

Mission

KTEC High School engages students through partner driven, industry focused education preparing them to be technical workers and critical thinkers for high demand careers.

Vision

KTEC High School produces graduates that are qualified for high-skilled, high-demand careers.

C-3 Principles		
Character Development:	Collective Work:	Career-focused:
Mental and moral traits of an individual: Self Awareness	Individuals acting as one group: Social awareness	Learning with the end in mind: Career awareness & interest
Focus on: Creativity Emotional intelligence Active learning Habit building Resiliency/perseverance Integrity Judgement/Decision making	Focus on: Teamwork Interpersonal communication Respect for others/Trust Fluency of ideas Cognitive flexibility Leadership skills Negotiation	Focus on: Proficiency in academic skills Earned technical competencies Financial literacy Originality Contribution to employers Professionalism Learning strategies

Parent/Guardian Access

Students and parents can gain access to the most current grades, attendance, and discipline reports by logging into the Skyward. A link can be found on the school district's website, www.ktecschools.org.

Parents/Guardians login information is different than the students' login information. Notifications of absences and failing grades can be sent to parents through the automated system. These notifications must be set up by the parents/guardians. To set up notifications or to sign up, please visit the KTEC Schools web page and follow the link for Parents/Guardians.

It is important that students and parents/guardians regularly check attendance and grades via Skyward. The parent and school partnership is critical to the academic success of children. Please contact the school's secretary if you have forgotten your login or password.

Media Release

From time-to-time photographs, slides, or video tapes are taken on school property by school personnel or by media photographers. These may be individual pictures, small groups, or whole class shots. If you want to restrict any use of such visuals, put your request in writing to the building principal.

Attendance

Wisconsin law requires all children between the ages of six and 18 to attend school full time. A child who has turned 18 must attend until the end of the term, quarter, or semester following his or her 18th birthday.

It is the responsibility of parents/guardians to notify the school as soon as possible when your child will be absent. The following are valid reasons for your child to miss school and are considered excusable absences. All other absences are unexcused. Parents/guardians have the right to excuse a child from school for up to ten (10) days per year. Parents/guardians will be notified via letter when the excused absences reach the equivalent of seven (7) days, and again when the excused absences reach the equivalent of ten (10) days. Absences after the ten (10) days will not be excused unless documentation from a service provider is made available to the school.

- ❖ Personal Illness
- ❖ Medical/dental appointments
- ❖ Family Emergencies (where the child is needed to ensure family well-being)
- ❖ Inclement Weather
- ❖ Funerals
- ❖ Vacation
- ❖ Required legal appearances
- ❖ Designated religious holidays
- ❖ Educational or district-sponsored activities (approved by the principal)

When a student returns from an absence, she/he/they must present a written excuse within three (3) school days of her/his/their return to school, or the absence shall be considered unexcused or unlawful. A written excuse from a doctor will also be required of any student who has been absent for three (3) consecutive school days.

Early Excusal

Students needing to leave school early for any reason must have permission from parent/guardian. Permission can be granted by the parent/guardian in person at the attendance office, by phone call or a handwritten note turned into the Attendance Office the morning of the dismissal. The note must include a parent/guardian signature and phone number where they can be reached to verify the note.

Leaving School

Dismissal of classes will be at 2:45 pm unless otherwise noted. Students not engaged in any supervised school activity must leave the school premises by 3:00 pm. On days with early dismissals all students must leave the building within 10 minutes of the dismissal time. Failure to comply with this rule may result in disciplinary action for insubordination and/or legal action for trespassing.

Self-Administration of Prescription Medication by Students

In compliance with Wisconsin §118.29(1) Possession and use of metered dose inhalers for asthma, any student regardless of age may carry and self-administer asthma rescue inhalers with the written consent on file at the school from both the parent/guardian and the licensed prescriber indicating that in their opinion the student is knowledgeable about the medication and is able to self-administer it.

In compliance with Wisconsin §118.29(2) (1v) Possession and use of epinephrine auto-injection systems for use in severe allergic reactions and anaphylaxis, any student regardless of age may carry and self-administer auto injectable epinephrine with the written consent from BOTH the parent/guardian and licensed prescriber indicating that in their opinion the student is knowledgeable about the medication and is able to self-administer it.

Students may carry and self-administer non-narcotic prescription medication when a Prescriber's Medication Request form is on file at the school signed by BOTH the parent/ guardian and the licensed prescriber stating that in their opinion the student is knowledgeable about the medication and is able to self-administer it.

Students may not carry and self-administer narcotic medications or Level II Controlled Substances.

Medication administered by school district personnel is kept in a locked area at the school. If storage of self-administered medication is necessary, the location will be approved by the school's principal and the school nurse (RN) in collaboration with the student, parent/guardian, and any other appropriate school personnel.

School personnel may prohibit the self-administration of medication if it is their good faith belief that the medication is being improperly used, stored, or that the school's policy requirements are not being met. The parent/guardian will be promptly notified of this decision by the school's principal.

Administration of Non-Prescription Medication to Students by School District Personnel

In accordance with Wisconsin §118.29(1) a student's parent/guardian may make a written request for the administration of non-prescription medication at school. A non-prescription medication is defined by Statute as "any non-narcotic drug product which may be sold without a prescription order, and which is prepackaged for use by consumers and labeled in accordance with the requirements of State and Federal Law."

Wisconsin §118.29(1) states that non- prescription medication:

- ❖ Must be in the original, sealed manufacturer's package.
- ❖ The package must list the medication's ingredients and the Food and Drug Administration (FDA) recommended therapeutic dose.
- ❖ The package labeling must be legible. School personnel will only administer the recommended therapeutic dose of a non-prescription medication as found on the package label.

For the safety of the student, a written request from the parent/guardian and a licensed prescriber using the Prescriber's Medication Request form is required if:

- ❖ The dose of the non-prescription medication is other than the recommended therapeutic dose found on the package label.

- ❖ The non-prescription medication is requested to be given in combination with other non-prescription medications. Administration of substances which are not FDA approved (example: natural products, food supplements and essential oils), must be requested in writing by the student's parent/guardian and a licensed prescriber using the Prescriber's Medication Request form. These requests will be reviewed by the Supervisor of Health Services. If there is not an FDA approved indication for use the request will be denied.

If the medication is given "as needed," a good faith attempt will be made to contact the parent/guardian to help assure that the student was not given the medication before coming to school. The student's parent/guardian will receive written notification if the non-prescription medication is administered "as needed" at school.

Self-Administration of Non-Prescription Medications

Students may carry and self-administrate non-prescription medication when a non-prescription Medication request form is on file at the school signed by the parent/guardian stating that in their opinion the student can do so. If a student carries and self-administers medication at school without the properly completed form on file, they could be in violation of the school's drug abuse policy. Permission to self-administer medication can be rescinded if it is the good faith belief of the principal and the school nurse (RN) that the medication is being used or stored inappropriately.

Physical Education Limitations

If a student has limitations in participating in physical education, the student shall bring a physician's note to the school nurse. A copy will be made and given by the student to the student's respective physical education teacher

Behavior Expectations, Intervention and Discipline

Discipline in school is defined as a process that uses teaching, modeling, and appropriate consequences to change unacceptable behavior to ensure a safe, orderly, and productive learning environment. Every student has the right to learn and be safe and no one has the right to interrupt learning or make others feel unsafe.

Intervention and Discipline

We understand that students will make mistakes and that it is our responsibility as a school community to help them learn from these mistakes and to support them in creating a new path. It is our belief that all staff should make every effort to identify student misbehavior and intervene early to support good decision making and help our students grow not only academically by missing fewer classes due to misbehavior, but also to help students grow socially and emotionally.

All interventions used by staff should be designed to help students:

- ❖ Understand why the behavior is not acceptable.
- ❖ Take responsibility for their actions
- ❖ Understand what could have been done differently
- ❖ Learn about how to interact or behave differently to avoid harm to self or others

- ❖ Understand that continued behavior can result in further intervention or disciplinary consequences

If classroom interventions have not been successful, teachers and other staff may refer the student to the building administrator through an office discipline referral. The referring staff member must include all pertinent information, including previously attempted interventions.

Behavior Response Chart

Student Code of Conduct Handbook outlines the KTEC High School student, staff, family, and community commitments. It also contains responses for violations of behavior and discipline policies. Consequences may be modified if alternative or additional actions will serve the best interest of the student and/or school environment. Please note that the list of unacceptable behaviors is not inclusive. Any event not mentioned the Student Code of Conduct Handbook will be addressed by the administration. The administration expects each student to demonstrate behavior that shows respect for all persons and property. It is each student's responsibility to demonstrate desirable behavior which is conducive to a good learning atmosphere.

Aggression of any form directed towards staff will not be tolerated. Aggression toward staff is defined as words or actions delivered in a manner that is hostile, or violent behaviors or attitudes towards another. Students found to have behaved aggressively towards any staff member will be suspended out of school for no more than 10 days until such time that an administrative hearing is held to address the situation and to determine next steps which may include expulsion. Hands put behind your back are not a defense against physical aggression.

Administration may use higher levels of disciplinary measures, as necessary. The code is divided into three levels, which apply to the severity and/or frequency of the behavior. Police will be notified whenever federal, state, county, or municipal laws are violated.

Lockers

- ❖ Lockers are assigned by your advisory teacher. Lockers will be inspected by the student and homeroom teacher for any damage at the beginning and end of the school year.
- ❖ Students are responsible for the contents and the interior of their locker and will be charged at the rate of \$40.00 per hour plus the cost of materials for the removal of graffiti or to fix damage.
- ❖ Students are not permitted to change lockers without permission.
- ❖ Students should not exchange locker combinations with anyone.
- ❖ THE SCHOOL IS NOT RESPONSIBLE FOR PROPERTY STOLEN FROM LOCKERS.
 - We recommend that students not bring valuables to school. Lockers may not be used as a depository for any object which is prohibited by law, or which poses a threat to the health, safety, or welfare of the occupants of the school building.
 - Students are given a temporary privilege to use a locker but have no expectation of privacy therein.

- ❖ All lockers are and shall remain the property of the school district. Please refer to Student Searches for more information regarding lockers

Expectations for Student Dress and Appearance

Students whose appearance interferes with the educational process by drawing undue attention of other students or school personnel, by posing as a potential safety hazard to themselves or others or by being interpreted by school personnel to be offensive in either the message that is implied or to the parts of the body that are revealed, will be expected to change clothing. If the expectations are not met or a student refuse to comply with the set expectations, parents will be notified of insubordinate behavior and other consequences may be applied.

Guidelines for school-appropriate dress and personal appearance are:

- ❖ Clothing or accessories that are suggestive, have a double meaning or innuendo, or suggest inappropriate ideas are unacceptable.
- ❖ Any apparel (by color accessory) that represents gang membership or advocates drug or alcohol use, violence or racially or sexually offensive messages are not to be worn at school.

BOTTOMS

- ❖ May not be see-through
- ❖ Must fit appropriately
- ❖ Must be at the waist and appropriately fastened with belts when needed
- ❖ Holes and/or rips below mid-thigh are permissible, but holes and/or rips above mid-thigh cannot show skin
- ❖ Must cover undergarments at all times
- ❖ No skin may show between bottoms and tops when seated or standing
- ❖ Dresses, leggings, skirts, skorts, shorts, pants and yoga pants should always be at least mid-thigh length and over all private body parts.

TOPS

- ❖ May not be see-through
- ❖ Must fit appropriately
- ❖ No skin may show between bottoms and tops when seated or standing
- ❖ Must always cover all private body parts
- ❖ Must cover undergarments at all times
- ❖ Must have straps and backs

FOOTWEAR and ACCESSORIES

- ❖ Shoes must always be worn. No house slippers or shoes with cleats are allowed
- ❖ Blankets are not permitted
- ❖ Attire that may damage school property or cause personal injury to others (such as chains or studded items) may not be worn.

- ❖ Backpacks are placed inside lockers at the beginning of the day and may be retrieved at the end of the day
- ❖ No head coverings unless for religious reasons

The school shares responsibilities of student dress code and appearance with parents/legal guardians and the individual student in health, safety and cleanliness of person and apparel. If there is a question as to whether any student's apparel or appearance is appropriate, school officials will determine appropriateness and work with the student and parent/guardian to remedy the concern.

Utilization of Technology

Accepted rules of network etiquette, and federal and state law, the following uses of technologies are prohibited:

- ❖ Use of technology for defamatory, abusive, obscene, profane, sexually oriented, threatening, offensive and/or illegal materials.
- ❖ Use of technology for commercial gain or profit.
- ❖ Transferring copyrighted materials to or from any district technology equipment without the express consent of the owner of the copyright.
- ❖ Bullying/Cyberbullying.
- ❖ Hate mail, discriminatory remarks, and offensive or inflammatory communication.
- ❖ Access to obscene or pornographic material or child pornography.
- ❖ Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
- ❖ Impersonation of another user, anonymity, and pseudonyms.
- ❖ Loading or using unauthorized games, programs, files, or other electronic media.
- ❖ Disruption of the work of other users.

Staff or students illegally accessing, altering, damaging, or destroying any technology equipment, computer network, computer software, or system information within a school system or an external system will be referred to the Kenosha Police Department for investigation and possible prosecution.

Such violations in the case of students may result in suspension and/or expulsion, and such violations on the part of employees will constitute just cause for dismissal.

Sharing individually assigned accounts and passwords is prohibited. Passwords are designed to protect and any attempt to circumvent system security to gain unauthorized access to technology resources is expressly prohibited and subject to the appropriate punishment.

Student and staff photographs and names that are made available in district-sponsored media are permitted to be displayed on the district website.

Student and staff photographs and names may be displayed on other commercial sites with specific written approval of the principal and parent/guardians.

Students shall not download any information from the Wide Area Network/Internet unrelated to their specific course of study without prior approval of their instructor.

Any commercial endorsement placed on or linked to the district web site shall require the written approval of the principal.

Users will not use the district system for political lobbying.

Actions Resulting from Misuse

Inappropriate or irresponsible use of technology will result in the following actions:

1. In cases where a law or copyright has been violated, a referral shall be made to appropriate law enforcement officials. Such violations in the case of students may result in suspension and/or expulsion, and such violations of the part of employees will constitute just cause for dismissal.
2. Student infractions which are not deemed illegal will result in appropriate school discipline being imposed and/or reviewed by the building principal.
3. Employee infractions which are not deemed illegal but violate Board policy will result in appropriate administrative action/discipline, which may include termination of employment.

The user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or other networks; this includes but is not limited to uploading or creating computer viruses.

Copyright

The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.

Internet Access

Internet access shall be governed by the same rules and regulations set forth in this policy relating to the utilization of technology.

Students may have the opportunity to access Internet services at the direction of a staff member.

Internet access is a privilege, not a right, and may be removed if any portion of this policy is violated or if the privilege is abused in any other way.

Safety

To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall report such immediately to a teacher or administrator.

Network users shall not reveal personal information to other users on the network, including chat rooms, e-mail, Internet, etc.

Students are given an individual district email account.

Electronic Devices

- ❖ Personal electronic devices and associated equipment such as cell phones and earbuds cause a serious distraction to the learning environment and as such should not be visible during class time. No EXCEPTIONS.
 - “Electronic devices” are defined as anything with an “on/off” button.
 - “Class time” is defined as the time between the start and end of a block as dictated by the bell schedule.
 - Examples: cell phones, Kindles, iPads, iPods, gaming devices, Nooks, headphones, earbuds, Bluetooth speakers or any other listening device, etc.
- ❖ Electronic device use will be deemed unacceptable during class time in ALL classes.
 - Class time is defined as the time during which class is in session according to the bell schedule.
- ❖ Students are NOT permitted to wear or use headphones, earbuds, Bluetooth devices or anything else to listen to music during class time. “Out of sight, out of mind.”
 - Once a student enters the building all personal electronics should be placed inside their locker, cannot be used throughout the school day and may be retrieved at the end of the day.
- ❖ Students who take pictures or videos that are deemed inappropriate by the administration will be in violation of the School Technology policy and will incur consequences commensurate with violation of said policy.
- ❖ Students are prohibited from making phone calls during the school day without administrative permission.
 - Any student needing to make a phone call should see an administrator in the office for permission.
 - This includes using headphones, Bluetooth devices, or any other devices during or between classes in any part of the school building including the cafeteria and lavatories.
- ❖ Violations to the electronic device rules are as follows:
 - 1st offense:
 - Device taken by teacher and returned to the student at the end of class.
 - Parent contacted by the teacher
 - 1 Detention = Teacher may issue
 - 2nd offense:
 - Device taken by teacher and returned to the student at the end of class.
 - Parent contacted by the teacher
 - 2 detentions = Teacher may issue
 - 3rd offense & up:
 - Device taken by teacher, turned into office
 - Discipline referral submitted to administration
 - Parent contacted by administration
- ❖ Refusal to hand over the electronic device at the request of the faculty or staff will be deemed as insubordination and the device will be held by administration until the end of the school day and the student will receive a ½ day of in-school suspension.
- ❖ Refusal to hand over the electronic device to administration is deemed as insubordination and the student will be suspended.

Hallway Conduct

- ❖ A student needs to have their ID with them at all times.
- ❖ There is to be no public display of inappropriate affection such as kissing, and/or hugging. There shall be no running, pushing, scuffling, whistling, shouting, obscene language, fighting, or any other disorderliness in the halls. Any of these actions are subject to progressive discipline.

False Alarms

False alarms and discharging of fire extinguishers are prohibited. Wisconsin Statute 941.13 provides that “whoever intentionally gives a false alarm to any public officer or employee or interferes with a proper functioning of a fire alarm system or interferes with the lawful effort of firemen to extinguish a fire, may be fined up to \$500 or imprisoned not more than one year or both.” Suspension will be assigned, and possible expulsion may be recommended.

Student Searches

- ❖ **Entry searches:** School officials may conduct entry searches. These searches would be conducted by school administrators or their designee.
 - Students may be asked to open/empty their book bags, backpacks, pockets, remove shoes and/or coats, sweatshirts, sweaters, or jackets.
 - Metal detectors (wands) may be used to scan the person.
- ❖ **Locker searches:** Lockers are school property loaned to the student for the student's convenience. Students should not share their assigned locker or combination with anyone. Neither the school nor the district is responsible for lost or stolen items.
 - Building administrators may search a student's locker without warning in the interest of the health, welfare, and safety of all school students.
 - Students should have no expectation of privacy.
 - The high school administration may conduct unannounced safety inspections for drugs and weapons throughout the school year.
- ❖ **Personal search:** In the interest of safety and providing a weapon and drug-free school environment, a student and/or belongings may be searched.
- ❖ **Vehicles:** Student vehicles that are parked on school property are also subject to a search by the school administration.
- ❖ **Search of Electronic Devices:** The Principal and/or designee may search the contents of audio, video and photographic recording devices belonging to or in the possession of a student when the audio, video or photographic device is on school property or at a school sponsored event and when there is reasonable grounds to suspect that a search will lead to evidence that a student has violated or is violating either the law or school rules or policies.
 - Audio, video, and photographic devices include but are not limited to audio recorders, cameras, video cameras, laptop computers, tablets, and cell phones.

- Devices may be held by the school for return to the parent(s)/guardian(s) of the student, or retained for disciplinary proceedings, or turned over to law enforcement officials. The adult student or parent/guardian of a minor student shall be notified of devices turned over to law enforcement officials

Wisconsin's Pupil Nondiscrimination Laws

Under s. 118.13, except as provided in s. 120.13 (37m), no pupil may be excluded from a public school, or from any school activities or programs, or be denied any benefits or treated in a different manner because of:

- ❖ sex
- ❖ race
- ❖ religion
- ❖ national origin (including a student whose primary language is not English)
- ❖ ancestry
- ❖ creed
- ❖ pregnancy
- ❖ parental status
- ❖ marital status
- ❖ sexual orientation
- ❖ physical disability
- ❖ mental disability
- ❖ emotional disability
- ❖ learning disability

Student or Parent/Guardian Complaint Process

The Board recognizes that students or their parents/guardians may have legitimate concerns and complaints. In addition, the Board believes that the inculcation of respect for established procedures is an important part of the educational process. Accordingly, individual and group complaints shall be recognized, and appropriate appeal procedures shall be provided.

For the purposes of this policy, a complaint shall be one that arises from actions that directly affect the student's participation in an approved educational program.

The student or their parents/guardians should first make the complaint known to the staff member most closely involved or, if none is identifiable, a guidance counselor; and both should attempt to resolve the issue informally and directly. For complaints that must move beyond the first step, the student shall prepare a written statement of his/her complaint which shall set forth:

1. Specific nature of the complaint and a brief statement of relevant facts.
2. Manner and extent to which the student believes s/he has been adversely affected.
3. Relief sought by the student.
4. Reasons the student feels entitled to the relief sought.

The complaint may then be submitted, in turn, to:

1. The Building Principal.
2. The Board of Directors.

Each level will be given thirty (30) school days (maximum allowed at each level) for hearing of the complaint and preparation of a written response. At each level, the student or their parents/guardians shall be afforded the opportunity to be heard personally by the school authority. A written final resolution/decision of the complaint will be provided within ninety (90) days. The complainant has the right to appeal a negative determination to the state superintendent and the procedures for making an appeal must be made within 30 days of the final decision.

An appeal to the Department of Public Instruction should be in writing and signed and should include the following information: the reason for the appeal; the facts that make you believe discrimination occurred; and the relief or outcome you are requesting if you are successful in your appeal. It is a good idea to include a copy of the school district's final decision or letter to you.

Student Responsibilities

- ❖ Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- ❖ No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.
- ❖ Students should express their opinions in a respectful manner.
- ❖ It is the responsibility of all students to:
 - Be aware of all rules and regulations for student behavior and conduct themselves in accord with those rules.
 - Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
 - Dress and groom in a manner that is both safe and healthy and does not cause disruption to the educational process.
 - Assume that all rules are in full effect.
 - Assist staff in operating a safe school for all students enrolled therein.
 - Be aware of and comply with federal, state, and local laws.
 - Exercise proper care when using public facilities and equipment.
 - Attend school daily, except when excused and be on time for all classes.
 - Arrangements will be made for making up work when absent from school.
 - Satisfactorily complete the courses of study prescribed by state and local school authorities.
 - Avoid inaccuracies in student newspapers or publications.
 - Avoid using indecent or obscene language, either written or oral.
 - Share report cards with parents/guardians in a timely manner.

- Not possess/be under the influence of illegal/controlled substances.

Field Trip and Class Trip Student Behavior Policy

- ❖ Students may not participate in a trip without a permission/medical form completed and signed by a parent/guardian.
- ❖ In the event a student becomes involved in unacceptable behavior while participating in a field trip or class trip, the student will be returned to KTEC and the expenses for the return trip will be borne by the student's parent/guardian.
- ❖ Students are not permitted to leave a field trip location without permission from a chaperone.
- ❖ Students are forbidden from taking any form of public transportation while on a field trip without a chaperone present. This includes but is not limited to Uber, Lyft, buses, subways, trains.

Legally Adult Students Signing Excuses & Early Dismissals & Field Trips

- ❖ The Division of Child Accounting in the State Department of Education has indicated that students eighteen (18) years old and above are no different than other students.
- ❖ If they are still living with their parents, the parents must sign their excuses.
- ❖ For a student to sign their own excuses, the court approved emancipation must be proven to the school and is the burden of the student.
- ❖ Students eighteen years old and older are required to follow the attendance rules of the school including the rules for early dismissals and field trips.

Emergency Closing or Delayed Openings of School

In the event school is to be canceled or the opening delayed because of inclement weather, power outage, or other unforeseen event information will be available on the school website, www.ktecschools.org.

Evacuation Drills

Evacuation drills will be conducted periodically. Signs are posted in each room to indicate the proper direction to the nearest exit.

For the safety of all:

- ❖ When appropriate, follow the run-hide-fight protocol as trained
- ❖ When students hear the alarm or announcement over the PA system it is imperative that they listen to the message and respond accordingly.
- ❖ Students should not talk; they should move quickly.
- ❖ If the designated exit is blocked, turn around and use the closest open exit.

- ❖ When reaching the outside of the building, stay with your class and move to your assigned spot until directed to return to the building by a KTEC staff member.
- ❖ Students will return to the building after the all-clear signal is given and when directed to do so by a KTEC staff member.
- ❖ Students who exit the building from an exit different than their class must report to the person in charge of attendance in that area.

Competency-Based Education

1. Students are empowered daily to make important decisions about their learning experiences, how they will create and apply knowledge, and how they will demonstrate their learning.
2. Assessment is a meaningful, positive, and empowering learning experience for students that yields timely, relevant, and actionable evidence.
3. Students receive timely, differentiated support based on their individual learning needs.
4. Students progress based on evidence of mastery, not seat time.
5. Students learn actively using different pathways and varied pacing.
6. Strategies to ensure equity for all students are embedded in the culture, structure, and pedagogy of schools and education systems.
7. Rigorous, common expectations for learning (knowledge, skills, and dispositions) are explicit, transparent, measurable, and transferable.

* Source: Aurora Institute – What is Competency-Based Education?

Career Pathways

Students will determine a focused Career Pathway during the 3rd quarter of their sophomore year to begin their junior year. The four pathways are:

- ❖ Transportation
- ❖ Information Systems
- ❖ Building Trades
- ❖ Automation and Robotics

Pathways may require completion of a Pathway application packet for students to gain entrance into that program. Students will attain entrance through completion of pre-requisite competencies, attendance, and a recommendation from their C3 Advisor.

If a Pathway is oversubscribed (full), students will be placed on a waiting list and the above criteria will be reviewed should an opening become available before the start of school in the fall.

If space is available, students may choose to switch their focused Career Pathway for their senior year. Students may also choose to take certain classes in different Career Pathways, which will be permissible if there are seats available.

C3 Advisory Course

Students at every grade level at KTEC High School will take an advisory course that focuses on the C3 Principles and Competency recovery.

- ❖ Career Focused – Students will learn and practice skills to support their work-based learning experiences. This will include the development of their portfolio of certifications and competencies, preparation for career fair participation, job shadowing experiences, and applying for internships or other work-based experiences. In their senior year, this course would be integrated with the capstone project.
- ❖ Character Development and Collective Work – Students will work with on developing and applying social emotional learning skills. Team building and collaboration skills will also be a focus of this area.
- ❖ Competency Recovery – Since KTEC High School focuses on the needs of all students and acknowledges that not all students learn at the same pace, we are creating opportunities for students to have additional learning opportunities to demonstrate mastery. Additionally, this time will be utilized for reteaching and learning so all students leave with a deep understanding of all course competencies.

Graduation Requirements and Possible Courses:

- ❖ 3 English credits (Composition, Literature, Communications, and Technical Reading and Writing)
- ❖ 3 Math credits (Applied Math, Algebra 1, Geometry, Algebra II, Statistics, or Calculus)
- ❖ 3 Science credits (Physical Science, Biology, Physics)
- ❖ 3 Social Studies credits (World History, American History, Psychology, Sociology)
- ❖ .5 Government
- ❖ .5 Economics
- ❖ 1.5 Physical Education credits
- ❖ .5 Health credit
- ❖ 6 Work-based Learning Technical credits
- ❖ 4 Elective credits (including at least 1 credit of Fine Arts and 1 credit of Spanish)

26 Total credits to graduate

- ❖ **Other requirements:**
 - C3 Advisor signs off on adequate progress in the areas of Career Planning and Character Development
 - Graduation Project
 - During their high school career students shall work with their C3 advisor to complete a graduation project.
 - Graduation projects may include an internship, work experience, or career focused project.
 - Failure to complete the graduation project requirements may result in the failure to graduate or participate in the graduation ceremony.
 - Civics requirements
 - Students must pass the Wisconsin Civics test

Visitors

All visitors must report to the front desk of the main office upon entering the building and obtain a visitor's pass. The pass must be worn while in the building. Guests may only visit the location for which they have signed in. Guests found in any other area will be escorted out of the building.

Any guests requesting to visit a teacher must first gain approval from that teacher. The teacher must inform the front office of the impending visit before the guest arrives. No one will be permitted to visit teachers during the regular school day without prior permission from that teacher to keep disruptions to the learning process at a minimum.

Work Permits

- ❖ Work permits are required for students under the age of 18 to hold a job.
- ❖ These permits may be obtained at the following location: Workforce Development Center
- ❖ There is a fee, which you must bring along with your application and legal proof of birth (birth or baptismal certificate).
- ❖ Be aware that any student with a felony will be ineligible for many types of hospital and public service employment, as well as military service.
- ❖ Students who are 14 and 15 years of age may not work more than 18 hours per week when school is in session.
- ❖ Students 16 and 17 years of age may not work more than 26 hours per week when school is in session.

NOTE: Students should be aware that work permits could be revoked if a student exhibits incompleteness of competencies and/or poor attendance

Revised: 9/26/22