

Kennedy Middle School Handbook



Student and Parent

Rights and Responsibilities

Susan Climer, Principal
Mark Kaminski, Assistant Principal

Germantown School District Mission Statement

“Empower and Inspire Every Student to Success.”

Germantown School District Vision Statement

“The Germantown School District will be the premier district in Wisconsin.”

Germantown School District Core Values:

- We hold **ourselves and our students** to high standards of performance and responsible behavior.
- We ensure that **students** have the needed skills to be productive, participatory citizens.
- We ensure **collaborative instruction** is provided in a **safe learning environment** to meet individual student needs, interests, and abilities.
- We will **partner with families and the community** to fulfill the responsibility of educating students.
- We provide a quality education while being **fiscally responsible**.
- We prepare student for an **ever-changing future**.
- We **assess** student learning and respond.
- **We work collaboratively in the best interest of students.**
- We **celebrate success**.

Germantown School District Strategic Objectives:

Enhancing Quality Teaching
Engaging Community Partnerships
Maximizing Operational Efficiency
Transforming Learning through Technology.

Germantown Board of Education

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The Germantown School District does not discriminate on the basis of race, religion, sex or sexual orientation, age, national origin, handicap, ancestry, color or marital status.

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Welcome to KMS

KMS Beliefs, Vision, and Mission

We believe that middle level education should foster a successful transition from childhood into young adulthood by guiding the development of ethical character, developing responsibility and accountability for self, recognizing and practicing respect, providing experiences that attain and apply knowledge, engaging students in a variety of activities, and building upon social, physical and mental health.

The "Vision" for Kennedy Middle School students is that they become responsible life-long learners who demonstrate personal integrity in all aspects of life.

The Kennedy Middle School Mission is to educate by meeting the diverse needs of all students in an environment which fosters high expectations and mutual respect for diversity through learning experiences that can be applied throughout life.

Kennedy Middle School is where the action is in Germantown and we're happy to have you with us.

Parent Involvement

The home and school must work as a partnership to ensure the high degree of success desired for our students. When students know that parents and teachers are working together for the common good, they will begin to realize the tremendous benefit that can be theirs as they pursue their goals for the future. As one way of becoming a part of the 'team', parents are encouraged to join and become actively involved in the PTA.

Parent's Responsibilities

1. Comply with Wisconsin statutes in seeing that students attend everyday, notifying the school of legal absence according to school attendance procedures.
2. Support the school in requiring students to observe all school rules and regulations and accepting responsibility for any willful misbehavior.
3. Send students to school with proper attention having been given to health, personal cleanliness and dress which is appropriate and conducive for a learning environment.
4. Maintain an active interest in the students daily work. Make it possible for them to complete assigned homework, particularly by providing a quiet place and suitable conditions for study.

Parent's Responsibilities (continued)

5. Comply with the school's requests. This includes reading carefully all communications and signing and returning them as required.
6. Cooperate with the school in attending conferences set up for exchanging information on the student's progress in school and for its continued maintenance and improvement.

Student Rights & Responsibilities

As middle school students you will enjoy experiences that will help you grow and become more independent. Along with the growth and independence, however, come responsibilities. Treat other students and teachers the way you would like to be treated.

We believe that students attend school for the primary purpose of developing those physical, mental and social potentials which will enable the student to enjoy a successful and rewarding life. In order to fulfill this primary purpose, an atmosphere which is conducive to learning and proper character development must be maintained. All other students are deprived of the opportunity to learn when an individual, or a group, acts in a disruptive manner. Self-discipline, which implies responsibility for one's own action, is our ultimate goal.

The policies, rules and regulations explained in this handbook are adopted for the best interest of all students attending Kennedy. They represent what is best for the smooth and efficient operation of our school. It is your responsibility to understand and obey them. The school staff will work closely with students, and their parents, who choose not to follow school expectations. This handbook will often be referred to during the school year. Please read it over as a family so you and your parents understand the policies of the school.

In addition to doing your best in your subject areas, you are encouraged to participate in as many activities, clubs, and athletics as you are interested in throughout the year. Feel free to consult any member of the teaching, school counseling or administrative staff if you have any questions or concerns about your school life. Your progress in school will be closely followed by your teachers who will keep you and your parents informed of your progress.

Be proud of yourself and Kennedy Middle School.

Student Rights & Responsibility

Students Rights	Student Responsibility
Each student has a right to an education	To use the education and training to become a contributing member of society. To attend school daily. To be on time. To participate fully in all classes.
Each student has the right to utilize school facilities and programs according to school regulations and procedures.	To gain prior administrative approval for all meetings and to refrain from fighting or disruptive demonstrations.
Each student has the right to expect courteous behavior from other students and school personnel, including freedom from harassment, hazing, and/or acts of intimidation.	To accept the consequences of behavior and actions. To respect the rights of all persons who become part of the educational environment. To contribute to an environment of good citizenship and positive human relations in all aspects of the school program.
Each student has the right to form, hold and express opinions and beliefs so long as the expression does not disrupt normal operation of the school.	To express opinions and ideas in a respectful manner so as not to offend or slander others and to refrain from obscene language or gestures. Students must recognize that writing is an expression of thoughts, and plagiarisms is recognized as a serious violation. Disciplinary action can occur for plagiarizing another person's work.
Each student has the right to hold property free from theft or damage.	To demonstrate respect for the school, its personnel property, and the property of other students.
Each student has the right to determine his own dress so long as it is not distracting, inappropriate, or indecent.	To meet standards of decency, safety, health and good taste in appearance and refrain from dressing in a manner that disrupts the educational process.
Each student has the right to seek and obtain help from school staff members regarding such issues as personal problems, drugs or alcohol.	To refrain from using, possessing, buying or selling alcohol, narcotics or other dangerous drugs on school property.
The student body has the right to establish an elected student council.	To participate in student government by running for office, voting, and attempting to improve school through elected representatives.
Each student has the right to have access to all of the rules which he/she is subject to.	To know all school rules and regulations and behave in accordance with them. To obey school rules until they are changed or modified.
Each student has the right to due process in the application of the Code of Student Rights and Responsibilities.	To be willing to provide information and cooperate with school officials in disciplinary cases. To be willing to abide by the decision reached through the appeal process.

Student Rights & Responsibility—Expectations of Respect
Respect is the cornerstone of our relationships with each other. We are committed to respecting the dignity and worth of each individual at Kennedy Middle School and strive never to degrade or diminish any member of our school community by our conduct or attitudes. We benefit from each other. Our diversity makes us strong. Kennedy is committed to maintaining a safe culture for an optimal learning environment. Kennedy will strive to have a school free from the acts of bullying, including cyber bullying, behaviors and our responses, identified below are done to promote a sense of belonging for each student.

EMERGING → CONTINUING → UNLAWFUL (Disorderly)		
<ul style="list-style-type: none"> • Teasing, • Ignoring, • Name Calling, • Taunting, • Rude and Inflammatory behavior 	<ul style="list-style-type: none"> • Repeated offenses or aggravated circumstances • Identity theft, spreading rumors • Posting pictures on line without permission • Creating video/media of bullying 	<ul style="list-style-type: none"> • Continuous patterns that creates a hostile environment. • Physical threat • Stalking • Intimidation • Death threat
EMERGING → CONTINUING → UNLAWFUL (Disorderly)		
<ul style="list-style-type: none"> • Meeting with Parents • Meeting with Counselor • Creative Sanction • Meeting W/Admin. 	<ul style="list-style-type: none"> • Ed. Programming • Mtg. W/Admin • Behavior Plan • Extra-Curric. consequences • Assigned alternative setting • Suspension • Expulsion 	<ul style="list-style-type: none"> • Legal/ Criminal punishment • Civil Punishment • Suspension • Expulsion

Absences -- Prearranged

Upon written request at least one week in advance from parents or guardians, building administrators may approve the prearranged absence of students. It shall be the responsibility of all students so excused to make up school work missed during his/her absence, so far as is possible. Make arrangements to get assignments ahead of time so that you are not overloaded with work when you return. When make up work is completed, students will receive appropriate credit for it. Approval of a request for a prearranged absence may be given in situations such as a family vacation, hunting trip when the student is accompanying a parent, and other group or individual activities of significant benefit to the student to warrant absence from school. Vacations are not recommended when school is in session.

Academic Standards

All students at KMS are expected to work up to their level of ability in all classes. Every opportunity will be provided and every effort will be made by the school staff to help the students meet this standard. The school works closely with parents and community agencies to reach this end. Students who have not met minimal requirements for one or more classes by the final day of school may be required to redo all of that year's work. Parents may request another copy of the Germantown School District Parent Curriculum Guide which was mailed during the summer. This guide provides suggestions for "at home learning" activities that would help strengthen each child's capacity to learn the curriculum. Additional copies can be requested by calling the main office at 253-3450. **(See "Retention" Policy also).**

Accidents

Report any accident that you have to your teacher. He/she will fill out an accident report. If you get hurt when there isn't a teacher nearby, report to the office.

If a serious student accident occurs, the school summons the community fire department for assistance and immediately contacts the student's parent. However, sometimes we are unable to contact parents and the administration and rescue squad members must decide if the student needs to be transported to the hospital.

All fire departments servicing the Germantown School District have a policy which states that there is a charge for conveying any person to the hospital. This cost is directly billed by the fire department to the student's family.

Activities/Clubs

During the first few weeks of school, and from time to time during the year, students will have an opportunity to join activity clubs in an area of their interest. These include: Cheerleading, Chorus, Destination Imagination, School Play, Forensics, Jazz Band, Variety Show, Newspaper, Student Council, Yearbook, etc.

Assembly Programs

Grade level and all school assemblies will be held periodically during the school year. Students will be assigned seats by their teachers. The utmost in courtesy is expected from all students to any speaker, individual or group performing. Whistling, calling out, booing, screaming, unreasonable laughter or throwing materials will not be tolerated under any circumstances. Students who commit such acts may be given detention, denied the right to attend these functions or be suspended from school. Attendance at assemblies is at the discretion of the administration.

Athletic / Co-Curricular Programs

Kennedy Middle School students involved with co-curricular athletic programs will continue participation in the Braveland Conference. This conference includes Brown Deer Middle School, Webster Middle School (Cedarburg), John Long Middle School (Grafton), Thomas Jefferson Middle School (Menomonee Falls), North Junior High (Menomonee Falls), Lake Shore Middle School (Mequon), Steffen Middle School (Mequon), Thomas Jefferson Middle School (Port Washington), and Templeton Middle School (Sussex).

All 7th and 8th grade students have the opportunity to try-out and participate in organized after school sports. The one exception is for wrestling and cross Country which will be afforded to sixth grade students. For girls, sports include wrestling, cross country, basketball, volleyball and track and field. Boys may choose cross country, wrestling, basketball and track & field.

Note: Please go to the Kennedy Middle School Website for dates of co-curricular programs.

Transportation is provided for participating students to "away games" and back to school. It is not provided from school to the student's home. All participants are encouraged to ride both ways with the bus provided. The ONLY EXCEPTION is if a parent or family member is 18 or older requests permission from the coach to take a member

This should be done in writing also. Otherwise, pick them up at the school after the bus returns.

Athletic / Co-Curricular Programs (continued)

Kennedy is a WIAA member school and we model our philosophy around the "Loyalty Clause." It is this philosophy that recognize that a student owes loyalty and allegiance to the school and team of which he/she is a member during the season of the given sport/ co-curricular activity offered at Kennedy. A student becomes ineligible in a sport and/or co-curricular activity for the remainder of the season for competing in non-school games, meets or contests in the same sport/activity during the season of practice and competition established by the school.

As a parent of a participating student in co-curricular programs, we ask you to support our efforts in meeting the following mission, which is closely aligned with WIAA mission.

The mission of middle-level athletics and co-curricular programs is to provide an enjoyable educational experience for young adolescents based on their developmental characteristics and needs. The development of the young adolescent's self-esteem, citizenship responsibility, and skills in cooperative and leadership behaviors are positives outcomes of appropriate middle-level programs. These programs should be enjoyable, vigorous and safe, and should occur in a positive climate with appropriate adult leadership and support. Effective middle-level co-curricular programs are coordinated with other school and community activities to offer additional opportunities for young adolescents to explore varied interests. Middle Level Programs are an essential component of the total educational process and an excellent opportunity for the home, school, and community to work together.

Finally, and as a reminder, all participating students involved in athletic programs need a WIAA physical card on file in the office as well as a paid athletic fee prior to the start of the sport they choose to participate in. Physicals are good for two years. In the year opposite their physical, students need a yellow WIAA alternate year card on file in the middle school office. Cards can be obtained from the main office. Doctor appointments fill up fast - it would be a great idea to make your summer appointment now to insure the physical is completed by the start of the school year or by the start of the sport they are intending to participate in. Go Crusaders!

Participation Expectations

Academic Standards

Students in all co-curricular activities must be passing all classes. The middle school Athletic Director will run an academic report every two weeks to determine eligibility. If a student is failing, the following staff members will be notified.

Administration
House Leader
Special Education Case Manager (if applicable)
Counselor
Social Worker
Coach

Participation Expectations (continued)

Students will be ineligible for participation until the failing grade is passing. At said time, the student can immediately return to practice and/or games.. At KMS, we respect that many situations have a unique set of circumstances attached to them, thus specialized circumstances will be taken into effect when deterring eligibility.

Athletic Attendance Expectations

- a) A student must be in attendance in at least half of his/her schedule classes in order to be eligible to participate in a practice, contest, or performance that day.
Example of exceptions to this rule include the following: absences which have been excused for a funeral, court appearance, school approved trips, documented medical appointments, or for other unusual circumstances as cleared in advance with the coach or advisor.
 - b) Any student who is truant for a class or study hall will be ineligible for their next scheduled contest game, or performance.
1. Any student attending the game must wait in a designated area until dismissed to appropriate game venue. Students are to be in the gym by 3:15 P.M. Students may talk, play games, or do home work . No students will be allowed in the halls during this time. Students must have arranged their own transportation home after the game.
 2. Students must stay in the building after school. Once a student has left the building, he/she will not be allowed back in.
 3. Coats and books must be carried to the event because the hall gates will be locked at or around 3:15 P.M.
 4. Students should not use cell phones while in the gym co-curricular activities.
 5. Students are to remain seated in the bleachers. Constant moving and running up and down will result in removal from the game.
 6. Good sportsmanship should be displayed at all times. Inappropriate language will result in removal from the gym.
 7. Rowdy behavior will result in a loss of privilege to attend extra-curricular events. There is no pounding of the bleachers. Police will be called if students do not follow directions from the staff on duty. Parents will be called to pick up students who are misbehaving.
 8. Students must not cross the basketball court to leave the gym while the game is in progress.
 9. No students may enter locker rooms before, during or after the games unless they are on the teams.
 10. Game Schedule (approximately):
7th Gr. 3:30—4:30 P.M Pick up 4:30—5:00 P.M.
8th Gr. 4:30—5:30 P.M. Pick up 5:30—6:00 P.M.

Attendance and Tardiness

Regular and punctual attendance is one of the first essentials to school success. Frequent absence is one of the main causes of discouragement and lack of success in school.

In accordance with state law, all children between six and eighteen years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter or semester of the school year in which the child becomes 18 years of age, unless they fall under the exceptions outlined in state law or have graduated from high school.

The school attendance officer is empowered to designate whether an excuse is acceptable or unacceptable. Acceptable excuses may be deemed as excused absences for the following reasons:

1. The child is temporarily not in proper physical or mental condition to attend a school program.
2. The child has his/her parent's or guardian's permission to be absent from school to obtain religious instruction under the "released time" statute.
3. The child is excused by his/her parent or guardian before the absence for any or no reason. These absences are in addition to any absences that the school board has authorized the school attendance officer to excuse. A child may not be excused under this provision of state law for more than 10 days in a school year. The school board must require a child excused under this exemption to complete any course work missed during the absence.
4. The child is participating in a religious holiday observance.
5. The child is participating in a program or curriculum modification approved by the school board.
6. The child began a program leading to a high school equivalency diploma in a facility, secured child caring institution, secure detention facility or juvenile portion of a county jail.
7. Special circumstances that show good cause which are approved by the school attendance officer or designee.

The parent/guardian of a student who is a habitual truant shall be notified by certified or registered mail when the student initially becomes a habitual truant. Proceedings may be brought against a parent/guardian in the form of a formal referral to the Washington County Department of Social Services. Students who are designated habitual truants as defined above, may have a School District Truancy Referral Sent to the Germantown Police Department for review and/or appropriate action under Municipal code 29-99.

Attendance and Tardiness (continued)

Also, the school administration may request that the Washington County District Attorney's Office send a formal letter to the student's parent/guardian notifying them that they are not in compliance with the state compulsory attendance laws.

"MAKE-UP ASSIGNMENT/EXAMINATIONS"

All students with absences shall be given the opportunity to make up examinations and work missed. Credit in a course or subject shall not be denied solely because of a student's unexcused absence from school.

Note: Complete copies of the Germantown School District Attendance Policy are available upon request.

Any exclusion from sports, extra curricular activities, assemblies, after-school activities, etc., because of absence or tardiness shall be determined by the building principal, the assistant principal or stand-in administrator.

Up to four periods absent may be marked as one-half day absent. Five or more periods absent equals a full day absence.

Students may enter the building at 7:15 A.M. Homeroom begins at 7:39 A.M. Classes begin at 7:44 A.M. Students may enter earlier with the permission of and under the direct supervision of a teacher.

When getting off the bus, proceed to the designated area.

Classes are dismissed at 3:04 P.M. Students may be permitted to remain in school after dismissal only when under direct adult supervision. No teacher will permit students to remain in the building unless supervision is assured. Students who are not requested to remain after school or who are not attending a teacher supervised activity, shall leave the building no later than 5 minutes after dismissal.

No student may leave the school grounds and then come back to catch the bus.

Either call the school or ask your child to bring a note from the teacher if you have reasons to wonder why he/she is staying after school.

Students may not leave the school grounds before dismissal time without written permission from a parent or staff member.

Students arriving late must present their excuse to the office secretary before going to class.

When you are absent and in order for that absence to be excused, your parent must contact the school. When you return to school, bring a dated, parent or guardian's written excuse. **Give the excuse to the office. The parent should call the school and report the reason for the students' absence no later than 9:00 A.M. on the day of the absence.** The office opens at 7:00 A.M. The attendance number is 253-3453.

ATTENDANCE (Policy 5200)

State law requires the Board of Education to enforce the regular attendance of students. Further, the Board recognizes that the District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

Written Excuse Required:

The District Administrator shall require, from the parent or guardian of each student or from an adult student, who has been absent for any reason a written, signed, dated statement stating the reason for the absence and the time period covered by the absence. The Board reserves the right to verify such statements and to investigate the cause of each:

- A. single absence;
- B. prolonged absence; or
- C. repeated unexplained absence and tardiness.

School Attendance Officer:

The District Administrator shall designate an administrator at each school to be the School Attendance Officer. The School Attendance Officer shall perform any duties and responsibilities s/he is required to perform by State law, this policy, and any administrative guidelines issued by the school. The duties of the School Attendance Officer shall include, but not be limited to, the following;

- A. Determining daily from attendance reports submitted by teachers which students enrolled in the school are absent from school and whether the absence is excused.
- B. Submitting to the District Administrator, on or before August 1st of each year, a report of the number of students enrolled in the school who were absent in the previous year and whether the absences were excused. The District Administrator shall then submit this information to the State Superintendent.
- C. Providing student attendance information to individuals and agencies for purposes authorized by State law and the Board's Policy 8330 - Student Records.

As required under State law, a student shall be excused from school for the following reasons:

A. Physical or Mental Condition:

The student is temporarily not in proper physical or mental condition to attend a school program.

B. Obtaining Religious Instruction:

To enable the student to obtain religious instruction outside the school during the required school period (see Policy 5223 - Absences for Religious Instruction).

C. Permission of Parent or Guardian:

The student has been excused by his/her parent or guardian before the absence for any or no reason. A student may not be excused for more than ten (10) days per school year under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

1. Professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside of the school day.
2. To attend the funeral of a relative
3. Legal proceedings that require the student's presence
4. College visits
5. Job fairs
6. vacations

Religious Holiday

For observance of a religious holiday consistent with the student's creed or belief.

Suspension or Expulsion

The student has been suspended or expelled.

Program or Curriculum Modification

The Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.

High School Equivalency – Secured Facilities

The Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail, and the student and his/her parent or guardian agree that the student will continue to participate in such a program.

Child at Risk

The student is a "child at risk" as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State law.

A student may be excused from school, as determined by the School Attendance Officer, or his/her designee, for the following reasons:

- A. Quarantine of the student's home by a public health officer
- B. Illness of an Immediate Family Member
- C. An emergency that requires the student to be absent because of familial responsibilities or other appropriate reasons.

Attendance and Tardiness (continued)

Absences of pupils shall be verified by School Administration and/or designee. If a student is absent for 3 or more consecutive school days or has accumulated 10 or more intermittent absences, the school administrator may require an absence excuse from a physician. If a physician's explanation for the absence is not received within 5 school days following the administrator's request, the student may be considered to have been truant.

Awards and Promotion Certificates

Every 8th Grade student is invited to participate in our annual Awards and Promotion Day Assembly. Parents are welcome to attend. Students who have made satisfactory progress will receive Certificates of Promotion. Students receiving 2 or more final failing grades will not receive certificates. Parents will be notified if their child is having difficulties qualifying for the certificate. Each case will be reviewed by the principal and the child's house leader.

Bicycles

Bikes should be parked only in the bike racks located by the Gold Office circle area to the school. Locks should be used. No bike riding on school grounds when buses are loading or unloading. Students must have a Parent Permission slip on file authorizing students to walk or ride their bike to school if transportation is provided by the District.

Books, Materials and Equipment

A student is responsible for any school books, materials, or equipment checked out in his/her name. The student who checked the item out must pay for loss or damage unless another student's responsibility for the damage or loss can be proven.

Bus Conduct

A student being transported by the district school contracted buses or vehicles shall conduct him/herself in a lawful and orderly manner.

1. School bus transportation is a privilege. Students will observe and obey all bus rules or they lose the privilege of riding the school bus.
2. Be at the loading place at the scheduled time, morning and afternoon. Wait in an orderly line and board the bus (only after it comes to a complete stop) and use the handrail.
3. Follow the recommended procedure when crossing a roadway. Cross ten feet in front of the bus, look both ways and wait for the driver's signal. (Do not walk between waiting buses.)

**Misconduct on the bus
may result in the loss
of the bus riding privilege.**

Bus Conduct (continued)

4. Inform the driver, if possible, when you will be absent.
5. Keep head, hands and arm inside the bus.
6. All riders are to remain in their seats at all times.
7. Scuffing, fighting, obscene language, smoking, spitting and throwing objects are forbidden.
8. Bus riders will not litter the bus with food or other debris.
9. The bus driver is in complete charge. Students are to obey the driver's directions at all times.
10. The bus driver is asked to report any misconduct to the school administration and bus company.
11. Parents will be notified if misconduct continues.
12. No unauthorized passengers are allowed on the bus. Students are only authorized passengers on their assigned bus. (This would include students that do not attend KMS or pets.)
13. Book, bags, coats, etc. May not be used to save a place in the bus line. Friends may not save places in the line or allow cutting into the lines.
14. Students may not leave the school grounds and then return to ride the bus.
15. Students must leave the building in a timely fashion unless they are involved in a supervised after school activity or missed the bus.
16. Student projects are not permitted on the bus unless prior approval has been granted.

Lock Down Drills (Code Red):

Lock Down drills are held at unexpected times during the school year to assist students on how to act quickly without panic. Students are expected to follow the direction of school personnel or police during Code Red situations.

Detention

Detention may be given a student for violation of school regulations or other disciplinary action may be specified, such as a fine, withdrawal of privilege or suspension. Repeated detentions are cause for suspensions.

Detention is defined as a supervised time served out of the student's daily academic routine. Detention may occur before, during, or after school, as deemed appropriate by a building administrator. If a student is assigned a detention before or after school, transportation is not the responsibility of the school. Students shall be given notice when they are required to serve a detention and parents/guardians shall be notified when deemed appropriate.

Dress

The parent has the responsibility to see that the student is dressed and groomed in accordance with what are considered to be normal community standards.

Students are expected to wear hair styles and clothing attire that will not present a health or safety hazard or possibly cause a disruption to the learning environment. Special requirements will be necessary in certain areas such as physical education, art, band, science labs, and shops, i.e., safety glasses, aprons, etc. Shoes must be worn at all times. Students should not wear "Heelys" or other shoes that potentially are prone for accidents or injuries.

Grooming and dress which prevent the students from doing his/her best work because of blocked vision or restricted movement should be discouraged.

Students likewise are discouraged from wearing dress styles that create or are likely to create a disruption of classroom order. Dress should not be distracting, inappropriate, indecent, suggestive or depicting violence or obscenities. Parents are asked to help their children make appropriate choices for clothing. We ask that students follow guidelines which are conducive to school environment. Students should not wear spaghetti straps, reveal a bare-midriff, and have clothing that allows for undergarments to be shown.

Shorts and summer wear are permitted during hot weather. Students should not wear gym-style shorts, bicycle shorts or short shorts. **The school is asking for parent support regarding student dress by monitoring what is worn and by talking to their children regarding appropriate styles of dress, especially when the weather is warmer. The KMS Staff is requesting parental support by discussing the length of shorts. Staff has noticed many of the girls wearing shorts that are too short. As a guideline, we are asking that the shorts be at least mid-way down the thigh.**

Dress (continued)

Articles of clothing that cause excessive maintenance problems, i.e., chains, cleats on boots, shoes that scratch and/or mar floors and trousers with metal rivets that scratch.

In order to represent the school before the public in a situation where appearances can detract from the group or the occasion, the student must meet the demands of the situation. This includes clothing that has terminologies inappropriate for a school setting. Coats, outdoor type jackets, hats, and back-packs are to be kept in your locker during the school day. Students are asked not to wear hats or hoods during the school day or at school sponsored activities that may occur after school. As a form of courtesy, not wearing hats or hoods at performances such as concerts and the play is appreciated.

Electronic/Communication Devices

Wisconsin State Statute 118.258 states [that] "Electronic communication devices [are] prohibited" and then goes on under subset (1) to state [that] (1) Each school board may adopt rules prohibiting a pupil from using or possessing an electronic communication device while on premises owned or rented by or under the control of a public school. The Germantown Board of Education has a policy, which was revised in October of 2007.

Student use or possession of an electronic pager or two-way communication device is generally prohibited during the school day, in school buildings and vehicles, and at school-sponsored activities. However, the Board of Education recognizes the value of students maintaining communication with their parents/guardians and other appropriate persons for health, safety, and educational purposes, especially before and after established school hours. Use and possession of pagers and two-way communication devices may be permitted during school hours only if use and possession is determined by the administration to be for a medical, school, educational, vocational, or other legitimate use. Such use or possession of a pager or two-way communication device may not, in any way:

- Disrupt the educational process in the school district
- Endanger the health or safety of the student or anyone else
- Invade the rights of others at school or
- Involve illegal or prohibited conduct of any kind

Devices that are not determined by the administration to fit the above exceptions, shall be stored in a locker and turned off. If a question arises as to the compliance of a student with this policy, the determination of the administration shall be final regarding this issue. In arriving at this determination, the administration shall apply the standards that are stated in this policy in order to determine whether the use of the pager or two-way communication by the student in question violates the standards that are stated in this policy.

If a pager or two-way communication is confiscated, the information and contents of the device may be reviewed by school officials at their discretion.

Electronic/Communication Devices (continued)

Students who violate this policy, shall be subject to appropriate disciplinary measures, as are determined to be appropriate by the administration and/or Board.

This policy and its implementing rules shall be published annually in student handbooks.

In addition, we have had an increase in the number of confiscated items, especially cell phones and I-Pods. It is especially frustrating when students are text messaging during the day and/or using items, such as cell phones other than after school hours. Please remind your son or daughter that such items shall be stored in a locker and turned off. If it is a first offense, the student may pick it up at the end of the day and is counseled and advised on the policy and what will happen for further offenses. A second offense would require a parent to pick the device up. A third offense would result in the item being kept by the school. Given the increase of these types of occurrences, we have deemed it necessary to ask for your help in working through this issue and request that you speak to you son or daughter too. As a matter of courtesy, and district policy, we ask that when students are present for any type of after school performances, such as a band or chorus concert, that parents either don't send the student to the event with the item(s), or if it is deemed necessary for the student to have for after the event, that the student recognizes that the cell phone, I-Pod, gameboy, etc should not be used in any way during the course of the event. This is to show respect for those performing and for the event as a whole. These events fall into language of "School-Sponsored Activities."

Emergency Card/Personal Card

Parents must fill out and sign a new emergency card and personal card each year. Both parent signatures are required. Be sure that you have a current emergency and personal card on file.

Expulsion

The State Law: Section 120-.13 (1) of the Wisconsin Statutes also grants School Boards the authority to expel students in certain situations. By definition, under state law, an expulsion would be an exclusion from school for longer than five school days.

A student may be expelled from school by the Board of Education whenever the Board finds:

- a. That the student is guilty of repeated refusal or neglect to obey school rules.
- b. That the student has knowingly conveyed or caused to be conveyed a threat or false information concerning an attempt.
- c. That the student has engaged in conduct while under the supervision of a school authority which endangered the property, health or safety of others.

STUDENT EXPULSION

If a student expulsion is recommended by the building Principal or Superintendent, the board shall conduct a hearing on the matter in accordance with state law and established procedures.

A student may be expelled from school by the Board of Education whenever the Board finds:

- a. that the student is guilty of repeated refusal or neglect to obey school rules, or
- b. that the student has knowingly conveyed or caused to be conveyed a 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, or
- c. that the student has engaged in conduct while at school or while under the supervision of a school authority which endangered the property, health or safety others, or
- d. that the student while not at school or while not under supervision of a school authority engaged in conduct which endangered the property, health or safety of others at school or under the supervision of a school authority, or
- e. that the student endangered the property, health or safety of any employee or school board member of the school district of which the pupil is enrolled, or
- f. that the student is at least sixteen years of age and has 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 existing law.

If the school board finds that one of the above statements is found to be true, the board must then determine that the interest of the school demands the student's expulsion.

To expel a student under the state law, a School Board must adhere to the following procedures:

1. Send written notice to the student and the student's parents of the expulsion hearing. This notice:
 - a. Must be sent at least five days before the hearing is scheduled.
 - b. Must state the time and place of the hearing.
 - c. Must contain a description of the specific charges.
 - d. Must contain a copy of the state law relating to expulsions.
2. Holding a hearing at which the student and his/her parents may be represented by counsel. The law states that the School Board must keep written minutes of the hearing. After the hearing, if the School Board orders an expulsion of the student, it must mail a copy of the expulsion order to the student and, if he or she is a minor, to the parent of guardian as well. The law provides that the expelled student or the parents of a minor student may appeal the expulsion to the State Superintendent. A decision of the State Superintendent may be appealed to the circuit court

Facility Use

Any local group wishing to use the KMS facility must make the application at the District office..

Field Experiences

Whenever a trip is planned for members of a given class or activity, it is necessary for each student involved to obtain a parent permission slip from the teacher in charge. This slip must be signed by a parent of the student and returned to the school. The student then assumes responsibility for attending. If students cannot participate because of illness or some change in plans, they must notify the teacher in charge. It is also the student's responsibility to make up any assignments missed due to the participation in the field experience. Participation may be denied by the administration.

Fire Drills

Fire drills are held at unexpected times during the school year to train students to move out of the building quickly without panic. The exit used during a fire drill will depend on the location in the building at the time of the drill. Each room has a sign designating the direction and exit to use. When the alarm sounds, move quickly and quietly to your exit. All windows and room doors should be closed. Do not take materials with. Preservation of life takes priority over preservation of property. You will be informed when to return to the building in the same quiet and orderly manner.

Fund Raising

A written request must be made by the supervisor of the organization to the school principal at least 2 weeks in advance of the project. The request shall include the objectives of the fund raising, facilities needed, and a proposal for supervision. Where a group of students are involved, a minimum of one supervisor is needed. Funds raised for the organization will be accounted for by the activity supervisor through the building principal to the business office.

Laws require that no beverage, candy, etc., may be sold by students at school unless the sales are for an authorized student organization fund raiser and even then no sales in classes or the cafeteria. Sales for other than KMS organizations are not permitted.

Germantown School District Web Site

The Germantown School District Web Site provides information about the district and includes the schedules of major events at each site. Samples of student work, projects and activities are often showcased on the web-site as well as other district publications. Please complete and sign the Student Publications Consent Form which gives consent to the Germantown School District to use your child's photo in it's publications and on the District/school website. It also gives permission to the District to broadcast on the cable channel your child's image taken during a school-sponsored event. The form was mailed in your summer packet and/or on line registration. To access the district's web site, please go to www.germantown.k12.wi.us.

Grades

Any student who uses time wisely and works up to his or her level of ability will not fail the class.

Grading Scale

A+	99-100	C+	77-79
A	92-98	C	72-76
A-	90-91	C-	70-71
B+	88-89	D+	68-69
B	82-87	D	62-67
B-	80-81	D-	60-61

Grievance Procedure

(For Details, See Policy 5170 & 9130)

The Board of Education recognizes that, as citizens, students have the right to request redress of complaints. Further, the Board believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group complaints should be provided for and appropriate appeal procedures implemented.

For purposes of this policy, a student complaint shall be any such that arises out of actions, procedures, and policies of this Board or its employees or the lack of such policy or procedure.

The Board or its employees will hear the complaints of the students of this District provided that such complaints are made according to procedures established by the District Administrator.

PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS:

Any individual(s), having a legitimate interest in the staff, programs and operations of this District shall have the right to present a request, suggestion, or complaint to the District and the Board of Education. At the same time, the Board has a right to protect the staff from inappropriate harassment. It is the intent of this policy to provide guidelines for considering and addressing public requests, suggestions, or complaints in an efficient, reasonable, and equitable manner. Requests, suggestions, or complaints made by District staff members are covered by Policy 3122 and Policy 4122.

It is the desire of the Board to address any such matters through direct, informal discussions and other means. It is only when attempts at informal resolution fail that more formal procedures shall be used.

Generally, requests, suggestions, or complaints reaching the Board or Board members shall be referred to the District Administrator for consideration. Any individual presenting such a matter shall be provided with a copy of this policy.

A. First Level

Generally, if the matter concerns a professional staff member the individual(s) should discuss the matter with the staff member. The staff member shall take appropriate action within his/her authority and District administrative guidelines to deal with the matter.

Discussion with the staff member may not be appropriate in some situations including, for example, where the matter involves suspected child abuse, substance abuse, or any other serious allegation that may require investigation or inquiry by school officials prior to approaching the staff member.

As appropriate, the staff member shall report the matter and whatever action may have been taken to the Principal or their immediate supervisor.

B. Second Level

If the matter has not been satisfactorily addressed at the First Level or it would be inappropriate to discuss the matter with the staff member, the individual(s) may discuss the matter with the staff member's supervisor, if applicable. Discussions with the supervisor shall occur promptly following any discussion with the staff member.

C. Third Level

If the matter has not been satisfactorily addressed at the Second level, and the matter does not involve the District Administrator, the individual(s) may submit a written request for a conference to the District Administrator. This request should include:

1. the specific nature of the request, suggestion or complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the individual(s) (or child of a complainant) has been affected adversely;
3. the action which the individual(s) wishes taken and the reasons why it is felt that such action be taken.

The request must be submitted promptly after discussion with the staff member's supervisor. The District Administrator shall respond in writing to the individual(s) and shall advise the Board of any resolution of the matter.

D. Fourth Level

If the matter has not been satisfactorily addressed at the Third Level, or at the First Level in the case of a matter involving the District Administrator, the individual(s) may submit a written request to the Board to address the matter. Any such request must be submitted promptly after receiving the District Administrator's written response.

D. Fourth Level (Continued)

The Board, after reviewing all material relating to the matter shall provide the individual(s) with a written response or grant a hearing, which may be held in closed session at the discretion of the Board when consistent with Wisconsin's Open Meetings law before the Board.

The individual(s) shall be advised, in writing, of the Board's decision no more than ten (10) business days following the next regular meeting. The Board's decision will be final on the matter, and it will not provide a hearing to other complainants on the same issue.

If the individual(s) contacts an individual Board member to discuss the matter, the Board member shall inform the individual that s/he has no authority to act in his/her individual capacity and may refer the individual(s) to this guideline or the District Administrator for further assistance.

Guidelines for Matters Regarding a Support Staff Member

In the case of a support staff member, the matter is to be directed, initially, to the person's supervisor, and then in subsequently higher levels as prescribed in "Guidelines for Matters Regarding a Staff Member".

Guidelines for Matters Regarding District Services or Operations

If the matter relates to a District procedure or operation, it should be addressed, initially, to the Principal and then in subsequently higher levels as prescribed in "Guidelines for Matters Regarding a Staff Member".

Guidelines for Matters Regarding the Educational Program

If the matter relates to a District program, it should be addressed, initially, to the Principal and then in subsequently higher levels as prescribed in "Matters Regarding a Staff Member".

Guidelines for Matters Regarding Instructional Materials

The District Administrator shall prepare administrative guidelines to ensure that students and parents are adequately informed each year regarding their right to inspect instructional materials used as part of the educational curriculum and the procedure for completing such an inspection. See Policy 2414, AG 9130A and Form 9130 F3.

Guidance: School Counselor

School counselors are available to help students with personal or school problems and provide educational and career materials. Stop in the School Counselor's Office and make an appointment to see the counselor during break, noon hour or before or after school.

Harassment, Hazing and/or Acts of Intimidation

Per Board Policy 5517.01 (Bullying)

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials.

The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business.

Bully is deliberate or intentional behavior using word or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well being. 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; however this type of bullying behavior need not be based on any of the legally protected characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Any student that believes she/he has been or is the victim of bullying should immediately report the situation to the building principal or assistant principal, or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board President.

Complaints against a school board member should be filed with the District legal counsel.

Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or assistant principal, or the District Administrator.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

All complaints about behavior that may violate this policy shall be investigated promptly by the building principal. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

Parent of each student involved in the bullying report will be notified prior to the conclusion of the investigation. The District shall maintain the confidentiality of the report and any related student records to the extent required by law.

If the investigation finds that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include student discipline, including, but not limited to reprimand, suspension, or possible expulsion. Further, the result of an investigation that finds that bullying has occurred may result in discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

This policy shall not be interpreted to infringe upon the first Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying.

Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, she/he should report it and allow the administration to determine the appropriate course of action.

“Bullying” is defined on page one. Some examples of bullying are:

- A. Physical—hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal—taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological—spreading rumors, Manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. “Cyberbullying” - the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.”

The Board recognizes that cyberbullying can be particularly devastating to young people because:

- 1. Cyberbullies more easily hide behind the anonymity that the Internet provides:

- 2. cyberbullies spread their hurtful messages to a very wide audience with remarkable speed.
- 3. cyberbullies spread their own actions, as it is usually very difficult to identify Cyberbullies because of screen names, so they do not fear being punished for their actions; and
- 4. The reflection time that once existed between the planning of a prank—or a serious stunt—and its commission has all but been erased when it comes to cyberbullying activity.

Cyberbullying includes, but is not limited to the following:

- 1. posting slurs or rumors or other disparaging remarks about a student on web site or on 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;
- 4. posting misleading or fake photographs of students on web sites.

“Harassment” includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, marital status or disability (sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location).

“Intimidation” includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another’s property, cause substantial inconvenience, subject another of offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

“Menacing” includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

“Harassment, intimidation, or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

- A. physically harming a student or damaging a student’s property.
- B. knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property; or
- C. creating a hostile educational environment.

“Staff” includes all school employees and Board members.

“Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For a definition of and instances that could possibly be construed as **hazing**, consult Policy 5516.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against who the Board’s legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

To the extent appropriate in conducting a thorough investigation and/or as legally permitted, confidentiality will be maintained during the investigation process.

“Notification”

Notice of this policy will be annually distributed to all students enrolled in the School District, their parents and employees. The policy will also be distributed to organizations in the community

Having cooperative agreements with the schools. Additionally, the policy will be posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

The School District will also provide a copy of the policy to any person who requests it.

Records and Reports

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

An annual summary report shall be prepared and presented to the School Board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of bullying behavior. The District Administrator shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompany administrative guidelines. All training regarding the Board’s policy and administrative guidelines on bullying will be age and content appropriate.

The complaint procedure established by the District Administrator as set forth in AG 5517.01 shall be followed.

Health Room

The Health Room is located in both office complexes. If you become ill at school, let your teacher know that you are not feeling well, then go to the office. **Do not go home without permission!** School personnel will see that your parents are contacted, if you are too ill to remain at school. Get a pass from the office when you feel well enough to go back to class.

Homework

Parents who want homework for a student who is going to be absent 2 or more days must call before 7:45 A.M. to make their request for homework. House Leaders need sufficient time for routing the assignment request. Homework must be picked up between 3:00 and 3:30 P.M.

Illness

Students who become ill during the school day are expected to report to the office before entering the Health Room. If you are too ill to remain at school, the office will call your parents. In the event that the student requests to check out, a parent, legal guardian or neighbor must come into the office and check the student out. This is to prevent students from being picked up by unauthorized persons

IMC (Instructional Media Center)

The hours of the KMS IMC are **7:45 -3:15** daily. If not coming with a class, students must have a pass from the teacher stating their library needs. Student library cards are kept in the IMC for ease of use. Students are welcome in the IMCs at any time during the school day.

Automated check-out procedures:

- Nonfiction books: 2 weeks. May be renewed
- Fiction books: 4 weeks. May be renewed.
- Reference books: 1 period during the school day or overnight, to be returned before class the following Day. No renewals.
- Magazines (back issues only): 1 week. No renewals.
- Pamphlets, vertical file, flat file: 1 week. May be renewed.
- AV materials and equipment: see the librarian.

Overdue materials lists are prepared weekly and distributed to homeroom teachers. The lists can be found posted in the classroom. When a student has overdue materials, his/her name appears on the overdue list, no further materials may be checked out. If a student loses materials, he/she must pay for them. Automated check-out and return provide daily updates.

IMC (Instructional Media Center)

If a student's name appears on the overdue list, the following actions are taken:

- Weeks: 1 & 2: Student overdue notices sent to homeroom teacher.
- Week 3: Librarian calls student's home.
- Week 4: Library letter is sent home.
- Week 5: Student may be referred to KMS Administration, if necessary.

If lost materials are found after payment has been made, the money, minus 50 cents, will be refunded. If the materials are in poor shape, damaged, missing

Internet Access

The school district retains ownership and control of its networks, computers, peripheral hardware, and software at all times. To ensure that students are using the Internet responsibly, all electronic data is subject to the open records law. District staff and/or network administrators may review student generated data files without student permission. Student generated files and information communicated or stored on District file servers, computers, or floppy disks are not considered private. Before internet access is provided, the student and his parents shall sign the Internet Usage Contract.

Lockers

The school's corridor lockers are made available and are assigned to students for use as a storage area for books and clothing only; it is important to recognize that the lockers remain the property of the school. The school, therefore, reserves the right to periodically inspect the contents of any lockers to insure that lockers are being kept clean and used as prescribed.

Students should never, under any circumstances, tell the combination to anyone or set their lockers.

Make certain that no student learns your combination by watching you open your locker. No student should open, or attempt to open, any locker but the one to which they are assigned. If you have any trouble with your locker, report it to the office immediately. Students are not to move into another locker from their assigned locker. Sharing of lockers is prohibited.

Lockers (continued)

Locker combinations are given out at the beginning of the year with no charge. If you want it changed, you will be charged \$1.00. Locks for gym lockers must be purchased at school. This lock can then be used through the senior year at GHS. No locks from home may be used on any locker.

Lost and Found

Report the loss of watches, books, coats, etc., to your teacher and the office as soon as the loss is noted. All items that are "found" should be given to your teacher or brought to the office at once. When you lose something, check in the office before school, between classes, at noon or after school.

Lunch

A brochure containing pertinent information about the lunch system is included in the packets mailed to parents/guardians prior to the beginning of the school year. The lunch Cashier System assigns each student a personalized four-digit code and a family ID number. The family ID number is the same for the entire family and is different than your student ID number. The parents/guardians send a check to activate the student's account. All checks should include the family ID number to ensure the money is deposited in the correct family account. Whenever the student participates in the hot lunch program, the account is charged for a meal and or other Ala Carte items. If you wish to make restrictions, you may do so by calling the Director of Food Service at 262-253-3419.

A middle school student who chooses to eat hot lunch steps up to the computer. The child's account number is accessed. The computer system matches the four numbers with a picture of the student, which is verified by Food Service. Parents/guardians are responsible for making sure there is enough money in their family account to pay for their child(ren)'s hot lunch. An account will not be allowed to run a negative balance. If you provide an email address the food service department will send you an alert when your account is down to \$5.00.

To check your account balance: You can access the Germantown School District's Web Site (www.germantown.k12.wi.us) and click on "Click here to check Family Lunch Account Balance."

Lunch (continued)

Further information is available from the Director of Food & Nutrition (located at Germantown High School) and each school office.

Students are encouraged to participate in the hot lunch program. However, cold lunch facilities are provided and milk is sold in the cafeteria. Food and beverages are to be consumed only in the cafeteria. Please be aware that bringing beverages to school in glass bottles is strongly discouraged. These glass bottles are very thick and heavy and if broken could become a safety hazard. If students are bring their own beverage for lunch, please make sure the beverage is in a plastic bottle or an aluminum can. No opened containers will be allowed outside the cafeteria. Such items may be confiscated by a staff member. No chasing, stomping on beverage containers or throwing things is allowed in the cafeteria. Students are to remain seated.

Students living within walking distance of school may, at their parent's written request, go home for lunch. Application forms to eat at home are available in the office. Students must return a completed form and have office permission before going home to eat. **A student may not leave to have lunch at another student's home or at an area restaurant unless they are with their own parent.**

Leaving a mess or any other indiscreet behavior may result in:

1. Loss of use of the lunchroom privilege
2. Assigned seating, together with restricted movement
3. Detention
4. Notification of parents
5. Clean up of the lunchroom
6. Suspension

All lunch periods will occur during the fourth hour block.

Remember to update your lunch account. If you have questions regarding your account status, please call the Director of Food Service at 253-3419.

The Germantown School District Food & Nutrition Department has created a school lunch program that is easy to use and provides your children with healthy and nutritious meal choices served every day. If you have any questions regarding the food service program, please feel free to contact the Food & Nutrition Department at 262-253-3420.

LUNCH PROGRAM

Every family in the District has a food service account.

The account can be activated by depositing money.

The Skyward Lunch System is a PREPAID system which relies on parents maintaining a positive balance in their family account.

Each child is given a confidential four-digit lunch keypad number.

This number is entered when going through the lunch line.

THE LUNCH KEYPAD NUMBER IS DIFFERENT THAN THE STUDENT'S ID NUMBER.

Both positive and negative family account balances remaining at the end of the school year will transfer with the family account to the next school year.

PAYMENT OPTIONS

Checks and money orders are preferred.

All payments must be made payable to the Germantown Food & Nutrition Department.

YOUR CHILD'S NAME MUST BE ON EVERY PAYMENT AND IN THE MEMO SECTION OF THE CHECK.

A cancelled check is your receipt.

Checks will be collected in the morning at the elementary schools.

Deposits turned in at elementary schools only allow the children at that school to eat. The deposit is credited to the family account early the next morning and it is not reflected in the family account until then.

Deposits turned in at KMS or GHS before 8:30 a.m. will be credited to the family account the same morning and all children in that family will eat.

Deposit boxes are located by the kitchen doors at KMS and the Food & Nutrition Department at GHS.

Cash is accepted in the lunch line at KMS & GHS only.

REVTRAK payments made to your family account will post immediately. A 2.58% service charge will be assessed by the REVTRAK processor (subject to change). Instructions on how to make REVTRAK payments can be found on the Germantown website under the Food & Nutrition Tab.

FREE/REDUCED MEAL PROGRAM

Families having financial difficulties are encouraged to apply for the Free/Reduced National School Lunch Program offered through our district. You may apply at any time during the school year.

Applications are available at your child's School Office, the Food & Nutrition Department or the District webpage:

www.germantownschoools.org .

To see if you may qualify for benefits, review the application income guidelines which are found on the application.

Completed applications are only acceptable in the original hard-copy form and must be signed. Emailed and faxed copies will not be accepted.

Benefits must be renewed each school year via Direct Certification from the State of Wisconsin or by manually applying with a Free and Reduced application.

Children who qualify for free or reduced lunch and take milk when bringing a bag lunch will be charged \$.35 for milk.

LOW & NEGATIVE BALANCES/UNPAID MEAL CHARGES

You will be notified that your account is low when it reaches \$15 or less via e-mail if you have an email in Skyward Family Access and have checked the box that you want to receive e-mail notification from Food and Nutrition. If your e-mail address changes, be sure to change it in Skyward Family Access.

It is the parent's responsibility to monitor your account.

If your account has a negative balance and your child wishes to eat lunch you must deposit money in your account to cover the amount due plus the cost of meals.

If your balance is negative and your child wishes to take lunch without paying the negative balance, you must send enough money to cover the cost of the meal.

If your balance is negative and your child does not bring money for lunch that day, he/she will be offered a cheese sandwich for \$.50, baby carrots for \$.10, and a milk for \$.35 and your account will be charged.

Parent/guardians are responsible for the food service balance in your child/children's account.

We will make every attempt to collect delinquent balances and work with each family to bring their accounts current. Money due will not automatically be eliminated, forgiven or reduced at the end of the school year. The negative balance will roll over to the following school year.

If your child is graduating, your negative balance must be paid before their diploma is released.

You can monitor your family account activity and balance on-line at www.germantownschoools.org.

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Medical Appointments

If it is necessary for you to leave during the school day for a medical or dental appointment, bring a written excuse from your parents and give it to your homeroom teacher who will then add your name to the absence list. If you receive permission to leave, you must sign out at the office. When you return, stop in the office, sign in and get an admit to return to class.

NOTE: For your child's protection, please come into the office to pick him/her up. Students may not meet you at your car.

Morning Drop off/After School Pick - up

In an effort to maintain the safety of our students as they are getting dropped off and picked up from school, we would like to review the areas and time for dropping off and picking up your child. Before school hours and at the end of the school day, please use the GOLD OFFICE FULL CIRCLE DRIVE ONLY. All KMS parents are asked to use the GOLD AREA drop off/pick -up between 7:15 -7:45 a.m. and 2:30-3:15 p.m. This allows the buses to have access to the other drives (West and North) at KMS that are necessary without undue blockage from automobiles.

DURING SCHOOL HOURS

If you are picking up or dropping off your child after 7:50 a.m. or before 2:30 p.m., you may use either office to sign-in/sign-out your child (Please see map on page 22).

Nondiscrimination Policy

The Germantown Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Germantown Board of Education that no person on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental emotional or learning disability or handicap shall be discriminated against, excluded from participation in, denied the benefits of or otherwise subjected to discrimination in its education programs or activities for which it is responsible or for which it receives financial assistance from the U.S. Department of Education.

Students involved in the discrimination of others through harassment may be suspended from school and may be recommended for expulsion.

Federal Law and the Wisconsin Fair Employment Law also prohibits discrimination in employment on the basis of age, race, color, national origin, sex or handicap.

Any question concerning Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, should be directed to:

Mike Nowak, (262) 253-3922
Director of Human Resources/Assistant Superintendent
Germantown Schools, Germantown, WI 53022

Inquiries related to Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of handicap, should be directed to:

Medication

Written parental consent on district approved forms is needed for all medication administered at school.

Parents are required to provide a maximum of a 2 week supply of medications if requesting medication administered at school. Therefore, periodic replenishment of medication supply may be needed. The parent, or a responsible adult designated by parent, is expected to deliver any necessary medications to their child's school. An exception to this rule might be made only if the parent has requested approval for the student if self-administered of medication has been requested and been approved by the building principal.

All prescription medications shall be in a pharmacy labeled container with the child's name, date, drug name, dosage, how often to be taken, prescribing physician, pharmacy name and pharmacy phone number. The container must be accompanied by the pharmacy educational sheet outlining the potential side effects.

Students are allowed to self-administer any medications are restricted to having only a one-day supply of medication on their person. Any student transferring medication to another student will be subject to disciplinary action.

The supervision of the district procedures related to the administration of medication will be supervised by a designated health care professional.

Messages

Parents should understand that **only emergency** messages will be delivered to their children. We cannot interrupt classes for personal messages.

Nondiscrimination Policy (continued)

_____, (262) 253-3920
Director of Special Education
Germantown Schools, Germantown, WI 53022

Inquiries related to Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin, should be directed to:

Jeff Holmes (262) 253-3904
Superintendent
Germantown Schools, Germantown, WI 53022

* * *

The policies listed herein are under continuous study in order to keep the district relevant and within law changes. Therefore, the Board of Education policies take precedence over this handbook.

Passes

Any student in the halls when classes for students in his/her grade are in session, must have a pass signed by the teacher to whom the student is assigned that period, or from the teacher to whom the student is to report.

Passes for a student to leave class should be seldom given. Students are encouraged to make locker and lavatory stops before school, at break time, at noon or after school. A special pass to use the library is available from the librarian.

If you have a permission slip to leave class for dental appointments, etc., please check out at the office before you leave the building. If you are returning to school the same day, you must report back to the office after the appointment. You should give the excuse to your homeroom teacher so your leaving may be recorded on the morning absence sheet.

Physical Education Requirements

1. Locks

Purchase through the KMS office. They will be distributed in class the first full week of school. Cost of the lock is \$5.25.

**Students should not give
 their combination to anyone!**

2. Clothing

- Place in PE locker by second PE class.
- Shorts - Please provide shorts with a respectable inseam. In the past, students have had shorts that had a 7" or 9" inseam.
- Shirt (long or short) - when in activity, midriff and shoulders must be covered. No tank tops or cut-offs allowed.
- Sweatshirts, wind breakers, sweatpants, wind pants, scarves, gloves and stocking hat to wear outdoors during cool weather should be kept in the PE locker.
- For personal hygiene reasons, clothes worn to school are not to be worn for PE class at any time unless otherwise directed by the instructor.
- Label all clothes.
- Clothes should be taken home for laundering.

3. Shoes

Tennis shoes with laces and backs are required. During 1st and 4th quarter, it would be a great idea for students to keep an extra pair of old tennis shoes as well as socks in their locker. The grass can be wet leaving shoes soaked for the rest of the day!

4. Excused Absences

In order to be excused from PE class, the student must have a written excuse from the parent or guardian the day of or immediately following the day of not participating.

If sitting out of class for more than three days, a doctor's note is required. To be able to participate after a medical leave, a doctor's release is required.

5. If the above expectations can not be followed, a note should be sent or given to the PE teacher before class.

Pictures

Individual pictures of all students will be taken. They will be used for the yearbook and students may purchase their choice of packages. Those who choose a picture package must pay at the time the pictures are taken. This year, pictures will be taken on the first day of school. For your convenience, we have included the picture packages in your mailings which can be returned with other registration fees. A refund will be made by the company if the results are not satisfactory.

Posters

If you have school-related posters to put up, please ask permission at the principal's office.

Progress Reports

Students and parents are informed of student progress through mid-quarter progress reports through Skyward. Parents are encouraged to access their child's progress through Skyward at least once per week. If web based communication tools are not accessible to you as a parent, please contact the school and we will put you on a mailing list.

Psychologist/Social Worker

School psychologists and a social worker are available to students and families desiring assistance. They are available to assist with any problem or concern to individuals or families. Contact the main office at 253-3450.

Retention/Non-Promotion

These procedures shall be followed when the classroom teacher feels that a recommendation to retain a student may be beneficial to the student:

1. Before discussing a retention/non-promotion recommendation with the student's parent(s)/guardian, the teacher shall re-examine cumulative records thoroughly; study past reports; check for past retentions; consider attitudes of parent(s)/guardians and ability of student; review all group and individual test results and other pertinent information.
2. The teacher shall confer with the principal before March 1st and complete a "Student Retention Referral" form. A decision concerning further determined at this conference.
3. The teacher and/or principal shall confer with the student's parent(s)/guardian explaining the concern and the next steps to be taken. This shall occur no later than the start of the fourth quarter.
4. At the start of the fourth quarter, a staff conference involving the principal, teacher and recommendations for the student's parent(s)/ guardian.
5. In May, the student's parent(s)/guardian shall meet with the principal and necessary staff members to discuss recommendations and make a decision. If the student's parent(s)/guardian disagrees with the school's decision, they may appeal the decision, in writing, to the Assistant Administrator of Curriculum and Instruction. The decision made by the Assistant Administrator of Curriculum and Instruction shall be final.

Grade Advancement from grade eight to nine shall be determined using the following criteria in the following sequential order per Germantown School District Board

1. Academic Performance: WKCE Test Score: The student shall perform at the Proficient Level or above in four of the five sub test areas on the Wisconsin Knowledge and Concepts Examination. Three of the four areas passed must be Reading, Language Arts, and Mathematics.
AND
District Grade Level Assessments: The student shall perform at the Proficient Level or above on the district grade level Criterion Referenced Assessments in three of the four areas tested. level Criterion Referenced Assessments in three of the four areas tested.

Two of the areas must be language arts and mathematics. Customized Learning Plans in the form of correctives are provided to students who do not achieve at the expected level of performance. If both the WKCE and the District Level Assessments meet the requirement, the student advances to the next grade level.
2. Report Card Grade: If student does not successfully meet criteria in #1, then the teacher verifies in the form of a report grade that the student has the ability to be successful at the next level of education. The student must achieve a passing grade in four of the five academic areas. Three of the required four areas must be reading, language arts, and mathematics.
3. Teacher Recommendation: If student does not successfully meet criteria #1 or #2, then the teacher indicates that the student has the ability to be successful at the next level of education with the completion of "Other Academic Criteria"

Such As
4. Other Academic Criteria: The student shall attend summer school or participate in some other customized educational plan and successfully completes the program before grade advancement will be considered.

Schedule Change

Change in class schedules are made when necessary and possible due to exceptional circumstance. Changes may be considered at the request of the parent or classroom teachers with administrative approval. Change in class schedules are made when necessary and possible due to exceptional circumstance. Changes may be considered at the request of the parent or classroom teachers with administrative approval.

School Closing

In the event of inclement weather, Germantown Public School closings will be announced on the District's website www.germantown.k12.wi.us and on the following radio Stations beginning at 6:15 a.m.

WBKV-1470AM, WFMR-98.3FM, WRIT-95.7FM, WOKY- 920AM, WEMP-1250AM, WKTM-1540AM, WTMJ-620AM, WISN-1130AM. Closings will also be announced on television channels 4, 6, 12 and 58.

School Closing - Continued

In addition, our district will provide a phone call using the "Alert Now" system to the household's "primary phone number" to inform about delayed starts, early dismissals or cancellation.

If the opening of school is delayed for a period of time, the same procedure will be followed and the school starting time will be announced.

If a sudden storm forces the schools to close before the regular dismissal time, a similar radio announcement will be made. It is district policy that high school and middle school students will be dismissed before elementary when we have an early dismissal. Parents should discuss with their children just what to do and where to go in the event of an early dismissal. A "School Closing" form will be sent home, signed by parents and returned.

School Store

The school store, located in the lobby, is operated by the student council. Basic school supplies, such as pens, pencils and paper are available at less than list price.

Socials

All socials held at Kennedy Middle School are only open to students presently enrolled. Parent permission slips are required before admittance into the social. Proper dress is mandatory. **Once admitted to the social a student may not leave early without prior parent permission.** Bring a parent signed note stating the time you must leave. If a student does leave he/she will not be allowed to reenter the building.

Students may not be able to attend a school social due to inappropriate behaviors and/or suspensions. Students who are not eligible to attend should not be on the school grounds.

Students may be removed from the activities for inappropriate behaviors slam dancing, twirling, spinning, excessive body contact, and inappropriate hand placement.

Unacceptable dress: t-shirts with inappropriate slogans and graphics, bicycle shorts and short shorts are not appropriate. Shoes must be on at all times. Parents are asked to help their children make appropriate choices for clothing. We ask that students follow guidelines which are conducive to school environment. Students should not wear spaghetti straps, reveal a bare-midriff, and have clothing that allows for undergarments to be shown. Students are asked not to wear hats during the school day or at school sponsored activities that may occur after school. As a form of courtesy, not wearing hats at performances such as concerts and the play is appreciated.

The final 8th Grade Social is a dress-up dance. Formals, flowers, tuxedos are inappropriate. Parents should call if they have any questions.

Smoking and Other Tobacco Use on School Premises

1. The Germantown School Board is dedicated to providing a healthy, comfortable and productive environment for employees, students, spectators, and visitors.
2. It is the intention of the School Board to carry out the law to provide a tobacco-free environment. The Board is concerned about the health and safety of its employees and students and recognizes, as matter of educational policy and responsible administration, the importance of role modeling for students during elementary and secondary school years.
3. Student use and possession of tobacco products matches, lighters and smoking paraphernalia is prohibited on Kennedy Middle School property at all times.
4. Police citations may be issued for each offense to all student violators.
5. Disciplinary action will be determined at the discretion of the administration.

Student Alcohol and Other Drug Use Policy Violations

In all cases, students in violation of the District's alcohol and other drug use policy will be referred to the Student Assistance Program (SAP). The SAP is designed to educate, assist, and support students who have alcohol or other drug related concerns.

Use/Possession

Any person who is involved in the use of, under the influence of or possession of alcohol, controlled substances, mood-altering substances or drug paraphernalia (as defined by state statutes) is in violation of school policy and disciplinary action will be taken. This action will include the following:

- 1) Parental notification/conference
- 2) Student Conference
- 3) Referral to Law Enforcement (charges may be filed as a result of this referral) and Emergency Medical assistance if necessary
- 4) Suspension for up to the legal maximum days
AND
- 5) Petitioning the Board for consideration of expulsion

Sale/Transfer

Any student who is involved in the sale of or intent to sell, the transfer of or the purchase of alcohol, controlled substances, mood-altering substances, look-alike drugs or drug paraphernalia (as defined by state statutes) is in violation of school policy and disciplinary action will be taken. This action will include the following:

Sale/Transfer (continued)

- 1) Parental notification/conference
- 2) Student Conference
- 3) Referral to Law Enforcement (charges may be filed as a result of this referral)
- 4) Suspension from school for up to the legal maximum days AND
- 5) Petitioning the Board for consideration of expulsion

Student Assistance Program

The Student Assistance Program is designed to educate, assist, and support students whose lives are affected by their own or someone else's use of alcohol or other drugs. It also provides services to students affected by other personal/social issues. The Student Assistance Program is available to all district students and participation is voluntary. Parents may also receive consultation services through SAP if they have concerns about their student or need resources.

Students can refer themselves to SAP for assistance or to participate in an educational/support group. They can also be referred by a friend, parent, staff member, community agency, law enforcement, or by an administrator due to a violation of school policies regarding drugs and alcohol. The actions following a referral may include consultation with the student, parent consultation, recommendation for participation in an educational/support group, or recommendation for assistance from an outside agency.

Students are provided with a variety of educational support groups in which they can participate, with groups varying somewhat by grade level. The groups are led by trained facilitators who are skilled in promoting the development of a safe atmosphere within which students can learn. The emphasis is on learning healthy ways to deal with issues that avoid the use of alcohol, drugs, aggression/violence, or other ineffective coping methods. A basic ground rule of all groups is confidentiality, so that a sense of comfort, safety, and respect can be created to promote learning.

Groups that students can participate in include:

- 1) Concerned Persons - for students affected by someone else's use of alcohol or other drugs.
- 2) Non-Use - for students who want to remain drug and alcohol free by learning the effects of drugs and alcohol and by practicing peer refusal skills.
- 3) Use/Awareness - for students who are using drugs or alcohol.

- 4) Aftercare - for students who have completed drug or alcohol treatment and need support to remain abstinent from drugs or alcohol.
- 5) Relationships - for students who would like to evaluate and improve important relationships in their lives.
- 6) Coping Skills - for students who want to learn healthy, effective ways to deal with typical problems that affect teenagers.

Questions regarding the Student Assistance Program may be directed to the Student Assistance Program Coordinator, school principal, guidance counselors, social workers, district nurse, teachers, or other staff members.

Student Assistance/Privileged Communications

State law on privileged communications in school alcohol or drug abuse programs reconciles prevention and treatment needs of pupils with parental rights to information about their children.

1. Section 118.126, Wis. Statutes, is intended to shield from disclosure certain student communications made to specific staff in the schools.
2. Specifically, that statute requires that a school psychologist, counselor, social worker, nurse, and any teacher or administrator designated by the school board who engage in alcohol or drug abuse program activities, to keep confidential information received from a pupil that the pupil or another pupil is using or experiencing problems resulting from the use of alcohol or other drugs.
3. There are three exceptions which allow disclosure of this information to be made:
 - a. the student consents in writing;
 - b. the school professional has reason to believe that serious and imminent danger to the health, safety or life of any person will be alleviated by disclosure; or
 - c. the information is required to be reported under Wisconsin's child abuse law.
4. The privilege under s. 118.126, Wis. Statutes, restricts disclosure of information that would otherwise be available to parents under the pupil records law, s. 118.125, Wis. Statutes.

Student Conduct

The Board believes that successful schools have a primary focus on student learning, a commitment to high expectations and an environment of caring, sharing and mutual help between staff and students. Such a school culture can only exist if it is based on a foundation of respect and effective discipline and a shared responsibility by all stakeholders.

Student Conduct (continued)

Students

- Must be active participants in developing for themselves the structure and control needed to promote a positive learning experience.
- Must learn to recognize relationships between their behavior and its consequences.
- Must assume responsibility and the consequences for their actions, striving to achieve self-discipline and self-control.

Teachers

- Are primarily instrumental in establishing the learning environment to which students respond.
- Establish the atmosphere, the structure and the contingencies that will secure for all students a positive learning experience.

Building Principals

- Serve as the educational leader in individual school buildings.
- Ensure that all building programs, practices and procedures establish a positive school culture and maintain a high quality learning experience for all students.

Parents

- Shall be involved in all aspects of maintaining the level of structure and control necessary for their child to learn.

The District shall not discriminate in standards or rules of behavior, including harassment, on the basis of sex, race, national origin, color, ancestry, creed, pregnancy, religion, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap.

Discrimination complaints shall be processed in accordance with established complaint procedures.

Student Code of Classroom Conduct (K-12)

A primary goal of the District is to ensure Effective Schools that establish and maintain an academic school culture focused on teaching and learning.

Effective learning can only occur in classrooms where student behavior does not interfere with the ability of the teacher to teach effectively or the ability of other students to participate in classroom learning activities.

Teachers are expected to create a positive learning climate for students in their classrooms and to maintain proper order. Students are expected to behave in the classroom in such a manner that teachers are able to effectively teach all students and fellow students are able to participate in classroom activities. Inappropriate student behavior shall not be tolerated.

K12 Code of Classroom Conduct (continued)

A teacher may remove a student from class for demonstrating behavior that is dangerous, disruptive or unruly, or that interferes with the teacher's ability to teach effectively. Such behaviors are outlined in this Code of Classroom Conduct. The building principal shall be accountable for the implementation of this Code in each school. It is recognized that the severity of some behaviors may warrant immediate removal from the classroom setting and may result in other disciplinary measures, i.e. behaviors that endanger the health and safety of others. However, it is expected that the classroom teacher will have implemented prior behavioral interventions for lesser offenses before a student is removed under this policy.

While this Code of Conduct does allow for removal of a student from the classroom, the Code does not preclude other disciplinary measures or any staff member from sending a student to the office for such. Disciplinary measures, including but not limited to detentions, suspension or expulsion may be pursued or implemented by administration for conduct for which the student has been removed. Such disciplinary measures may, at times, be considered an alternative placement option.

The Code of Conduct shall be made available annually to all parents/guardians and be filed in the Superintendent's office. Additionally, the Code of Classroom Conduct shall be printed annually in both staff and student handbooks at all levels, including elementary, middle and high school.

The Code of Conduct is applicable to all students and in all "classroom" situations of student participation under the control or direction of school authorities both in and out of school and during or outside of classroom hours. A student with disability may be removed from class and placed in an alternative setting only to the extent authorized by state and federal laws and regulations.

Any student who engages in behavior that is dangerous, disruptive or unruly or that interferes with the teacher's ability to teach effectively may be subject to removal from class and alternative placement as outlined in Section 1 below.

Student Removal Procedures

A. Student Behaviors Warranting Removal

Behaviors considered dangerous, disruptive or unruly, or behavior that interferes with the ability of the teacher to teach effectively include any of the following:

1. Criminal acts and/or behaviors which endanger the health, safety or welfare of Self and/or others.

Examples of such behavior include but are not limited to the following:

- Alcohol, drug and/or weapons violations
- Violence toward others
- Causing bodily harm
- Starting fights
- Conspiring with other students with the intent to commit a crime
- Stalking a teacher/student
- Destruction of property
- Theft

2. Harassments, hazing and/or acts of intimidation.

Examples of such behavior include but are not limited to the following:

- Malicious verbal attacks
- Threats
- Bullying
- Sexual misconduct

3. Behavior that interferes with the ability to teach effectively.

Examples of such behavior include but are not limited to the following:

- Repeated rules violations
- Continued disruptive behavior
- Acts intended to sabotage an activity
- Continual tardiness
- Persistent argumentation
- Refusal to comply with a direct request
- Disrespectfulness

4. Gross and/or inappropriate behavior.

Examples of such behavior include but are not limited to the following:

- Foul, inappropriate language
- Crude habits
- Obscene dress

B. Student Removal

1. Student Removal from Class

- a. The teacher shall send the student to the building principal or designee and inform him/her of the reason for the student's removal from class.
- b. When possible, the office shall be called and informed that the student is on the way to the office, or, if necessary, the student should be escorted.
- c. A written explanation of the reasons for removal shall be sent with the student whenever possible.

2. Written Documentation and Due Process

- a. The building administrator or designee shall inform the student of the reason(s) for the removal from class and shall afford the student due process. In all cases the student shall be given the opportunity to present his/her version of the situation.
- b. A teacher may prepare a more detailed written report within twenty four (24) hours of the student's removal. The teacher's written explanation(s) shall serve as appropriate documentation of the incident and shall be kept on file.

C. Alternative Placement

1. The building administrator or designee shall place a student who has been removed from a class by a teacher in one of the following alternative educational settings:
 - a. Another class in the school or another appropriate place in the school.
 - b. Another instructional setting.
 - c. The class from which the student was removed if after weighing the interests of the removed student, the other students in the class and the teacher, the principal or designee determines that readmission to the class is the best or only alternative.
 - d. An alternative education program approved by the Board.
2. When making placement decisions, the building administrator or designee shall consider the following factors:
 - a. the reason the student was removed from class
 - b. the type of placement options available for students in the particular school and any limitations on such placements
 - c. the estimated length of time of placement, the student's individual needs and interests
 - d. the frequency of rules violations
 - e. the relationship of the placement to any disciplinary action
 - f. severity of offense
 - g. likelihood of students continuing to demonstrate inappropriate behaviors
3. All placement decisions shall be made consistent with established Board policies and in accordance with state and federal laws and regulations.
4. The parent/guardian of a minor student shall be notified of a student's placement in an alternative educational setting as outlined below.

This Code recognizes that most student removals from a classroom setting will be for a short duration and may be considered as additional prior behavioral interventions. Removals for repeated rules violations may lead to more lengthy placement option considerations.

The principal or designee may consult with other appropriate school personnel as the principal or designee deems necessary when making or evaluating placement decisions. A student's parent/guardian may also be consulted regarding student placement decisions when determined by the principal or designee to be in the best interests of the persons involved or when required by law.

D. Parent/Guardian Notification

1. The building principal or designee will attempt to notify the parent/guardian as soon as possible by phone that the student has been removed from the classroom.
2. The building principal or designee shall mail the teacher's written explanation(s) as to reasons for removal under this policy and the administration placement decision within twenty four (24) hours of the removal.
3. The written explanation to the parent shall indicate which portion of the Conduct Code was violated.
4. If the removal from class and change in educational placement involves a student with a disability, parent/guardian notification shall be made consistent with state and federal laws and regulations.
5. If the student removed from a class is also subject to disciplinary action for the particular classroom conduct (i.e., suspension or expulsion), the student's parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.

General Guidelines

A. Definitions

For the purpose of this Code:

1. "Classroom" is defined as any class, meeting or activity which students attend, or in which they participate while in school or out of school, and under the control or direction of school authorities.
2. "Teacher" is defined as a person holding a license whose employment by a school district requires that he or she hold that license or Permit.
3. "Time Frame" all time lines are considered school days in this policy.

B. Out of School and/or Outside of School Hours

Teachers who remove students from the "classroom" whenever "classroom" is an activity occurring under the control or direction of school authorities which occur out of school and/or outside of school hours, shall implement fully the steps outlines in Section 1 of this Code immediately upon return to school. However, in situations involving serious behavioral misconduct, supervisory staff shall make every attempt to notify the parent by phone as soon as possible.

Student Safety

The safety of every student is of prime concern to parents and to school personnel. Injury to persons and damage to property can be avoided by being courteous, cooperative and by observing rules set by the school for safety.

Students must:

1. Observe rules of safety to and from school, walk on sidewalks, and obey traffic signs.
2. When riding bicycles, enter and leave the school grounds by the Gold Office area. Stay out of heavy traffic areas as where buses and cars are loading and unloading.
3. Avoid fighting, throwing any kind of object, and horseplay.
4. Stay on the school grounds during the school day unless you have written permission from the principal or his assistant to leave.
5. Leave all windows in school closed. They are to be opened only by your teachers.
6. Leave "toys" at home. Items such as squirt guns, stuffed animals, video games, etc., have no place in school. These materials may be confiscated.
7. Running in the halls is prohibited.
8. Safety glasses, necessary in certain classes, will be provided by the school.
9. Students are expected to ride the bus or walk to school. Bicycles are permitted.
10. Items not listed (in this section, or anywhere in the handbook) but are deemed dangerous and/or potential safety hazards may be confiscated. Follow up actions may include school based sanctions prohibiting such items. Parents and students will be asked to refrain from sending such items back to school. Items that resurface at school may be confiscated and not returned until the end of the school year.

Skateboards at school are discouraged due to loss, theft, damage or unsafe use. The student may be permitted to house their Skateboard at school with administrative approval if the main reason is for storing and not for use. Use of Skateboards on school grounds and without authorization may result in further restrictions.

Student Directory Data

The Germantown Board of Education has designated the following student records information as directory data: student's name, address, telephone listing, place and date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and the name of the school most recently attended by the district. Parents wishing to keep their son or daughter from being listed as such must notify the school at 262-253-3450 (Ask for Sally Cesario) no later than by September 13, 2013

Surveillance Cameras

The Germantown School District has authorized the use of district operated surveillance cameras and recording devices in and around some district buildings to provide a safe and healthful school environment. District approved cameras will only be placed in public areas such as hallways, classrooms, athletic areas, and parking lots. Areas such as bathrooms and locker rooms, where people assume they are in an area of privacy, will not have cameras. Signs are posted in areas that are being recorded. Only individuals authorized by the respective building principal, superintendent, or designee of the superintendent may view surveillance recordings.

Should surveillance recordings become a part of a student disciplinary action, they become part of that student's record and shall be dealt with consistent with the district's student records policy and procedures.

The school shall include this policy in the student handbook that is distributed annually to each student enrolled in the district.

Suspensions

Kennedy Middle School values the importance of teaching students the need to grow and recognize the impact and power of choices. As a school, we wish to help students prepare for the next grade. We also recognize the importance and impact of preparing students for life. The staff at Kennedy Middle School has established essential principles which will serve as our guiding efforts for student interactions. These guiding principles are:

1. We believe that students should be responsible for solving the problems that they create, provided the solution does not make a problem for others.
2. We believe that preserving and/or enhancing a student's self-respect and dignity, through the use of empathy, is crucial to a successful disciplinary action.

Suspensions (Continued)

3. We believe that students should not see the adult as the source of their problem during a disciplinary action.
4. We believe that students should face consequences instead of punishment whenever possible. Discipline should be considered as opportunities for personal growth where students maintain some control.

Kennedy Middle School Staff welcomes your thoughts. If you feel that this is not the best way for your child to learn about choices and how to grow to be a productive problem solver, please feel free to call the school to discuss your thoughts at greater length.

Suspension is defined as the exclusion of a student from all class(es) and school sponsored activities for a limited period of time for:

1. Violation of school rules; or,
2. Finding that the student has knowingly conveyed or caused to be conveyed a threat or false information concerning an attempt or alleged attempt being made or to be made to destroy and school property; or
3. Finding that the student has engaged in conduct while at school or while under the supervision of a school authority which endangered the property, health or safety of others; or
4. Find that the student while not at school or while not under supervision of a school authority engaged in conduct which endangered the property, health or safety of others at school or under the supervision of a school authority; or
5. Finding that the student endangered the property, health or safety of any employee or school board member of the school district of which the pupil is enrolled.

The above offenses may result in a recommendation of a student for expulsion. In-school suspensions are served within the school building during the school day under the supervision of school personnel. Students will be required to work on school assignments.

Out of school suspensions are served off school premises. Students are encouraged to keep up with their studies during the term of the suspension. Parents will be notified when students are to serve either an in-school suspension or out-of-school suspension.

The Superintendent or building administrator may suspend a student for a period not to exceed the maximum days as provided by law. Students or the pupil's parent/guardian may appeal a suspension. Appeals should occur within 5 school days following the commencement of the suspension. Requests to appeal should be made to the superintendent who will arrange a conference with a school district administrator, or designee, which shall be someone other than a principal.

Tardiness

Being on time to school and to classes is an important part of the school record students establish. One of the responsibilities of this school is to help students learn habits of organization and dependability.

If you come late in the morning, your parent or guardian may telephone the school and you must bring a signed excuse from your parents. The attendance secretary will give you a class admit.

If you are late for a class during the day, go directly to your class and explain to your teacher why you were late.

If you were with a teacher, get an admit pass from that teacher before going to the next class. In some instances tardiness is excusable. When tardiness appears unnecessary or habitual, however, students may be required to make up time with the teacher concerned at the instructor's convenience. Parents will be contacted for excessive tardiness. Unexcused tardiness will not be tolerated.

Telephone

Telephones in the office and in the classrooms are business phones and may be used in case of an emergency only. Students will not be allowed to use the phone during class time unless authorized.

Tornado Drills

Severe weather drills shall be held periodically. A ringing bell will signal classes to go to the posted protection areas. When the students arrive in the respective areas, they should sit on the floor and remain quiet until an announcement is given to return to class. The teacher shall remain with the class. All personnel shall stay out of the gymnasium and other areas where there is the possibility of injury from broken glass.

Valuables

Keep all valuables at home. Carry only enough money for lunch and emergencies. **DO NOT** leave money or valuables in your locker. Do not bring radios, tape recorders, cameras, etc., to school unless given written permission to do so by your teacher. The school will not be responsible for loss or damage to these items.

Visitors

Parents are welcome to visit school at any time. Please stop in at the office when you arrive. KMS students **may not** bring visitors to school. When visiting, please stop by either the "Blue" or "Gold" office to obtain a visitors badge.

Water Bottles

Kennedy Middle School has researched and discussed the impact of recent studies relating to hydration and the impact on learning. Knowing that research substantiates the importance of hydrating the brain, allowing students to have and carry bottled water with them throughout the school day is best practice.

The parameters for allowing students to bring and maintain open containers in our school are as follows:

1. All water bottles must be in plastic (not glass containers).
2. The only beverage allowed is water. Students will be asked to discard open containers of items such as soda, Gatorade, flavored water or juice. However, these items are acceptable for lunch period, providing they are consumed during lunch.
3. When having water bottles (plastic) in the classroom, students must have a capped and clear water bottle, it is important that the bottle is clear so please avoid purchasing or bringing water bottles in tinted containers. Students will be asked and are not allowed to share water bottles.
4. Students may not bring water bottles to classes that already have a water fountain available, such as in the gym or band room.
5. Students may not have their water bottles in the computer labs, libraries or when working by or on a computer in the classroom.
6. Students who are less than mature with their water bottles in or around the classrooms may lose the privilege of having water bottles.

What can you do as parents to help with this initiative? Please honor the above referenced parameters by talking with your child about the importance of hydration. Also, if sending water to school with your child, please make sure that the container is clear (it will also be helpful if the students include their names on the bottle). The KMS staff believe that hydration is important, however, the potential for misuse can negatively impact a conducive environment for learning. Our hope is we can overcome the potential problems associated with open containers while maintaining KMS as the effective and innovative school environment it is today.

Weapons in School

The Germantown School District prohibits any person from possessing or using weapons or firearms on school premises or on school buses at any time. The District further prohibits any person from possessing or using a firearm or weapon at any school-sponsored activity.

“Weapons” include, but are not limited to, the following:

1. Any device or instrumentality that (a) is designed as a weapon and capable of causing death or bodily harm, or (b) in the manner it is used or intended to be used, is calculated or likely to produce death or bodily harm. Such devices include, but are not limited to, martial arts instruments, instruments similar to martial arts instruments, knuckles, instruments similar to knuckles, razors, knives, chains or clubs.
2. Any BB, paint-ball, pellet-firing, or any other air gun that expels a projectile through the force of air pressure.
3. Any electric weapon, (i.e. any device that is designed, redesigned, used or intended to be used, offensively or defensively, to immobilize or incapacitate persons by the use of electric current).
4. Look-alike weapons, including toy guns, water guns, replica nonguns, and air-soft guns firing nonmetallic projectiles.

“Firearms” are loaded or unloaded firearms, including, but not limited to:

1. Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive.
2. The frame or receiver of any such weapon;
3. Any firearm muffler or firearm silencer or any destructive device under Wis. Stat. 921(a)(4); or any destructive device, including, but not limited to, explosive, incendiary or poison gas devices (i.e. bombs, grenades, or similar devices), and any type of weapon that will or may be readily converted to expel a projectile by the action of an explosive or other propellant.

“School premises” include, but are not limited to, any school building, grounds, recreation area, athletic field or any other property that the Germantown School District own, uses or operates.

Any student who violates this policy is subject to disciplinary action, including suspension and recommendation to the Germantown Board of Education for expulsion from the District. If a student violates this policy, District staff will confiscate the firearm or weapon and notify the student’s parent or guardians. Building administrators will determine the appropriate disciplinary action to take against a student who violates this policy, and may notify law enforcement officials.

If a student possesses a firearm at school or while under the supervision of a school authority, District staff will confiscate the firearm and notify the student’s parents or guardians. The Building Administrator will suspend the student and recommend expulsion. The School Board will hold an expulsion hearing. If the School Board determines that the student possessed a firearm at school or while under the supervision of a school authority, the School Board must expel the student for at least one year, unless it decides to modify the term of the expulsion on a case-by-case basis.

If a student brings a weapon or firearm to school, the District will report the student to the appropriate criminal justice authorities or the juvenile delinquency system. The District will also comply with applicable reporting requirements under the Gun Free Schools Act, 20 U.S.C. @ 8921.

Withdrawal from School

If a student transfers from the district, he/she should notify the KMS office secretary at least 2 weeks in advance. The pupil’s new address and name and address of the new school should be submitted to the KMS office by the parent or student at least 2 days prior to the date of transfer. The parent must sign a special release of records form before any record can be sent to the pupil’s new school. All books, locks, and library materials must be checked in before the student is transferred. The student must have his “clearance form” signed by each of his teachers and returned to the office before final check out on the last day of attendance at KMS. These forms are available at the office. Lockers must be emptied and cleaned out.

KMS Student Drop Off and Pick Up or Visitor Policy

