being on public school premises unless they have provided the required prior notification to school officials or fall under one of the exceptions provided by law. It is the responsibility of the registered sex offender to provide the required school notification. After receiving the required prior notification, the building principal shall determine whether the registered sex offender will be allowed to be present on school premises for the proposed purpose or event and determine any conditions that may be placed on such permission for the safety of other persons present in the school environment.

Regardless of the time of day, the District Administrator or any building principal or his/her designee has the discretionary authority to exclude from the school premises any person who the District determines has no legitimate and approved purpose for being on school grounds, disrupts or appears likely to become a disruption to the educational program, or threatens the health or safety of students, staff or others in the school. Any such individual shall be directed to leave the school premises immediately and law enforcement authorities may be called if necessary.

Legal References:

Wisconsin Statutes

[Section 118.07\(4\)](#) [Section 120.12\(1\)](#) [Section 120.13\(35\)](#) [Section 120.44\(2\)](#) [Section 121.02\(1\)\(i\)](#)
[Section 301.475](#)

Cross References:

491 – Rights and Responsibilities of Divorced/Separated Parents/Guardians and Parents/Guardians Not Sharing the Same Household
731, Privacy in Locker Rooms/Restrooms

810 and 810 Rule, Public Use of School Facilities
831, Public Use of Tobacco and Beverage Alcohol Products
882, Weapons on School Premises
815, Distribution of Non-School Materials
School Safety Plans

Approved: May 9, 2016

Revised: March 26, 2018

Except for limited special circumstances, student visitors from other schools are not permitted during the school day.

WEAPONS ON SCHOOL PREMISES

Kaukauna Area School District Policy 882

The possession and/or use of a firearm, whether loaded or unloaded, any destructive device, or other dangerous weapon (as defined under section 948.61 of the state statutes) or a facsimile weapon is prohibited at all times in school buildings and other buildings owned, occupied or controlled by the school district, on school premises, in school-provided transportation, and at activities under school supervision except where state law prohibits a school district from restricting an individual's right to possess a firearm or other weapon in such locations.

When implementing this policy, school administrators and other employees should be aware that state-issued licenses permitting certain private individuals to lawfully carry a handgun or certain other weapons in various public places generally do not permit the possession, carrying or use of such weapons in schools or on school premises. This policy is not intended to prohibit the possession or use of potentially dangerous objects not designed primarily as weapons, provided that such objects have been issued or expressly authorized by the District, and provided that such objects are possessed and used exclusively for their limited and authorized purpose.

Law enforcement officials shall be contacted to help deal with a weapons situation which presents an immediate threat to safety. If the situation does not allow an opportunity to contact law enforcement officials immediately, school staff shall attempt to diffuse and control the situation in the safest manner possible until law enforcement officials can be summoned. Appropriate information and training shall be provided to staff in dealing with weapons situations in accordance with the school safety plan.

A student who possesses a firearm or destructive device in violation of this policy shall be suspended from school, referred for an expulsion hearing and expelled from school for not less than one year. The School Board may modify the expulsion order on a case-by-case basis. Students otherwise possessing a weapon in violation of any District policy or rule shall be subject to appropriate school disciplinary action, up to and including suspension and expulsion from school. A law enforcement or juvenile justice referral shall also be made for all students violating this policy.

Principals have the discretion not to proceed with disciplinary procedures for students possessing a facsimile firearm in violation of this policy.

Employees violating this policy may be subject to disciplinary action up to and including termination of employment, and shall be referred to law

enforcement officials for prosecution under applicable state laws and/or local ordinances.

Any other person violating this policy shall be referred to law enforcement officials for prosecution under applicable state laws and/or local ordinances.

No person shall possess, use, or store a weapon on school premises, on school buses, while under the supervision of a school authority, or while at any school-related event. This prohibition does not apply to law enforcement officers discharging their official duties or who are in compliance with local and state laws for carrying a firearm or military personnel who are armed in the line of duty.

This policy shall be published annually in student and staff handbooks and through other means appropriate to notify the public as required by law or determined by the administration.

Legal References: Wisconsin Statutes: Section 118.07 School Safety Plans; Section 118.31 Use of reasonable force to obtain weapon; Section 120.12 (1) School Board power to set rules of conduct and discipline students: required student suspension and expulsion for firearm possession; Section 175.60 License to carry a concealed weapon; Section 941.23 Carrying a concealed weapon; Section 943.13 Criminal trespass law, includes provisions related to carrying firearms; Section 948.60 Possession of dangerous weapon under 18 years of age; Section 948.605 Gun-free schools zones; Section 948.61 Dangerous weapons other than firearms on school premises.

Federal Laws: Gun-Free Schools Act 18 U.S.C Sec. 921 (a); Individuals with Disabilities Education Act

Cross Reference: Policy 444, Students Interviews by Police; 444-Rule, Guidelines Regarding Student Interviews by Law Enforcement Officials; 447.3, Student Suspensions/Expulsions

Approval: 10/24/11

Revised: 11/25/2013

ACADEMIC AWARDS INFORMATION

Academic Awards Criteria

Students earning a 3.75 or higher semester grade point average (High Honors) are eligible to earn an academic award. Each trimester of High Honor Roll will count as 1 point. Award points are cumulative over your four year academic career through your eleventh trimester.

The awards system is based on the following scale:

Number of trimesters of High Honors

4	Certificate
7	Academic Letter
9	Graduation Stole

Seniors are also eligible for the following awards:

Valedictorians and Salutatorians:

Those students that have attained the highest cumulative grade point average through eleven trimesters will be awarded a Valedictorian Medal to be worn at

the graduation ceremony.

Those students that have attained the second highest cumulative grade point average through eleven trimesters will be awarded a Salutatorian Medal to be worn at the graduation ceremony.

President's Education Award:

Seniors are also eligible for the President's Education Award in one of two categories. Those students that have earned eleven academic points with trimesters of High Honors will receive President's Award of Excellence and pin. Those who have attained nine or ten trimesters will receive President's Award of Achievement and pin

WISCONSIN ACADEMIC EXCELLENCE SCHOLARSHIP AWARD

The Kaukauna Area School District, in compliance with State Statutes, will incorporate the following criteria for selecting the recipient of the Wisconsin Academic Excellence Scholarship. This scholarship will be used to assist with tuition and fees for as long as the recipient meets the established HEA 9 Wisconsin Academic Excellence Scholarship criteria.

The senior(s) with the highest grade point average (GPA) shall be selected as Kaukauna High School's nominee[s] to receive the Wisconsin Academic Excellence High Education Scholarship. Ties will be broken and alternates will be designated as further provided by law and in these procedures. A student who receives the Academic Excellence Scholarship is not eligible to receive a Wisconsin Technical Excellence Higher Education Scholarship, and vice versa.

Scholarship recipients and alternates shall be selected annually based on the students' GPA as it is normally determined by the High School.

The following are additional minimum eligibility requirements that the District has established for the Academic Excellence Scholarship:

1. A student with senior status has earned 21 credits (2017), 21.5 credits (2018 and beyond) is eligible for graduation at the end of the current school year and with the highest cumulative GPA in all subjects at the end of the second trimester. A student must also attend Kaukauna High School five (5) consecutive trimesters prior to becoming eligible for the scholarship award. A student cannot compete for the scholarship in more than one school year.
2. Eligible students must be enrolled as a full-time student in the Kaukauna Area School District which is defined as carrying a minimum class load of 6.0 credits. Students who are home schooled and who may take up to two classes at Kaukauna High School are not eligible for this scholarship. Courses that are graded pass/fail will not be counted towards the accumulated Grade Point Average.
3. The scholarship will be awarded to the student who has applied and will attend a Wisconsin post-secondary institution.

If a senior selected for the scholarship declines the scholarship or is determined to be ineligible for the scholarship for any lawful reason, the District's scholarship recipient shall be selected from the list of alternate designees with the next highest GPAs, in rank order. Per state law, no alternate may have less than a 3.800 GPA, or its equivalent.

In the case of a tie, (a tie would result when there are identical cumulative GPA's after being figured out to the third number after the decimal. All digits third place and beyond the decimal are truncated), the senior with the highest grade point average (GPA) and/or in the case of a tie in determining the rank order of alternate designees, the KHS Academic Excellence Scholarship Committee consisting of the high school principal and six faculty representatives, shall determine the scholarship nominee and certify, in rank order, the District's alternates. The following procedure will be implemented to break ties:

1. GPA in all English, Math, Science, and Social Studies courses.
2. The student with the highest ACT composite score. If the ACT has been taken more than once, only the highest composite score will be considered.
3. The most credits taken in English, Math, Science, and Social Studies through 2nd trimester of senior year and enrolled in for the remaining one trimester. Academic Excellence Scholarship potential recipients and alternates will not be allowed to change their schedule after February 1st unless the schedule change does not affect the total number of credits earned and enrolled in English, Math, Science, and Social Studies.
4. Total credits earned at the end of the 2nd trimester of senior year.

Cross Reference:

345: High School Graduation

347 Early Graduation

410 Definition of Full-Time Student

Adopted: January 26, 2015

Revised August 10, 2015, October 24, 2016

WISCONSIN TECHNICAL EXCELLENCE SCHOLARSHIP

The Kaukauna Area School District, in compliance with State Statutes, will incorporate the following criteria for selecting the recipient of the Wisconsin Technical Excellence Scholarship. This scholarship will be used to assist with tuition and fees for as long as the recipient meets the established HEA 9 Wisconsin Technical Excellence Scholarship criteria.

The number of seniors permitted by state law with a demonstrated exemplary level of proficiency in technical education subjects, as determined under these procedures, will be selected as the high school's designee(s) to receive the Wisconsin Technical Excellence Scholarship. Any ties will be broken and alternates will be designated as further provided by law and in these procedures. A student who receives a Technical Excellence Scholarship is

not eligible to receive a Wisconsin Academic Excellence Higher Education Scholarship, and vice versa.

The District's designation of its scholar(s) and alternates is not a final determination that the student has met, or will meet, all applicable requirements for receipt of the scholarship funds. If a senior selected for the scholarship declines the scholarship or is determined to be ineligible for the scholarship for any lawful reason, the Wisconsin Higher Educational Aids Board (HEAB) may award the District's scholarship to a designated alternate recipient.

DESIGNATING SCHOLARS AND ALTERNATES

The District shall identify its Technical Excellence Scholarship designee(s) and alternate(s) using the following procedures:

1. Any high school senior that is eligible to compete for the scholarship shall declare his/her interest in being considered as a candidate through completion of the required application available in the high school student services office.
 - o Prior to September 1, 2017 a student's school counselor or principal must affirm that the student has post-secondary plans related to a career in technical education. (This affirmation will be made in the nomination form for TES).
 - o Beginning on September 1, 2017 a student must have an academic and career plan leading to a career in technical education.
2. Members of the District's high school staff shall verify that each student who has submitted a timely declaration of interest meets the minimum eligibility requirements that are to be verified at the school level, including all such requirements established under these procedures or by the HEAB or the scholarship program's authorizing statute.
3. For purposes of ranking the qualified scholarship candidates and designating scholars and alternates, the District adopts the points-based ranking system established by the HEAB, under which students' grade-point average in their Career and Technical Education (CTE) courses serves as the initial tie-breaker if two or more relevant students have acquired the identical number of points.
4. The high school will designate and rank one alternate for each designated scholar. A work team comprised of at least one high school administrator and at least one high school counselor or CTE teacher shall be responsible for reviewing the relevant records and ranking and ordering the designated scholars and alternates, including applying tie-breaking procedures to the extent necessary. The high school principal shall be responsible for ensuring that the District timely designates and notifies the HEAB of the District's scholars and alternates.

DISTRICT REQUIREMENTS DETERMINING WHEN A STUDENT MAY COMPETE FOR THE SCHOLARSHIP

In order for a student to be a qualified local candidate for the Technical Excellence Scholarship, a student must meet all of the following District-established requirements:

1. To compete for the scholarship, the student must meet the following in-District school enrollment requirement(s):
 - a. An eligible candidate is a high school senior, has earned 21.5 credits and is eligible for graduation at the end of the current school year. A student must attend Kaukauna High School five consecutive trimesters during their junior, senior year(s).
 - b. An eligible candidate must be enrolled as a full-time student in KASD, which is defined as carrying a minimum class load of 6.0 credits.
2. An eligible candidate for a Technical Excellence Scholarship is a high school senior meeting at least **one** of the following criteria:
 - a. Be a Career and Technical Education (CTE) Concentrator; defined as completing at least three (3) high school CTE courses in program area(s) leading to a degree or diploma in one or more career and technical education pathways; or

A student may be enrolled in (rather than have completed) the third course at the time of their nomination for TES (eligible candidates/nominees will not be allowed to change class schedule if change affects ranking status and/or eligibility for TES scholarship after February 1st).

The definition of "CTE course" is to be that definition approved by the board of the Wisconsin Technical College System (WTCS) under the Carl D. Perkins Career and Technical Education Act of 2006, P.L. 190-270 "Perkins IV), which is: a secondary-level course offered through the DPI-recognized program areas of Agriculture and Natural Resources Education, Business and Information Technology Education, Family and Consumer Science Education, Health Science Education, Marketing Education, or Technology and Engineering Education' such courses must be taught by a CTE instructor licensed for that specific discipline, except that courses in Health Science Education may also be taught by a health education instructor and/or a science licensed instructor.

- b. Participated in a Youth Apprenticeship Program under the supervision of the Wisconsin Department of Workforce (DWD); or
- c. Participated in a Technical High School Diploma Program as certified by the Wisconsin Department of Public Instruction (DPI); or

- d. Participated in a Career and Technical Training pathway as defined by the Wisconsin Department of Public Instruction (DPI); or
- e. Participated in Skills Standards Program offered by the Wisconsin Department of Public Instruction (DPI); or
- f. Completed (or be on track to complete) an industry-recognized certification program approved under Wis. Stats. 115.367 (2); or
- g. Participated in a Career and Technical Student Organization (CTSO) in Wisconsin: DECA, FBLA, FCCLA, FFA, HOSA, or SkillsUSA; or
- h. Completed a technical training program for high school students if the program is offered by a UW system school, a Wisconsin Technical College System school, a tribal college in Wisconsin, or a private nonprofit college or university located in Wisconsin. Examples include but are not limited to:
 - Medical College of Wisconsin Summer Enrichment Programs
 - UW-Madison's Summer Science Institute at WIScience
 - Marquette University's K-12 Engineering Academies
 - MSOE summer programs for K-12 students

AWARDING POINTS FOR CTE COURSES AND CAREER AND TECHNICAL STUDENT ORGANIZATION (CTSO) PARTICIPATION

Candidates will be ranked based on the following point system reflective of course work and technical education experience.

1. One point is given to a student for each .5 credit earned per term in CTE courses.
2. One point is given to a student for each year of active participation in a Career and Technical Student Organization in Wisconsin or in any of the following local CTE Organizations: Engineering Club, Electrathon Car, and Pro Start Competition, as long as it is extra-curricular and not part of a course expectation where their involvement is mandatory and/or where the student would earn any grade or extra-credit for participation. (For activity in multiple CTSOs, one point is given for each year of participation in each activity.) Students must be in good standing each year of participation to receive credit/point. Good standing can be defined as active participation according to CTSO guidelines outlined by high school advisor. The student is responsible for obtaining signature of verification from CTSO advisor.
3. For the purpose of assigning a ranking among eligible candidates, credit hours in process at the time of nomination should be counted toward the number of credits the student has earned. Students will

not be able to change their schedules after February 1st if the change reduces the number of CTE courses and affects their status as a recipient of alternate.

4. If students are tied in points, students with equal points will be ranked on their GPA in CTE courses.

HIGH SCHOOL GRADING POLICY

The District has a written high school grading system that shall be applied to the process of designating scholars and alternates for a Technical Excellence Scholarship. To the extent it is necessary to calculate a student's overall grade-point average, or a student's Career and Technical Education grade-point average, the high school grading system shall be applied, so far as practical, in the same manner as it is applied to calculate the student's cumulative grade-point average as reported on the student's high school transcript (including to the same number of decimal places).

TIE-BREAKING PROCEDURES

If, following a comparison of tied students' grade-point averages in CTE courses, the Kaukauna High School Technical Excellence Scholarship Committee will choose the candidate.

Legal References:

Wisconsin State Statute Section 39.415 (Technical Education Higher Education Scholarship)

Section 118.13 (Student Nondiscrimination)

Wisconsin Administrative Code PI 9.03(1)(d)

Cross Reference:

345, High School Graduation

347, Early Graduation

410, Definition of Full-Time Student

411, Equal Educational Opportunities

Adopted: January 26, 2015

Revised: February 23, 2015

Revised: November 28, 2016

COURSE AUDIT PROCEDURE

It is permissible for students to take a course on an audit status at Kaukauna High School. An audit means that the student will receive a grade of AUD or audit in the class and the class will not affect their graduation status or grade point average. If a student and his or her parent or guardian elects to take a class as an audit, the student will be responsible to complete all assigned work in the class including but not limited to homework, tests and quizzes. A course taken on an audit status will count toward a student maintaining full time status as long as the student is attending and maintaining a good faith effort completing all assigned work and the student has not previously taken this course and earned a passing grade. There must be space available in the class for all students that are taking the course as a credit-bearing course before any auditing students will be allowed. A student who is currently in a class and elects to audit the class must inform building administration of such request no later than 12 days into the

trimester. The student will be provided a form to complete. A student may not audit more than one class in a school year. Any requests to audit a course after 12 days into the trimester may not be honored.

COURSE REQUEST CHANGES OR WITHDRAWAL PROCEDURE

Students may withdraw from a course only under special circumstances. Withdrawals may be permitted only with approval of the teacher, school counselor, administration, and parents. Students and/or teachers may have various compelling reasons for requesting student withdrawal from courses. Reasons that may be given consideration are:

- Inappropriate skill level placement.
- Significant changes in academic need requiring a course substitution or addition.
- Has not met prerequisite.
- IEP requirement or changes
- New student coming to our school may be made at any time with the following administrative approval.

The student's transcript will reflect the course as a drop with the following grade designation:

- Day 1 through 5 - Any course change may be considered (per the above guidelines) through the third day of the new trimester. Students must have parent and teacher approval and submit appropriate paperwork to Student Services. Changes will be made without penalty and students may add a class based on the above criteria.
- Day 6 through 12 - Drops with no penalty (WNP) may be granted when the student submits the necessary paperwork. No additional classes may be added. Students may be added to a study hall. This option is only available if no study hall is already scheduled.
- Day 13 through the end of the trimester-Drops with penalty (WF) may be granted when the student submits the necessary paperwork. No additional classes may be added. Students may be added to a study hall if no study hall is already scheduled
- All changes must have Administrative approval.

DETERMINING TRANSFER CREDITS

Kaukauna Area School District Policy 345 Rule

To determine the number of credits earned at a previous school for a transfer student, multiply the number of credits earned at the previous school (a) by the total number of credits required for graduation at Kaukauna High School (b). Then divide that number by the total number of credits required for graduation at the previous school (c).

$a \times b \div c =$ total number of credits earned towards graduation at KHS
Kaukauna High School will recognize completion of graduation requirements attained at previous institutions.

Credit calculations for graduation will be rounded up or down to the nearest .25 credit.

Students participating in the Early College Credit Program and Technical College Course Program will follow the guidelines set forth in policies 391 and 392. The policy reads as follows: High school credits will be awarded per Policies 391 and 392. Students participating in Web-Based courses will follow the guidelines set forth in Policy 390. The policy reads as follows: Successful completion shall be recorded on the student's transcript upon submission of an official transcript from the web-based program. Students taking web-based courses may receive a letter grade. The credit will be granted toward graduation if approved by the high school principal and/or designee and parent/guardian. The grade received in the course may not be included in the student's GPA.

Cross Reference:

390, Web-Based Courses

391, Early College Credit Program

392, Technical College Course Program

392 Rule, Procedures for Handling Course Applications through the Technical College Course Program

Approved: 10/24/11

Revised: 3/10/14

Revised: 5/14/18

FULL TIME STUDENT DEFINITION

A student shall be considered full-time in the Kaukauna Area School District under the following conditions:

- A. Grades K-8: Each student enrolled in elementary or middle school classes during the normal school day, or enrolled in an equivalent alternative program supported by school district funds, will be considered a full-time student.
- B. High School Requirements: Each high school student must be enrolled in a minimum number of classes by grade for high school credit, or equivalent noncredit/credit alternative programs supported by school district funds, to be considered a full-time student. It is further required that high school students must be enrolled in a class or must be participating in an activity approved by the Board of Education during each class period of each school day. The following credits are required for graduation:

Department	Required Credits
<i>English</i>	4 credits
<i>Math</i>	3 credits
<i>Science</i>	3 credits
<i>Social Studies</i>	3 credits
<i>Health</i>	.5 credits
<i>Physical Education</i>	1.5 credits
<i>Electives</i>	9 credits
<i>Total Credits</i>	24 credits

To meet this requirement, students must take a minimum of 6 credits per year. Students may take a maximum of one study hall per trimester.

- C. Part-time Attendance: Students who are not candidates for a diploma or who are experiencing physical or emotional problems may be granted permission to attend high school on a part-time basis. The Guidance staff, with the approval of the administration, will program such students on an individual basis.
- D. Special Education Students: A special education student, at any level, may have less than the defined school day if such a schedule is prescribed by an IEP Team. Special education students may remain in district schools until age 21.
- E. Homebound Student Program: Students on approved homebound programs shall be counted as full-time students.
- F. Post-Secondary School Attendance: Secondary level students who attend a district school and a local institution of higher learning for concurrent high school and college credit may have less than the defined school day if post-secondary program participation generates the equivalent of a full day program.
- G. Released Time for Religious Instruction: Students will be permitted released time for religious instruction in compliance with State Statutes, Section 118.155.
- H. Vocational Education Cooperative: Students who are involved in cooperative vocational educational education, and spend parts of their school day at work sites in the community, shall also be counted as full-time students.
- I. Fifth and Sixth Year High School Students: Fifth and sixth year high school students within three (3) credits of graduation may be enrolled in less than the minimum high school program and still be considered full-time students. In such cases, a written educational plan must be developed and approved by the student's counselor, principal, and the district administrator/designee.

The approved written educational plan will be filed in the student's cumulative record. Fifth and sixth-year high school students attending school under this section shall be enrolled in a contiguous program while in school. Students who begin early in the day or end early in the day shall not be on campus during unscheduled times.

LEGAL REFERENCE: WISCONSIN STATUTES
 121.004(5)
 118.33
 WISCONSIN ADMINISTRATIVE CODE
 PI 18.03, 2 (b) High School Graduation Standards

Approved: 2/12/01
Revised: 3/8/10
Revised: 3/10/14
Revised: 3/26/2018

GRADES

A	4.00	91.5 - 100.0	C	2.00	71.5 - 77.4
A-	3.67	89.5 - 91.4	C-	1.67	69.5 - 71.4
B+	3.33	87.5 - 89.4	D+	1.33	67.5 - 69.4
B	3.00	81.5 - 87.4	D	1.00	61.5 - 67.4
B-	2.67	79.5 - 81.4	D-	0.67	59.5 - 61.4
C+	2.33	77.5 - 79.4	F	0.00	0.0 - 59.4

Incomplete course work must be completed and submitted within two weeks following the end of the trimester. Course work not submitted by that time will receive 0 credits.

Contracts for Independent Study and the Cooperative Education Program may supersede this policy.

Contracts for Individual Educational Plans (IEP's) can supersede this policy by law. Administration may use their discretion in the assignment of grade or credit on the basis of student circumstance or situation as they arise.

GRADUATION

Kaukauna Area School District Policy 345

Students may be granted a high school diploma once they have satisfied the criteria established by the Kaukauna Area School District in accordance with the provisions of Wisconsin State Statutes.

A. A student must earn credits based on the following chart.

Department	Credits Required
<i>English</i>	4 credits
<i>Math</i>	3 credits
<i>Science</i>	3 credits
<i>Social Studies</i>	3 credits
<i>Health</i>	.5 credits
<i>Physical Education</i>	1.5 credits
<i>Electives</i>	9 credits
<i>Total Credits</i>	24 credits

- B. Student must accumulate a minimum of 18 credits over the three year span of their sophomore, junior and senior years in high school. A minimum of six credits must be carried year; exceptions must be approved by administration.

# of Credits Required for Graduation	# of Available Credits During Four Years at Kaukauna
24	30

- C. In order to be eligible for a District high school diploma, a student must have taken and successfully completed the state-required civics test while enrolled in high school grades in the District or, as determined by the administration, in another qualifying school or program, a student with a disability for whom an individualized education program (IEP) is in effect must comply with civics test requirements per Wisconsin State Statute.
- D. Curriculum and credit requirements for those who were not graduated with their class shall be based upon the regulations in effect at the time the student's class was graduated, unless current requirements facilitate the student's completion of their credits.
- E. Credits will be accepted on transfer from high schools when the courses approximate the Kaukauna program of studies. Credits will be accepted from accredited technical colleges, colleges and universities, based on a conversion formula to high school credit. School administration reserves the right to accept or deny transfer credits.
- F. The pupil was enrolled in an alternative program, as approved by the Board of Education that utilizes successful alternative or adaptive school structures and teaching techniques and that is incorporated into existing, traditional classrooms or regularly scheduled curriculum programs or that is offered in place of regularly scheduled curriculum programs. The Board of Education and/or designee determines that the pupil has demonstrated a level of proficiency equivalent to that which he or she would have attained if he or she had satisfied the requirements under paragraph A.
- G. Some courses taken by students in Grades 7 and 8 may be awarded high school credit.
1. These courses must meet criteria established in 2013 Act 138.
 2. These courses must be approved by the Board of Education.
 3. These courses must be designated as such in the annual River View Course Description Guides.

4. For Geometry and additional Math courses taken sequentially after Geometry, the following procedures will apply.
 - a. The course and grade will appear on the student's High School Transcript.
 - b. The course will be awarded Math credit (.5 credit per semester) toward both the Math credits required for graduation and the overall credits required for graduation.
 - c. The grade for the course will be factored into the student's High School GPA.
 - d. Students will have through the first quarter to opt out of earning credit and factoring into the High School GPA. Any student who exercises this option with parental consent may still earn elective credit with no impact on High School GPA.
 - e. Any student earning a "C" or lower at semester may meet with the teacher, principal, and parent to determine if the student should continue in the course for the second semester. If the decision is that the student will move to another middle school level course, he/she will not receive any high school credit, will have no impact on his/her High School GPA, and the course will not appear on the transcript.
 - f. For any student earning a "D" or lower in the first or second semester course grade, the course will not appear on the transcript, will not be granted credit, and will not be factored into the High School GPA. The student will have the opportunity to repeat the course as a freshman.
 - g. If a student passes Algebra prior to Grade 9, the student must still earn three math credits in Grades 9-12.
5. For other courses taken in middle school identified as eligible for high school credit, the following procedures will apply.
 - a. The course and grade will appear on the student's High School Transcript.
 - b. The course will be awarded elective credit (.5 credit per semester); these credits will not count toward either the required elective credits for graduation or for the overall credits required for graduation. However, the credit awarded will count in the student's overall credits earned on the High School Transcript.
 - c. The grade for the course will not be factored into the student's GPA.
6. If a student meets criteria for a course not offered as part of the middle school program, the student, parent(s), counselor and administrator may meet to discuss options and to coordinate the student's schedule and transportation with Kaukauna High School Administration and/or counselor.
 - a. The course and grade will appear on the student's High School Transcript.

- b. If the course is a math course, the following procedures will apply.
 - i. The course will be awarded Math credit (.5 credit per trimester) toward both the Math credits required for graduation and the overall credits required for graduation.
 - ii. The grade for the course will be factored into the student's High School GPA.
- c. If the course is a non-Math course, the following procedures will apply.
 - i. The course and grade will appear on the student's High School Transcript.
 - ii. The course will be awarded elective credit (.5 credit per semester); these credits will not count toward either the required elective credits for graduation or for the overall credits required for graduation. However, the credit awarded will count in the student's overall credits earned on the High School transcript.
 - iii. The grade for the course will not be factored into the student's High School GPA.

7. For all situations articulated in "G", the Director of Secondary Education will develop in collaboration with River View Middle School and Kaukauna High School Administration a process to ensure correct Transcript information for students.

Cross Reference: Grade Advancement, Policy 380

Course Options Program, Policy 391

Youth Options Program, Policy 392

Determining Transfer Credit, Policy 345, Rule

Credit for Off Campus Course Work, Policy 345, Exhibit A

Legal Reference: State Statute 118.33(1) (a) 1&2

115.28(7) (e) 1, 118.33 (1m)(a)

Approved: 8/12/02

Revised: 6/11/07, 3/10/08, 10/24/11, 11/25/13, 3/7/14, 8/25/14,

11/23/2015, 5/22/2017

EARLY GRADUATION

Kaukauna Area School District Policy 347

Policy Statement

The Board of Education recognizes that students may qualify for early graduation after eleven (11) trimesters by obtaining the number of accumulated credits required by the State of Wisconsin and Kaukauna Area School District and by their performance to graduate. Students who qualify for early graduation must meet the state and local requirements including this Policy 347.

POLICY PROCEDURE

Students wishing to graduate after eleven (11) trimesters must meet the following criteria:

A. The High School Principal or Designee shall determine whether or not the student's selection of courses has met the required State and local graduation requirements.

B. The student shall have acquired a minimum of 19 credits by the start of his/her senior year.

C. Students who opt for early graduation will not be eligible for the following awards, scholarships, and honor recognition.

1. Valedictorian or salutatorian

2. Scholarships that require eight semesters or twelve trimesters

D. Students, who choose to graduate early, must request early graduation on or before February 1st.

E. The student, the student's parents/guardian (unless the student is 18 years old or older) and the Principal or Designee must agree with the request for early graduation.

F. The Board of Education must approve all early graduation requests.

G. The Board of Education encourages students who graduate early to return to participate in the graduation ceremony with their class.

H. Students (and the student's parents if applicable) may request, for exceptional circumstances, early graduation at the completion of the first trimester of their senior year. The requests must be submitted to the office of the High School Principal no later than November 1st.

Approved: July 14, 2003

Revised: June 11, 2007

Revised: March 10, 2014

Revised: December 14, 2015

Participation in Graduation Ceremony

Students participating in the graduation ceremonies must meet both of the following criteria:

- The student must complete all graduation requirements toward a diploma by the day of graduation per school board policy 345.
- Participating in the graduation ceremony is considered a privilege and therefore may be revoked if student behavior warrants, as determined by the building principal.

EARLY COLLEGE CREDIT

High school students who meet the eligibility requirements defined in applicable statutes, regulations, and District policies, and who submit timely and complete applications and notices, may be permitted to enroll in one or more courses at an institution of higher education through the Early College Credit Program. See Mr. Binsfeld in Student Services for specific eligibility requirements.

Students interested in enrolling in an institution of higher education (IHE) for the purpose of taking one or more nonsectarian courses under the Early College Credit Program must do all of the following to start the application process:

1. Submit a timely and complete application directly to the applicable IHE in the semester prior to the semester or session in which the course is scheduled to begin. The

- student must adhere to all application deadlines and other related requirements established by the IHE; and
2. Submit a timely and complete written notice to the District that identifies the student's intent to take one or more courses under the Early College Credit Program. A separate notification form must be completed and processed for each IHE semester/session in which a student intends to take a course.

The initial notification form must be submitted to the District by March 1, 2022 if the student intends to enroll at the IHE in the fall of 2022 semester, by October 1, 2022 if the student intends to enroll in the spring of 2023 semester, and February 1, 2023 if the student intends to enroll in the subsequent summer semester/summer session.

In addition to any other information required on the form, the initial notice must identify the name of the IHE the student plans to attend, the titles of the course(s) in which the student intends to enroll, the number of postsecondary credits of each course, and whether the student will be taking the course(s) for high school credit, postsecondary credit, or both.

To the extent required by state law and as applicable to each course that a student takes under the Early College Credit Program, the District shall pay the appropriate tuition amount to the IHE and such other costs (if any) as may be specified by law. The student or the student's parent or guardian shall pay the amounts (if any) specified as the student's responsibility for each course under state law and District's policy.

The District shall only pay for courses that are successfully completed. If a student receives a failing grade in a course or fails to complete the course, the student's parent or guardian or the student, if an adult, is responsible for reimbursing the District for the costs paid by the District.

Interested students should see Mr. Binsfeld in Student Services.

HONOR ROLL

Students earning a grade point average of 3.20 – 3.749 or better (on a 4.0 scale) for the trimester will have their names published on the Honor Roll, and those earning a grade point average of 3.75 and above for the trimester will be published on the High Honor Roll.

LAUDE SYSTEM

Beginning with the class of 2022, the Laude System was implemented at Kaukauna High School. The class of 2023 will be recognized with both the Laude System and class rank continuing to name a valedictorian and salutatorian. Starting with the class of 2024, class rank will no longer be used and the only designations used at graduation will be Laude Honors. The Laude System allows us to recognize and encourage students to take appropriate courses that will better prepare them for the future. Students must earn at least a 3.5 cumulative GPA by the end of their second trimester their

senior year or after 11 trimesters to qualify for honors. While classes taken during third trimester will count towards earning Laude status, any changes to the grade point average after the 11th trimester will not count toward Laude calculation. Additionally, we will not round any cumulative grade point average up to meet the 3.50 minimum GPA requirement.

Students who have earned honors designations in two departments are eligible to be recognized as Cum Laude, or honors. Students who have earned honors designations in three departments are eligible to be recognized as Magna Cum Laude, or high honors. Students who have earned honors designations in four or more departments will be eligible to be recognized as Summa Cum Laude, or highest honors.

Summa Cum Laude (Highest Honors)	4 or more honors designations
Magna Cum Laude (High Honors)	3 or more honors designations
Cum Laude (Honors)	2 or more honors designations

Students may complete an honors course of study in each department. The list of specific course requirements that students must take to earn an honors distinction is listed below. The number of courses offered for honors distinction varies by department. Students earning the laude credit requirement for any department will receive that department's laude point towards the Laude Honors calculation and will earn an honors' distinction for that department. Each one-trimester course is worth a half credit, and each two-trimester course is worth one credit.

Transfer students may be eligible for department honors and Laude Honors if they have met similar course requirements at their previous school or schools and have maintained their overall 3.5 cumulative grade point average. Students will be able to apply for Laude points for classes they take as Independent Studies, for courses through Wisconsin Virtual School, and for courses completed as part of the Early College Credit Program.

Department and credits required to earn honors	Courses that receive honors consideration - Note that a one-trimester course is worth a half credit	
Art - 2	CAPP Elements of Studio Art Photography Drawing 3, 4 Clay 3, 4, 5 Art Leadership	Advanced Study in Painting 2 Community Design
BIT - 2	Accounting Essentials Science Principles	AP Computer

	C# Programming HTML Programming Microsoft Office Pro Personal Finance Accounting Business Management and Leadership Entertainment Marketing	Entrepreneurship IT Concepts Microsoft Office Advanced Sports and
English 1.5	Honors English 9 Written Communication* CAPP Composition* *NOTE: Students must complete at least a half credit of one of the starred courses	Honors English 10 AP English* CAPP Literature*
Family & Consumer Ed. - 2	Culinary III Assistant Child Care Teacher Infant & Toddler Development Healthcare Health, Safety, and Nutrition Health Professional	Health Occupations II Child Development 3-8 Digital Literacy for People Skills for the
Math - 1.5	Pre-Calculus AP Calculus AB AP Statistics	Calculus AP Calculus BC
Music 4.5	All bands, orchestra, and all choirs	
Physical Education - 1	CAPP Personal Health and Wellness for Competition	CAPP Training
Science 2.5	AP Biology AP Physics Science Physics Terminology Anatomy and Physiology Biomedical Sciences PLTW Human Body Systems	AP Chemistry AP/CAPP Environmental Forensic Science Medical PLTW Principles of
Social Studies - 2	AP United States History AP Art History AP Human Geography Sociology Civic Engagement	AP Government and Politics AP European History Psychology Economic Principles

Technology and Engineering -2	CAPP Engineering Robot LAB AutoCAD Metals Tech Applied Auto A&B	Engineering 1or 2 Solid Works DC1/DC PC Hardware & Networking
World Language -2	Spanish or French 3, 4, or 5	

PROGRESS REPORTS

Progress reports are generated at approximately 6 weeks of each trimester. Trimester grades are posted to the student's official transcript as part of the student's permanent record.

Trimester report cards are available in the Parent Portal. All parents and students have access to the parent/student portal to view or print progress reports. The web site link is:

<http://campus.kaukauna.k12.wi.us:8080/campus/portal/kaukauna.jsp>.

If you do not have internet access, you may call the high school office at 766-6113 ext. 5471 and request that you be added to the mailing list.

SENIOR RELEASE PROGRAM

Academic Eligibility

All seniors will begin each trimester as a part of the Senior Release Program. Seniors must maintain passing grades in all classes (no grade of F) to keep their Senior Release. At the Week 6 Trimester Progress Report grading periods, grades will be reviewed and any senior who has received an F will not qualify for Senior Release.

Attendance Eligibility

Seniors who reach their second unexcused absence may no longer be eligible for Senior Release during the current trimester. Chronic tardiness may cause a senior to lose Senior Release based on administrative discretion.

Study Hall Eligibility

Seniors who had previously scheduled a study hall will be able to utilize one study hall during a day for Senior Release privileges if they meet the aforementioned criteria for academic and attendance eligibility. Seniors may not change their schedule or drop a class in order to schedule a more favorable study hall for Senior Release.

Procedures

1. At the beginning of the school year, all seniors must have a completed Senior Release Permission Form on file in the office. The form is distributed during programming in the student's junior year or available online at the district web site.
2. Eligible seniors will be placed in the Senior Release Program.
3. At each grading period, any qualified senior who gets an F will have their Senior Release reviewed by administration and may lose that privilege.

4. At any time during the trimester, if a senior has a second unexcused absence, Senior Release may be revoked. However, if they stay clear of unexcused absences for the rest of that grading period and they haven't failed any courses, the student will regain their Senior Release privilege the next grading period.

5. Any behavioral event may result in the loss of Senior Release privileges. Also, students with a previous ATODA violation in high school are not eligible for Senior Release.

6. Senior Release privilege requires written parent permission before a senior may leave the building.

7. Administration may use their discretion to suspend, refuse, or revoke any Senior Release privileges.

8. If seniors choose to remain on campus, they must report to one of the designated areas for senior release.

START COLLEGE NOW PROGRAM

High school students in the 11th grade or 12th grade who meet the eligibility requirements defined in applicable statutes, regulations, and District policies, and who submit timely and complete applications and notices, may be permitted to enroll in one or more courses at a Wisconsin technical college through the Start College Now Program. See Mr. Binsfeld in Student Services for specific eligibility requirements.

To the extent required by state law, the District shall pay the costs associated with students' enrollment in a technical college under this policy if the course is taken for high school credit and the course is not comparable to a course offered in the District.

If approved by the school board, the student will receive both high school and post-secondary credit for a successfully completed course.

The District shall only pay for courses that are successfully completed. If a student receives a failing grade in a course or fails to complete the course, the student's parent or guardian or the student, if an adult, is responsible for reimbursing the District for the tuition, fees, and other costs paid by the District.

Those students applying for Start College Now Program courses for the fall of 2022 must have their applications turned in by March 1, 2022. Those students applying for program courses for the spring of 2023 must have their applications turned in by October 1, 2022, and by February 1, 2023 if the student intends to enroll in the subsequent summer semester/summer session. Interested students should see Mr. Binsfeld in Student Services.

SUMMER SCHOOL COURSE OFFERINGS

Credit Recovery Mathematics

Credit Recovery English

Credit Recovery Science, Social Studies and Health

Credit Recovery Academic Support

If students finish a class or subject area, they may move to another class or subject area with the approval of the high school principal or their designee.

GRADING:

Students will be eligible to earn letter grades and points toward their grade point average for credit recovery. Incomplete coursework must be completed and submitted on the last day of each session of summer school. Coursework not submitted by that time will not receive credit as instructors are no longer available after the last day of summer school. Teachers are expected to call parents at the end of each week if the student is in jeopardy of not earning credit. Grade reports will be mailed in July and posted to the student transcript in Infinite Campus.

BEHAVIORAL AND ATTENDANCE EXPECTATIONS:

Students are expected to follow all behavioral expectations as described in the 2022-2023 student handbook. Students are expected to attend daily and be on time for classes.

Any student tardy less than 30 minutes must make that time up the same day with that teacher. All tardies more than 30 minutes will be considered an absence. Students are not permitted to exceed four tardies during summer school. Students are not permitted more than one excused absence during summer school. All absences must be reported within 24 hours of the absence to be excused. The summer school administrator may dismiss a student from summer school if he or she does not meet behavioral or attendance expectations.

Students will be dismissed from summer school after they have completed their coursework. Teachers will call parents to inform them that their son or daughter has completed their coursework.

TESTING AND ASSESSMENT

Students have the opportunity to participate in various state and local assessments. These may include but not limited to: Access, Accuplacer, ACT, Advanced Placement (AP) Exams, Armed Services Vocational Aptitude Battery (ASVAB), ACT ASPIRE, Classroom Final Exams, Dynamic Learning Maps (DLM), PreACT, and Wisconsin Forward Test.

Please refer to the Parent Newsletters for further information.

TRIMESTER SCHEDULE AT KHS

Kaukauna High School operates on a five-period trimester schedule. Details about the trimester schedule include the following:

- Each trimester is approximately 60 days long.
- Each class period lasts approximately 70 minutes.
- Flex time will be offered daily to provide students with extra support, access to teachers, and opportunities for enrichment. **Attendance is mandatory.**
- Progress reports are issued once per trimester, at approximately the end of the sixth week of each trimester. Students receive a final grade report at the completion of a trimester.
- A student must register for at least four credited classes each

trimester but may sign up for five.

- Each trimester course is worth .5 credits. Therefore, a student may earn as many as 2.5 credits each trimester, which amounts to 7.5 possible credits per academic year and 30 possible credits during the four-year high school experience.

In the trimester schedule, most classes that are two trimesters long could be scheduled in three different ways, as shown in the sample below.

Trimester 1	Trimester 2	Trimester 3
1130 English 9A	1140 English 9B	
	1130 English 9B	1140 English 9B
1130 English 9A		1140 English 9B

Additional Information

- Every effort will be made to avoid extended gaps in schedules (a gap greater than 1 trimester). See your counselor if this issue arises.
- Because of the nature of the trimester schedule, a student may have the second or third part of a multi-term course in a different hour and/or with a different teacher.
- Courses within the trimester can be one, two or three trimesters long. Course lengths are listed in the individual course descriptions, which are organized by academic department and listed on our website. Some courses are offered only in certain trimesters. Please check the course descriptions for trimester information.

Students, in consultation with parents and counselors, can plan a program of study for their entire high school career. A high school program would include the courses which are necessary to meet graduation requirements and future career plan interests. As skills and interests change, programs can be re-evaluated.

Career Programs of Study have been developed to provide students and parents with information on various careers in six areas with related high school courses. A choice of a Career Program of Study is based on student interests, aptitudes and abilities. Career Programs of Study can help students participate in a career planning process which incorporates high academic standards and electives selected to complement career goals.

As a planning tool for students and parents, Career Programs of Study describe the plan of action that can lead the student toward the world of work. They can provide a systematic program to help students progress toward identified academic and/or career goals, ranging from entry-level to levels requiring a baccalaureate degree and beyond.

Career Programs of Study create a structure for students as they choose courses, activities, and part-time employment.

It is our hope that the four years of high school become a time for students to plan a program that meets their needs and goals. As questions arise, students and parents may receive assistance by contacting counselors.

MISCELLANEOUS INFORMATION

AGE OF MAJORITY

The rights held by a parent regarding his or her minor child transfer to the child when the child reaches the age of 18 years. However, the parents of an adult student who continues to be financially dependent upon the parents may continue to have access to their child's pupil records, unless the adult student notifies the school in writing this information may not be shared with the parents without the student's permission.

ALL SCHOOL ASSEMBLY PROCEDURES

At various times it may be necessary and appropriate to conduct an all school assembly or large group meeting. All students are expected to attend these assemblies or meetings as they are a part of the instructional school day. Attendance will be taken in the class preceding the assembly and students will be called down to the meeting area over the public address system. Students will sit as directed by staff members and are expected to be attentive and respectful of the presenters and fellow audience members. Any students who are absent from these assemblies or meetings must follow attendance protocols as described in this handbook. The bell schedule may be adjusted to accommodate class time on these days.

ANNOUNCEMENTS

Announcements will be made available to students during flex time.

Announcements are also available online at:

<http://www.kaukauna.k12.wi.us/schools/high/about/KHSAnnouncements.cfm>

To submit an announcement, a staff member or coach/advisor should be e-mailed to high school office no later than 2:00 pm the day before the announcement. Announcements must be kept short and no personal messages will be read.

ASSEMBLAGE

Students have the right to assemble as long as that assembly is permitted by law and does not disrupt normal operation of Kaukauna High School. Wisconsin Statute 947.01 Disorderly Conduct, Wisconsin Statute 947.06 Unlawful Assembly.

Students may assemble at times and in areas approved by the administration. Students may not be absent from scheduled classes for any assembly unless cleared by the administrator.

Students not complying with the provisions of this section shall be subject to administrative and/or legal action.

BUS RIDERSHIP

Students riding buses must practice courteous and safe conduct at all times. Unsafe bus conduct will be reported to school officials. Students who violate this policy shall be subject to appropriate action by the bus driver, which could include suspension of riding privileges, and parent notification, detentions, or suspension from school.

DANCES

Before any dance is scheduled, approval must be obtained from the principal or an associate principal, a month in advance by the staff member who is in charge. Checklists and more information may be obtained in the high school office.

Policies

1. Dances will not begin before 8:00 p.m. and not end beyond 11:00 p.m. Any exceptions must be approved by the administration.
2. No students or guests will be admitted 60 minutes after the start time of the dance.
3. Tickets will be sold in advance of the dance.
4. Students who leave the dance early may not return and are prohibited from loitering on school property.
5. All school rules and disciplinary responses apply during dances.
6. Formal or semi-formal attire is required at Homecoming, Prom and Winter Ball.
7. Seniors graduating early may attend Prom pending a successful background check.
8. The group is responsible for complete clean up. Failure to clean up will result in the group paying for custodial clean up.
9. Students must remain in the dance area. No one may go in other parts of the building.
10. Parent spectators will be allowed at Homecoming, Prom and Winter Ball. Parent spectators must check in with supervisors upon arrival.
11. Guests must be age 19 or under, with permission secured 48 hours prior to the dance.
12. Guests may not be middle school students.
13. Attendance at a high school dance is a privilege for high school students. The following will be considered by administration when determining attendance at dances:
 - a. Habitual truancy
 - b. Students on a current suspension or expulsion order
 - c. Students and/or potential guests who, within the twelve months preceding a dance, have received a suspension/expulsion or had police contact involving a citation and/or conviction for any incidents involving alcohol, drugs, disorderly conduct, assault, battery, fighting or any other dangerous action
14. Students under a current suspension or expulsion order may not attend any dance.
15. Students and/or potential guests who, within the twelve months preceding a dance, have received a suspension/expulsion or had

police contact involving a citation and/or conviction for any incidents involving alcohol, drugs, disorderly conduct, assault, battery, fighting or any other dangerous action may not attend any dance.

FUNDRAISERS

Meet with the Principal or his/her designee for current fundraising procedures.

LOST AND FOUND

The lost and found collection is located in the high school commons by the front entrance.

LUNCH PROGRAM

The cost for lunch is TBD. A la carte costs vary. Breakfast cost is TBD. Students who are eligible for free or reduced-price lunches may pick up an application in the high school office.

MAILING LIST

In an effort to reduce costs of postage and mailing supplies, Kaukauna High School does not mail newsletters, progress reports, or report cards. Online registration information will be shared electronically. If you do not have internet access, you must call 766-6113, ext. 5471, to request that you be placed on the mailing list

Newsletters, announcements, and other important information are always available on the High School website <http://www.kaukauna.k12.wi.us/> and on the Parent Portal. If you have not used the parent portal and need a user ID and password, please contact the main office at 766-6113.

OPEN ENROLLMENT

Wisconsin's inter-district public school open enrollment program allows parents to apply for their 5-year-old kindergarten to grade 12 children to attend school districts other than the one in which they live. Parents must submit application forms for the following school year to the nonresident school district during a specific time period of the current school year. Application forms may be obtained from the Department of Public Instruction or from the school district office.

Wisconsin high school students may apply to attend one or two courses in nonresident school districts, while remaining enrolled in their resident school district for the majority of their classes. This option is generally used when a student is interested in taking a course not available at Kaukauna High School. The parent/student must submit the application (PI-9412) to the nonresident school district no later than 6 weeks before the scheduled start of the course. Contact the Student Services Office if additional information is needed.

Questions concerning the Open Enrollment process should be directed to the Kaukauna Area School District at 1701 County Road CE, Kaukauna, WI, 920-766-6100, or the Wisconsin Department of Public Instruction, 1-888-245-2732.

PERMISSIONS

Family Educational Rights and Privacy Act (FERPA)

The Kaukauna Area School District may disclose, without consent, “directory” information unless you have advised the District to the contrary. The primary purpose of directory information is to include this type of information from your child’s records in certain school publications. Examples include: a playbill, showing your student’s role in a program/drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets, such as for wrestling, showing weight and height of team members. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to companies that manufacture class rings, those who publish yearbooks, photography studios and local driver’s education companies. In addition, two federal laws require local educational agencies to provide military recruiters, upon request, with directory information. This information may be used for marketing purposes.

If you do not want the Kaukauna Area School District to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing. The Kaukauna School District has designated the following information as directory information: student’s name, address, phone, email, photograph, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, date and place of birth, major field of study, most recent educational agency, dates of attendance, grade level attended.

PERSONAL BUSINESS

Students may not be excused from class or be interrupted during a class for personal business. Students are urged to conduct their personal business between classes, before or after school, and during lunch.

PROCEDURES FOR DISTRIBUTION OF MATERIALS

Individuals requesting information to be posted or distributed will be directed to the District homepage>Community>Community Flyers & Events

- 815 Distribution of Materials – Board Policy
- 815 Procedures for Distribution of Materials
- 815 Exhibit A – Request for Permission Form

1. All flyers must have written permission of the District Administrator or his/her designee for distribution.
2. The party seeking permission to distribute must provide a copy of the item to be distributed along with the completed Request for Permission Form.
3. Once approved, flyers will be posted on the Community Flyers & Events area of the District’s website for reference until one week after the event.
4. Approved flyers will be sent electronically to applicable school buildings as a part of the building’s monthly newsletter. Request shall be submitted no later than two weeks prior to the last Friday of each month.

5. Failure to meet any of the specific requirements may result in the non-school materials not being distributed through the schools.

Approved: June 11, 2012; Revised March 13, 2017

PUBLICATIONS

Students have the right to publish newspapers, online publications, literary magazines, yearbooks, and other school-sponsored publications. All publications must comply with the law regarding defamation, libel, and/or obscenity. Student journalists have the responsibility to exercise responsible journalism in a manner that is not disruptive to the operation of the school and must publish under the advice and direction of an assigned faculty advisor.

Independent publications must follow rules governing the time, place, and manner of distribution and shall not interfere with the educational process of students. No student shall distribute in school any student publication which is obscene, libelous, creates disruption of appropriate discipline in the operation of the school, or promotes unhealthy or illegal activity. Wisconsin Statutes 942.01 - Slander/Libel; 942.03 - Giving False Information for Publication; 944.21 - Lewd, Obscene, or Indecent Matter.

Students violating this section will be subject to: verbal reprimand, detention, restricted privileges, confiscation of the publication, notification of parent, suspension from class or from school.

SCHOOL ACTIVITIES AND CLUBS

Athletics

Kaukauna High School students have the opportunity to participate in the following interscholastic athletic programs: baseball, basketball, cross country, football, golf, gymnastics, pom and dance, soccer, softball, tennis, track, volleyball, and wrestling.

All participants must have completed physicals/alternative year cards and health histories on file in the attendance office before they begin practice.

Activities

The following clubs and activities are available for students. List subject to change:

Archery Club	Gamers Club	LEAD
DECA	Ghost Crew	Math League
Diversity Club	HOSA	National Honor Society
Drama Club	Ice Fishing Club	Papyrus
Engineering Club	Jazz Band	Peak Night
Equity Alliance	Jazz Choir	Ski Club
Forensics	Key Club	Student Council

National Honor Society (NHS)

Membership is based upon four fundamental pillars: Scholarship, Leadership, Service, and Character. Each of these pillars is equally important in the application process. If a junior or senior applicant excels in each of these areas, he/she will be invited to be a member in the Grignon Chapter of the National Honor Society. No student has the right to be granted membership.

1. Scholarship

- a. Cumulative Grade Point Average of 3.5 of either sophomore or junior year.
2. Leadership
 - a. Offices held in school or community organizations.
 - b. Active participation in extra-curricular activities and/or school sanctioned clubs/activities (at least 2 activities, 2 sports, or 1 of each).
 - c. Promotes positive behavior.
 - d. Delegated responsibility.
 - e. Thoroughly dependable and responsible.
3. Service
 - a. Shows significant participation in the community: Volunteers for service organizations, church group participation, services for the aged, etc. (at least 30 hours).
 - b. Willingly renders service requested by the school.
 - c. Completes committee and staff work without complaint.
4. Character
 - a. Consistently exemplifies desirable qualities of behavior: respect for others, truthfulness, courtesy, punctuality, poise, stability, friendliness.
 - b. Cooperates by complying with school regulations concerning attendance, property, programs.
 - c. Upholds principles of morality and ethics.

Application Process

An informational meeting will be held in the spring of the year. At this time, a packet of materials will be distributed including an application form, recommendation forms to be completed by a community member for whom service has been completed, a classroom teacher and a personal statement form. Only one of the recommendation forms needs to be completed and returned to the NHS advisor. The personal statement should be 50 words or less and respond to: "What do I have to offer as a member of National Honor Society?"

Selection Process

The selection process will take place in three steps. Reasons for non-selection will be given orally by the NHS advisor upon request from the applicant, parent, or both.

Step One: All materials returned (including recommendation forms) to NHS advisor. There will be no exceptions. Those applicants with incomplete packets will no longer be considered eligible for application.

Step Two: Those applicants who have returned all completed materials will then be compiled on a spreadsheet with three specific questions which will be sent to the KHS certified staff. This step is taken to be sure that a broad picture is seen of each applicant. The questions are as follows:

1. Does this applicant show initiative in leadership within and/or outside the classroom?
2. Does this applicant demonstrate academic excellence?
3. Does this applicant demonstrate positive character qualities, including punctuality, poise, reliability, responsibility, respect for others, etc.?

Step Three: A panel of 5 or more volunteer teachers will convene and sort through the remaining applicants to ensure the quality of the application

form, review the recommendation forms, and assess the personal statements. From that meeting, the selection process will be completed.

Active members must maintain the standards by which they were selected and meet the obligations determined by the chapter. The chapter advisor will monitor members for compliance with obligations. Those who fail to meet the obligations of membership will be warned and/or dismissed by the Faculty Council in accordance with the procedure described in the chapter by-laws.

WORK PERMITS

State law requires any person under age 16 to obtain a work permit. Work permits are issued in the high school office. To request a work permit, please bring the following information to the high school office before school begins in the morning. Your work permit will be processed and ready for pickup at the end of the school day. The student applying for a work permit must be present to sign the completed form.

1. The minor's birth certificate or other proof of age
2. The minor's Social Security Card.
3. Written parental consent
4. Letter from employer stating employer's name, address, phone number, expressing intent to hire on the employer's letterhead describing job duties and hours of work.
5. Fee of \$10.00.

Students on work permits who do not meet school academic and attendance standards may have their permits revoked.

Kaukauna High School 2022/2023 Co-Curricular Policy

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Kaukauna Area School District follows all WIAA and FVA rules and regulations for all Athletic and Activity teams and organizations.

All WIAA specific rules can be found on the WIAA website at WIAAWI.org

NON-DISCRIMINATION POLICY

No person will be denied admission to the Kaukauna Area School District Schools, or be denied participation in, denied the benefits of, or be

discriminated against in any curricular, co-curricular, pupil services, recreational, or other program or activity because of a person's age, race, creed, religion, color, physical, mental, emotional or learning disability, marital or parental status, pregnancy, sex, national origin, ancestry, sexual orientation, arrest record, conviction record or military service.

Participant Responsibilities

The privilege of participating in these co-curricular programs is extended to all students who are willing to assume certain responsibilities. Parents/guardians are expected to review all policies in this handbook as well as attend one extra-curricular code meeting with their child.

As a participant, your greatest responsibility is to be a credit to your team/group, school, family and community. Therefore, it is required that you:

- Display high standards of social behavior.
- Follow the co-curricular code of conduct on a year-round basis (365 days per year).
- Display outstanding sportsmanship as a participant and fan.
- Display proper respect for those in authority, including teachers, coaches, and officials.
- Display a spirit of cooperation and sportsmanship.
- Dress appropriately when attending a contest or activity away from home.
- Use language that is appropriate in an educational setting.
- Provide a reasonable level of dedication/commitment to your school, activity, sport, coaches, advisors and teammates.

DEFINITIONS

Academic Probation:

Students will be placed on academic probation if they earn a failing grade in a grading period. While on academic probation, students will be able to practice/compete/perform. Students will have 15 school days to improve any failing grade to a passing grade. On/after the 15th school day, the student is responsible to turn in a grade sheet to the Activities Director with a current grade for each class with all their teacher's signatures. If on/after this 15 day period the student is not passing all of their classes, they will become academically ineligible for 15 school days.

ATODA

Alcohol, Tobacco and Other Drug Abuse

Attendance/Knowing Presence of Violation

Attendance at an event or party, without the participant's parent being present, where the participant is knowingly in the presence of (1) an underage person possessing or using alcohol, or (2) a person possessing or using an illegal drug. Being in the presence of a person illegally using tobacco is a violation herein. A participant has not committed a violation hereunder if

he/she leaves the event or party immediately under the circumstances. The participant is expected to make a rational “exiting decision.”

Exit Interview

An exit interview with the District Activities Director is a short meeting initiated by the student who has quit or severed ties from an athletic team. The student is expected to explain the reason for their decision and discuss options for future participation.

Grading Period

Any one of 6 grading periods during the school year where grades are officially processed by the school district. These six grading periods include:

1. First Tri Progress Report
2. First Tri Final Grade
3. Second Tri Progress Report
4. Second Tri Final Grade
5. Third Tri Progress Report
6. Third Tri Final Grade

Co-Curricular Activities

Activities that do not have a specific relationship with a class in which a student is or has been enrolled. The student is participating in these activities in order to enrich their school experience. There is no grade or credit attached to these activities that is reflected in their class work. Team sports and student council are examples of these activities.

Plagiarism

Use of another person’s published ideas, works or research by presenting them as one’s own and not properly crediting the author. This includes downloading papers from the Internet and downloading parts of a paper from the Internet without enclosing the downloaded material within quotation marks and/or without crediting the source.

“Presence of” Consequences: This relates to a student choosing to be in the “presence of” substances being used illegally. A student who violates the “Presence of” provision of this policy shall serve the same consequence as a student holding or consuming. The following choices suggest what a student could do if he/she finds him- or herself in a situation where alcohol and/or other drugs are being consumed illegally by minors:

1. Leave immediately! An intention to leave is not a defense, nor is being the “designated driver”;
2. Stay and risk the loss of eligibility from co-curricular activities.

Honesty Policy (Self-Referral)

Students in activities who turn themselves in to school authorities and/or a coach or advisor within 24 hours, or by the next school day and, who do not attempt to deceive or mislead school officials may serve 50% of the appropriate suspension from all activities. This reduction is available for first Type I and Type II offenses only. Students who self-refer for a violation not

involving a police citation may have their consequence reduced by 50%. Students who self-refer for a violation involving a police citation may have their consequence reduced by 1 event provided this does not result in eliminating the consequences.

Self-referrals must be made 24 hours from the time the violation occurred or by 9:00 A.M. on Monday if the violation occurred on a weekend. This timeline will be enforced during the entire calendar year. A message can be left on the Activities Department voice mail at 920-759-6154.

Community Service Reducer

For students who commit their first Type I violation-they will have the option of serving one fewer event suspension (provided the one fewer event does not eliminate the suspension) if they perform 10 hours of approved school/community service before the end of the time of suspension.

TYPE I Violations

Offenses that are considered minor: Non-Alcohol, Tobacco and Other Drug Related Non-Athletic Activities Code Violations

TYPE II Violations

Offenses that are considered serious: Alcohol, Tobacco and Other Drug Related Non-Athletic Activities Code Violations

TYPE III Violations

Offenses that are considered extremely serious, such as criminal behaviors.

Voluntary

In reference to a situation when a student voluntarily enters him or herself into a treatment program for an ATODA substance abuse problem. Voluntary means that it is unrelated to a specific ATODA incident and the student has not committed an ATODA code violation.

GENERAL KASD RULES FOR ATHLETIC PARTICIPATION

1. High school athletic opportunities are offered only to 9th-12th grade KASD students.
2. Students may only participate in one school sponsored sport per season unless mutually agreed upon with both coaches and the District Activities Director.
3. Students who are dropped from one sport for disciplinary reasons, or who quit, shall not be eligible to compete in another sport for that particular season without mutual agreement of the coaches and the District Activities Director.
4. Students are expected to register to try out for a sport prior to the first practice. Once competitions begin, no new participants will be added to the roster. Special circumstances may be taken into

consideration. (i.e. recent transfer or student cut from another sport during tryouts). Coaches reserve the right to not accept any new participants to their program once competition has begun.

5. Students may be dropped from an athletic team by the coach or District Activities Director for not being in good standing, such as: repeated or flagrant discipline problems, failure to attend all classes, study halls, and practices, and other reasons detrimental to the team.
6. Students serving an athletic code suspension, who have either been dropped from or quit a team at any part of the season, will be considered as not having completed their suspension and must re-serve their full suspension during the next sport they participate in.
7. Any student who quits a team may be required to have an exit interview with the District Activities Director before they can try out for another athletic activity in any season
8. Team managers will be treated as students for the purpose of enforcing the co-curricular code consequences.
9. Special Awards Restriction. Students who violate the co-curricular code will NOT be nominated for any special end of the season awards (including MVP, captain, all conference, all area, and all state, etc.) or Fox Valley Association Conference awards during the season of participation or any season in which the suspension is served.
10. Students participating in Interscholastic and Co-Curricular Activities are subject to school and media recognition, via rosters, photography, newspaper articles, the school website, etc.
11. Any student/athlete participating in co-curricular activities who travels to an out-of-town game or contest with a school team or group must return with the team/group. If circumstances require the parent to take the student with them at the conclusion of the event a Travel Release form must be obtained from the office of the District Activities Director or designee. The form must be signed by the District Activities Director and a copy given to the Coach/Advisor, prior to the event.
12. Any student/athlete participating in co-curricular activities who is injured during practice or an event shall report the injury to the coach/advisor at once. If a physician's care is required, the physician must sign a statement that the student/athlete participating in the co-curricular activity is physically fit to resume participation.
13. Each student/athlete participating in co-curricular activities is responsible for the equipment issued to him/her. This equipment

must be returned at the end of the season. Failure to return such equipment shall result in appropriate disciplinary action including:

- a. The Student/Athlete shall be excluded from any continued involvement in co-curricular activities.
- b. The individual to whom it was issued must pay for lost equipment. All cost associated with the replacement of the uniform or equipment will be the responsibility of the student/athlete.
- c. Any student possessing school equipment not issued to that student faces disciplinary action which may prevent that student from further involvement in any Kaukauna Area School District student activity.

ELIGIBILITY RULES FOR REGISTRATION FOR SEASONAL SPORTS or CLUB/ACTIVITY

Students planning to participate in a club or activity must abide by Kaukauna Area School District rules and rules established by national or state charters for the activity. Any registration is handled directly with the club advisor. **DO NOT BRING ANY FORMS TO THE DISTRICT ACTIVITIES OFFICE.**

Students planning to participate in high school athletics must abide by the WIAA rules of eligibility as well as those rules established by the Kaukauna Area School District. In addition to the WIAA rules, in order to participate on any athletic team or squad, the following items must be filed in the KHS Athletic Department prior to any participation. **DO NOT GIVE ANY FORMS TO A COACH.**

1. WIAA Physical Card or Alternate Year Card.
2. An athlete will have had a physical examination performed by a licensed physician every other year and on alternative years; an Alternate Year Card will be completed and turned in to the Athletic Secretary.
3. Completion of on-line school registration.

ACADEMIC ELIGIBILITY

The student must be enrolled as a full-time student in the Kaukauna Area School District. Incomplete grades shall count as failures until made up.

Ineligible students will be prohibited from competition or performance for 15 scheduled school days during this period of academic ineligibility. In addition, the student may be prohibited from practice at the discretion of the coach or activities director. Ineligible students may not miss class to attend a practice or an event.

Academic Ineligibility: Students will be considered academically ineligible if they have 2 or more failing grades in a grading period or if they have two consecutive grading periods with a failing grade. Academically ineligible students are allowed to practice but not compete/perform.

Academically ineligible students will have 15 school days to regain eligibility. On/after the 15th school day, the student is responsible to turn in a grade sheet to the Activities Director with a current grade for each class with all their teacher's signatures. If on/after this 15-day period the student is not passing all their classes, they will remain academically ineligible for another 15 school days.

Eligibility for any 15-day period shall be determined by the last grade reporting period. Third trimester grades can be made up in summer school.

Grading Periods

1. First Tri Progress Report
2. First Tri Final Grade
3. Second Tri Progress Report
4. Second Tri Final Grade
5. Third Tri Progress Report
6. Third Tri Final Grade

Failing any third trimester courses would lead to an ineligibility period the following fall.

The minimum ineligibility period shall be the lesser of the following (includes grade levels 10-12 only):

- a) 21 consecutive calendar days beginning with the date of earliest competition/performance.
- b) One-third of the maximum number of games/meets/performances allowed (rounded up if one-third results in a fraction).

Attendance

Students appearing as unexcused from class or study hall will be ineligible to practice, perform, or compete in any activity on the day of the unexcused absence. Students who miss class or study hall due to illness may be ineligible to practice, perform, attend or compete in any co-curricular activity on the day of the illness.

It is the responsibility of the parent/guardian to enter the absence into Parent Portal or notify the Kaukauna High School attendance office (766-6113) by 9:00 A.M. of the day that a student will be absent from school. Prearranged excused absences must have the approval of the Activities Director or Administration. Failure to do so will result in a student being restricted from participating that day. A student may not be excused from any part of the school day retroactively (after 9:00 A.M. the day of the absence) by anyone for athletic or activity participation purposes.

Co-Curricular Code/Team Meeting

The parent/guardian and student must attend/view the at least one mandatory Co-Curricular Code Meeting each year of participation. There will be an annual athletic code meeting in summer and seasonal squad meetings.

Additional code meetings will be available on-line. Students and parents are expected to attend the meeting prior to their selected team sport season.

Dress

Every co-curricular participant is expected to maintain appropriate standards of dress and grooming while representing their school or team. The school dress code is in effect. This includes any activity related to the school program (carwash, send-off, team dinner, parade, etc.)

CODE OF CONDUCT RULES

Any student who, after an inquiry at which the student shall be confronted with an allegation, the basis of the allegation, and given an opportunity to tell his/her side, is found to have violated the Kaukauna High School's Co-Curricular Code of Conduct will be deemed ineligible for a period as described below.

VIOLATION TYPES

Type I Violations: Type I offenses are considered minor violations: non-alcohol, non-tobacco, and other non-drug related. Type I violations could impact student participation. Type I violations are not progressive. Type I violations include but are not limited to violating school rules and conduct not consistent with representing Kaukauna Area School District as a student. Such examples included but not limited to: fighting, cheating, forgery, lying etc.

a. The student will be suspended for 10% of the current (or next sport if out of season) sports/club season competition dates, or to be extended into the successive season if the entire suspension is not served within the season during which the offense occurs. During this suspension period a student will be expected to practice with the team/club.

Disclaimer: Depending on the severity of the offense a Type II or Type III consequence may be applied. Severity factors could include but are not limited to: legal charges, property damage, injury etc.

Type II Violations

The following is a list of major violations that impact student participation. This is not an all-inclusive list. TYPE II offenses are cumulative.

TYPE II – Alcohol, Tobacco and Other Drug Related Athletic Code Violations (ATODA)

1. Buying, possessing, use, or being in the presence of misuse of alcohol, tobacco, and other drugs or facsimiles/look-a-likes. This includes e-cigarettes and other inhalants such as vaping devices.

2. Misuse of prescription or over the counter medications and/or being in possession of prescription medication not prescribed to the student.

- a. Students are required to leave any gathering immediately upon their knowledge of the presence of illegal substances or illicit activities. Failure to do so will result in a 20% suspension. Illicit activities include but are not limited to: underage alcohol consumption, use of tobacco, e-cigarettes, or other inhalants such as vaping devices, and use of illegal drugs.

- b. Deliberately transporting other students to any illegal gatherings where it is known that alcohol, tobacco, or drug related usage will take place, is not acceptable, and will result in a 20% suspension penalty whether or not the driver stays at the gathering.

3. Harassing / taunting/ threatening / bullying/cyber-bullying and other inappropriate social media

First TYPE II Violation:

The student will be suspended for **20%** of the current (or next sport if out of season) sports/club season competition dates, or to be extended into the successive season if the entire suspension is not served within the season during which the offense occurs. The student will be expected to practice with the team during this suspension. Meeting with Student Services Personnel is required and optional participation in a Student Assistance Program group will be offered.

Second TYPE II Violation:

The student will be suspended for **50%** of the current (or next sport if out of season) sports/club season competition dates, or to be extended into the successive season if the entire suspension is not served within the season during which the offense occurs. The student will be expected to practice with the team during this suspension. A student meeting with District Student Services Personnel is required. Also an Alcohol, Tobacco and Other Drug Assessment, recognized by Kaukauna High School, must be completed in addition to the 50% suspension. Proof or certificate of completion of this assessment and follow-up recommendations (if applicable) must be presented to the District Student Services Personnel or District Activities Director.

Third TYPE II Violation:

The participant will be suspended from all co-curricular activities for one (1) year from the date of the infraction. The school will recommend that further counseling be sought before the student may be reinstated.

Fourth TYPE II Violations:

The fourth violation results in suspension for the remainder of a student's high school career from any co-curricular activity

Type III Violations

Extremely Serious Violations

The following is a list of extremely serious violations that impact student participation. This is not an all-inclusive list. TYPE III offenses are cumulative.

1. Organizing, hosting or having gatherings where the illegal consumption of alcohol or the illegal use of controlled substance takes place.
2. Selling, providing, distributing or possession with intent to deliver alcohol or controlled substances, or look-a-like.
3. Use, possession or possession with intent to deliver anabolic steroids, androstydyne or human growth hormones.
4. Possession of a dangerous or concealed weapon
5. Reproducing or distributing school keys
6. Theft (larceny)
7. Vandalism (criminal damage of property)
8. Hazing/initiations
9. Threatening a staff member
10. Battery or sexual assault
11. Charged with a serious local, state or federal violation, which may or may not include a citation or arrest.

a. A student who commits any of these violations will be suspended from athletic/club participation immediately and may be suspended for up to a maximum of three consecutive athletic seasons or the equivalent of one full academic year. The District Activities Director will determine the eligibility for the student to practice with a team.

b. All alcohol or drug violations in TYPE III will require a meeting with the Student Services Personnel and an alcohol and drug assessment, recommended by Kaukauna High School. Proof or certificate of completion of this assessment and follow-up recommendations must be presented to the Student Services Personnel or District Activities Director.

c. A second TYPE III violation will cause a student to be ineligible for any co-curricular activity for the remainder of their high school career.

If a Kaukauna Area School District Administrator or District Activities Director has a reasonable suspicion that a specific co-curricular participant may have violated the district's code of conduct, he/she may question that student about a possible violation. In responding to any such questioning about his/her personal actions, it is expected that the student shall answer truthfully. Also during the questioning process, a student may not attempt to mislead or misrepresent himself/herself, which may impede the investigation.

DISCLAIMER

The KASD administration reserves the right to deny a student's participation in any co-curricular program that is not a requirement of graduation from the school district. A single violation could lead to denial of any participation. Due process will be applied to all cases.

PROCESS FOR DETERMINING VIOLATION(S) OF CODE OF CONDUCT RULES

1. The Activities Director or Associate Principal (for extra-curricular activities) will meet with the alleged offender and investigate the violation. The Activities Director or Associate Principal may make a decision immediately if he/she, or any Principal, viewed the violation or if the violation was court established.
2. The Activities Director or Associate Principal shall notify the student verbally of his/her decision.
3. The Activities Director or Associate Principal shall give the student and custodial parent/legal guardian written notice of his/her decision, and will clearly define the dates of the suspension

HONESTY POLICY (Self-Reporting a Violation)

Students in activities who turn themselves into school authorities and/or a coach or advisor within 24 hours, or by the next school day and, who do not attempt to deceive or mislead school officials may serve 50% of the appropriate suspension from all activities. This reduction is available for first Type I and Type II offenses only. Students who self-refer for a violation not involving a police citation may have their consequence reduced by 50%. Students who self-refer for a violation involving a police citation may have their consequence reduced by 1 event provided this does not result in eliminating the consequences.

Self-referrals must be made 24 hours from the time the violation occurred or by 9:00 A.M. on Monday if the violation occurred on a weekend. This timeline will be enforced during the entire calendar year. A message can be left on the Activities Department voice mail at 920-759-6154.

LIMITED SCHEDULE

For those activities with a limited schedule of events, a violation may result in exclusion from that activity. Administrative discretion regarding specific penalties may be applied to situations in which students are participating in only one event. The District expressly reserves the right to impose any penalty it deems appropriate for each individual situation and/or case.

Special circumstances that may affect penalties for violations:

1. If the student is eligible for, and currently in a co-curricular activity, the period of ineligibility will begin immediately upon a violation being established. If the student is not currently in a co-curricular activity, or if the penalty goes beyond the season or time period of the activity, the penalty will be carried over to the student's next co-curricular activity participation.
2. If a student drops out of an activity prior to completion of an ineligibility period, the full penalty or the remainder of the penalty, based on the administration's discretion, will begin when the student seeks to participate in a co-curricular activity.
3. An ineligible student shall attend all practices or rehearsals, but may not "suit up" or perform/participate.

4. If a student violates the Code of Conduct Rule while ineligible due to an earlier violation, the penalty for the subsequent offense will begin at the completion of the earlier penalty.
5. Coaches/Advisors have the right to enforce penalties in addition to those imposed by the administrator involved. The administrator will make parents/guardians aware of this possibility.
6. The minimum penalty for violations of the Kaukauna Area School District Co-Curricular Conduct Code, which occur after a school begins WIAA tournament competition, is immediate disqualification of the student for the remainder of the total WIAA tournament series in that sport.
7. Students who are expelled are not eligible for co-curricular participation and may not serve their penalty until the term of their expulsion has ended or, when applicable until they have met the requirements for a conditional return, at which time the co-curricular penalty will begin.

APPEAL PROCEDURE

Per BOE Policy 820

A student (or parent/guardian) may appeal the application of these rules and regulations. During the appeal process, the suspension shall remain in effect unless otherwise directed by the school administration. An appeal must be filed within 5 days of notification or the decision will stand.

Level One: Make appeal directly to the High School Principal or Designee

- A. Student should submit a letter requesting an appeal. The letter should include the basis for the appeal (procedural, new evidence, unfair application of the code, etc.).
- B. The Principal, or designee, will hold a meeting and make a decision within 5 school days of receipt of letter of appeal.

Level Two: Make appeal directly to the Director of Secondary Education or Designee

- A. If the student disagrees with the decision of the Principal, further appeal can be made to the Director of Secondary Education. An appeal must be filed within 5 days of notification or the decision will stand.
- B. The Director of Secondary Education, or designee, will hold a meeting and make a decision within 5 school days of receipt of letter of appeal.

Level Three: Make appeal directly to the District Administrator or Designee

- A. If the student disagrees with the decision of the Director of Secondary Education, further appeal can be made to the District Administrator. An appeal must be filed within 5 days of notification or the decision will stand

- B. The District Administrator, or designee, will hold a meeting and make a decision within 5 school days of receipt of letter of appeal. The District Administrator decision is final.

CHART OF INELIGIBILITY

Number of Events	10%	20%	50%	100%
1	1	1	1	1
2	1	1	1	2
3	1	1	2	3
4	1	1	2	4
5	1	1	3	5
6	1	2	3	6
7	1	2	4	7
8	1	2	4	8
9	1	2	5	9
10	1	2	5	10
11	2	3	6	11
12	2	3	6	12
13	2	3	7	13
14	2	3	7	14
15	2	3	8	15
16	2	4	8	16
17	2	4	9	17
18	2	4	9	18
19	2	4	10	19
20	2	4	10	20
21	3	5	11	21
22	3	5	11	22
23	3	5	12	23
24	3	5	12	24
25	3	5	13	25
26	3	6	13	26

EARN REWARDS

of up to **\$1,000**



Talk to your Police/School Liaison Officer or

call Crime Stoppers 24 hours a day **788-9090**

or report online at: www.stopcrimenow.org



QUAD
Communities
Crime Stoppers, Inc.

A Police-Community Effort to Deal With Crime

Most of the information received by Crime Stoppers is via the telephone. An easy number, (920) 788-9090 has been established for Crime Stoppers use. It is manned by Police Officers from 8 a.m. - 4 p.m., Monday through Friday. If your phone call is unable to be answered you may leave a message on the QUAD Communities Crime Stoppers answering machines. The answering machines are on 24 hours, 7 days a week. When a call is received, it is logged with the date, time and brief summary of the caller's information. Callers are furnished with a secret code number which is used in all subsequent transactions. Callers may remain anonymous, with no pressure to reveal their identity and still collect rewards. Tips may also be submitted online at www.stopcrimenow.org