



KIEL HIGH SCHOOL

STUDENT/PARENT HANDBOOK

2023 / 2024
School Year

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Handbook Policies and Procedures are subject to change or revision.
All Kiel Area School District policies referenced in this handbook are available online at
<https://go.boarddocs.com/wi/kiel/Board.nsf/Public?open&id=policies>



KIEL RAIDERS

Fees/Fines

FEES/FINES (Board Policy 6152)

The annual student fee of \$30.00 furnishes students with the use of text materials and the like. Some courses require the use of materials which cannot be used by other students or which become part of personal projects. Students enrolled in these courses will be assessed a fee for that specific course; see Kiel High School website for specific courses that carry fees. Some courses may also carry an additional project fee for projects that require extra materials. All fees, fines, delinquent lunch accounts and expenses are cumulative and must be paid by May 24, 2024 in order to participate in the graduation ceremony for the 2023--24 school year.

TEXTBOOKS (Board Policy 6152)

Each student shall be responsible for the appearance and safekeeping of books assigned. Students shall be fined for damage to books and shall pay the replacement cost for books lost or damaged beyond repair.

LIBRARY CIRCULATION AND FINE POLICY

Regular checkout for library books is four weeks. Checkout for magazines, vertical file, records and cassettes is one week. The fine for overdue items is \$0.10 per item per day.

Reference books and teacher reserve materials are checked out overnight. They must be returned by 7:45 a.m. the next morning. The fine on any overnight item is \$0.25 per day it is overdue. It is automatically one day overdue if it is not back by 7:45 a.m. the next morning.

Barcode labels are necessary for the automated circulation to work smoothly. Any library materials returned with the barcode missing will result in a fine of \$3.00 assessed to the patron who had the item checked out.



Attendance/Truancy/Tardiness

ATTENDANCE

Compulsory School Attendance (Board Policy 5200)

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 outlined in this Administrative Guideline. 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.

STUDENT ABSENCES AND EXCUSES:

Regular attendance is a responsibility of the student and the parent(s) or guardian.

Notify School of Absence: **WHEN A STUDENT IS ABSENT, PARENT/GUARDIAN IS TO CONTACT THE SCHOOL OFFICE ON THE DAY OF ABSENCE BY 8:15 a.m.** Failure to do so will result in the school calling the home or workplace of the parent.

The following shall be considered excused absences in the Kiel Area School District:

- Illness of the student
 - Any absences that include a doctor's note to excuse a specified date, are not marked as "Illness", but as "excused" and does not remove a sick day for the student.
 - After 5 sick days in a semester, a doctor's note is required.



Attendance/Truancy/Tardiness

The following shall be considered excused absences in the Kiel Area School District:

- Parental Permission
 - Parents may excuse students for 10 days: Parents are authorized to excuse their child from school attendance for any reason for up to a **MAXIMUM OF 10 DAYS** in a school year provided they notify the school.
 - Examples of parental excused days may include, but are not limited to the following:
 - Appointments: dental, medical, etc.
 - Funerals
 - Legal proceedings
 - College visits
 - Job Fairs
 - Vacation
 - Emergency
 - Work
 - Car Trouble
 - Missed bus
 - Oversleeping
 - Weather

- Other Excused Absences
 - Religious Instruction
 - Religious Holiday
 - Suspension
 - Program or Curriculum Modifications
 - Illness of a Family Member
 - HSED or Secured Facility
 - Technical College or other Schooling
 - Quarantine

Absences that are not considered **EXCUSED** by the Kiel Area School District or utilized by the parent/guardian as one of the allowed 10 parent-approved days per year are, **BY LAW**, considered **TRUANCIES**, and may result in a municipal citation.



Attendance/Truancy/Tardiness

Procedures Following an Absence

1. Absences from school require communication to the office via a phone call, note, or the Skyward Student Management System. Failure to notify the office will result in the absence being recorded as UNVERIFIED and the parent will have FIVE (5) school days to contact the office before it is permanently recorded as a truancy.
2. Students are responsible for making up assignments missed during an absence. After an excused absence a student will be afforded two (2) school days for every day missed to complete make-up work. This only applies to work assigned on the day a student was absent. Assignments/tests etc. previously assigned, are due on the day the student returns to school from the absence. If a student is absent five (5) or more consecutive days, the student is required to meet with their teachers to discuss a time frame for making up work.
3. School-Directed Communication Regarding Absences
 - o Illness
 - 4th absence in the semester, a notification will be sent to parent(s)/guardian(s).
 - 5th absence in a semester, notification that future absences due to illness will require a doctor's note.
 - 6th absence and beyond (without a doctor's excuse) in a semester, will be recorded as a truancy and a notification will be sent to parent(s)/guardian(s) and to the Police School Liaison Officer.
 - o Parental Permission
 - 8th absence, a notification will be sent.
 - 10th absence, a notification that all Parent Permission days have been utilized will be sent.
 - 11th absence and beyond will be recorded as a truancy and a notification will be sent to parent(s)/guardian(s) and to the Police School Liaison Officer.

Kiel Municipal Ordinances allow for the issuance of municipal citations for individual acts of truancy/loitering.



Attendance/Truancy/Tardiness

REPEATED ABSENCE/TRUANCY FROM SCHOOL

Legal proceedings will be brought against a student and/or parents when the student has become what is defined in law as a "habitual truant" from school (see below). (Wisconsin Statutes 118.15 and 118.16)

Definition of "**HABITUAL TRUANT**":

A student who is absent from school without an acceptable excuse for part or all of 5 or more days on which school is held during a school semester.

When a student is identified as being "**HABITUALLY TRUANT**", school authorities will initiate the following procedures:

1. Appropriate school personnel will meet with the parent/guardian of the truant student to discuss the student's truancy problem, or attempt to have such a meeting.
2. The school will provide an opportunity for educational counseling of the student to determine whether a change in the student's curriculum would resolve the truancy. This will involve a review of the educational placement of the student, as well as possible curriculum modifications available that might be helpful in resolving the truancy problem.
3. The school will evaluate the student to determine whether learning problems may be a cause of the truancy and, if so, will take appropriate action or make appropriate referrals.
4. The school will evaluate the student to determine whether social problems may be the cause of the truancy and, if so, will take appropriate action or make appropriate referrals.

COURT REFERRAL

Once these steps have taken place during a given school year, and the truancy problem persists, the school will refer the matter to the Kiel Police Department and the local Kiel Municipal Court for issuance of a citation on a **LOCAL ORDINANCE** violation forbidding truancy. This can result in **SUSPENSION OF DRIVER'S LICENSE** for 30-90 days, as well as other possible penalties listed in the ordinance and the state law.

The school may also forward a legal action referral form to the appropriate county's juvenile intake officer who will review the case for referral to the District Attorney. This may result in a referral to the county court for a state law violation.

Note: Students who leave their assigned area/classroom during the school day without permission or authorization could be considered truant/loitering and may be issued a municipal citation.



Attendance/Truancy/Tardiness

TARDINESS

- **Definition:** A student is considered tardy for class if they are not at their assigned workstation (as designated by the teacher) when the bell rings, unless the student has a legitimate excuse. When reporting to a workstation a student must be prepared for the work of the class session and must have the necessary materials needed for that class.
- **Recording of Tardiness:** During the course of the school day, each teacher will keep a record of the tardiness for each student in their classes. These will be reported to the office daily (each period).
- **Penalty:** Each student may be tardy to a class once per term without penalty. The second time a student is tardy in that class during the term will result in teacher directed detention. Tardiness beyond this point will result in office directed detentions. If the tardy issue is not rectified, the issue will be referred to the office and the tardy will be recorded as truancy. Tardies may also result in loss of release privileges.



Adult Student

THE ADULT STUDENT

Students who have reached the age of majority are NOT exempt from school rules or regulations nor Board of Education policies and rules. When a student reaches the age of majority, the school's operating procedures in relations with that student WILL REMAIN THE SAME as previous to their reaching that age with the following EXCEPTIONS:

- The adult student NO LONGER RESIDES with their parent(s) or guardian(s) (is living as an independent adult AND at another address) AND notifies the principal in writing (form available in the school office) of their desire to be dealt with directly (to the EXCLUSION of their parents/guardians) as to ALL school-related matters, such as grades, school conferences, disciplinary actions, absence excuses, etc. **NOTE:** If and when the student returns to live with their parent(s)/guardian(s), this agreement between the school and the student is immediately terminated.

.....OR.....

- The adult student IS residing "AT home" with their parent(s) or guardian(s), BUT the parent(s)/guardian(s) wish to request that the student be dealt with as a FULLY INDEPENDENT ADULT (the parent(s)/guardian(s) do NOT wish to be involved in ANY matters between the school and the student such as grades, school conferences, disciplinary actions, absence excuses, etc.). **TO MAKE A REQUEST OF THIS VERY SERIOUS NATURE, THE PARENT(S)/GUARDIAN(S) MUST CONFER WITH THE PRINCIPAL AND COMPLETE THE APPROPRIATE FORM AVAILABLE FROM THE SCHOOL OFFICE.**

ADULT STUDENT NOTIFICATIONS

Student Records: 18-year-old students have the right to access their student records. These records may be obtained in the guidance office.

ADMISSION OF ADULT STUDENTS

Students who have not completed all requirements for high school graduation in eight semesters may continue to be enrolled in Kiel High School until the age of 20 with permission of the high school principal. Exceptional Educational Needs students may be enrolled until the age of 21. Enrollment may be on a full- or part-time basis.



Student Conduct/Suspension/Expulsion

STUDENT CONDUCT (Board Policy 5500)

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District.

The District Administrator shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on school vehicles, and at school-related events.

Student conduct on or adjacent to school premises, on school vehicles, and at school-related events and activities shall be governed by the rules and provisions of the Student Code of Conduct. This Code of Conduct shall be reviewed and approved periodically.

Student conduct shall be governed by the rules and provisions of the Code of Conduct developed for each school in consultation with a committee of School District residents that consists of parents, students, members of the School Board, school administrators, teachers, pupil services professionals, and other residents of the School District who are appointed to the committee by the School Board. Each school's Code of Conduct shall be adopted by the School Board



Student Conduct/Suspension/Expulsion

STUDENT DISCIPLINE (Board Policy 5600)

The Board of Education acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions.

The Board shall require each student of this District to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- A. conform to reasonable standards of socially-acceptable behavior;
- B. respect the person and property of others;
- C. preserve the degree of order necessary to the educational program in which they are engaged;
- D. respect the rights of others;
- E. obey constituted authority and respond to those who hold that authority.

The District Administrator shall promulgate administrative guidelines for student conduct which carry out the purposes of this policy and:

- A. are not arbitrary but bear a reasonable relationship to the need to maintain a school environment conducive to learning;
- B. do not discriminate among students;
- C. do not demean students;
- D. do not violate any individual rights constitutionally guaranteed to students.



Student Conduct/Suspension/Expulsion

STUDENT DISCIPLINE (Board Policy 5600) cont.

The District Administrator shall designate sanctions, excluding corporal punishment, for the infractions of rules which shall:

- A. relate in kind and degree to the infraction;
- B. help the student learn to take responsibility for their actions;
- C. be directed, where possible, to reduce the effects of any harm which may have been caused by the student's misconduct.

The Board shall attempt to provide, as resources permit, alternative programs and activities for disruptive students as a means to prevent or reduce discipline problems. In planning such programs, the District Administrator shall include procedures which ensure cooperation with those community agencies and organizations which can provide assistance to such students.

The building administrator or designee shall have the authority to assign discipline to students, subject to District administrative guidelines and the student's due process right to notice, hearing, and appeal.

Teachers and other employees of this Board having responsibility for the supervision of students shall have the authority to take such means as may be necessary to control the disorderly conduct of students

- A. in all situations and in all places where such students are within the jurisdiction of this Board;
- B. when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

Legal
120.13(1), Wis. Stats.



Student Conduct/Suspension/Expulsion

KIEL HIGH SCHOOL CODE OF CLASSROOM CONDUCT

Code Philosophy/Scope

The Kiel Area School District is committed to maintaining a favorable academic atmosphere. 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 allows teachers to effectively carry out their lesson plans and students to participate in classroom activities. Students are also expected to abide by all rules of behavior established by the school board, administration and their classroom teachers.

Student behavior that is dangerous, disruptive or unruly or that interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement as outlined below. In addition, the student may be subject to disciplinary action in accordance with established school board policies and school rules.

Reasons for Removal of a Student from Class

A student may be removed from class for conduct or behavior which (a) violates the district's policies regarding suspension or expulsion (b) violates the behavioral rules and expectations set forth in the Student Handbook; (c) is disruptive, dangerous, or unruly; (d) which otherwise interferes with the ability of the staff member to teach effectively; or (e) which is incompatible with effective teaching and learning in the class. Removal is a serious measure, and should not be imposed in an arbitrary, casual, or inconsistent manner. Behavioral expectations are always more constructive, and more likely to be followed, where their terms are communicated as clearly as possible to students and staff. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every inappropriate circumstance, that would justify removal under this Code. A staff member's primary responsibility is to maintain an appropriate educational environment for the class as a whole. Therefore, notwithstanding the provisions of this Code, in every circumstance the staff member should exercise their best judgment in deciding whether it is appropriate to remove a student temporarily from class



Student Conduct/Suspension/Expulsion

KIEL HIGH SCHOOL CODE OF CLASSROOM CONDUCT (cont.)

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

1. **Conduct covered by the district's policies regarding suspension and expulsion** (e.g., conduct rule violations, possessing a firearm, knowingly conveying a threat to destroy any school property by means of explosives). It should be noted that building administrators make decisions regarding suspension, and the district administrator makes recommendations to the Board of Education for expulsion. Thus, a staff member's decision to remove a student from class for behavior covered by district policies regarding suspension and expulsion may, but does not necessarily, mean that the student will also be suspended or expelled.
2. **Disruptive, dangerous or unruly behavior.** The following behavior, by way of example and without limitation, may be determined to be disruptive, dangerous or unruly:
 - a. Inappropriate physical contact intended or likely to hurt, distract or annoy others such as hitting, biting, pushing, shoving, poking, pinching or grabbing.
 - b. Inappropriate verbal conduct intended or likely to upset, distract or annoy others such as name calling, teasing or baiting.
 - c. Behavior that may constitute sexual or other harassment.
 - d. Repeated or extreme inappropriate verbal conduct likely to disrupt the educational environment, particularly when others are talking (e.g., lecture by teacher, response by other student, presentation by visitor) or during quiet study time.
 - e. Throwing any object, particularly one likely to cause harm or damage such as books, pencils, scissors, etc.
 - f. Inciting other students to act inappropriately or to disobey the teacher or school or class rules.
 - g. Destroying the property of the school or another student.
 - h. Loud, obnoxious or outrageous behavior.
3. **Conduct which otherwise interferes with the ability of the staff member to teach effectively.** Students are required to cooperate with the staff member by listening attentively, obeying all instructions promptly and responding appropriately when called upon. A student's non-compliance may, in turn, distract others either by setting a bad example or by diverting the class from the lesson to the student's inappropriate behavior. By way of example and without limitation this behavior includes:
 - a. Open defiance of the staff member, manifest in words, gestures or other overt behavior
 - b. Open disrespect of the staff member, manifest in words, gestures or other overt behavior.
 - c. Other behavior likely or intended to sabotage or undermine classroom instruction.



Student Conduct/Suspension/Expulsion

KIEL HIGH SCHOOL CODE OF CLASSROOM CONDUCT (cont.)

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

Procedures to be Followed for Removing a Student From Class

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

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

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

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

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



Student Conduct/Suspension/Expulsion

Placement Procedures

1. Short-Term Placement

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

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

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



Student Conduct/Suspension/Expulsion

Placement Procedures (cont.)

2. Long-Term Placement

Long-term placement in an alternative setting is an extremely serious step that should not be undertaken hastily or for less than compelling reasons. Such a step could have profound disciplinary responses for the student and their class, as well as any new class or staff member to which the student may then be assigned. For these reasons, long-term placement should not ordinarily be considered or implemented except after a thorough consideration of alternatives by the principal or designee. The principal or designee shall make all long term placement decisions under this code.

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

1. the basis for the removal request,
2. the alternatives, approaches and other steps considered or taken to avoid the need for the student's removal from class,
3. the impact, positive and negative, on the removed student, and
4. the impact, positive or negative, on the rest of the class.

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

1. Following consideration of the staff member's statement and any other information, the building principal or designee shall, at their discretion, take one of the following steps:
2. Place the student in an alternative education program as defined in number 1.
3. Place the student in another area in the school or in another appropriate place in the school.
4. Place the student in another instructional setting.
5. Return the student to the class from which the student was removed if the principal or designee determines that readmission to the class is the best or only alternative.

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

Removal and Placement Procedures for Students with Impairments

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

Code Dissemination

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



Student Conduct/Suspension/Expulsion

CONDUCT GUIDELINES

Philosophy

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

Student Responsibility

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

To fulfill this responsibility, the student should:

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

School and Staff Responsibility

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



Student Conduct/Suspension/Expulsion

Level A

Level A Offenses



1. Failure to bring all necessary materials to class.
2. Inappropriate hallway or common area behavior including running and shouting.
3. Causing a disturbance in a classroom (behavior that interferes with teaching and learning).
4. Failure to follow the guidelines given by a teacher or other authorized staff member.
5. Two times tardy to class (less than ten minutes).
6. Repeated violations of the school dress code.

Level A Disciplinary Actions



A student who commits a Level A offense may receive a classroom detention and parents/guardians may be contacted



Student Conduct/Suspension/Expulsion

Level B

Level B Offenses



1. Repeated non-compliance of Level A offense(s).
2. Profanity or other abusive language not directed at an administrator, teacher, or other staff member.
3. Three or more unexcused tardy to a class within a term.
4. Causing a disturbance in a hallway, lobby, bathroom, or other common area, including lawns, sidewalks, athletic fields, and parking lots.
5. Unauthorized (not connected to class activity) use of electronic devices.
6. Failure to serve a teacher detention within two days.
7. Unauthorized riding on an elevator.
8. Horseplay that is physical in nature.
9. Intimate contact with another student, including kissing and embracing.

Level B Disciplinary Actions



A student who commits a Level B offense could receive an office detention and/or any of the above mentioned disciplinary responses.



Student Conduct/Suspension/Expulsion

Level C

Level C Offenses

1. Repeated non-compliance of Level B offenses.
2. Failure to serve an office detention.
3. Reckless conduct without injury including but not limited to physical contact such as pushing, shoving or tripping a student.
4. Vandalism that can be cleaned by student under supervision.
5. Unauthorized access to personal property of others.
6. Forging notes, excuses, early dismissal slips, or attendance phone calls.
7. Disrespect of an administrator, teacher or other staff member.
8. Use or display of discriminatory or racist epithets/comments (vocal or written).
9. Gambling (participating in any game or activity involving chance and the payment of money).
10. Plagiarism or Cheating. (See Academic Integrity Policy on p.28-29.)
11. Loitering. Discipline may also include the issuance of a municipal citation.

Level C Disciplinary Actions

A student who commits a Level C offense could receive 1 to 5 office detentions or in-school suspension. Discipline may include restitution, loss of parking privileges, loss of Senior Release and/or any of the above mentioned disciplinary responses.



Student Conduct/Suspension/Expulsion

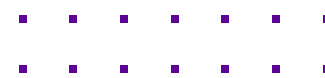
Level D

Level D Offenses



1. Repeated non-compliance of Level C offenses.
2. Vandalism causing damage that can be repaired for \$100.00 or less. (Discipline will also include student's payment of repair or replacement expenses.)
3. Making obscene gestures to a staff member.
4. Damaging a person's property.
5. Failure to serve level C office detentions.
6. Verbal harassment (including electronic devices), not including physical contact or threats of harm or sexual harassment.
7. Violating a person's right of privacy (including electronic devices).
8. Possession or use of tobacco, nicotine, or inhalation products including, but not limited to, e-cigarettes and vaporizers. Discipline may also include the issuance of a citation per State Law 120.12 (20).
9. Exchanging tobacco, nicotine, or inhalation products including, but not limited to, e-cigarettes and vaporizers on school grounds. Discipline may also include the issuance of a citation per State Law 120.12 (20).
10. Insubordination of a staff member's request or directive.

Level D Disciplinary Actions



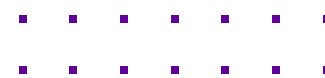
A student who commits a Level D offense may receive a one day out of school suspension and/or any of the above mentioned disciplinary responses.



Student Conduct/Suspension/Expulsion

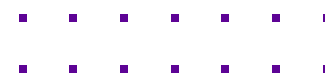
Level E

Level E Offenses



1. Repeated non-compliance of Level D offenses.
2. Fighting, including but not limited to, wrestling and open or closed fist hitting. All parties involved will be subject to disciplinary responses.
3. Engaging in bullying behavior as defined in Wisconsin State Statutes.
4. Possession, distribution, or exhibition of sexually provocative materials.
5. Harassment involving physical contact or threats of harm or sexual harassment.
6. Extortion (obtaining or attempting to obtain something of value from another by force or intimidation or forcing or attempting to force another to take action or not take action).
7. Profanity or other abusive language directed at administrator, teacher or other staff member.
8. Theft or possession of stolen property based on administrative or Police School Liaison Officer investigation.
9. Possession, use, or distribution of any tobacco, nicotine, or inhalation products including, but not limited to, e-cigarettes and vaporizers - second offense within a school year. Discipline may also include the issuance of a citation per State Law 120.12 (19).

Level E Disciplinary Actions



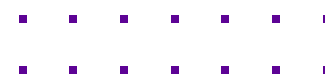
A student who commits a Level E offense could receive a suspension from school for a period of one to five days and/or any of the above mentioned disciplinary responses.



Student Conduct/Suspension/Expulsion

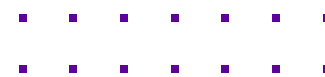
Level F

Level F Offenses



1. Repeated non-compliance of Level E Offenses.
2. Possession or use of a weapon.
3. Setting off a false fire alarm, making a false 911 call, making a bomb threat, or a similar terrorist threat.
4. Possession or use of any tobacco, nicotine, or inhalation products, including, but not limited to, e-cigarettes and vaporizers - third offense within a school year. Discipline may also include the issuance of a citation per State Law 120.12 (20).
5. Striking or assaulting an administrator, teacher, or other staff member.
6. Vandalism causing damage in excess of \$100.00. (Discipline will also include student's payment of repair or replacement expenses.)
7. Possession or detonation of fireworks, smoke bombs, stink bombs, and similar devices.
8. Arson or attempted arson.
9. Theft - second offense.
10. Being under the influence of alcohol or illegal drugs.
11. Possession or distribution of alcohol, mood altering drugs not prescribed by a physician, or related drug paraphernalia.
12. Illegal distribution of prescription drugs.
13. Criminal behavior (conduct that, if committed by an adult, would constitute a felony or misdemeanor under the prevailing laws of the State of Wisconsin).

Level F Disciplinary Actions



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



Student Conduct/Suspension/Expulsion

Detentions

Detentions are classroom level disciplinary interventions. Detentions may be served with the classroom teacher during lunch or before/after school. A pupil should be notified in person by the classroom teacher as to the time and place of the detention. A student has the option of a same day detention if he/she has transportation home. If a student fails to serve the predetermined detention, it will be recorded as a Level B offense and an appropriate disciplinary response will be determined by administration.

Office Detentions

Office Detentions are detentions that are imposed by a building administrator or Dean of Students and will be served during lunch or before/after school.

SUSPENSION/EXPULSION (Board Policy 5610)

Suspension: A student may be suspended for a violation of school rules and/or school board rules and policies, or for knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives, or for conduct by the student while at school or while under the supervision of a school authority which endangers the property, health or safety of others, or for conduct while not at school or while not under the supervision of a school authority which endangers the property, health or safety of others at school or under the supervision of a school authority, or endangers the property, health or safety of any employee or school board member of the school district in which the pupil is enrolled. The principal shall be delegated the power to suspend a student for a period not to exceed five school days as provided by law except in cases where a notice of an expulsion hearing has been sent. In such cases a student may be suspended for not more than a total of 15 consecutive school days.

Prior to suspension, the student shall be advised of the reason for the proposed suspension and shall be given an opportunity to present their version of the incident. The parent or guardian of a minor student shall be given prompt notice of the suspension and the reason for the suspension. While on suspension from school, a student may not be on the school premises (without specific permission from the principal in advance) or attend any school events.

Following a suspension, a student is entitled to return to school, even if their parents or guardian have not had a conference with the school administrator. A student who is suspended shall not be denied the opportunity to make up any quarterly, semester or major grading period assignments or examinations missed during the suspension.



Student Conduct/Suspension/Expulsion

SUSPENSION/EXPULSION (Board Policy 5610) (cont.)

Expulsion: The school board may expel a student from school when it finds the student guilty of repeated refusal or neglect to obey the rules, or finds that a student knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives, or finds that the student 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 finds that a student while not at school or while not under the 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 endangers the property, health or safety of any employee or school board member of the school district in which the pupil is enrolled, and is satisfied that the interest of the school demands the student's expulsion.



Harassment & Bullying/Liaison Officer

HARASSMENT AND BULLYING POLICIES (Board Policy 5517& 5517.01)

The Board of Education is committed to an educational environment that is free of harassment and bullying of any form. The Board will not tolerate any form of harassment or bullying and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the Kiel Area School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

POLICE LIAISON OFFICER

Officer Jeremy Kamp serves as the Kiel Area School's police liaison officer. Officer Kamp is available to discuss matters of interest with students and faculty, provide presentations to classes and if necessary is called upon to assist in the investigation of disciplinary/legal matters, and if appropriate initiate police action in those matters. He can be reached in his office at the high school (Room 185) at 894-5144.



Academic Integrity

Kiel High School regards academic honesty a cornerstone of its educational mission. It is expected that all schoolwork submitted for the purpose of meeting course requirements represent the original efforts of the individual student. This includes, but is not limited to: test taking, homework, class assignments, and the original creation of essays, compositions, term papers and scientific research. All work submitted by a student should be a true reflection of that person's effort and ability. If such is not the case, then the student has demonstrated unacceptable behavior and is subject to disciplinary action. Administrators, faculty, students and families are all important contributors to the upholding of academic integrity in the school learning community. **Students who cheat or plagiarize will have behavioral consequences, but will not be assigned zeros or have grades reduced. Instead, students will be required to redo/retake the assessment according to teacher-prescribed parameters.**

Plagiarism is defined as copying/stealing and passing off as one's own the ideas or words of another, using someone else's created production without crediting the source, or committing literary theft.

Examples include the following ...

- Turning in a paper retrieved from an Internet source as one's own
- Using another student's work in whole or part and handing it in as one's own
- Using information from an encyclopedia, book, textbook, web site, database, etc., without citing the source
- Using another person's idea, opinion, or theory without citing the source
- Using any facts, statistics, graphs, drawings, pictures, sounds or other piece of information which you found from any source that is not common knowledge, without citing the source
- Using quotations of another person's actual spoken or written word without citing the source
- Paraphrasing (putting into your own words) another person's unique ideas, spoken or written, without citing the source



Academic Integrity

As the Internet becomes increasingly more accessible and sophisticated, the incidents of plagiarism in submitted student papers and projects have increased. Many institutions of higher (post-high school) education penalize plagiarism with student expulsion. Therefore, in the interest of the student's future education, as well as the school's part in the personal development of students, Kiel High School will follow the policy on plagiarism as outlined below:

Plagiarism or Cheating will result in an initial grade mark of "learning not determined" on the assessment.

Teachers will provide written documentation of the violation and will use the following procedure:

- Discussion with the student
- Creation of an academic plan to redo/retake the assessment
- Referral to the associate principal
- Call to parents by the teacher
- Administrative referral to co-curricular coaches/advisors and National Honor Society as applicable

When plagiarism or cheating is found to have taken place, the student must still demonstrate the learning of the standard and complete the assessment's requirements by re-submitting the assessment according to teacher specifications. Failure to redo the assessment will result in a grade of zero entered for the assignment.

A second cheating or plagiarism offense will automatically result in an "F" for the course and will make the student ineligible for membership in the National Honor Society. Additional co-curricular consequences may also apply.



Lunch Period

Kiel High School operates a "closed" school day for 9th and 10th grade students, which means that these students (unless having an acceptable special circumstance excuse) must spend their lunch period in the cafeteria whether they eat hot lunch provided by the school or bring their lunch from home. The lunch room is supervised and students are at all times expected to conduct themselves in a proper manner in order to make lunch time as pleasant as possible for everyone.

Kiel High School will operate an **"open campus"** lunch period for 11th and 12th grade students. To apply for open lunch privileges, students must fill out the **Open Campus Lunch Permission Form** which can be obtained at the Attendance Window or on the KHS website under High School information. Students should display appropriate behavior while off school grounds. Open Campus is a privilege and may be revoked from individual students based on behavior, attendance, or tardiness issues.

1. All eating must be done in the cafeteria and commons areas. Administration reserves the right to limit food and drink to only the cafeteria based on student behavior. **Food and drink are not allowed in classrooms or study areas without administrative or teacher permission.**
2. Return your tray to the windows provided for this purpose.
3. Leave nothing on the table. Lunch sacks and refuse are to be deposited in waste containers provided.
4. Students in grades 9 and 10 are not to leave the building or loiter in unauthorized areas during the lunch period. They are to remain in the cafeteria, commons area, or courtyard when weather permits, until dismissed to return to class.
5. **Non-Kiel High School students are not permitted to visit in the cafeteria or commons area.**
6. Inappropriate behavior is subject to discipline just as during any other time and place on the school grounds.
7. Students will not be permitted to have food delivered in from a commercial vendor except under the following circumstances. A parent, guardian or an adult designated by the parent may purchase a commercial lunch and leave it in the school office for their child to eat during noon hour. In such cases, the student may be required to eat the commercial lunch in an area other than the cafeteria. Commercial lunches purchased for groups who are not members of an immediate family are not allowed.

VENDING MACHINES

Vending machines may be available for your use in the commons as sponsored by school organizations. These sponsorships are subject to change from one year to the next as student sales and responsible behavior dictate. Students are expected to use these machines appropriately so that these organizations may continue to benefit from their use. Students are not to use the vending machines during class periods.



Lockers/Dress Code/Cell Phones

LOCKER/SEARCHES

The locker assigned to you when you enter Kiel High School is yours until you graduate or leave school. This locker is school property subject to periodic inspection and you are expected to keep it reasonably clean and orderly at all times.

Student Locker Searches (Board Policy 5771)

Street lockers and gym lockers, although assigned to individual students, remain school property subject to periodic reasonable inspection and search by school authorities. Students are hereby advised of the possibility of inspection.

School officials may seize any or all items which are dangerous and/or illegal and which are in plain view upon opening the locker. Reasonable searches among the personal belongings of the student contained within the locker may be conducted when there are reasonable grounds to believe that the search will provide evidence that the student has violated or is violating school rules or the law.

Search of Students (Board Policy 5771)

A limited search for dangerous or illegal items or substances on the person of a student is a proper means of protecting the interests of education and the property, health and safety of all those in the schools of the district without unreasonably interfering with the student's privacy rights.

Accordingly, school officials may conduct a search of a student if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating school rules or the law.

GROUP CONDUCT

Mass absenteeism from school in the nature of boycotts, walkouts, sit-ins, or "skip" days on the part of a group of students no matter how large or small shall be regarded as group misconduct. In the event of such activity, the principal is authorized and directed to take appropriate disciplinary action or such other action as is deemed necessary.



Lockers/Dress Code/Cell Phones

DRESS CODE (Board Policy 5511, Wisconsin Statutes 120.13)

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

Accordingly, the District Administrator shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

1. present a hazard to the health or safety of the student themselves or to others in the school, including by way of communicating threats of harm or depictions of harmful conduct directed at others;
2. interfere with school work, create disorder, or disrupt the educational program, including dress that promotes or depicts illegal activity, such as illegal drug use, underage alcohol consumption, or similar activities;
3. cause excessive wear or damage to school property;
4. prevent the student from achieving their own educational objectives because of blocked vision or restricted movement.

Such guidelines shall also apply to the dress requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event. Where appropriate, a uniform or specific dress requirement shall be used for students when representing the District as described.



Lockers/Dress Code/Cell Phones

DRESS CODE (Board Policy 5511, Wisconsin Statutes 120.13) (cont.)

In enforcing the dress code, the following procedures shall be used:

- the principal shall serve as the initial arbiter of student dress and grooming in their building;
- before taking action to enforce dress code requirements, including by requiring that a student remove, cover, or otherwise conceal the item or depiction at issue, the principal shall determine whether the item constitutes protected speech in so far as the item independently makes a statement of a discernible nature to the observer by depiction, words, or combination of the two that does not require separate explanation.

Expressive dress may not be protected speech if it involves:

- Obscenity
- Language or depictions intended to incite violence or foment hatred of others

Dress that is protected speech may still be prohibited if it is likely to cause a substantial disruption to the educational environment. This may include dress that includes the use of vulgarity, discriminatory language including racial or ethnic slurs, negative stereotypes, violence, or other communication when the clear intent is to invoke strong reactions in observers so as to impair the ability of teachers and/or students to engage in educational pursuit.

No protected speech may be prohibited on the basis of disagreement by District officials with the specific point of view expressed if the topic is otherwise permitted (e.g. permitting depictions of support for one political party, but prohibiting depictions of support for the other).

Students who violate the foregoing rules will not be admitted to class and may be subject to additional consequences.

If the clothing cannot be removed or concealed, the student may be sent home after contact is made with the student's parent/guardian.



Lockers/Dress Code/Cell Phones

PERSONAL COMMUNICATION DEVICES (Board Policy 5136)

The Board of Education believes that student use and possession of personal electronic devices during the normal school day (which includes the full period of time between the beginning of the first class and end of the last class of the school day) needs to be monitored. Therefore, student use of personal electronic devices is restricted during the school day. Students who bring personal electronic devices to school do so at their own risk. The Kiel Area School District shall not be responsible for the safety or securing of personal electronic equipment that students choose to bring to school. There is to be no expectation of privacy for any contents of these devices. School authorities may confiscate and examine these devices including cell phones, flash drives and personal computers and search their contents if there is a reason to believe that school policies, rules, or regulations have been violated or to ascertain information to determine ownership if lost on school premises.

To ensure high levels of academically-engaged time in the classroom, cell phone use in the classroom is prohibited. Cell phones are not allowed in into the classroom and should remain in students' lockers.

However, technology including, but not limited to, PCDs intended and actually used for instructional purposes (taking notes, recording classroom lectures, writing papers) will be permitted, as approved in the classrooms by the classroom teacher and the building principal. The use of a PCD to engage in non-education-related communications is expressly prohibited.

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g. Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Also, during after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep their PCD "On" with prior approval from the building principal.



Lockers/Dress Code/Cell Phones

PERSONAL COMMUNICATION DEVICES (Board Policy 5136) (cont.)

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person shall have their PCD confiscated and held until either the end of the school day or a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity the confiscated-PCD may be turned-over to law enforcement.

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to:

1. transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and
2. engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.



Lockers/Dress Code/Cell Phones

PERSONAL COMMUNICATION DEVICES (Board Policy 5136) (cont.)

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. Any PCD confiscated by District staff will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian. PCDs in District custody will not be searched or otherwise tampered with except in accordance with Policy 5771

– Search and Seizure. If multiple offenses occur, a student may lose their privilege to bring a PCD to school for a designated length of time or on a permanent basis. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed.

A person who discovers a student in possession of or using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.



Visitors/Bus Conduct

VISITORS ON CAMPUS (Board Policy 9150)

All visitors to Kiel High School must report to the administration office where they will state their business. After administrative approval, access passes will be issued, and visitors will be directed to where their business can be carried out. Except for limited special circumstances, visitors are not permitted during the school day.

Administration has the authority to prohibit the entry of any person to any school in this District.

GUEST STUDENTS – HOMECOMING/PROM ETC.

Students wishing to bring a guest to a high school event such as the Homecoming and/or Winter Sports Spotlight dances or Prom must complete a Kiel High School Guest Pass. This pass must be signed by an official from the guest student's school and by a KHS administrator. Guest privileges will be limited to students currently attending high school and/or students having graduated within the previous two years.

STUDENT CONDUCT ON SCHOOL BUSES (Board Policy 8600)

At the start of the school year, bus drivers provide each student with a copy of the current bus rider regulations. Attached to these regulations is a "Parent Agreement Form" which is to be signed and dated by both parent and student and returned to the bus driver within five days.

Students involved in behavioral problems on school buses will be dealt with according to the disciplinary procedures listed below

School Bus Disciplinary Procedures:

1. **First Offense:** The student will be warned by the school principal or their designee and the parent/guardian will be notified.
2. **Second Offense:** A conference involving the student, parent and the building principal, or their designee will be held.
3. **Third through Fifth Offenses:** The student will be suspended from bus riding privileges up to five (5) days per offense. A parent conference will be required before the student can ride again. During this time, parents or guardian, as required by law, must ensure that the student attends school.
4. **Beyond Third Bus Suspension:** Disciplinary incidents beyond a student's third suspension from bus privileges, or behavior which endangers the health and safety of others, will result in the student being suspended from all bus riding privileges for the remainder of the school year

SEVERITY CLAUSE: A student who is flagrantly disrespectful or insubordinate may advance to any step at the discretion of the building principal. **NOTE:** Misbehavior judged to be severe may involve both bus and school disciplinary measures as appropriate to the offense.



Illness

STUDENT ILLNESS

At any time that a student becomes ill while in school (during class or between classes) that student is to report to the attendance office. If the student is in class, they should ask their teacher to be allowed to report to the office, if the student is not in class at the time of becoming ill, he/she should go directly to the office.

NOTE: There is no in-school health room. The following procedures shall be used when dealing with students who either come to school ill or become ill or are injured:

- Regular School Day Illness/Injury
 - A student who becomes ill should report to the supervisory teacher, principal or the principal's designee.
 - If the illness or injury is of such a nature that school personnel can treat it, the student will be allowed to return to class as soon as the problem is remedied.
 - If the illness or injury cannot be treated in-house, the parent or guardian of the student will be contacted to decide which course of action to follow:
 - Student may go home or to a designated other's home by themselves or with an adult designated by the administrator or with another student designated by the parents.
 - Student may wait for the parent or designated other to pick them up at school.
 - Student may remain in school until the family doctor or district medical adviser can be contacted for guidance.
 - Student may be transported to medical care via the emergency medical system or an adult designated by the school or the parent depending on the immediacy of care needed following the procedure for obtaining outside assistance.
 - If parent cannot be contacted, then the administrator or emergency care provider shall determine which of the following actions shall be taken:
 - Have emergency medical system activated.
 - Contact family doctor or school district medical advisor for guidance.
 - Contact designated other, and permit the student to go home or see that student is taken home.
- After school hours or outside of the school setting illness/injury. (Athletic events, practices, field trips, programs, concerts)
 - Student who becomes ill after school hours or outside the school setting should report to the teacher, coach or supervisor.
 - Take initial assessment steps, administer First Aid (in accordance with the KHS Emergency Plan), and contact the parents at home or, in the event of an emergency, at work. Decision can then be made for student to:
 - Remain at activity.
 - Wait for parent or designated other to pick-up student.
 - Go home or to a designated others home either by themselves, with an adult designated by parent, or with another person designated by the parent.
 - Be transported to medical care via the local or closest emergency medical system or parent designee.
 - Remain at activity until family doctor or district medical advisor can be contacted for guidance.



Student Medications

Board Policy 5330 - ADMINISTRATION OF MEDICATION/EMERGENCY CARE

The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of medication to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication were not administered during school hours, or the child is disabled and requires medication to benefit from their educational program.

For purposes of this policy, "practitioner" shall include any physician, dentist, podiatrist, optometrist, physician assistant, and advanced practice nurse prescriber who is licensed in any state. "Medication" shall include all drugs including those prescribed by a practitioner and any nonprescription drug products. "Administer" means the direct application of a nonprescription drug product or prescription drug, whether by injection, ingestion, or other means, to the human body. "Nonprescription drug product" means any nonnarcotic drug product which may be sold without a prescription order and which is repackaged for use by consumers and labeled in accordance with the requirements of State and Federal law.

Before any prescribed medication may be administered to any student during school hours, the Board shall require the written instructions from the child's practitioner accompanied by the written authorization of the parent.

Nonprescription drug products may be administered to any student during school hours only with the prior written consent of the parent. Substances, which are not FDA approved (i.e. natural products, food supplements), will require the written instruction of a practitioner and the written consent of the parent. Only those nonprescription drugs that are provided by the parent in the original manufacturer's package which lists the ingredients and dosage in a legible format may be administered. Any dosage of nonprescription medication other than that listed on the medication's packaging must be authorized in writing by a medical practitioner. Students are prohibited from possessing, using, carrying, or distributing in school or on school grounds drugs or other products which, even though not defined as a drug, are used or marketed for use for medicinal purposes, such as to relieve pain or to relieve the symptoms of an underlying medical condition (including aspirin, ibuprofen, dietary supplements, CBD oil products, etc.). This provision of policy is to be viewed together with the Board policy on Drug Prevention, Policy 5350.

No CBD products will be permitted for use at school.

The document authorizing the administration of both prescribed medication and nonprescription drug products shall be kept on file in the administrative offices.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and the exact dosage will be administered. Parents, or students authorized in writing by their practitioner and parents, may administer medication.

No student is allowed to provide or sell any type of medication to another student. Violations of this rule will be considered violations of Policy 5330 - Drug Prevention and of the Student Code of Conduct.

Medications will be administered and the instruction and consent forms will be maintained in accordance with the District Administrator's guidelines.

Any bus driver, staff member or volunteer, authorized in writing by or a principal, is immune from liability for their acts or omissions in administering medication including, but not limited to glucagon, an opioid antagonist, and epinephrine, unless the act or omission constitutes a high degree of negligence and, in the case of any staff member or volunteer who administers an opioid antagonist, the staff member or volunteer contacts emergency medical services as soon as practicable after administering the drug to report the suspected overdose. Such immunity does not apply to healthcare professionals.

All prescription medication shall be kept in a locked storage case in the school office unless the medication is an emergency medication which the student is authorized to carry and self-administer by authorization of both the parent and practitioner, and the possession of such medication by the student in school is not prohibited by law or regulation.

The Board shall permit the administration by staff of any medication requiring a delivery method other than oral ingestion when both the medication and the procedure are prescribed by a practitioner and the delivery is under the supervision of a licensed nurse, provided that the staff member has completed any necessary training and that staff member voluntarily agrees to deliver the medication. No staff member, other than a health care professional, may be required to administer medications that are administered by means other than oral ingestion.

Any staff member or volunteer who, in good faith, renders emergency care to a student is immune from civil liability for their acts or omissions in rendering such emergency care.

Any administrator or principal who authorizes an employee or volunteer to administer a nonprescription drug product or prescription drug to a student is immune from civil liability for the act of authorization unless it constitutes a high degree of negligence or the administrator or principal authorizes a person who has not received the required Department of Public Instruction training to administer the nonprescription drug product or prescription drug to a student. School nurses, as District employees, are regulated by the Wisconsin Nurse Practice Act and are therefore not necessarily immune from civil liability.

The school nurse(s) providing services or consultation on the District's Emergency Nursing Services Plan has provided assistance in the development of this policy and will also provide a periodic review of the written instructions and consent forms and the Medications Administration Daily Log(s).

Epinephrine Auto-Injectors

The Board intends to adopt and maintain a plan for managing students with life-threatening allergies so as to permit each school to obtain a school prescription for epinephrine auto-injectors and to permit each school nurse and designated school personnel to administer them. Accordingly, the Board directs the school nursing staff in consultation with the District Administrator to develop a plan that meets the following:

1. specifies those designated school personnel that have agreed to receive training and that will be trained and authorized to perform the functions of the plan;
2. identifies the specific training program that will be implemented to prepare each school nurse and designated school personnel to identify the signs of anaphylaxis and to provide or administer epinephrine auto-injectors accordingly;
3. delineates the permissible scope of usage to include providing District-owned epinephrine auto-injectors to students who have a prescription on file with the school in the event the student is experiencing an anaphylactic event and/or administering epinephrine auto-injectors to such students, and/or administering epinephrine auto-injector treatment to any student, regardless of whether the student has a prescription on file or the staff member so trained is not aware of whether the student has a prescription on file, but believes in good faith the student is suffering from anaphylaxis, provided that the staff member immediately contacts emergency medical services;
4. identifies the number and type of epinephrine auto-injectors each school will keep on-site and identifies a member of the nursing staff or other school official who will be responsible for maintaining the epinephrine auto-injectors supply;
5. is approved by a physician licensed in the State of Wisconsin;
6. notes that the school and any school nurse or designated school personnel that provide or administer epinephrine auto-injectors under this plan are immune from civil liability for any harm that may result, regardless of whether there is a parental or medical provider authorization, unless the administration was a result of gross negligence or willful or wanton misconduct;
7. is published on the District's website or the website of each school.

All students and staff are prohibited from using essential oils at school.



Counseling/Schedule Changes

HIGH SCHOOL COUNSELING STAFF

Counselors: Mrs. April, Ms. Schad
School Psychologist: Mr. Carreno
School Social Worker: Ms. Hoffman
Counseling Secretary: Mrs. Walsh

Counselors are available for any issues related to school (classes, teachers, college/career planning, credits, test results, schedules, etc.) or personal matters. Please see the counseling secretary to schedule an appointment.

High School Counseling Department telephone: 920-894-5160.

STUDENT SCHEDULES/PROGRAM CHANGES

General Guidelines for Class Schedule Changes:

- 1.Changes may be made upon recommendation of a teacher and/or a guidance counselor, in order to improve the overall school schedule and/or to correct an inappropriate class placement.
- 2.Any change in a schedule must be initiated in time for a student to make the physical change in classes by the end of the first week of the course.

Guidelines for Requesting a Schedule Change

The following guidelines shall be followed in changing class schedules to provide a procedure to meet specific student needs:

- 1.Classes cannot be added or dropped beyond the first week of a term.
Exceptions may be made if an online course is added to a student's schedule.
- 2.Seniors must maintain at least 6 credits; all other students must maintain 8 credits.
- 3.The following are allowable reasons for requesting a schedule change:
 - a.Mistake on a schedule – having a class that you didn't sign up for, missing a required class, two classes scheduled for the same time, unbalanced schedule etc.
 - b.Inappropriate class placement – not having the necessary prerequisites for a class, or your teacher and counselor recommends a change to correct an inappropriate class placement.
 - c.Change in post-secondary plans (seniors only) – Schedule changes to accommodate changes in post- secondary plans will only be permitted in order to ADD a specific course or courses necessary to support those plans.
 - d.Students cannot repeat a course they have passed to receive additional credit.

Students will not be allowed to drop a class for reasons related to academic performance (unless the teacher of the course determines that there was an inappropriate class placement).



Counseling/Schedule Changes

STUDENT SCHEDULES/PROGRAM CHANGES

Full Credit Class Schedule Changes

A student who is registered for a full credit class is expected to continue the class until completion. Exceptions will be made ONLY when a teacher and guidance counselor intervenes to correct an inappropriate class placement.

Procedures for Adding or Dropping a Class

1. Classes may not be added after the first week into a course. (exception: an online course)
2. Classes may be dropped up to 1 week into the course and the students will be granted a “withdrawal” without penalty. Any classes dropped AFTER the first week of the course will result in the student receiving an end of semester grade of “W/F” for that class.
3. Any student wishing to drop a class must obtain written permission from a parent/guardian. An Add/Drop form will be issued by a guidance counselor, and must be returned to the Guidance Office with the appropriate parent and teacher signatures before any schedule changes will be made.



Early College Credit Program

YOUTH OPTIONS PROGRAM (Board Policy 2271) (ANNUAL LEGAL NOTICE OF PROGRAM AVAILABILITY)

This program allows all public 11th and 12th graders who meet certain requirements to take post-secondary courses at a UW institution, a Wisconsin Technical college or one of the states' participating private, nonprofit institutions of higher education.

Youth options opens the door to greater learning opportunities for students who are considering a technical career, students wishing to begin college early, or students who want to prepare to enter the work force immediately after high school graduation.

The student does not have to pay for a postsecondary course if the school board determines the course may receive high school credit and the course is not comparable to a course offered in the school district. (Under some circumstances a school board does have to pay for a comparable technical college course.) If approved by the school board, the student will receive both high school and postsecondary credit for a successfully completed course. The high school will grant a diploma to a student who has successfully completed high school graduation standards, regardless of whether the requirements were met at the high school or the college.

A parent or guardian is responsible for satisfactory student attendance and the students' compliance with the compulsory school attendance law. Parents or students are responsible for the transportation between the high school and college.

By **October 1st** for spring courses and **March 1st** for fall courses, a student must notify the school board of their intention of enrolling in a college. A program plan and report form (PI-8700A) are available from the guidance department must be completed. Application forms for admission to a college may be obtained from the college or guidance department.

For additional information regarding the program, the requirements or the procedures, please contact either Mrs. April at 894-5160, the Director of Teaching and Learning (Mackenzi Schwarz) at 894-2266 Ext 2505, or the Department of Public Instruction at either 608-266-3701 or 608-266-2829.



Open Enrollment

PART-TIME OPEN ENROLLMENT/COURSE OPTIONS (Board Policy 5133 and 5133.01)

A freshman, sophomore, junior or senior may apply for enrollment in a specific course(s) (limit of two at any time) through one or more educational institutions including a non-public public school district, the University of Wisconsin system institution, a technical college, a nonprofit higher education institution, a tribal college, a charter school, and any other nonprofit organization approved by the Department of Public Instruction, while attending Kiel High School. A student may make application to an educational institution to take a course(s) up to six weeks before the course is to begin. Parents or students are responsible for transportation between the educational institutions.

FULL-TIME INTER-DISTRICT OPEN ENROLLMENT

Kiel High School students may attend public school in a district other than the one in which they reside, if space is available (and subject to certain other limitations).

Parents must apply for their child(ren) to the nonresident school district during the regular application period which occurs during a three-month application period each year from February to April for the following school year. For example, the regular open enrollment application period for the 2019-2020 school year begins on February 4, 2019 and ends at 4:00 PM on April 30, 2019. Applications may be completed through the Department of Public Instruction's website: <https://dpi.wi.gov/open-enrollment>



Online Classes/Technology

ONLINE CLASSES

Students taking online classes as a part of their normal KHS course load (6 or 8 credits), will be required to complete the courses within the timelines of the term in which they are enrolled in the class. Students who do not complete online class work within the allotted timelines will receive a grade of "I" (Incomplete) and will be required to finish any uncompleted work within the next 15 school days to receive a passing grade for the class. **Successful completion of an online course is a graduation requirement at Kiel High School.**

ONLINE CLASSES ATTENDANCE OPTION

Students taking online classes as part of their school day are not required to be present in the school building during the regularly scheduled time of the course. It is expected that the online student is makes sufficient progress within their online coursework. Students who fail to remain on pace with their online learning may be required to be present in the school building during the regularly scheduled time of the course.

RESPONSIBLE USE OF TECHNOLOGY

A variety of different technologies are available for use by students at Kiel High School. Building technology resources, such as computers, scanners, digital cameras, printers, etc., are meant for student use on school-related assignments and projects. The use of this equipment by students for any purpose other than school-related work or activity is forbidden.

Frequently, students will be asked to use the Internet for research and other instructional purposes. Parents will be presented the opportunity to have their student "opt-out" of being afforded Internet/on-line access. Information in regard to "opting-out" will be presented to parents during the online registration process.

Student use of electronic mail is a privilege and will be revoked if not used properly. Students' electronic mail access should be used for educational purposes only. All electronic mail accounts in use in the district are owned by the district and, therefore, are not private.

Students damaging or vandalizing equipment related to use of school technology will be required to pay restitution for the repair or replacement of that equipment.



Standards-Based/Grading/NHS/ Cum Laude/Skyward

STANDARDS BASED GRADING

Kiel High School believes that a student's grade should accurately reflect the progress being made towards the mastery of identified standards. Progress of nonacademic factors, such as attendance, behavior, effort, and late work shall be reported separately from academic factors. Extra credit will not be an option to improve a grade. Additional District-Wide Grading Practices will also be followed. These practices can be found on the High School Website under the Parent Tab.

Kiel High School continues its transition to a standards-based report card and grading for learning practices. The 23-24 school year represents the fifth year of the Standards-Based Grading system as most courses will utilize a standards-based report card. The purpose of standards based reporting is to provide meaningful feedback to students and parents to track growth on key learning targets and standards.

A standards-based report card lists the most important skills that students need to learn in each subject area at a particular grade level. Those learning targets, commonly referred to as "I CAN" statements are aligned to essential standards that students need to master. The purpose of standards-based grading is to identify what a student knows or is able to do according to those essential standards. **Therefore, the report card and grading scale for the standards-based courses will work off of the Standards Based Scale. The final grade will be represented by a letter grade.**

| | |
|----|-----------|
| A | 4.0-3.68 |
| A- | 3.67-3.34 |
| B+ | 3.33-3.01 |
| B | 3.00-2.68 |
| B- | 2.67-2.34 |
| C+ | 2.33-2.01 |
| C | 2.0-1.68 |
| C- | 1.67-1.34 |
| D+ | 1.33-1.01 |
| D | 1.0 |
| D- | 0.99-0.70 |
| F | 0.69-0.00 |

PLEASE NOTE: Despite the transition to Standards-Based Grading, letter grades and Grade Point Averages will remain in place.

Grade and subject standards and learning targets can be found on the district website. More information on standard-based grading is on the Kiel Area School District Website under the parent tab.



Standards-Based/Grading/NHS/ Cum Laude/Skyward

Dual Credit Classes

Kiel High School offers many dual-credit courses where grading depends on the cooperative organization working with students, and may be different from our grading practices.

GRADE CLASSIFICATION

Freshman - Less than 7 credits earned

Sophomore - 7 credits earned

Junior - 14 credits earned

Senior - 21 credits earned

GPA/HONOR ROLLS/"ACADEMIC LETTER" AWARD

G.P.A.: Grades in ALL courses taken by a student are used in determining a student's grade point average (G.P.A.). The grade point average is calculated by dividing the number of grade points earned by the number of credits taken. Courses will count toward a student's G.P.A. when the credit for a course is given (block courses at the end of each term – skinnies at the end of each semester).

Honor Rolls: Only full-time students are eligible for the honor rolls at Kiel High School. The honor roll is compiled and published following the end of each term of the school year and is based only on term grades. All subjects are counted in the computation of grade points for honor roll status. A student receiving an F (Failure), or an N (Condition) on their term report card is not eligible for that term's honor roll.

Purple Honor Roll: Grade point of 4.0

A Honor Roll: Grade point of 3.5 and above

B Honor Roll: Grade point of 3.0 and above

"Academic Letter" Award: Students can earn an "Academic K" for their scholastic achievements. This award is based on END OF TERM GRADES. Fourteen points are required to earn a K with an academic designation, and the points are earned as follows:

3.00 - 3.49 = 1 Point

3.50 - 4.00 = 2 Points

The earliest a student can earn a letter is at the end of their sophomore year. After a student has earned an academic K, further points are to be recognized via a small "lamp of learning" medal for every four added points.



Standards-Based/Grading/NHS/ Cum Laude/Skyward

NATIONAL HONOR SOCIETY

To be eligible for membership in the National Honor Society, a student must have a cumulative grade point average of 3.60 or higher and be at least a first semester junior. Candidates must also have spent at least one semester at Kiel High School.

Eligibility is based on proper grade point, **AND** an appropriate personal history of leadership, service, and character. **MEMBERSHIP IS NEVER TO BE CONSIDERED ON THE BASIS OF GRADES ALONE.**

In accordance with regulations of the National Honor Society, students may not apply for membership; rather, membership is an **HONOR ACCORDED BY THE FACULTY** of the school involved. Eligible students are invited by the local National Honor Society chapter to write a short paper explaining why they feel they qualify for membership in National Honor Society. This must be handed in by an announced deadline in order for the student to qualify for potential membership during that round of invitations. Once all paperwork has been received from those who have been invited to be potential candidates for membership, the NHS Faculty Council meets to discuss each individual case and vote on acceptance into membership

Maintaining Your NHS Membership

As a member of the NHS you must maintain the same high standards of scholarship, leadership, service and character that were exhibited when you were first invited by the NHS Faculty Advisory Committee to membership in the organization.

During your high school career, you will be allowed no serious or flagrant violations of school rules or civic laws as judged by the Faculty Advisory Committee, since NHS membership is based on one's actions as a "total person," not just as a member of the school community. As to school rules specifically, it is expected you will have no violations in the areas of truancy (whole or partial days), actions which could result in suspension from school for any length of time, loitering on school grounds, cheating, or any other behaviors that a prudent person should understand could jeopardize their good standing with a high honors organization such as the National Honor Society. Falling below this standard will cause the NHS Faculty Advisory Committee to meet to consider disciplinary action up to and including the possibility of your dismissal from NHS. The student would be allowed a hearing (if desired) with the council prior to any action being taken. Once a student is dismissed from membership in NHS, she/he is never again eligible.

During any first semester that their cumulative grade point average falls below the required minimum average of 3.60, she/he will receive a warning to that effect, and must therefore raise their grade point average to at least the minimum during the following semester. Should the member's G.P.A. again fall below the 3.60 minimum (whether in a consecutive semester or not), he will be dropped from membership in the organization. (See Mrs. Erickson, NHS Advisor, if you have questions or for more information.)



Standards-Based/Grading/NHS/ Cum Laude/Skyward

CUM LAUDE RECOGNITION

Recognition for academic excellence will be provided at graduation through Kiel High School's Cum Laude system. The KHS Cum Laude system recognizes students who maintain a high level of academic excellence (G.P.A.) in academically challenging courses. For more details on the Cum Laude system, see the Kiel High School Course Description Book.

FAMILY ACCESS-SKYWARD STUDENT INFORMATION SYSTEM

Kiel High School uses the Family Access feature of our student information system (Skyward) as a tool to enhance communication between home and school. Parents utilizing this program can access the school records of their son/daughter to check attendance, disciplinary, and academic records (including progress in specific classes) at any point during the school year. Your log-in/password information remains the same for your child's educational career in the Kiel Area School District. If you do not have log-in/password information or would like directions to use Family Access, please call the Kiel High School office at 894-2263.



Parent Conferences/ Graduation Requirements

PARENT CONFERENCES

Conferences will be held for the purpose of sharing information about student successes, accomplishments, problems and progress toward educational goals. Conferences shall be arranged with parents or guardians of students in grades 9 through 12 for a first-hand analysis of the student's progress.

Conference dates for the 2023-2024 school year are as follows:

Wednesday, October 11, 2023 4:00 p.m. - 8:00 p.m.

Wednesday, December 6, 2023 4:00 p.m. - 8:00 p.m.

Wednesday, February 28, 2024 4:00 p.m. - 8:00 p.m.

Wednesday, May 1, 2024 4:00 p.m. - 8:00 p.m.

GRADUATION REQUIREMENTS (Board Policy 5460)

A minimum of twenty-nine (29) credits will be required for graduation. This includes one credit for portfolio completion during the senior year, and also includes one required on-line course. All students must take a MINIMUM of EIGHT (8) credits each of their freshman, sophomore and junior years of high school. Seniors who are on track to graduate will be required to take 6 credits.

The total number of credits **REQUIRED** by each department for graduation is as follows:

English: 4credits

Social Studies: 3 credits

Mathematics: 3 credits (not Computer Science Courses)

Science: 3 credits

Physical Ed: 1.5 credits

Health: .5 credit

Electives: 13 credits

Career Portfolio 1 credit

Students cannot repeat a course they have passed to receive additional credit.

A student who has completed all local graduation requirements AND is in good standing may participate in graduation exercises.

TRANSFER STUDENTS

For the purpose of determining graduation credit requirements, students transferring to Kiel High School from another high school will have credits earned at the previous school prorated, based on the existing graduation requirements of the high school from which they are transferring. Specific course requirements will still apply for transfer students.



Senior Release/Early Graduation

SENIOR RELEASE PROGRAM (SRP)

To qualify for the Senior Release Program, a student must complete a Senior Release Application AND must meet the criteria established below:

- Student must have at least a 2.0 GPA during the previous term.
- Student cannot have any failing grades during the fourth term of their junior year.
- Student must carry at least 1.5 credits during the term they are requesting release.
- Student must maintain passing grades in ALL classes.
- Student will have NO truancy for ANY class period.
- Student will have NO attendance issues, including tardiness.
- Student will have NO discipline referrals to the office.
- Student will have NO school parking lot vehicle rules violations.
- Student will have their career portfolio up to date
- Student is on track to graduate.

(Note: In accordance with state statute 118.33 (1)(b), a student shall not be released for more than one period per day.)

Students participating in this program will be required to **return for all school-sponsored events (even if they occur during their release time)**. In addition, they must sign-in and sign-out each day with the attendance secretary.

Students on release must make every attempt to complete/schedule the following activities during release time:

- Music lessons
- Senior portfolio development
- Senior project preparation
- Guidance Appointments
- Personal Appointments
- School/Community Service requirement

NOTE: The Senior Release Program is a privilege given to seniors who have earned it. Seniors participating in this program will be expected to follow all procedures required of them to maintain their release time. Release time for individual students may be revoked at any time at the discretion of the high school administration.

EARLY GRADUATION (Board Policy 5464)

- The Board of Education provides a criteria and procedure to request consideration for early graduation. **A request for early graduation must be submitted to the high school principal by December 15 of your junior year.** Please see Mrs. Aprill for information



Corridor Passes

DAILY ANNOUNCEMENTS

Announcements will be made once daily. A faculty sponsor must sign all announcements.

TELEPHONES/STUDENT CALLS

Parents: In the event you need to call your child during the school day, you may call the school office (920-894-5157) and that message will be given to the student between classes. Students are not called from classes to take phone calls except in case of emergency.

CORRIDOR PASSES

In an effort to maximize instructional time, every effort should be made to remain in class during the instructional period. It is understood that needs will arise where students may have to leave the classroom. There are two types of passes utilized by staff and students. Teachers provide students with a corridor pass. Students should have the pass when they are not in their assigned location.

Students are required to sign in and sign out when using the passes. Abuse of the pass system is grounds to remove pass privileges from individual students who will be placed on a **NO PASS LIST**.



Parking

PARKING AREAS/MOTOR VEHICLES/NON-MOTOR VEHICLES

Cars and other motor vehicles driven to school by students are to be parked promptly upon arriving at school. The student parking area is in the northern rows of the parking lot, which are marked **STUDENT PARKING**, and all vehicles must be parked between the painted lines in this area. The receiving area at the curb in front of school is for school buses only. **STUDENT DROP OFF SHOULD OCCUR TO THE SOUTH OF THE ISLAND IN THE CIRCLE DRIVE IN FRONT OF THE SCHOOL.** (There will be an area in the parking lot, which will be reserved for motorcycles only.) All students parking at school are to enter and leave from the back parking lot. There is to be **NO LOITERING IN THE PARKING LOT.**

All vehicles parked in the school lot are required to have a valid **KHS Parking Permit** displayed on the rearview mirror of the vehicle. Parking permits will be made available at the beginning of the school year and replacement permits may be purchased if the original is misplaced. Students who violate parking rules, fail to display the proper parking permit, and/or fail to operate their vehicle in a reasonable, prudent, and lawful manner may be denied the privilege of parking in the school lot. Violations of city ordinances in this area may also be subject to citations from the Kiel Police Department (Municipal Ordinance Section 7.14).

The privilege for parking on school property is conditional upon the student's consent to having their vehicle searched if necessary. Students should be aware that this is a possibility and that school officials may seize any or all items that are dangerous and/or illegal and which are in plain view upon opening the vehicle. Reasonable searches among the personal belongings of the student contained within the vehicle may be conducted when there are reasonable grounds to believe that the search will provide evidence that the student has violated or is violating school rules or the law. (Board Policy 5771)

Bike racks are provided near the pool and cafeteria areas of the school. Bicycles should be locked for security.

RECREATIONAL VEHICLES

The Board prohibits the use of all recreational vehicles (snowmobiles, ATVs, etc.) on school grounds, parking lots, sidewalks, and driveways of the schools, with the exception that snowmobiles may be driven to the high school on established trails provided that any snowmobiles driven to the high school are operated in a reasonable manner and are parked in the designated area (west of the greenhouse).



Work Permits/ Rehearsal and Practice Regulations

WORK PERMITS

The Department of Workforce Development's Equal Rights Division has developed a new online work permit application tool. The Division carefully considered the lessons of the past few years, when pandemic restrictions made it nearly impossible for some minors to obtain work permits and decided to pursue an online application that would be available to the parents of minors 24 hours a day, 7 days a week from any computer, tablet, smartphone, or similar device. The application improves accessibility for minors who live in rural or underserved areas and eliminates the difficult logistics involved in working parents having to take off work to make a trip to a work permit office.

The application is live now. A parent can access the Department of Workforce Development website. Payment is made directly to the department through the application, using a credit or debit card or by ACH direct withdrawal. Once the permit application process is complete, the Department mails a paper copy of the permit directly to the employer.

If you have any questions regarding this new process, please email at workpermits@dwd.wisconsin.gov

Chapter Ind. 70.04 (1) of the Child Labor Orders of the Wisconsin Administrative Code states as follows: "No minor shall be employed or permitted to work in any gainful occupation during the hours he is required to attend school as defined in s.118.15, Stats., except for those students participating in an approved high school or vocational school work training or work experience program for which proper scholastic credit is given."

REHEARSAL/PRACTICE REGULATIONS

Because of the many school activities, it becomes necessary for some practices and rehearsals to be held in the evening.

Wednesday nights are set aside to allow students to take part in various church activities. As a result, every attempt will be made to end all student activities by 6:00 p.m.



Safety Drills/Weather

FIRE, SAFETY, SEVERE WEATHER DRILLS

Periodic drills will be held throughout the year. All fire, safety, and disaster drills are to be taken seriously. Please follow the exit signs as posted in each classroom. False alarms are subject to school disciplinary action and police referral.

WEATHER NOTICES

When it becomes necessary to cancel school due to adverse weather conditions, School Messenger will be used. School Messenger is an automatic phone system, which will inform families when school is cancelled. In addition, notices will also be given via the following radio stations:

| Radio | | Television | |
|--------------|-----------------|-------------------|---------------|
| Sheboygan | WHBL (1330 AM) | Green Bay | WLUK (Ch. 11) |
| Plymouth | WJUB (1420 AM) | Green Bay | WBAY (Ch. 2) |
| Manitowoc | WOMT (1240 AM) | Green Bay | WFRV (Ch. 5) |
| Manitowoc | WLKN (98.1 FM) | Green Bay | WGBA (Ch. 26) |
| Green Bay | WIXX (101.1 FM) | | |
| Appleton | WNCY (100.3 FM) | | |



Non-Discrimination

NOTICE OF NON-DISCRIMINATION

The Kiel Area School District is committed to a policy of nondiscrimination on the basis of sex, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. This policy will prevail in all matters concerning staff, students, the public, educational programs and services, and individuals with whom the board does business.

In keeping with the requirements of federal and state law, the Kiel Area School District shall strive to remove any vestige of discrimination in employment, assignment, and promotion of personnel; in educational opportunities and services offered students, in their assignment to schools and classes, and in their discipline; in location and use of facilities; in educational offerings and materials.

Any person that believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, with one of the District's Civil Rights Coordinators, or the District Administrator.



Co-Curricular Activities

CLUBS/ATHLETICS

Kiel High School has many co-curricular organizations in which you might be interested in participating. These include the following examples:

| | |
|--|--|
| Art Club FBLA (an association for business students) FIRST Robotics Forensics FFA Kiel Friends Club (KFC) Family, Career, and Community Leaders of America (FCCLA) World Languages Club | Dramatics (musical, play) <input type="button" value="▼"/> Pep Club Student Council School Yearbook Staff Science Club Close-Up Menagerie Math Club |
|--|--|

Kiel High School also has numerous boys and girls INTERSCHOLASTIC SPORTS in which students may be interested in participating:

Boys:

- football
- cross country
- basketball
- swimming
- wrestling
- Hockey (Co-op)
- track
- soccer
- golf
- baseball

Girls:

- volleyball,
- swimming
- cross country
- basketball
- Hockey (Co-op)
- track
- softball
- dance team
- soccer
- tennis

To view the Co-Curricular Code, please go to the Kiel Area School District web site, click on the High School tab, then click on the Athletic tab, scroll to the bottom of that page and click on Co- Curricular Forms, and then click on Co-Curricular Handbook.





SCHOOL SONG

"Oh when those Kiel High Raiders fall in line
We're gonna win another game this time;
And for the high school that we love so well,
And for the Raiders we will yell and yell and yell!

Oh we will fight, fight, fight for every score;
We'll circle round and then we'll yell some more;
And then we'll roll those (opposing team name) to the side!
Way aside! Rah! Rah!

I circle round and then we'll yell some more;
And then we'll roll those (opposing team name) to the side!
Way aside! Rah! Rah!



KIEL RAIDERS