



River View Middle School  
101 Oak Street  
Kaukauna, Wisconsin 54130  
Web Page: <http://kaukauna.k12.wi.us>  
School Phone: 920 766-6111  
School Fax: 920 766-6109

# Family Handbook

## 2023-2024

River View Eagles **SOAR**

The River View Way

**Set your sights high!**

**Overcome your setbacks!**

**Always do your best!**

**Recognize your values!**

**Be Respectful, Be Responsible, Be Safe**

## **Dear River View Family,**

Welcome to the world of early adolescence level education! This time in your child's development is exciting and trying. It is also referred to as a "turning point"; for it is in the middle grade years (fifth-eighth) that most students begin to make the decisions that will prepare them for a successful life.

As educators and parents, we must do everything we can to enable young adolescents to develop emotionally, socially, academically, and physically. Therefore, home-school communication is essential.

This River View Family Handbook is intended to provide you with information about the school year, about school policies and procedures, and about your son's/daughter's stage of life called early adolescence. Unfortunately, a limited amount of space did not allow us to put every piece of information in the handbook. If you need other information or are concerned about something, please call us at 766-6111.

As parents, you are your son's/daughter's primary teachers. As professional educators, we have an opportunity to enhance your child's learning, but we need to work together. Educating Everyone Takes Everyone and that can only occur with good two way communication and cooperation. With this focus on teamwork, we believe your son's/daughter's middle level years will provide them with the direction to continue to be productive and successful adolescents during their high school years. We are dedicated to the education of your son/daughter during their time at River View and ask you to support our efforts.

Sincerely,

Lucas Cromell, Principal  
Joshua Iverson, Associate Principal  
Ted Selker, Associate Principal

### **The Origin of River View Middle School**

The name River View was selected from over one hundred suggestions. Students, staff and the Board of Education were the three groups involved in the selection process. The name depicts the location of the school overlooking the Fox River built originally as Kaukauna High School.

The eagle mascot was selected to tie into the environment as they nest up river near the environment center. The eagle has a strong sense of pride and independence as it soars and spreads its wings in flight which we believe exemplifies the journey of young adolescents during their middle level years. We hope students and their families share the pride and excitement that River View will offer.

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### Important Phone Numbers

Attendance Line (For all absences)  
759-6159 *Press 6*

School Office    766-6111  
School Fax        766-6109

Chartwells Food Service    759-6122  
Kobussen Bus Company    766-0606  
District Office                766-6100

School Office Hours  
7:00 am to 4:00 pm

Mascot: Eagle  
Colors:  
Orange & Black

**River View Middle School Staff  
2022-2023**

**Administration**

Lucas Cromell - Principal  
Joshua Iverson - Associate Principal - Ted Selker - Associate Principal  
Kyrstn Bergh - Dean of Student

**Instructional Staff**

Beversdorf, Resa	Grade 5	VanderVelden, Larry	Grade 8
Boehme, Sharon	Grade 5	VanDreese, Jacqui	Grade 8
Brost, Jessica	Grade 5	Bibow, Gatlin	Phy Ed/ Health
DeMoulin, Jessica	Grade 5	Bauer, Roslyn	Music 5 & Choir 6-8
Janssen, Sara	Grade 5	Busnelli, Savannah	Special Education
Mees, Michelle	Grade 5	Davis, Paula	Library Media Specialist
Miller, Jennifer	Grade 5	Detert, Kasea	Special Education
Peotter, Mariah	Grade 5	Dunphy, Kyle	Technology Education 6-8
Swedberg, Sadie	Grade 5	Dirkes, Kim	Special Education
Weast, Jennifer	Grade 5	Eggert, Zachery	Math Interventionist
Woznicki, Mary	Grade 5	Fernlund, Ruth	French
Balda, Ashley	Grade 6	Fisk, Ashley	ELL
Hansen, Cathy	Grade 6	Hart, Robert	Art 5-8
Heller, Kristin	Grade 6	Hendricks, Meghan	Special Education
Hinkens, Joel	Grade 6	Huss, Andrea	Special Education
LaBorde, Roberta	Grade 6	Jansen, Catherine	Special Education
Rollo, Kristina	Grade 6	Johnson, Alison	Math Coach
Schaefer, Kimberly	Grade 6	Luckow, Karen	Spanish 7/8 & World Lang. 6
Sladek, Carolyn	Grade 6	Langenhuizen, Julia	Instrumental Music 5/6
Thiel, Allison	Grade 6	Lemmers, Andrew	Technology Education 6-8
Turgeon, Amanda	Grade 6	Lindberg, Laura	Alternative Education 7/8
Vander Loop, Eric	Grade 6	Maurer, Molly	Physical Education 5-8
Bestul, Amanda	Grade 7	Menning, Morgan	Special Education
Carney, Ryan	Grade 7	Mursau, Susie	Physical Education 5-7 & Adaptive
Czarnik, Carlene	Grade 7	Nesemann, Kathryn	Orchestra 5-8
Gadbois, Amy	Grade 7	Neuber, Kandi	Special Education
Houle, Kayla	Grade 7	Oberhart, Sara	Computers 5-8
Karpin, Casey	Grade 7	Plutz, Nicole	Speech & Lang. Pathologist
Kearney, Matt	Grade 7	Reider, Jaime	Reading Interventionist
Kempen, Lisa	Grade 7	Rodriguez, Dennis	Spanish
Leisgang, Kim	Grade 7	Rykal, Kevin	Physical Education 5-8
Mees, Nick	Grade 7	Sanderfoot, Brian	Physical Education 5-8
Ramsey, Greg	Grade 7	Schultz, Alicia	Speech & Lang. Pathologist
Sievert, Chris	Grade 7	Solberg, Haley	Speech & Lang. Pathologist
Deltour, Allison	Grade 8	Smith, JoEllen	Special Education
Gajewski, Luke	Grade 8	Vanderscheuren, Michael	Music 5/6 & Instr. Music 7/8
Hansen, Kathleen	Grade 8	VanVeldhuisen, Julia	Special Education
Hinz, Steve	Grade 8	Wagner, Madeline	Special Education
Knick, Beth	Grade 8	Waukechon, Jennifer	Reading Specialist
Kraft, Samantha	Grade 8	Wilz, Jennifer	Special Education
Luebben, Grace	Grade 8	Wittmann, Katie	Special Education
Scheviak, Philip	Grade 8	Woulf, Kristen	Health/ BIT
		Wyngaard, Coreen	Reading Specialist
		Zygarlicke, Sarah	FCE 7/8, Health 7

**Student Services**

Crowley, Marianne  
Edelburg, Beth  
Halverson, Mary Ann  
Heindel, Stacey  
Hill, Josh

Occupational Therapist  
School Psychologist 5-8  
CESA #6-Visually Impaired  
Counselor  
Counselor

Hinz, Amy  
Jansen, Emily  
Kohl, Matt  
Rausch, Joel  
Wirth, Karen

Counselor  
School Nurse  
School Resource Officer  
School Psychologist 5-8  
Social Worker

**Administrative Assistants/ Building Service Custodian**

Huss, Marissa  
Pierce, Spencer

Administrative Assistant  
Custodian

Johnson, Lisa Administrative Assistant  
Buar, Keegan Attendance Kiosk

**Educational Assistants**

Baur, Keegan  
Carlson, Kymberly  
Clark, Josalyn  
Evers, Val  
Hance, Lindsey  
Huettl, Heidi  
Hummel, TerriJo

Junior, Brittnie  
Kersten, Michel  
Krueger, Jane  
Niesen, Lindsey  
Oren, Missy  
Peplinski, William  
Rusch, Sabrina

Snyder, Jalissa  
VanDynHoven, Heidi

***All Kaukauna Area  
School District  
employees can be  
reached by email:  
lastnameinitial@kauka  
unasd.org***

**Who To Call**

The following is a list of various people in the district or at River View Middle School who are at your service. Just call 766-6111 and leave a message for them to contact you.

- Mr. Lucas Cromell, Principal – ext. 6136
- Mr. Joshua Iverson, Associate Principal – ext. 6135
- Mr. Ted Selker, Associate Principal – ext. 6142
- Mrs. Kyrstn Bergh, Dean of Students – ext. 4248
- Mrs. Emily Jansen, School Nurse – ext. 5250
- Mr. Josh Hill, Counselor – ext. 4213
- Mrs. Amy Hinz, Counselor – ext. 4211
- Mrs. Stacey Heindel, Counselor - ext. 4215
- Mrs. Beth Edelburg, School Psychologist – ext. 4214
- Mr. Joel Rausch, School Psychologist - ext. 4321
- Mrs. Karen Wirth, Social Worker – ext. 4206
- Mr. Matt Kohl, School Resource Officer – ext. 4188

**River View Middle School – 766-6111**

## CIVIL RIGHTS COMPLIANCE

### Equal Opportunity Officers

Section 504 and Americans with Disability Act – Sarah Newberry, Director of Special Education & Pupil Services

Title IX – Eloisa DeLeon, Director of Legal Services & Human Resource Coordinator

Title VI – Eloisa DeLeon, Director of Legal Services & Human Resource Coordinator

All other discrimination complaints – Eloisa DeLeon, Director of Legal Services & Human Resource Coordinator

### Title Coordinator's name, address, and phone number

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, Director of Legal Services &  
Human Resource Coordinator  
1701 County Road CE, Kaukauna, WI 54130  
920-766-6100

Title VI  
Eloisa DeLeon, Director of Legal Services &  
Human Resource Coordinator  
1701 County Road CE, Kaukauna, WI 54130  
920-766-6100

All Other Discrimination Complaints  
Eloisa DeLeon, Director of Legal Services &  
Human Resource Coordinator  
1701 County Road CE, Kaukauna, WI 54130  
920-766-6100

### Non Discrimination Statement

The Kaukauna Area School District does not discriminate on the basis of 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. Employees of this District are required to comply with the provisions of Title VI of the Civil Rights Act and Title IX of the 1972 Education Amendments. For additional information on the nondiscrimination policy and/or complaint procedure, contact the District at 920-766-6100.

### 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

## 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 by the 15<sup>th</sup> of September. 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.

## River View 2021-22 Daily Class Schedules

5th	6th	7th	8th
ENCORE Period 1 1 7:50-8:35	<b>CORE Period 1 7:50-9:20</b>	<b>CORE Period 1 7:50-9:20</b>	<b>CORE Period 1 7:50-9:20</b>
<small>Passing</small> ENCORE Period 2 2 8:40-9:20			
<b>CORE Period 3 9:25-10:50</b>	ENCORE Period 2 2 9:25-10:05	<b>CORE Period 2 9:25-10:50</b>	<b>CORE Period 2 9:25-10:50</b>
	<small>Passing</small> ENCORE Period 3 3 10:10-10:50		
PIE Period 4 10:55-11:30	PIE Period 4 10:55-11:30	LUNCH Period 3 10:50-11:30	<b>CORE Period 3 10:55-12:20</b>
<small>Passing</small> LUNCH Period 5 11:35-12:15	<b>CORE Period 5 11:35-1:00</b>	ENCORE Period 4 4 11:35-12:15	
<b>CORE Period 6 12:20-1:45</b>			ENCORE Period 5 5 12:20-1:00
<b>CORE Period 7 1:45-3:10</b>	LUNCH Period 6 1:00-1:40	PIE Period 6 1:05-1:40	PIE Period 5 1:05-1:40
	<b>CORE Period 7 1:45-3:10</b>	<b>CORE Period 7 1:45-3:10</b>	ENCORE Period 6 6 1:45-2:25
			<small>Passing</small> ENCORE Period 7 7 2:30-3:10

### 21<sup>st</sup> Century Skills Report

River View will be reporting 21st Century Skills on the student report card. Below is a list of the specific skills staff will be grading, along with the scoring rubric that will be used.

Score	Criteria
4	Exceeds expectations, demonstrates leadership
<b>3</b>	<b>Consistently and nearly without exception, meets expectations</b>
2	Inconsistently meets expectations
1	Does not meet expectations

# RVMS Expectations

<b>Collaboration</b>	<ul style="list-style-type: none"> <li>● Accept and support all classmates</li> <li>● Work well with and show respect toward others</li> <li>● Complete share of class responsibilities</li> </ul>
<b>Conduct and Attitude</b>	<ul style="list-style-type: none"> <li>● Use time productively by following class expectations and procedures</li> <li>● Display a positive attitude</li> <li>● Exhibit respect toward guests, staff, and peers</li> </ul>
<b>Work Ethic and Readiness</b>	<ul style="list-style-type: none"> <li>● Arrive fully prepared for class with required tools and material</li> <li>● Complete work on time and to the best of ability</li> <li>● Demonstrate initiative and perseverance</li> </ul>

River View will be implementing seven grading practices that are the result of a year and half's research and discussion regarding best grading practices. The goal of these grading practices is to move us forward with more accurate reporting on students' academic achievement over the course of a grading period and the school year. The grading practices you will read below will assist us in moving in that direction.

As you read over the practices and have questions please contact the school and we will be happy to answer your questions.

Grading practice changes for the coming school year include:

- ◆ **Extra credit/bonus points will not be included in grade**
  - ◇ When students are given a grade, that grade should reflect the child's skills and abilities in that particular content area. Extra credit points do not provide accurate information about what a child can or can not do regarding the content, so extra credit will not be included in a grade.
- ◆ **Students behaviors will not be included in a grade unless specified by an academic standard**
  - ◇ Student grades will be based on a student's academic achievement/progress over the course of a grading period. Academic behaviors will be reported separately going forward. The grades you see on reports will reflect a student's academic skill and behaviors that are displayed during class will be reported on the 21st Century Skills report.
- ◆ **Points will not be deducted for late work**
  - ◇ River View certainly supports and wants students to be responsible and accountable for getting their work in on time. The expectation will continue to be that students turn in their work when it is due, but should there come a time they do turn it in late, they will not be deducted points for it being late. Students who turn work in late will be given the grade/score they earned on the assignment. Deducting points for a late assignment and then recording that grade, does not reflect how the student did academically on that assignment.
  - ◇ If a student has missing work at grading time, they will be given an incomplete and will need to work with the teacher/parents to develop a plan to get the work completed.
  - ◇ After repeated reminders and communications, should a student not follow through on the plan to get work turned in, they will be given a grade that will reflect that situation.
  - ◇ Late work is often the result of a behavioral choice and that behavior will be reported in the 21st Century Skills report.



◆ **Students who display academic dishonesty will be required to redo the work and their grade will not be reduced as a result of academic dishonesty**

- ◇ It is River View's expectation that all students will do their own work honestly and to the best of their ability. If a student makes the decision to be academically dishonest they will be asked to redo the work so the teacher has a clear understanding of what the child knows. Students will receive a grade that reflects their skills, abilities, and how well they demonstrated their understanding of the content.
- ◇ Parents will be informed of academic dishonesty and teachers will work with the family and student to develop a plan to redo the work. Academic dishonesty will be reported in the 21st Century Skills section of the course.

◆ **A student's attendance will not affect a student's academic grade**

- ◇ It is understood that students will miss school from time to time, but their attendance will not be included in an academic grade
- ◇ If a student is missing work due to attendance issues, the teacher(s) will communicate with the family and student to develop a plan and timeline to complete the missing work.
- ◇ Should there still be missing work at a grading period the student will receive an incomplete and when they have completed the work and or demonstrated their understanding of the content a grade will be given.

◆ **Group work will not be included in a student's grade**

- ◇ For group work each student will be given an individual grade for their demonstrated learning and what they contributed to the project. A student's grade will not be based on what other individuals in the group did or did not do to bring the assignment/project to completion.

◆ **A student's academic achievement will not be compared to other students**

- ◇ Student grades will be based on how they perform academically as compared to a scoring rubric or a grading scale, not compared to other students in the class.



**Student Behavior and Expectations**

Students have the right to enjoy themselves at River View Middle School. However, it is reasonable that they respect themselves, have respect for others, the property of others, and school property. We believe every student has a right to learn without distraction or destruction from others.

Each student is responsible for his/her actions in school. Students abusing the property of others, damaging school property, and/or disrespecting others will be dealt with according to these guidelines. Teachers and adult supervisors identifying improper student behavior in the corridors, lunchroom, or on the playground will complete a behavioral referral and inform the student of the improper behavior. The student will be assigned consequences in accordance with school policy. A behavioral record for each incident will be recorded. Classroom teachers will prepare a set of classroom rules, guidelines, and consequences and arrange for supervision of consequences for student behavior in the classroom. Students will be expected to serve detentions assigned by classroom teachers. We believe people should respect each other and be kind; therefore we expect students to respect all school personnel and each other. We also expect appropriate use of the building, lavatories, lockers, desks, school equipment, and the property of other students and adults.



River View students most often choose very appropriate behaviors. However, as humans none of us are perfect. The following expectations are established to foster a safe and respectful school environment. Learning to be in charge of one's behavior is a learning process which enables a person to be a responsible, respectful individual. The list below includes, but is not limited to, examples of unacceptable behaviors and actions that do not show proper concern of other students or adults and personal or school property which will result in consequences.

**Examples of not meeting school expectations:**

1. Disrespect or being defiant to any adult (includes direct abusive or offensive language, repeated refusal to follow directions).
2. Fighting (obvious fighting situation such as taking a swing, kicking, and biting).
3. Possessing, selling, or using cigarettes/e-cigarettes, tobacco products, any drugs, alcohol, or look a likes, or being under the influence of any drugs, alcohol, or look a likes while in the Kaukauna Area Schools, on Kaukauna Area School grounds or extension of school grounds, or at any Kaukauna Area District school function. (Additional intervention and consequences are established for violation of this policy as explained in the policy section of this handbook).
4. Possessing, selling, or using any form of explosive or dangerous instrument (e.g. knives, fire-crackers, martial arts weapons, or look a likes) at school or any school function.
5. Theft of any type - includes going into other student's lockers and removing locks. Items are to be returned or paid for and a complaint may be filed with the Kaukauna Police Department depending on the extent of the theft.
6. Threatening, intimidating, or harassing another person either physically, verbally, or in writing. This includes sexual harassment.
7. Vandalizing school or other's property while on school grounds or at any school function.
8. Inappropriate use and/or possession of any electronic device, such as a cell phone or school technology.
9. Throwing hard objects or snowballs, shooting rubber bands, paper clips, or spitballs with the intent of hitting or hurting someone.
10. Rough play on the playground (chicken fighting, intentional pushing, table topping, cracking the whip, tackle football, king of the hill, or any intentional act that may cause harm based on supervisor judgment).
11. Running, deliberate pushing, and excessive noise in the halls.
12. Swearing or using abusive language (written or verbal) or inappropriate actions (i.e. spitting, hand gestures). Posting inappropriate pictures or messages in lockers.
13. Leaving school grounds without permission. (Students needing to leave school grounds are required to have a note and phone call to the office in advance by a parent or guardian).
14. Improper lunch line and lunchroom manners (includes littering, throwing food, messy table, excessive noise).
15. Loitering (remaining in bathrooms or halls, staying outside after the bell rings) or unexcused tardy for class.
16. Eating candy or chewing gum.

**Consequences for violating school expectations:**

Students choosing to act inappropriately also choose the following consequences, as well those outlined in School Board Policy 470 Code of Classroom Conduct, for their actions.

Violations of school expectations will result, but are not limited to, any one or a combination of the following:

1. An explanation will be given to the student as to what inappropriate behavior the student has displayed by the staff person.
2. A natural and logical consequence issued.
3. The student will serve a detention for violations of offenses and social skill violations.
4. A conference with a school administrator, the parent(s), and the student may be conducted.
5. An in-school or out-of-school suspension (up to five days for each offense).
6. Parent contact and/or conference.
7. Possible police liaison officer intervention and police referral.
8. Expulsion.

Self-discipline is a key characteristic to being a productive person. Students who display inappropriate behavior on a consistent basis are generally signifying that they need some help. If students cannot take charge of themselves, other school and/or outside intervention will be explored including but not limited to:

1. Counseling services
2. A behavior management contract
3. Police School Liaison intervention
4. Psychological testing
5. School Board Intervention

As indicated before, school expectations are established to promote a safe environment which promotes respect and responsibility. Student and parent cooperation will enable our students to be productive citizens.

**A list of school expectations as introduced to students the first week of school is included on the following pages and can also be found on each school's website.**

### Classroom Expectations

Recognize your values by:

- Being an active participant by sharing your ideas and talents during discussions, note taking, projects, labs, etc.
- Coming to class prepared to learn.
  - Have a pencil/pen/ chromebook.
  - Have your materials.
  - Gear for gym class.
- Ask questions.

- Being a respectful listener.

### Guest Teachers

- Show them respect.
- Treat a substitute teacher like a guest in your home.
- Understand they may run the class differently than your teacher.
- Offer to help with the classroom routine.

### Expectations for Use of Your Planner (5th)

- Your planner should go with you to all classes.
- Your planner is your ticket to the bathroom.
- Get parent signatures when needed.
- Do not vandalize/destroy your planner – take pride in how it looks.
- Your planner is yours; do not give it to anyone.
- Lost planners will need to be replaced.

### Clothing/Dress Expectations

- Take pride in yourself and how you look.
- Undergarments should not be exposed at any time
- Appropriate length of shorts and skirts with final determination made by school administration when necessary.
- Clothing with beer, alcohol or other drugs, tobacco, or sexual implications, slogans, or connotations is unacceptable to wear at school or school functions.
- Students will not wear scanty or revealing clothing. Examples of these items include, but are not limited to tube tops, halter tops, backless tops, strapless tops, spaghetti straps and clothing that exposes the midriff and/or under- garments. This includes pants that are worn too low.
- Pajama pants are not school appropriate wear unless specified on a specific day.
- Jackets, coats, backpacks (classroom specific), purses, bags and gloves must be removed at your locker and not be worn around the building during school hours.
- Footwear must be worn except for approved activities. Slippers and bare feet are not allowed.
- If a student is wearing clothing deemed dangerous, disruptive, vulgar or obscene or containing any inappropriate designs/words, he/she will be expected to cover it up, wear the clothing inside out or change it.
- Hats may be required to be removed upon entering the building and placed in the student's locker throughout the school day. This includes bandanas and/or caps.
- Loose, hanging, dangling clothing or accessories (scarves, flags, capes, etc.) are not permitted.
- If it is necessary for a student to go home to change clothes, parents will be notified.

**This list is not meant to be exhaustive; rather it is intended to provide some idea of acceptable dress.**

### Hallway Expectations

- Walk on the right side of the hallway and stairs.
- Walk with a purpose.
- Use an inside voice while in the hallway.
- Respect others by:
  - Keeping your hands to yourself.
  - Helping each other out (finding classrooms, picking things up).
- Keep a safe distance between you and others.
- Use the best route to your classes.

### Expectations for Appropriate Language

Set your sights high to...

- use respectful language at all times -- classroom, hallways, playground, breakfast and lunch, recess, etc.

Keep it positive...

- consider what may be offensive to different races, backgrounds or religions
- don't use words that sound like swear words such as "frick'n".



### absencHomework Expectations

As part of the River View way it is expected that homework and other assignments are taken seriously by all students. Choosing to NOT complete an assignment in its entirety and on time is not an option.

It is a part of your responsibility to work to the best of your abilities all the time. Part of this responsibility is homework completion.

### **Recess Expectations**

- Show respectful behaviors toward staff, classmates and yourself.
- Respect school property.
- Cell phones, iPods or other electronic devices are not acceptable on the playground during the school day.
- Throwing of objects is unacceptable-this includes snowballs, rocks, branches, concrete, etc.
- Make good choices by:
  - ☑ **Keeping your hands to yourself.**
  - ☑ **Playing safe.**
  - ☑ **Following directions of supervisor.**
- Bring all outside clothing and playground equipment with you to the cafeteria as students are not allowed to go to lockers between lunch and recess.
- Everyone goes outside if they have no pass from a teacher to go back to a room.
- Stay in the designated recess area.
- Line up immediately to go in when the bell rings.
- No toys/equipment from home.

### **Cell Phone/Electronics Expectations**

- Cell phone/electronics will be off and out of sight during the school day. This includes lunch, recess and passing times.
- Students may use cell phones/electronics before 7:40 a.m. and after 3:10 p.m. or after 11:30 a.m. on half days of school.
- Students may use such devices during co-curricular activities (including games) and other school-sponsored activities provided such use or possession does not disrupt the activity.
- Students may use such devices if approved by the building principal for medical, school, educational, vocational or other legitimate purposes.
- Cell phones that are seen or heard during the school day may be confiscated and turned into the office. First offense, the student may pick up the device in the office after 3:10 pm. Second offense, a parent will need to pick up the device from school.



- Further offenses will result in a parent phone call with the phone remaining in the office for a longer period of time or asking the cell phone to no longer come to school. Additional school consequences increasing in severity will also result.

### **Cafeteria Expectations**

- Enter the cafeteria in a respectful manner:
  - Walk in an orderly fashion.
  - Cutting/skipping line is disrespectful and unacceptable.
- Have ID card ready or number memorized for check out.
- Show respect toward kitchen staff, supervisors and custodians.
- Show respect toward others while eating:
  - Tables are open to everyone.
  - No throwing food.
  - Use inside voices.
- Sharing of food is not acceptable.
- Ask permission from a supervisor if you need to use the bathroom:
  - Use bathrooms by gym A.
  - When possible use the bathroom before coming to the cafeteria.
- A pass needs to be shown before reporting to any teacher rooms.
- Leave the cafeteria cleaner than when you arrived.
- When done eating, wait to be dismissed.

### **Breakfast Expectations**

- Use assigned enter and exit doors:
  - 5<sup>th</sup> - 8<sup>th</sup> grades use door 25
  - Go directly to the cafeteria (no classroom or locker stops).
- Go directly outside when dismissed.

### **We show respect at River View by NOT BULLYING**

Bullying behaviors are not welcome at River View as they do not fit with our belief that ALL students deserve the right to be in a school that is welcoming, safe and fun.

The following behaviors may be considered bullying and are not acceptable as they do not fit with the River View way:



- ☒ Mean looks
- ☒ Exclusion
- ☒ Teasing
- ☒ Rumors
- ☒ Sexual comments
- ☒ Intentionally hurtful words or actions repeated over time
- ☒ Inappropriate gestures
- ☒ Cyber bullying
- ☒ Name calling
- ☒ Hitting
- ☒ Pushing

### Outdoors Behaviors – before and after school

- Respect the school's property.
- Respect the property of those who are waiting with you for the bus or their parents.
- Bikes are locked up at the bike rack, not ridden around the playground or parking lot.
- Throwing anything at others is unacceptable.
- Before school students are to wait with same grade peers.
- The playground is off limits from 3:10 p.m. until the final bus has departed school grounds.

### Locker Expectations

- Keep your locker locked at all times; students are responsible for their own items.
- Keep your combination to yourself.
- Your assigned locker is yours – trading lockers is not acceptable.
- Appropriate pictures are allowed in lockers.
- Respect yourself and keep it clean:
  - No food or drink should be left in the locker overnight.
  - Dividers/organizers can be used in lockers to help keep it clean.
- If you need assistance getting into your locker or it is stuck ask a teacher for help.

Administrators have the right to search lockers at any time.

### Expectations for Treatment of School Property

River View is your school (inside and outside) so it is expected you will treat it as you do your own home.

Which means:

- Respect our school grounds.
- Have pride in how our school looks.
- Clean up after yourself – put your trash in the garbage cans.
- Pick up litter when you see it lying around, even if it is not yours.
- Vandalism is not acceptable, which includes not writing on the hallway walls, desks, bathroom walls, or anywhere on your locker.
- Stay out of the flower beds.
  - Do not climb on railings inside or outside.

Do not stuff toilets or sinks.



### Expectations of Student Spectators at Co-Curricular Activities

The conduct of all students at home and away contests should display respect and courtesy and portray our school in a positive manner. The following guidelines will be used to show respect and courtesy.

1. Booning is not considered respectful or courteous.
2. Our bleachers are made to sit on. Stomping on them is discourteous, disruptive, and damaging.
3. Remain in your seats during the game. You may leave during half-time or between games only.
4. Students in the building who are here for the game are expected to be in the gym, not in the corridors.
5. All students are responsible for the cleanliness of the gym and building. No confetti. Paper and other materials that you may have should be placed in pockets and deposited in containers in the corridors during half time, between games, or at the end of the game.
6. Students choosing inappropriate behavior will receive consequences according to school guidelines and not be permitted to attend the next home game or games.



### Absence Procedures

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.

It is the parent's responsibility to call the attendance office by 8:30 a.m. to report the absence and state the reason. Call the attendance line at 759-6159, and then press 6. Messages can be left 24 hours a day. Prompt notification to the school is necessary. Students who are not called in by 8:30 will be marked as unexcused. Prearranged absences can be made by calling the attendance office at 759-6159 (press 6) 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, will be ineligible to practice, perform, attend, or compete in any co-curricular activity on the day of the illness.

### Protocol for Tardiness

1. If a student arrives tardy without a pass during the first 5 minutes of class, the student will be marked tardy.

- The teacher will inform students of his/her attendance procedures including responses to tardiness on the first day of each semester.
- Three to four tardies and students will receive warning and opportunity to correct.
- Five tardies and students will receive a detention and opportunity to correct.
- Repeat step b for additional tardies.

### 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 personal illness, severe illness or court appearances, necessary health appointments, school sponsored activities, family vacations and other reasons which have been approved by the school administration in advance of the absence.

- a. Between 7-10 excused days, not including Medical Excuse or Funeral days, a letter of concern and medical excuse reminder will be sent to families
- b. More than 10 day- medical letter and meeting between parents and school

### What Should I Do If...

#### **I arrive early for school?**

Supervision does not begin until 7:30 a.m.

#### **I am late in the morning?**

Bring a note from home and have parent call to excuse you. Report to the Kiosk for a pass.

#### **I must leave early?**

Bring a note from home and have your parent call the office. Have your parent report to the Kiosk when you are leaving to sign you out.

#### **I have a problem or trouble in class?**

Talk with your teacher, guidance counselor, or an adult you feel comfortable with.

#### **My parents want a meeting?**

A note or call to your teacher will begin the process.

#### **I am moving?**

Ask your parent(s) to call the office with new address information and work/home phone numbers. Tell your teacher. Be sure to inform us in plenty of time if you are withdrawing from River View.

#### **I need to use the phone?**

There is a student phone in the office for emergencies.

#### **I want to leave at lunch time?**

We have a closed campus at lunch time. Only your parent can sign you out at lunch time.

#### **I am being bullied or have a problem?**

Talk to your teacher, guidance counselor, or an adult you feel comfortable with. If you feel you are not being helped or things are getting worse, find

- c. Additional absences after 10 days will require a Medical Excuse required letter to be considered excused

### Protocol for Unexcused Absence

1. If a student arrives without a pass after the first five minutes of class, the student will be marked unexcused.

- a. Each one period to a whole day unexcused absence- detention and opportunity to correct
- b. Three to four days with one period to whole day unexcused- detention, letter of concern and opportunity to correct
- c. Five or more days with one period to whole day unexcused(same semester)
  - Detention, first truancy letter and meeting if no social worker
  - If student has a social worker, detention, letter of concern, truancy court and sanctions from social worker

### 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.

### Extended Absences/Vacation Guidelines:

We understand that time spent together as a family and that vacations can be an important part of family life. However, the instructional process does not stop when students are not at school, and lost instructional time cannot be recovered or recreated. Therefore, we strongly encourage families to schedule vacations around the existing school vacation days. If you must schedule a trip or other extended absence that will occur during scheduled school days, please follow these guidelines:

- The student must have a pre-arranged absence form signed by his/her teachers and parent(s) and returned to the office secretary before the absence occurs. Pre-arranged absence forms are available in the school office and on our website. This will allow us to excuse your child from school and keep accurate attendance records.
- Homework often cannot be prepared in advance, because the purpose of homework is to provide practice and review of skills taught in the classroom. Your child's teacher may be able to prepare some work in advance with ample advance notice of the absence. However, additional work may be assigned when your child returns. (See Make-Up Work During or Following an Absence below for more information.)
- Try to minimize the pre-vacation excitement for your child to reduce the instructional time lost due to distraction and excitement.
- Pre-arranged absences will count toward the total number of days a student can be excused in a school year.

### Make-Up Work During or Following an Absence:

If parents anticipate their child will be out of school for more than two days, they are encouraged to phone the school office (766-6111) and request homework which may be picked up at the end of the day or brought home by a family member. Students should make up work missed as a result of an absence and will be responsible to arrange for make-up work. The amount of make-up work will



be reasonable and commensurate with the situation, with emphasis on quality rather than quantity. Consideration for make-up work will be made for students absent from classes as a result of field trips or special in-school arrangements since they are involved in an educational experience.

### Accidents

Accidents at school should be reported immediately to the classroom teacher, playground supervisor, or the office.

### After School Hours

Immediately after the final bell, students should move to their designated area as quickly as possible. Students that walk/bike should depart school grounds within five minutes of the final bell. Students are not to be working in school unsupervised after 3:10 pm. Students being detained for regular school work or detention should leave the building by 4:00 pm unless other arrangements have been made with teachers and parents.

### Announcements

Daily announcements are read in the classroom from a slideshow. **Parents may view these announcements via the parent portal and/or school websites** and are parent portal to keep up to date on items coming

Do You Ride "Wheels"  
to School?



If you ride your bike, skateboard, roller skates, ride your scooter, or have any other form of "wheels" you ride to school, **YOU CANNOT RIDE THESE WHEELS BEFORE SCHOOL OR AFTER SCHOOL ON THE SCHOOL GROUNDS – YOU MUST WALK.** Once you reach campus, you will need to walk your bike, pick up your skateboard, remove your rollerblades, etc. This is for the safety of the entire student and staff population.

Bike racks are located in the two front corners of the building and at the back of the building near the basketball court.



encouraged to access the home and school events.

### Cell Phones and Electronic Devices

Students are asked to keep electronic devices out of sight and turned off during the school day. Electronic devices found during the school day may be confiscated and turned into the school office. However, sometimes electronic devices are permitted with the teacher's permission for instructional purposes.

Cell phones that are seen or heard during the school day may be confiscated and turned into the office. First offense student may pick up device in the office after 3:10 pm. Second offense parent will need to pick up device from school.

Further offenses will result in a parent phone call with the phone remaining in the office for a longer period of time or asking the cell phone no longer come to school. Additional school consequences increasing in severity will also result.

\*Additional specificity in expectations can be found in the expectations section of this handbook.

# KASD Chromebook Terms of Use

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 = **\$350.00**
    - Cords = **\$50.00**
    - Case = **\$35.00**
  - 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.

### **Activites**

Students may choose to participate in various co-curricular activities. With participation comes the responsibility included. It is essential to know that students who are involved in co-curricular activities generally do well academically in school as well. We encourage all students to be involved in an activity in and/or out of school. The following descriptions give an overview of each activity. For more specific information about required forms, physicals, alternate cards, costs and eligibility requirements please go to the Kaukauna Area School District and under the schools tab, select River View Middle School. There you will find our complete Co-Curricular Handbook that all participating students/parents will need to read and sign.

### **Curriculum**

### **Fifth Grade Curriculum**

<u>Core Classes</u>	<u>Electives</u>
Language Arts	Physical Education
Math	Art 5
Science	Music
Social Studies	Health 5
	Student
Success	STEAM
	Technology/ Applications 5

### **Sixth Grade Curriculum**

<u>Core Classes</u>	<u>Encore Classes (electives)</u>
Language Arts	Technology Education 1
Math	World Language
Social Studies	Skills for life
Science	Computer 6
Physical Education	Band, Choir, Orchestra and/or General Music
	Art 6
	Technology Applications 6

### **Seventh Grade Curriculum**

<u>Core Classes</u>	<u>Encore Classes (electives)</u>
Language Arts	Computer 7
Social Studies	Technology 2&3
Math	Choir
Science	Band
Physical Education	Orchestra
Health	French/ Spanish
	Careers for You
	2-D Art 7
	3-D Art 7
	Crafts in Art
	Food
Science Exploration	

### **Eighth Grade Curriculum**

<u>Core Classes</u>	<u>Encore Classes (electives)</u>
Language Arts	Art Design
Math	Band
Science	Choir
Social Studies	Orchestra
Physical Education	Food for Fitness
Junior Finance	Technology 4
	French, Spanish, or Spanish I
	2-D Art 8
	3-D Art 8
	Art Foundations
	Intro to Engineering

### **Entering School**

Supervision begins at 7:30 am, plan your arrival accordingly. Students are expected to wait with their grade level peers prior to entering the building. Upon entering the building in the morning, students should go to their lockers and report directly to their homeroom or their first block class.

### **Field Trips**

Field trips are often set up to expand the classroom and give students new learning opportunities. However, field trips are a privilege, not a right. Students may lose their field trip privileges for various reasons to be determined by River View administrators.

### **Fundraisers**

Students are prohibited from the sale or distribution of any materials unless approval has been granted by the school administration.

## **Harassment/Bullying**

It is the policy of the Kaukauna Area School District to provide a work and learning environment free from all forms of discrimination including incidents of sexual harassment, intimidation, or bullying. The district defines harassment as a type of violence (a look, gesture, word or action) that is racial, cultural, or sexual in nature. It is unwanted, nonreciprocal abuse repeated over time by the same person or group of persons, and creates a hostile, intimidating, or offensive school environment. The district defines bullying as a form of harassment that includes a mean look, gesture, word or action that is repeated over time by the same person or group of persons and that hurts a person physically, emotionally, socially or damages their personal property. Both harassment and bullying always involve a power imbalance.



No employee, volunteer, School Board member or student, shall be subjected to any form of harassment or bullying including unsolicited and unwelcome sexual advances, requests for sexual favors, or other sexual conduct, either verbal or physical. The School Board will not tolerate any form of harassment or bullying. Any employee or volunteer, including a supervisory employee, who violates this policy, is subject to disciplinary action up to and including discharge. Disciplinary action against an employee shall be in accordance with applicable administrative rules and collective bargaining agreements. Any School Board member who violates this policy is subject to disciplinary action up to and including censure by the School Board and/or removal from committee chairs or other committee assignments. Any student who violates this policy is subject to disciplinary action.

## **High School Credit for Middle School Courses**

The Kaukauna Board of Education (Policy 345) permits River View students in grades 7 and 8 to earn high school elective credit. These courses include: Art Foundations, Spanish 1, and French 1. Middle schools students who successfully pass these courses will have them appear on the student's high school transcript, along with the grade. However, the grade and class will not be factored into a student's high school grade point average and will not count toward their high school diploma requirements. If a family does not want to have a grade or course on their child's high school transcript, they will need to inform their child's teacher of their wishes as there will be the assumption the student is taking the class for high school elective credit.

## **Homework Help**

All River View students have Homerooms each day of the week to organize for the evening. River View offers after school **Homework Help Monday-Thursday in the Library from 3:15-3:45 pm**. Homework Help is **not** available the day before a non-school day. Teachers are available during the after school homework help in the Library.

Students need to take responsibility to ask for assistance. Parents should inquire about these support options with homeroom teachers or grade level administrators. We believe with the additional support provided that all students can be successful academically if they choose to be.



## Health Services & Medication Policy

### Policy for Medication:

Medication to be given in the school MUST have:

- A written order from the physician.
- Student's full name on the container.
- Name of drug and dose.
- Time to be given.

Parent/legal guardian permission (Verbal permission may be acceptable, providing written consent follows.)

Medication will be taken by the student at a designated time supervised by authorized personnel.

It is the responsibility of the student, if appropriate, not school personnel, to get his/her medication at the designated time.

Limited quantities of the medication should be kept at school.

Parents must notify school when the drug is discontinued. If the dosage or time is changed new medical orders are needed. If the medication is resumed, a new order must be received.

The school should establish an accurate and confidential record keeping system for each pupil receiving medication.

No over the counter medication will be administered to children unless parents have given written approval on the yearly health update.

Newly written orders for medication from the M.D. must be renewed annually for students on long term medication.

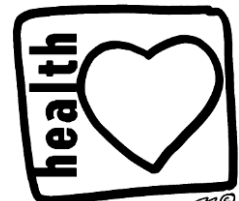
Cough drops and throat lozenges are prohibited because of the danger of them getting lodged in a person's throat. Cough medicine or throat spray may be kept in the health office and taken with permission from a parent or guardian.

**Communicable Disease:** If your child contracts a communicable disease such as head lice, pink eye, chicken pox, strep, scabies or fifth's disease, please notify the school health office. This will allow health office staff to initiate measures to prevent the spread to other children.

**Illness:** In order to protect the health of students and staff, we ask that a child who appears ill or has had a fever, has vomited, or has had diarrhea in the past 24 hours should remain home from school. The school reserves the right to request a physician's excuse after three consecutive days absent.

**Latex at School:** Latex balloons are prohibited in school during all activities and events due to potential allergies. Mylar balloons should be used in place of latex balloons.

If you have any further questions, please contact the Health Office. (Ext. 4179)



## Homework Requests

When you are excused from school, how do you get your homework or check your grades? You can...

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

Call a friend/classmate.

Call school by 8:30 am to request homework that will be available after 3:10 pm. Call school between 2:50-3:00 pm to make sure there is homework to pick up.

### **Inclement Weather/Emergency Closing of School**

In the event of severe weather or other emergency conditions involving the closing of school by Kaukauna Schools, notification will be sent out by an email, phone call and also will air on the radio and television stations listed below.

#### Radio FM

WAPL (105.7 FM)

WIXX (101.1FM)

WNCY (100.3 FM)

WEMI (91.9 FM)

WGEE (99.7 FM)

WPKR (99.5 FM)

WKFX (104.9 FM)

#### AM

WGEE (1360 AM)

WHBY (1150 AM)

WNFL (1440 AM)

WSGC (1050 AM)

#### Television:

WBAY-TV (Channel 2)

WFRV-TV (Channel 5)

WGBA-TV (Channel 26)

WLUK-TV (Channel 11)

#### Time Warner Cable

Channel 3

Channel 6

Channel 13

Channel 12



### **Leaving School Grounds**

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 a phone call to parents/guardians to inform them of the child situation.

### **Lockers**



5<sup>th</sup> and 6<sup>th</sup> grade students will be assigned a locker with another student in his/her homeroom and an individual student desk within their homeroom. 7<sup>th</sup> and 8<sup>th</sup> grade students will be assigned an individual locker and expected to keep all necessary material in his or her assigned locker. The school is not responsible for items taken from lockers. However, any vandalism done to a student's locker will be looked into and any student found to be going into other students' lockers will face disciplinary action. Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of

lockers may be conducted by school authorities for any reason, at any time, without notice, without student consent and without a search warrant.

### **Lost and Found**

“Lost and Found” is located across from the school office and on each floor in the 5<sup>th</sup>/6<sup>th</sup> grade area.

**Please make sure your name is clearly printed on all of your belongings.** Because we lack storage space, as well as for sanitary reasons, “Lost and Found” items are donated to area organizations such as St. Vincent and Goodwill various times during the year.

### **Lunch & Hot Lunch**

Hot lunch offers a variety of menu entrée items each day, in addition to select ala carte items that meet our nutrition policy. The cost for all of the hot lunch entrees is the same, while the cost of adding or choosing ala carte items alone varies according to the selection made. Milk is always on the menu. The best option is to pre-pay for student meals. Students can bring check/money for their student account to the cafeteria at breakfast or lunch, or funds can be sent to KASD Dining Services, 1701 Cty Hwy CE, Kaukauna, WI 54130. Or you may go to the district website and make an online payment. **You may also check your child’s lunch account balance through the Parent Portal.** Also see more on the School Lunch Program on River View’s website.



### **Library Media Center**

The Library Media Center is for student use and enjoyment. Our library mission is to inspire lifelong learning, advance knowledge, and strengthen our school community. The books, reference materials, magazines, AV materials, and Future Ready Lab materials are available to help investigate questions that arise in classroom study and discussion, to research areas of special interest, and to enjoy reading pleasure. All materials should be signed out and returned when due. There is no fine for overdue material; however, students are responsible for damaged or lost material.

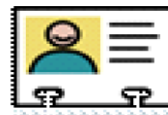
### **Office Discipline Referral (ODR)**

An Office Discipline Referral (ODR) is a document the school issues a student when they make a poor choice while they are at school or on the bus. Students can receive a major or minor ODR. Minor ODRs are for less serious choices and are handled by a staff member. Should a student receive a major ODR they will be asked to visit with an Associate Principal or the Principal who will process with them. Consequences for major or repeated minor ODRs in or out of school could include: conversation with an Associate Principal or the Principal, responsibility room, suspension, apology, community service, etc.

### **Identification Cards**

Students are expected to have their cards with them during school; staff members are expected to wear identification cards on a daily basis while at school during regular hours. The identification card is intended to

- Help students and staff communicate on a name to name basis
- Enhance safety in the building.
- Be readily available for library and cafeteria use.



### **Parent Advisory**

The purpose of this committee is to increase home-school communication through monthly meetings and will operate under the following guidelines:

### **Committee (PAC)**

This will be done

1. We will inform parents of educational practices and programs taking place in our school.
2. We will ask for your feedback from the community concerning education in Kaukauna. In many cases, you hear more than we do.
3. We need to gain your support for volunteering and sponsoring other student events and special programs we may have.
4. Together we will explore information and resources to improve our schools.

The PAC will be designed to discuss issues that concern the majority of students. It will not function to be the final decision making body. Nor will it serve as a platform for private concerns that affect a few people. These need to be discussed with the classroom teachers or the building principal.

We look forward to working with you as partners in the educational process. You started out as your child's first teachers and you will remain in this teaching role for the rest of your child's life. In order to be successful we must continue to work together.

#### Parent Portal / Student Portal

Kaukauna Area School District uses "Infinite Campus" for its student database software program. This powerful tool is used for grading, attendance, emergency information, scheduling, and many other areas. Parents and students can access information via the internet... <http://campus.kaukauna.k12.wi.us> using an ID and password that is provided by the school district. Further information for login ID and password can be found on the Family Resources of the district website... [www.kaukauna.k12.wi.us](http://www.kaukauna.k12.wi.us) or by emailing [parentportal@kaukauna.k12.wi.us](mailto:parentportal@kaukauna.k12.wi.us) .

#### **Parent/Teacher/Student Conferences**

Parent/teacher/student conferences for all students are scheduled two times during the year – Scheduled conference dates for Gr. 5-8 will be posted on the district calendar.

These conferences provide the opportunity for parents and students to personally communicate with the teacher about school progress. Additional conferences may be arranged and initiated by both parents and teachers when there is a need. Parents are encouraged to communicate with staff members at any time throughout the year and regularly check their child's progress through the parent portal: <https://kaukaunawi.infinitecampus.org/campus/portal/kaukauna.jsp> .

#### **Physical Education Classes**

Activity Restrictions -Physical Education (PE) is an important part of a student education as well as their overall health and wellness. However, there may be a time when a student will need to be

excused from PE/physical activities due to a health condition or an injury. If your child has an injury that will restrict their participation in class for the day, please provide the teacher a note of the activities your child CAN participate in for the day. We have many alternative ways to provide students with the curriculum even if they are injured. If an excuse for three or more days is needed, the parent must obtain a written excuse from their physician. The written excuse should include activities the child IS able to participate in at the current time given the current physical condition. Also, please have the physician include the time when a student may again engage in strenuous physical activity. If more information is needed regarding a medical excuse, the health office may contact the physician for further direction. The health office reserves the right to restrict a student's participation in recess or PE for safety reasons.

**PIE (Practice, Intervention, Enrichment)**

All River View students will participate in PIE time for 35 minutes daily to support academic growth. PIE time offers qualifying students additional practice or intervention in math or reading. Enrichment courses will be provided to students not enrolled in practice/intervention.

**Behavior Supports /River View Way**

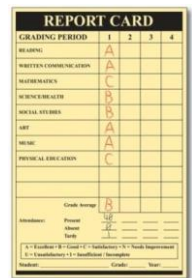
We use a systems-based approach to modifying student behaviors. Our intent is to use education, pre-correction, affirmation, incentives, and the like, to create a positive school climate. As a result, less academic time is spent on correcting and disciplining negative behavior(s).

Our system is a proactive, common sense way of identifying and addressing behavior problems on individual, classroom, and school-wide levels. The strategies and interventions that are implemented are based on information from collected data, and should decrease the number of negative behavior incidents through prevention.

**Student Report Cards/Progress Reports**

Because parents have convenient, 24/7 access to their child's grades, River View Middle School no longer prints student report cards to send or mail home to students. If you would like to print a copy of your child's final quarter grades after the school grading window has closed for a particular quarter, follow these steps:

1. Log into Infinite Campus Parent Portal (link available on the district website at [www.kaukauna.k12.wi.us](http://www.kaukauna.k12.wi.us) , under Family Resources).
2. Select Grades from the left side menu.
3. Any grades with a green background are final grades for that quarter. Grades with a yellow background are in process and are not yet a final grade.



If you need a paper copy of your child's report card, please contact our office and we will be happy to provide one.

**Schedule Changes – Grade 6, 7 and 8**

At specific times during the school year, it may be advisable to change a student's daily schedule. In order for a schedule change to take place the student must have permission of the school principal, the teacher of the class being dropped, and the teacher of the class being added.

Students should not expect to have their schedule changed because their friends are not in class or other such reasons. Only reasons that will educationally benefit the students will be considered.

### **School Bus**

The Kaukauna Area School District contracts with **Kobussen (766-0606)** to handle student transportation. Please make sure to pay attention to expectations shared at school and by your bus driver. The rules that apply at school, also apply while waiting for and riding the school bus. Please refer to pages 9-11 in this handbook on the Student Behavior and Expectations. The consequences for misbehavior are stiff and the school and bus company will abide by these rules.



**Only BUS STUDENTS can ride a school bus – no exceptions.**

### **Special Education Program**

The population of our school consists of students with various disabilities. Students with possible disabilities may be referred by a parent or staff member in order to be tested by school district personnel. Following various tests and interviews, a meeting called an IEP (Individual Education Plan) is held with teachers, special services staff (such as social workers, counselors, and school psychologists), and the parents and students. At this meeting information about the student is shared and a decision is reached as to whether or not the student qualifies for Special Education placement.

If the student qualifies for a Special Education program, the learner's Individual Education Plan or IEP is written. The goal of the IEP is to keep the child in the Special Education program in the least restrictive environment or the "mainstream of regular education classes." Only areas the learner has a disability are put in the IEP which is developed and signed by all parties.

In every step and phase of the process for determining the need and providing students with Special Education support, the parents have the right of refusal. All steps of the process are explained and discussed thoroughly.

At River View Middle School the following Special Education programs exist to provide students with various disabilities the support they require in order to be successful.

- ❖ Emotionally/Behaviorally Disabled (EBD)
- ❖ Intellectual Disabled – (ID)
- ❖ Hearing Impaired
- ❖ Specific Learning Disabled (SLD)
- ❖ Physically Handicapped
- ❖ Vision Impaired

Specific information or questions regarding the Special Education Program in the district can be obtained from...

Sarah Newberry, Director of Special Education  
1701 County Road CE, Kaukauna, WI 54130  
920-766-6100, ext. 6105

Beth Edelburg, School Psychologist  
101 Oak Street, Kaukauna, WI 54130  
920-766-6111, ext. 4214

## Student Dress

We take pride in the appearance of our students. How students act is often affected by what they wear. The limits that are imposed relate to health, safety, cleanliness, distraction, or indecency. Respectful dress makes students feel more comfortable about school and increases their chances of being successful students ready to learn.

Students' dress or attire must adhere to the following standards:

Clothing with beer, alcohol or other drugs, tobacco, or sexual implications, slogans, or connotations is unacceptable to wear at school or school functions.

Students may not wear scanty or revealing clothing. Example of these items include, but are not limited to tube tops, halter tops, backless tops, strapless tops, spaghetti straps and clothing that exposes the midriff and/or undergarments. This includes pants that are worn too low.

Pajama pants are not school appropriate wear unless otherwise specified.

Jackets, coats, backpacks, purses and gloves must be removed at the student's locker. Any such items may not be worn around the building during school hours.

Footwear must be worn except for approved activities. Slippers and bare feet are not allowed.

If a student is wearing clothing deemed dangerous, disruptive, vulgar or obscene or containing any inappropriate designs/words, he/she will be expected to cover it up, wear the clothing inside out or change it.

Hats may be required to be removed upon entering the building and placed in the student's locker throughout the school day. This includes bandanas and/or caps.

If it is necessary for a student to change clothes, parents will be contacted to bring a change of clothes to school.

Loose, hanging, dangling clothing or accessories (scarves, flags, caps etc) are not permitted

**This list is not meant to be exhaustive; rather it is intended to provide some idea of acceptable dress.**

Since styles of clothing change rapidly, the administration reserves the right to restrict certain fashions that are inappropriate as well as to interpret what is considered to be in poor taste or distracting to the learning environment. Members of the staff will use their professional judgment when enforcing these expectations.

## Student Services

The Director of Student Services is responsible for coordinating and supervising the team of personnel involved in these services: School Counselor, Nurse, School Psychologist, and School Social Worker.

**School Counselor Services** - *Stacey Heindel, ext. 4215, Josh Hill, ext. 4213, Amy Hinz, ext. 4211*

Some people have said, "Counseling is recognizing the importance of feelings, sharing thoughts and feelings, counseling is someone you can trust, counseling is someone who cares enough to listen, counseling helps understand jobs, counseling is helping with problems, counseling is learning about myself, and counseling is learning to live with some unchangeable."





Students may see the counselor at their request. Some of the counselor services are: group and individual counseling for students, classroom guidance lessons based on the Wisconsin School Counseling standards and work with school staff and parents.

Students may request to see the counselor at any time with a pass. Parents are welcome to contact the counselor for assistance by calling the school for an appointment. All counseling is treated with confidentiality. Additional professional assistance may be suggested depending on the situation.

### **School Nurse – Health Services – *Emily Jansen, ext. 5250***

“Healthy Students Learn Better”. It is the role of the school nurse to promote optimal health and to minimize health-related barriers to learning. The school nurse is a liaison between education and health care, providing a link between the school, home, and community. Students (or parents) with health concerns are encouraged to contact the school nurse on a drop-in basis, or by appointment.

Trained health aides, working under the supervision of the registered nurse, assist in meeting the daily health needs of students, including the administration of medication and first-aid for illness or injury.

Working together with all staff, the health services team wants to ensure a safe and healthy learning environment for all students!

### **School Social Work Services – *Karen Wirth, ext. 4206***

School social workers use a wide range of evidence-based strategies to ensure that students are in the classroom physically and mentally ready to learn. They utilize a strength-based approach that views students and organizations as parts of systems. The functioning of and relationships within and between systems are enhanced to improve student learning.

School social workers understand how to go out into the greater community to engage families and community organizations to create better outcomes for students (e.g. increased academic achievement, safety, attendance, and social-emotional-behavioral functioning).

### **School Psychologist Services – *Beth Edelburg, ext. 4214, Joel Rausch, ext. 4321***

School psychologists are trained and experienced in the behavioral sciences and education. They apply their specialized competencies in assessment, remediation, therapeutic intervention and research to the understanding and modification of the learning process, interpersonal relationships, and personality dynamics. While school psychologists give direct help to pupils, they also assist parents and school personnel in their efforts to make school more meaningful for all children.

### **School Resource Officer – *Matt Kohl, ext. 4188***

Our philosophy of education centers on the conviction that the schools exist for the welfare of the individual as a member of an ever changing society. It is the responsibility of home, church, and school to offer such a program that will develop more responsible citizens. The School Resource Program emphasizes the study of laws and law enforcement in school settings and should help students develop a favorable attitude towards the entire Juvenile Justice System. The resource officer from the Kaukauna Police Department will be in our building during the school year. Students experiencing a problem in or out of school are encouraged to contact the school resource officer.





### Telephone Calls

Students will be permitted to make emergency phone calls from the school or health office. Emergency and necessary calls include calls in case of illness or accidents and calls deemed necessary by a school nurse/health assistant, administrative assistants or teachers.

### Visitor's Policy

Because safety of our students is a top priority, all entrances to River View are locked during the student school day. To enter the building all visitors will need to be buzzed in using the security system located on the left side of the Main Entrance area by door 1. After identifying one's self and the reason for the visit, visitors will be allowed to enter the building if the visit is deemed school appropriate. Upon entering the building, visitors will be expected to check in with the attendant at the Visitor's Desk located in the main entrance foyer. After signing in (name, time, and the purpose of visit) and filling out a Visitor's name tag, visitors will be allowed to proceed to their destination.



### Volunteers

Volunteer support is appreciated and encouraged. School wide opportunities are distributed through the office and classroom support is solicited through the individual teachers. You may obtain a Volunteer Form through the office to fill out. A background check is required for any volunteering that involves direct work/supervision of/with children.

### Work Permits

State law requires any person under the age of 16 to obtain a work permit. Work permits are no longer issued through the Middle School Office. They can now be obtained online by using this link:

<https://dwd.wisconsin.gov/er/laborstandards/workpermit/>

### BOARD POLICIES

A complete listing of all District Policies can be found on the district web site: [www.kaukauna.k12.wi.us](http://www.kaukauna.k12.wi.us) and then click on Board of Education/Board Policies.

#### DISTRICT WELLNESS POLICY (Policy 341.34)

The Kaukauna Area School District promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of children. To support a healthy lifestyle, the District shall:

- A. Provide a comprehensive learning environment that includes developing and practicing lifelong wellness behaviors.

The school environment shall be aligned with healthy school goals to positively influence students' understanding, beliefs, and habits as they relate to good nutrition and regular physical activity.

- B. Support and promote proper dietary habits contributing to students' health status and academic performance.  
Food available on school grounds and at school-sponsored activities during the course of the school day (midnight prior to 30 minutes after dismissal) must meet or exceed the Student Wellness Policy Standards with emphasis placed on foods that are nutrient dense per calorie. Foods should be served with consideration toward variety, appeal, taste, safety, and packaging to ensure high quality food items. All fundraising food items must also follow the Student Wellness Policy Standards.
- C. Emphasize the importance of time spent by students in physical activity.  
In addition to participation in the physical education course, students are encouraged to participate in extra-curricular activities which will contribute to the overall wellness and fitness of each student.

- D. All students in grades 5, 7 and 9 or 10 will have the opportunity to participate in a health class which encompasses Wisconsin standards for health education including nutrition. The diversity of the student population (e.g., economic, religious, minority, cultural, and medical) should be considered at all times to ensure that all student needs are being met.
- E. Establish District-wide Wellness Committee. The committee will be convened and co-chaired by a member of the district's nursing department and an administrator. The Committee will consist of the following members:
  - District Food Service Coordinator
  - An administrator
  - Parent representative
  - Student representative and/or input from students
  - Staff member representative
  - Physical Education teacher
  - School nurse(s)
  - Board of Education member

The committee members will work in conjunction with building administration at each of the school sites to ensure that the Student Wellness Policy is being implemented. The District's Food Services Coordinator will survey students/staff annually and will present the results of the surveys to the Committee co-chairs annually. The co-chairs will meet yearly to review the results of the survey as well as review the current policy, procedure and climate. Co-chairs will report their findings to the Board of Education annually. The committee as a whole will be convened every three years or as needed to make necessary changes to the policy and procedures.

- F. The Student Wellness Policy will be available on the District Web Page for viewing at all times.

**STUDENT WELLNESS POLICY PROCEDURES (Policy 341.34 Rule)**

The Kaukauna Area School District promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of children. A healthy lifestyle optimizes student performance potential.

**Hot Lunch/Breakfast Program:**

- The full meal program will continue to follow the U.S. Government's Nutrition Standards.
- The Hot Lunch/Breakfast provider will follow the Student Wellness Policy Standards when determining the items in a la carte sales.

**Lunchroom Climate:**

- A lunchroom environment that provides students with a relaxed, enjoyable climate should be developed.
- It is encouraged that the lunchroom environment be a place where students have:
  - adequate space to eat and pleasant surroundings;
  - adequate time for meals (the American Food Service Association recommends at least 20 minutes for lunch from the time they are seated); and
  - convenient access to hand-washing facilities before meals.

**Fundraising:**

- All fundraising items for sale or consumption during the school day (midnight to 30 minutes after dismissal) will be expected to follow the Student Wellness Policy Standards when determining the items being sold. It is the responsibility of the advisor in charge of the fundraiser in conjunction with the building administrator to ensure all items meet the Student Wellness Policy Standards. In addition the advisor in charge is responsible for completing either the Compliant Food Fundraiser Tracking Tool or the Exempt Fundraiser Tracking Tool form and turning it into the building administrator. The forms are available from the district food service program or at the Wisconsin Department of Public Instruction web page.

**Teacher-to-Student Incentive:**

- Strong consideration should be given to nonfood items as part of any teacher-to-student incentive programs. Should teachers feel compelled to utilize food items as an incentive, they are encouraged to adhere to the Student Wellness Nutritional Standards.

**Parent Recommendations for Student Snack/Special Occasion**

**Treats:**

- Students will be encouraged to eat healthy snacks that follow the USDA Smart Snack Guidelines.
- Parents are encouraged to follow the USDA Smart Snack Guidelines when providing a special occasion or birthday treat for the class.
- For allergy reasons students will not be allowed to share treats outside of their classroom.

**Student Nutrition Education:**

- The Kaukauna Area School District will continuously work towards a comprehensive curriculum approach to nutrition in pre-kindergarten through twelfth grade. All instructional staff will be encouraged to integrate nutritional themes into daily lessons when appropriate. The health benefits of good nutrition should be emphasized.
- The Student Wellness Policy reinforces nutrition education to help students practice these themes in a supportive school environment.

**Parent Nutrition Education:**

- Nutrition education will be provided to parents. The food service management company will assist in the distribution of this information whenever possible.
- Nutrition education may be provided in the form of handouts, postings on the District website, links to related websites, or presentations that focus on nutritional value and healthy lifestyles.

**Nutrition Promotion:**

- The Kaukauna Area School District in conjunction with its food service provider will establish goals for nutrition promotion. These goals may include food demonstrations and tasting for students, marketing and modeling of nutritious habits to all students and themed days and/or months at the various school sites and within individual classrooms.

**STUDENT WELLNESS POLICY 341.34 STANDARDS**

The Kaukauna Area School District strongly encourages the sale or distribution of nutrient dense foods for all school functions and activities. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. In an effort to support the consumption of nutrient dense foods in the school setting the District has adopted the following Nutrition Standards governing the sale of food, beverage, and candy on school grounds.

**Food:**

Any specific food item not part of the reimbursable meal program sold during the course of the day (midnight prior to 30 minutes after dismissal) will meet or exceed the U.S.D.A Nutritional Standards. A "second entrée" purchased by a student at the same time they purchase a reimbursable meal must comply with the National School Lunch Program guidelines but is exempt from the a la carte standards.

#### USDA Standards for Foods:

- Be a grain product that contains 51% or more whole grains by weight or have whole grains as the first ingredient; or
- Have as the first ingredient one of the non-grain main food groups: fruit, a vegetable, a dairy; or
- Be a combination food that contains at least ¼ cup of fruit and/or vegetable.
- If water is the first ingredient, the second ingredient must be one of the first three bulleted items above.

#### Foods must also meet several nutrient requirements:

- Calorie limits: Snack items < 200 calories; Main dish < 350 calories
- Sodium limits: Snack items < 200 mg; Main dish < 480 mg
- Fat limits: Total fat: < 35 % of calories; Saturated fat: < 10% of calories; Trans-fat: zero grams (<0.5 g)
- Sugar limits: < 35% of weight from total sugars in food
- Accompaniments – such as cream cheese, salad dressing and butter must be included in the nutrient profile as part of the food item sold.

#### Beverages:

All beverages sold during the course of the school day (midnight prior to 30 minutes after dismissal) will at minimum meet the USDA Nutritional Standards for Beverages:

- Plain water (with or without carbonation)
- Unflavored low fat milk (less than or equal to 8 fluid ounces)
- Unflavored or flavored fat free milk (less than or equal to 8 fluid ounces) including nutritionally equivalent milk alternatives as permitted by the school meal requirements
- 100% fruit or vegetable juice (less than or equal to 8 fluid ounces)
- 100% fruit or vegetable juice diluted with water (with or without carbonation), and no added sweeteners (less than or equal to 8 fluid ounces).

#### Additionally:

- Sale of soda at all levels (either regular or diet) is prohibited at all levels.
- Sale of any beverage with caffeine is prohibited at all levels except at the high school.

#### **CO-CURRICULAR ACTIVITIES (Policy 355)**

The Board of Education recognizes that co-curricular activities are an essential part of an educational program.

The administration shall assign advisors and/or chaperones for the supervision of all co-curricular activities.

Without administrative approval, no faculty member, intern, nor student teacher is to act as official or unofficial advisor to any student group, club, or activity operating within the school. This applies whether or not there is official recognition or whether or not the group, club, or activity is formal or informal.

Students who reside in the Kaukauna Area School District shall be given an opportunity to participate in a wide variety of co-curricular activities. Participation in co-curricular activities shall be in accordance with established Board of Education, activity, and school rules.

Students who violate school and/or activity rules shall be subject to appropriate disciplinary action.

The District Activities Director may grant approval for participation in activities that interfere with classroom instruction, and only when:

- a. The benefits of the activity cannot be obtained within the scheduled instructional program.
- b. The amount of school time does not significantly impede the curricular achievement of the student involved, nor the progress of classes from which students may be taken.
- c. The activity contributes to the development of important skills or interests of the students involved.
- d. The schedules are determined by official conference, state, or national organizations in which the school holds membership where applicable.

For all activities, the advisor shall submit an estimate of expenses covering meals, lodging, transportation, fees, and additional costs. The District Activities Director may withhold approval if the expenses are not within budget, or if the request is not compatible with the larger co-curricular program. All final decisions will be made in consultation with the building principal.

Approval for activity participation beyond a 250-mile radius is subject to Board of Education acceptance of the recommendation from District Activities Director and advisor. If any, Board of Education financial support for participants and advisors shall be limited to 25% of the total expenses.

Organized activities may engage in principal approved fund raising to support programs and member participation. Use of funds, either by an organization, or by individuals thereof, but not used for the approved purpose, must be consistent with the objectives of the activity. Contributions from the community and from parents but not used for the intended and approved purpose shall be returned to the contributor. All funds raised by any school sponsored group for any purpose must be deposited in the school office daily and run through the school accounts.

The Kaukauna Area School District does not discriminate on the basis of 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, military service or any other legally protected status or classification. Employees of this District are required to comply with the provisions of Title VI of the Civil Rights Act and Title IX of the 1972 Education Amendments.

#### **GUIDELINES REGARDING USE OF DISTRICT COMPUTER SYSTEMS (Policy 363-Rule)**

##### A. Software and Hardware

1. Students and staff should not install software or hardware on computers including downloads from the Web without written/email permission from the Technology Coordinator or people designated by the Technology Coordinator.
2. Staff wanting to have software installed should complete a Help Desk ticket prior to ordering the software including the software name, the machine to install it on, and the educational benefit it will create.
3. All hardware and software purchases and installations must be approved by the Information Technology department. Major software/hardware changes will be reviewed by the Technology Committee.

4. Only IT staff members should attempt to reconfigure or take apart any district computer without prior written/email approval by the IT department.
5. Users are strongly encouraged to save to their network drive. Information saved on the local hard drives will not be maintained or recovered if the hard drive goes down or the computer is reimaged/replaced.
6. The district has invested a large amount of capital funds to purchase computers for use by students and staff. All computer hardware and software is to be treated with care at all times. Failure to use computer hardware in an acceptable manner may result in loss of computer use privileges.

**B. Security**

1. Students and staff must log in as themselves **only**. Passwords sharing is prohibited.
2. Students and staff members must log out of the network or lock their machines before leaving their workstation.
3. The IT department shall check for viruses. Disabling of the anti-virus software is prohibited.
4. The District maintains an Internet filtering measure on District technology equipment and networks, including District-owned mobile devices, which blocks access to visual depictions that are obscene, child pornography, and material that is deemed harmful to minors. Although the District has an Internet filtering measure in place, it is impossible to ensure complete protection from access to inappropriate material. Students are expected to notify a staff member immediately if they come across information, images, or messages on any device owned by the district, connected to the district's network or accessed on a personal device during the school day on school facilities that are inappropriate, dangerous, threatening, or make them feel uncomfortable.

**C. Miscellaneous**

1. **Copyrighted Material:** No copyrighted material may be placed on any system connected to the district's network without the author's permission, except as specifically provided by law.
2. **Disk Usage:** The Technology Coordinator reserves the right to set quotas for disk and email storage for users. A user who exceeds his/her quota shall be advised to delete files to return to compliance. Students and staff should not store personal images (.jpg, .gif, etc) or music/video files (.mp3, .wmv, etc) on district drives unless it is for legal, educational, and ethical use. Failure to delete files may result in loss of computer data.
3. **Use of Limited Resources:** Though the district has purchased many computers, there are not enough for every student and staff member to use at the same time. Students should only play non-educational games or view non-educational websites with prior approval of the classroom or lab teacher. Time spent on a computer system should be used wisely. The rights of others to equal access of computer time should be respected.
4. Student folders will be deleted yearly.

**D. Violations**

Violations of the above conditions of use or any action by a student or staff member that is determined by a teacher, Technology Coordinator, building principal, IT staff, District Administrator or other district employee to constitute an inappropriate use of a district computer system or to improperly restrict or inhibit others from using and enjoying computer services may result in disciplinary action including termination, expulsion, or loss of the offender's privilege of using district technology resources.

Any user 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.

**INTERNET ACCEPTABLE USE GUIDELINES**

**(Policy363.1)**

(Students)

**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.

### **EQUAL EDUCATIONAL OPPORTUNITIES (Policy 411)**

No student shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any curricular, co-curricular, student services, recreational or other program or activity on the basis of sex, sexual orientation, race, national origin, ancestry, color, creed, religion, pregnancy, marital or parental status, or physical, mental, emotional or learning disability. When separation by sex in education activities is appropriate for health and/or safety reasons, equal educational opportunities shall be provided for both sexes.

Complaints regarding the interpretation or application of this policy shall be referred and processed in accordance with established procedures. The procedures shall be in compliance with state and federal requirements.

Notice of this policy and its accompanying complaint procedures shall be published at the beginning of each school year and posted in each school building in the district. In addition, a student nondiscrimination statement shall be included on student and staff handbooks, course selection handbooks and other published materials distributed to the public describing school activities and opportunities.

### **STUDENT ATTENDANCE (Policy 430)**

In accordance with state law, all children between six (6) and eighteen (18) years of age must attend school full-time until the end of the term, quarter, or semester in which they become eighteen (18) years of age, unless they have a legal excuse, fall under one of the exceptions in the State Statutes, or have graduated from high school. The school principal/ designee of each school shall determine daily which students enrolled in the school are absent and whether their absences are excused or unexcused.

The Board of Education recognizes a responsibility for insisting upon regular student attendance. Regular attendance is a responsibility that should be shared by parents, students and school.

A. Acceptable absences include personal illness, severe illness or death in the family, religious observances, student court appearances, necessary health appointments, college visitations, and such other reasons approved by school officials in advance of the absence. Once 5 days in a quarter or ten days cumulative for the school year has been reached a parent/guardian may be asked to provide more information for the above absences to be considered excused. The need to provide further information will be determined by the principal/designee.

B. When a student is absent, his/her parents or guardians shall contact the school during the day by the time established at each school. Failure to contact the school will result in a follow up telephone call from the school to check on the safety/situation of the student.

C. Students are required to attend all their scheduled classes unless they have obtained parental permission and a pass approved by the building principal or designee. All written and verbal communication regarding attendance policy violations will continue to include parents unless the adult student specifically requests their exclusion in writing to the principal or designee.

D. School staff will use the student management system for any time a student returns with written and signed communication from their medical provider identifying the student name, date and time of appointment(s) and specific length of absence (including start and end date) for the excused medical absence. Medical providers include, but are not limited to: Licensed physician, Nurse, Nurse Practitioner, Dentist, Orthodontist, Chiropractor, Optometrist, Psychologist/Mental health therapist, Christian Science Practitioner, Physical/occupational/nutritional or speech therapy. It is the parent/guardian's responsibility to submit all documentation to the school within 10 business days after the actual medical appointment.

Students are expected to and are responsible for completing missed work.

E. Students who have a medical reason to be excused from specific classes shall obtain a written statement from their medical provider. The statement shall include the reason for the request and the period of time the student is to be excused. It is suggested that parents use the district document titled Physical Education Recommendation/Return to Activity Form.

F. Each level of the school system (elementary, intermediate, middle and high) shall establish a limit for unexcused absences after

which an attendance notification letter will be sent. This information will be provided in the student handbook. Truancy as defined by DPI: A student is considered truant if he/she is absent without an acceptable excuse for all or part of one or more days during which school is held. "Part of a School Day" for the purpose of determining truancy, means unexcused absence from class in excess of 10 minutes which is defined as tardy. A student qualifies to be habitually truant when he/she is absent without an acceptable excuse all or part of five or more days in a school semester. SS 118.16 (1)(a) and (c), Stats. Truancy intervention is determined based on an individual student basis.

A legal referral may be initiated if a poor attendance pattern has continued and if the building principal/designee has completed the following as appropriate:

1. Met with the student's parent or guardian to discuss the child's truancy or have attempted to meet with the student's parent or guardian and been refused.
2. Provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy and have considered curriculum modifications under Sec. 118.15 (1)(d).
3. Assessed the student to determine whether learning problems may be a cause of the student's truancy, and, if so, have taken appropriate action or made appropriate referrals.

G. Students with significant truancy may be given an attendance flag in the student management system. This flag indicates the student is only absent excused from school via the school health office or specific documentation received from the child's physician indicating a need to be absent.

## **STUDENT BULLYING/HARASSMENT POLICY (Policy 412)**

### **Introduction**

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.

### **STUDENT ALCOHOL AND OTHER DRUG ABUSE (ATODA)** **(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 e-cigarettes, 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, attempt to 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. Wisconsin law shall control when determining intent. Students violating this policy shall be subject to disciplinary action up to and including possible expulsion.
3. No student shall exchange, distribute, sell, attempt to sell or give away to another 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 is under the influence of an intoxicant or mood-altering substance in violation of this policy. Such tests 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.

### **Student Rule for ATODA (443.4)**

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.

#### **STUDENT USE OF ELECTRONIC DEVICES (Policy 443.5)**

The Board recognizes the value of students maintaining communication with their parents/guardians and other appropriate persons for health, safety, educational and other legitimate purposes. Therefore, intermediate, middle and 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.

Students violating this policy shall be disciplined in accordance with established procedures.

This policy shall be published in student handbooks and distributed annually.

Use of these devices by students will be regulated by the principal and addressed in the student handbook.

#### **USE OF TRAINED DOGS TO DETECT DRUGS (Policy 443.7)**

In an effort to protect the health and welfare of the student, 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.

#### **LOCKER, CAR AND STUDENT SEARCHES (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 police liaison officer and/or a member of the faculty. The administrator/police school liaison officer (PSLO) 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 police school liaison officer (PSLO) 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 PSLO 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.

## **STUDENT SUSPENSION/EXPULSION (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 students 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, semester or grading period examinations or to complete coursework 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**

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.

If a student has an identified disability or a referral for a suspected 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.

#### **CHILD ABUSE AND NEGLECT REPORTING (Policy 454)**

The Board of Education is concerned with the health, safety and welfare of all children and recognizes the legal and ethical obligations that school employees have to report suspected or threatened child abuse or neglect. Therefore, the Board expects school employees to carry out those obligations with due diligence in accordance with state law requirements.

Any school employee as defined in by state laws and administrative regulations, having reasonable cause to suspect that a child seen in the course of their professional duties has been abused or neglected or having reason to believe that a child has been threatened with abuse or neglect and that abuse or neglect will occur, shall report that suspicion or belief to the appropriate authorities. At all times it shall be the aim of the school employee to make the report to county child protective services or law enforcement personnel as quickly as possible. Any delay would not be in the best interests of the child and is not the policy of the District.

A school employee making a child abuse or neglect report shall inform the building principal or his/her designee of the report so they are aware of the situation. School employees may also consult with student services staff (e.g., the school guidance counselor) on the reporting process and any necessary follow-up activities. No building principal or other District employee may attempt to delay, modify or prevent any report of suspected or threatened child abuse or neglect. It is not the responsibility of school personnel to investigate child abuse or neglect reports or to prove that abuse or neglect has occurred or will occur. Investigation of child abuse and neglect reports is the legal responsibility of trained county child protective services and/or law enforcement personnel.

All information pertaining to a child abuse or neglect report shall be kept confidential, including the identity of the reporter, and shall only be shared with those individuals specifically authorized by law to have access to that information.

The District shall not take any disciplinary action against a school employee, discriminate against an employee in regard to employment, or threaten an employee with any such treatment for making a child abuse or neglect report in good faith under this policy. School employees may be subject to school disciplinary action, as well as penalties under state law, for failure to report suspected or threatened child abuse or neglect which they have knowledge of or for divulging confidential child abuse and neglect report information to an unauthorized person.

If a school employee or student is suspected of misconduct under this policy, the District shall conduct its own internal investigation to determine appropriate school disciplinary and other actions.

The District Administrator or his or her designee shall establish any necessary procedures to implement this policy and to comply with state law requirements. To maintain awareness on the part of school employees of their child abuse and neglect reporting responsibilities under this policy and state law, each school employee shall participate in required training in identifying and reporting child abuse and neglect. In addition, school employees shall be informed of this policy and its implementing procedures annually through the Staff Handbook and through other means deemed appropriate by the District Administrator or his or her designee.

#### **CODE OF CLASSROOM CONDUCT (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 to cooperate with the school in supporting educational environments that optimize learning and teaching.

The district has a 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 the 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.

#### **DISTRIBUTION OF MATERIALS ON SCHOOL PREMISES (Policy 815)**

##### **STUDENTS**

There are a great many worthy undertakings in the Kaukauna Area School District that understandably deserve public support. However, it is the policy of the Board of Education to only send home with students certain non-school-related information regarding community activities/programs that are for public school-age students if all the following conditions are met:

Organizations will have the opportunity for distribution monthly during each school year. Distribution will be on the last Friday of each month that school is in session. The request for permission should be submitted no later than two weeks prior to the last Friday of each month. In addition, the organization may request that the published material be placed on the District website in the Community Calendar of Events. The organization may also request that one copy of the published material be displayed near the entrance to the site if such a display is available.

- (1) The information meets the following criteria:
  - The organization requesting must be non-profit.
  - The program/activity must not be of a religious nature.
  - The program/activity does not violate the law; and
  - The program/activity must be considered appropriate as determined by the District Administrator or his/her designee
- (2) The person requesting to send the information home through the schools follows District procedures for the distribution of non-school material.
- (3) The distribution does not interfere with classroom instruction.
- (4) Non-student vested and/or special interest groups will not be allowed to distribute materials and literature through the schools or on school grounds.
- (5) Individuals, community groups, or organizations who wish to distribute flyers or brochures must complete the "Request for Permission to Distribute Materials."
- (6) A copy of the material to be distributed will be kept at each appropriate site.

##### **STAFF**

- (1) Materials of a commercial or political nature are not allowed in mailboxes unless covered by the Employee Handbook.
- (2) Any employee, citizen, or PAC wishing to use staff mailboxes to distribute non-school related materials to staff shall receive prior authorization from the building principal. This policy does not apply to distribution of materials under provisions of the Employee Handbook.

#### **PRIVACY IN LOCKER ROOMS/RESTROOMS (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.

#### **PUBLIC COMPLAINTS (Policy 820)**

The Kaukauna Area School District is open to concerns and complaints expressed by individuals in the school district. The Board of Education is committed to the prompt solution of any concern/complaint(s) at the level closest to the area of concern. Parents or other citizens with concerns/complaints relating to the school district or its operation should attempt to resolve the matter by discussing their complaint/concern with the school district employee most closely involved. These concerns/complaints shall be taken seriously and dealt with in an orderly, professional manner. Anonymous complaints will not be dealt with.

Oral complaints shall be converted to written form by the person taking the complaint and referred to the person who has responsibility over the matter in question. Copies of all complaints shall be sent to the District Administrator.

All complaints shall be responded to in writing and with proper documentation of the complaints. If the concern/complaint causes a change in policy, procedure or programming, this also should be noted.

#### **HONORING OF CULTURAL/RELIGIOUS HOLIDAYS (Policy 886)**

The Board of Education recognizes that there are diverse religious and multi-cultural beliefs among the students who attend school in the Kaukauna Area School District and their families. It is important that the religious and cultural values held by students and family members be honored and respected by the District. The District also recognizes the need to foster understanding and mutual respect among students, parents, and school personnel, whether it involves race, culture, economic background, or religious beliefs.

Students should not be penalized for exercising their rights to honor or celebrate recognized religious or cultural holidays. Recognizing the need to respect the variety of holidays or celebrations, such activities should not interfere with the continuity of instruction and the approved curriculum. All curricular/instructional based activities or extra-curricular activities that are school sponsored must remain neutral especially in relationship to religion.

In supporting this diversity within the school and community, the cultural/religious expressions about holidays may be taught as part of the school curriculum, providing that the teaching is done to support the curriculum rather than to promote or infringe upon cultural/religious beliefs or to show preference for one religion over another.

School sponsored programs specifically related to religious holidays or observances will be permitted only if the program or activity:

1. has a secular educational purpose,
2. neither advances or inhibits religion, and
3. does not violate the Wisconsin Constitution's prohibition of religious or sectarian instruction.

The following guidelines are appropriate if classroom instructional time is used to teach about holidays or observances associated with religious/cultural traditions:

1. Teachers will balance their instruction with the school district's commitment to provide an inclusive environment where diversity is acknowledged and appreciated.
2. Classrooms will reflect a climate where cultural, religious, and non-religious differences are respected and self-expression is encouraged.
3. Teachers will be sensitive to the diversity that exists among their students and will consider the social, emotional, and cognitive development of their students in initiating special programs or activities.
4. Programs or activities will not require students to celebrate the holiday or observance, express assent to a particular belief system, or participate in ceremonies traditionally performed in church or other religious organizations.
5. Teachers will avoid emphasis on information or activities related to any one religion's traditions.
6. Information, activities, classroom decorations or displays will reflect a balance of cultural/religious diversity.
7. Perspectives of students who do not believe in religion or whose religion does not have holidays are considered and introduced where developmentally appropriate for the students involved.
8. Music programs scheduled close to religious holidays should not use the religious aspect of these holidays as the underlying motive or theme. Although religious music is appropriate in the schools to the extent that it is sung or presented for musical appreciation rather than religious content, its use should not violate the secular nature of the schools or favor one religion over another.
9. Assemblies, pageants, plays, recitals, and other literary or dramatic activities should not be used to convey religious messages.
10. While the holidays represent a valid source of ideas for meaningful school art experiences, teachers should avoid assigning or encouraging artwork that promotes religious aspects of the holidays. If, however, individual students choose to use a religious personage, event, or symbol as the vehicle for an artistic expression, they should be allowed to take such action.

The following guidelines are appropriate for extra-curricular activities or if a student will be absent for holidays or observances associated with religious traditions:

1. As much as possible care should be taken when scheduling after school events that the events do not conflict with major holidays or celebrations.
2. Students who miss an extracurricular activity or practice because of cultural or religious holiday or observances are to be excused and said absence should not hurt the student's standing with the team or activities.
3. Students who miss school for cultural or religious holidays or observances should be excused.

#### **WEAPONS ON SCHOOL PREMISES (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. 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.

#### **VISITORS TO THE SCHOOLS (Policy 840)**

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.

#### **RIGHTS AND RESPONSIBILITIES OF DIVORCED/SEPARATED PARENTS/GUARDIANS AND PARENTS/GUARDIANS NOT SHARING THE SAME HOUSEHOLD (Policy 491)**

It is the goal of the Kaukauna Area School District to work in the best educational interests of each student while working in partnership with the student's parents/guardians. The District recognizes that while the parents of some students may be divorced, separated or otherwise not sharing the same household, unless otherwise provided by a court order or other legally required reason, both parents have a right to be informed of and involved in their child's educational program.

In order to maintain a collaborative relationship with both parents/guardians, the District will maintain strict neutrality between parents/guardians who are involved in an action affecting the family, unless otherwise directed by a court order, a parenting plan, subpoena or other court document. District employees, in their official capacities, will not voluntarily participate in family law court proceedings or related matters.

It is important for the District to have the information necessary to make appropriate decisions regarding the student's school programs and the parents/guardians involvement with the schools, particularly where the parents/guardians have been involved in family law matters. Upon enrollment or when issued by a court or agency, the parents/guardians shall provide the District with:

1. The most recent court-related documents that provide information on residency, legal custody, physical placement arrangements, educational decision-making authority and other matters relevant to the District so that the District may abide by those decisions and orders;
2. Any legal action affecting the family that might have an impact on parent involvement and participation in the schools; and
3. Any court order that may define or restrict a parent's rights in relation to children enrolled in the District.

Parents/guardians who share legal custody may each make educational decisions for their students. Unless the parent/guardian has been denied periods of physical placement with the child or a court order, parenting plan, or other court document or law provides otherwise, parents/guardians may view their child's school records, receive school progress reports and mailings, attend parent/teacher conferences and visit their child at school and remove their child from school grounds.

When initially enrolling a student in the District, the parent/guardian completing the enrollment process must designate the primary household in which the student will reside. In circumstances where divorced, separated or parents/guardians not residing within the same household share physical custody (50% with one parent/guardian and 50% with the other parent/guardian), one parent/guardian's household must be designated as the primary household. Once designated, the student's primary household shall remain as originally designated unless altered by a court order indicating that the student's primary household has changed to the

other parent/guardian. The District shall require the agreement of all parties who share legal custody to move a student to a different school within the District except as otherwise provided by a court order, parenting plan, other court document, or the law. A student's parents/guardians may change the student's primary household once during the period of the student's enrollment in the District by mutual agreement and petition by all custodial parents/guardians to the District Registrar. The designated primary household will be used for the purpose of determining the student's school attendance area.

Each parent/guardian is individually responsible for observing his/her respective parenting rights, obligations, and restrictions in all of the parent/guardians' interactions with the District. The following guidelines shall apply to the enforcement of such rights, obligations and restrictions:

1. As a general rule, if one parent believes that the other parent is acting in a manner that is inconsistent with such rights, obligations, or restrictions, his/her primary method of obtaining recourse is to seek enforcement of applicable laws, court orders, and agreements by involving law enforcement and/or the courts.
2. If parents/guardians disagree with one another about their respective rights, obligations, or restrictions, it is the responsibility of the parents to obtain appropriate clarifications of, or modifications to, any applicable agreements or court orders through the family court system.
3. The District will not be responsible for monitoring, interpreting and/or enforcing any physical placement order/schedule. If a dispute occurs on District premises regarding physical placement, the District will contact law enforcement authorities to assist the parents/guardians in the dispute.

In the event that the parent/guardian advises the District that a court order restricts parental rights in relation to students enrolled in the District, the parent shall provide the District with the court order providing such restrictions(s). The District may also ask the other parent/guardian to provide the court order if the parent/guardian asserting that a court order restricting parental rights exists fails to provide the court order to the District. Any relevant information from a court order restricting parental rights shall be entered in the student's records and shared with the student's classroom teacher(s) and other relevant staff. Should neither parent/guardian provide the District with a copy of a court order restricting parental rights, neither parent/guardian shall be deemed to have rights superior to the other with respect to any student enrolled in the District or with respect to parent/guardian participation in school-related activities.

Absent a court order setting forth restrictions on parental rights, both parents/guardians will be presumed to have the ability to visit their student(s) at school. If the District has received a court order clarifying parental rights and privileges and any restrictions on parental rights, the following shall apply:

1. A custodial parent/guardian or joint custodial parent/guardian or a parent/guardian with physical placement rights may visit their student(s) at school during school hours in accordance with the District's visitor policy, unless the visitation is prohibited by a court order provided to the district, without the written authorization of the custodial or joint custodial parent/guardian. Unless expressly prohibited by a court order, it is not a violation of District policy for such a parent/guardian to, for example, volunteer in his/her child's class, eat lunch with his/her child or chaperone a school field trip on a day when the parent does not have physical placement of the student.
2. Pursuant to the District's visitor policy, the District may prohibit either parent/guardian (regardless of custodial status and the language of a court order) from entering the school during school hours, or otherwise participating in school sponsored activities, if the parent/guardian disrupts the educational environment or the parent/guardian's presence is detrimental to the health, safety, academic learning or productivity of students or others at school.
3. A parent/guardian who has been denied physical placement with the child is not permitted to remove a child from school grounds. Where a parent/guardian who has been denied

periods of physical placement attempts to remove a child from school, the school shall contact law enforcement.

4. Any person who is prohibited from having contact with a student of the District under a court order is prohibited from entering onto school grounds or into school buildings where the student/child may be present.

**HIGH SCHOOL GRADUATION (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
<b>Total Credits</b>	<b>24 credits</b>

B. A 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 per 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.
    - i. 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
- a. The course and grade will appear on the student's High School Transcript.

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.
- b. 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.
8. 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.

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.
  6.
    - 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 earned on the High School Transcript.
    - c.
    - d. 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.
    - e. The grade for the course will not be factored into the student's GPA.
  7. 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 the Kaukauna High School Administration and/or counselor.