

Kohler Middle School

Student & Parent
Handbook
2025-2026

KOHLER PUBLIC SCHOOLS
333 Upper Road
Kohler, WI 53044



Dear Students and Parents:

Welcome to Kohler Middle School. All the members of the staff are pleased to have you as a student and will do our best to help make your experience here productive and successful. Our purpose is to prepare all of our young people with the capacity to pursue their dreams.

This handbook will answer many of the questions you have about your child's middle school education. It also explains our expectations and procedures. Please take time to review this carefully and to visit the school website to look even more closely at all of the Board's policies and district guidelines. Please review these documents as they will provide clarity as to the expectation and level of responsibility placed on our students.

Every student in the Kohler School District has the right to a quality education. To make sure that every student exercises that right, the district has established procedures regarding appropriate and expected behavior. The guidelines for student responsibilities are designed to create an orderly environment that is safe for all students and staff. The rules are built to develop the habits and discipline of success.

We encourage each student in his/her academic, social, and extra-curricular efforts. We are here to support each student and look forward to a successful and exciting school year.

Sincerely,

Natasha Rowell, *Principal*

Special Notes:

The Board does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. (Refer to [policy 2266](#))

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FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. This handbook summarizes many of the official policies and administrative guidelines of the School Board and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your school principal who you will find listed in the Staff Directory section of the handbook. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

This handbook summarizes many of the official policies and administrative guidelines of the School Board and the District. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2025, the language in the most current policy or administrative guideline prevails.

Kohler School District Mission

Every day at Kohler Schools we **inspire** inquiry; **engage** hearts, minds and bodies; and provide supports to ensure all students can **achieve** success.

Our mission: Inspire, Engage, Achieve

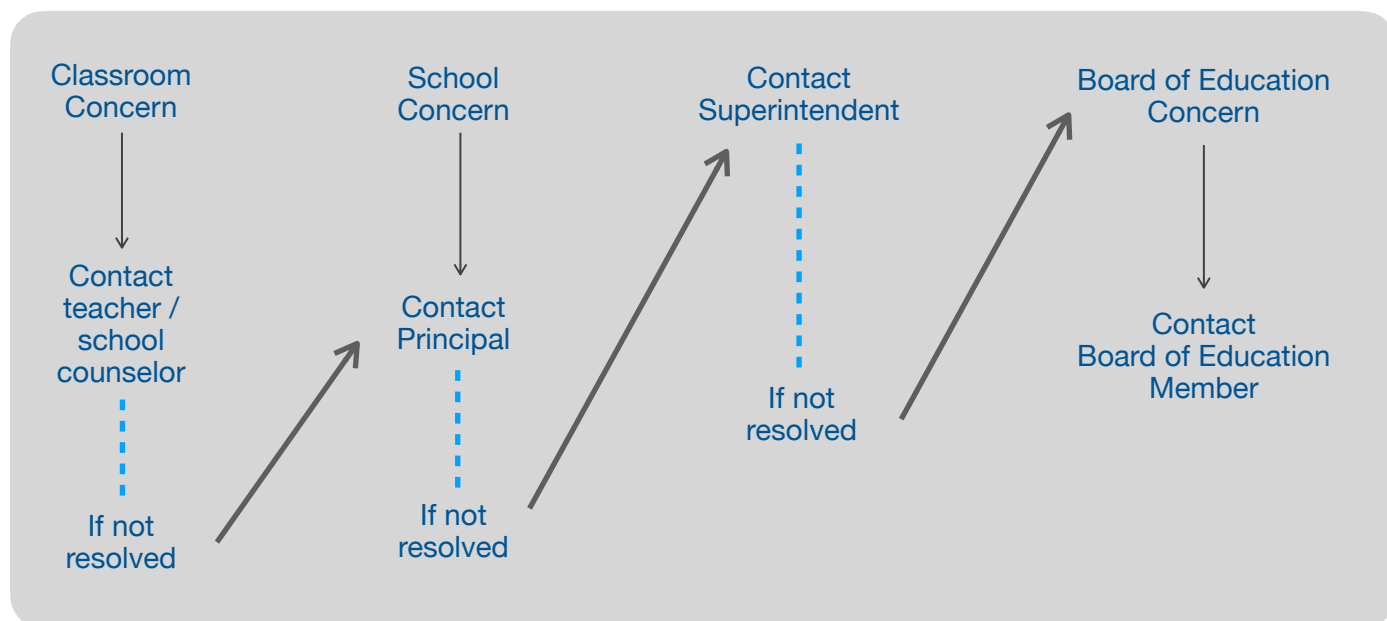
KOHLER SCHOOL DISTRICT ADMINISTRATION & SUPPORT

NAME	POSITION	EXTENSION	EMAIL ADDRESS
Mike Juech	Superintendent	7201	juechm@kohler.k12.wi.us
Andrea Walter	Pupil Services Director	7207	waltera@kohler.k12.wi.us
OPEN	Coordinator of Learning & Development		
Nathan Hinze	Elementary Principal	7206	hinzen@kohler.k12.wi.us
Natasha Rowell	High/Middle School Principal	7282	rowelln@kohler.k12.wi.us
Ryan Sprenger	Athletics & Activities Director	7205	sprengerr@kohler.k12.wi.us
Adam Turner	Technology Coordinator	7214	turnera@kohler.k12.wi.us
Isaac Patterson	Business Manager	7204	pattersoni@kohler.k12.wi.us
Courtney Nachreiner	HS Counselor (grades 9-12)	7273	nachreiner@kohler.k12.wi.us
Melissa O'Connor	MS Counselor (grades 6-8)	7270	oconnorm@kohler.k12.wi.us
Nicole Johnsrud	School Nurse	7208	johnsrudn@kohler.k12.wi.us
Adrianne Seymour	Executive Assistant and HR Specialist	7200	seymoura@kohler.k12.wi.us
Theresa Andrews	HS/MS/AD Assistant	7202	andrewst@kohler.k12.wi.us
Elissa Fischer	Elementary Assistant	7210	fischere@kohler.k12.wi.us
Drew Dantzler	Maintenance/Grounds	7218	dantzlera@kohler.k12.wi.us

KOHLER MIDDLE SCHOOL FACULTY

NAME	POSITION	EXTENSION	EMAIL ADDRESS
Benjamin Anzia	Social Studies		anziab@kohler.k12.wi.us
Ann Bitter	English	7223	bittera@kohler.k12.wi.us
Kelly Cole	Physical Education	7228	colek@kohler.k12.wi.us
Sarah DeGroff	Library Media Specialist, Digital Citizenship 6 & 7	7213	degroffs@kohler.k12.wi.us
Claire Dickson	Music/Band	7266	dicksonc@kohler.k12.wi.us
Lynsie Eadie	Mathematics	7285	eadiel@kohler.k12.wi.us
Abby Hawkinson	Junior Achievement 7	7225	hawkinsona@kohler.k12.wi.us
Rachel Holk	Social Studies	7222	holkr@kohler.k12.wi.us
Scott Maner	Technology Education	7230	maners@kohler.k12.wi.us
Jacob Morelli	Physical Education	7269	morellij@kohler.k12.wi.us
Nicole Nevers	Science	7268	neversn@kohler.k12.wi.us
Colleen O'Laughlin	Junior Achievement 7	7225	olaughlinc@kohler.k12.wi.us
Ken Roeder	Mathematics	7256	roederk@kohler.k12.wi.us
Ryan Romanoski	World Language	7244	romanoskir@kohler.k12.wi.us
John Schad	English	7259	schadj@kohler.k12.wi.us
Austin Scheib	Science	7246	scheiba@kohler.k12.wi.us
Shera Schomberg	Study Hall	7250	schombergs@kohler.k12.wi.us
Jeff Smith	Special Education	7261	smithj@kohler.k12.wi.us
Eva Stokes	Music/Choir	7240	stokese@kohler.k12.wi.us
Ginna Trowbridge	Study Hall		trowbridgeg@kohler.k12.wi.us
Suzanne Walter	Junior Achievement 6	7240	walters@kohler.k12.wi.us

KSD GUIDELINES TO REPORT ACADEMIC, BEHAVIOR OR SCHOOL CONCERNS



Contact:

- [Kohler Athletics and Activities Teams / Coaches / Advisors](#)
- [Staff Directory](#)
- [Board of Education Directory](#)



SCHOOL DAY

The school student day is from 8:00 A.M. to 3:00 P.M. and early dismissal is from 8:00 A.M. to 11:40 A.M. We use a block schedule school day on Monday through Thursday and an 8-period Friday. An embedded enrichment and support period before lunch called Advisory in HS and Bomber Time in MS is a time for students to participate in Academic and Career Planning (ACP), safety drills, Social Emotional Learning (SEL), academic enrichment, and to access additional support, or to participate in assigned targeted support if struggling. Students in sixth grade have a “skinny” class for PE/Health, Junior Achievement, Study Skills and Structured Study Hall. Students in grades 7 and 8 have a “skinny” class for Band, Choir and Intervention. This means that “skinny” class period is 40 minutes.

Time	A Day (Monday & Wednesday)	B day (Tuesday & Thursday)	Blue/White (Friday)
8:00 - 9:25	Block 1	Block 5	1. 8:00-8:40
			2. 8:45-9:25
9:30 - 10:55	Block 2	Block 6	3. 9:30-10:10
			4. 10:15-10:55
11:00 - 11:27	Advisory HS / Lunch MS	Advisory HS / Lunch MS	11:00-11:27
11:30 - 12:00	Lunch HS / Advisory MS	Lunch HS / Advisory MS	11:30-12:00
12:05 - 1:30	Block 3	Block 7	5. 12:05-12:45
			6. 12:50-1:30
1:35 - 3:00	Block 4	Block 8	7. 1:35-2:15
			8. 2:20-3:00

ARRIVAL

Students are able to wait in the vestibule area as of 7:30am. The main entrance doors open at 7:40am. Students are to report to the cafeteria and remain there until the 7:50am bell sounds. Students are not to stand in the main hallway, as this limits the ability to move safely through the hallway. At that time, students can report to their classrooms.

Note: Teachers will be available before school (7:30-8:00am) and after school (3:00-3:30pm) to help students. Students who are working with a teacher are allowed in the building before 7:40am and after 3:30pm.

DISMISSAL

Students are expected to leave the building at the end of the school day and no later than 3:15pm, unless they are participating in a supervised school activity. After 3:15pm, students are expected to wait in the vestibule at the main entrance for their ride. Students who forget any materials, must enter through the main office and will be escorted through the building up until 3:30pm. No students will be allowed back into the building after 3:30pm.

IMPORTANT IDEAS/COMMON QUESTIONS AND ANSWERS FOR MIDDLE SCHOOL STUDENTS

Regarding passing periods, logistics...

- When it comes to your locker, NEATNESS COUNTS!
- Five (5) minutes between classes is longer than you think.
 - Take time to REMEMBER WHAT YOU NEED FOR CLASS!
 - You don't need to run.
- Work out a class "route"... you don't have to go to your locker before every period. For example, if you have math and science back-to-back, grab both books before going to your math class.

Regarding school work...

- It is up to YOU to get the assignments done and turned in on time.
- If you need help, YOU need to ask; the teachers won't necessarily come to you.
- If you are absent, be sure to check with your teachers to find out what you missed and get it completed right away.

Other expectations...

- Bomber Pride Code of Conduct – all athletic and extracurricular teams fall within the guidelines set by the Bomber Pride Code of Conduct. Please refer to this handbook for academic expectations for students.

PLEASE NOTE: If a student falls behind in 3 or more assignments, he/she becomes ineligible for practice and should use practice time to make up assignments. If the student falls behind 3 times in a quarter they become ineligible for practices and games until he/she completes all missing assignments.

MEAL SERVICE

How much does lunch cost?

Cafe Meal is \$5.00; chef meal is \$6.00; and milk only is \$.50. A second lunch is \$3.50. A la carte items and breakfast items are individually priced (subject to change).

Procedure for buying lunch:

All lunch funds should be paid through the e-funds site (www.efundsforschools.com).

All students will be issued a picture ID, with a barcode, at the beginning of the school year. This ID will be scanned to pay for lunch and snack items. A student must bring their picture ID to the lunchroom to buy snacks and lunch. If a student does not have their picture ID with them, they will not be allowed to purchase snacks, and they will be asked to go to the end of the line during lunch. If a student does not have their lunch card with them for 3 consecutive days, a new lunch card will be ordered for them. The replacement cost of \$ 5.00 will be subtracted from their lunch account when the new card arrives.

When a student's lunch account is low, the student will be notified immediately by phone, an e-mail or a letter. Payments to lunch accounts cannot be made in the office.

Students cannot withdraw cash from their accounts. No cash payments will be accepted in the lunch line. All lunch transactions require use of an ID card.

Can my child come home for lunch?

The lunch hour is 11:00 a.m. to 11:30 a.m. each day, and we do have a closed campus for lunch. If students leave the property, they must have signed permission on file in the elementary/middle school office. Forms are available – please contact the Administrative Assistant, Theresa Andrews.

STUDENT ID AND LANYARDS

Does my student have to wear a lanyard?

Yes, all MS students are expected to wear their student ID, everyday, on either a school issued lanyard or their own personal lanyard. This must be visible at all times. Students must have their ID and lanyard on when entering the school building. Students are to be respectful if an adult asks to see their student ID. If a student forgets their ID they will be provided a temporary wristband for the day. After three of these, your child will have to serve a lunch detention, to include recess. Every day thereafter, failure to comply with wearing their lanyard and student ID will result in lunch/recess detention. During this time, your child will have a conversation centered around organizational skills and develop a plan to identify some strategies to help in being prepared for school. If a student loses their ID, a replacement ID will be issued at a cost of \$5. This will be added to their school account.

Students should display Kohler Pride everyday, and this starts off with being ready for the school day and having all their school supplies in addition to their school ID on them.

ATTENDANCE

What do I do if my child is sick or has an appointment and will be late for school?

You should call the school number at 920-459-2920 and at the prompt, press the Number 1 and then number 6 for Middle School/High School attendance. Please call absences in before 9:00 a.m. To speak to someone personally dial 920-803-7202.

Procedure: When you leave a message, please indicate your name, your child's name and the reason for his or her absence or tardiness (illness, doctor appointment, orthodontics appointment, etc.). ***When your child returns to school, he/she must stop in the Elementary/Middle School office to check in (even if they arrive during a passing period).*** The student will be given a pass to go to their class.

What happens if I forget to call my child in sick, or forget to excuse my child for an absence or tardiness?

You will receive an automated call from our message system at 5:00 p.m., indicating that your child was absent. You must either email the main office secretary or call in to clear up your child's unexcused absence within 48 hours and no later than two (2) weeks since the absence, or it will remain unexcused.

How do I get homework for my child if he/she is out sick?

When you call your child in sick to the office in the morning, please include a request for homework at that time (a student should be sick for 2 or more days before a request is made). For a one day absence, students are encouraged to call a friend for missed assignments or check the Google Classroom.

Procedure: The school policy for homework requests is that if a student is out of school for 2 days or more, and parents request homework, teachers will forward it to the office by the end of day it is requested. Parents may then pick it up in the office. **Requests must be made by 9:00 a.m. so that teachers have time to prepare the homework materials. Also, teachers do not automatically send homework to the office. It is only sent if the parents request it.**

If a student is gone for only a day, it is reasonable to make up the work the following day. Students will receive extra time when they return to make up the work they missed. **It is the student's responsibility to ask the teacher for make-up work when they return.**

What if my child has an appointment in the middle of the school day or has a planned absence?

You should call the attendance mailbox in advance or send a note with your child to the elementary/middle school office, telling us the dates he or she will be gone and the reason for the absence.

Procedure: When you send a note with your child, they should bring it to the office. A copy of the note will be attached to a "Request for Absence" form. The student will then take the request and note to all of his/her teachers and have them initial it. That way we know that all the teachers have been made aware of the absence. Once the signatures (initials) have been obtained, the student will turn the form back in to the office for the principal's approval. ***Students should complete this procedure 24 hours before their departure.***

OTHER ATTENDANCE INFORMATION

The school requires all students to attend school regularly in accordance with the laws of Wisconsin. The school's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the guidance of a competent teacher are vital to this purpose.

PANDEMICS

The school's pandemic protocols regarding student health and safety will be followed during a CDC identified pandemic.

Students who miss school due to a pandemic related reason will have the absences considered exempt and will not count against the 10 allowable days if they participate in virtual online learning during the time of the absence. Attendance policies will be flexible during an identified pandemic.

COMPULSORY STUDENT ATTENDANCE

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, **except** religious holidays, that the school is in session. All students must attend 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 the District's Administrative Guidelines.

Attendance is also defined as participation in the various forms of distance learning including videoconference, satellite, Internet or other electronic information and telecommunications technologies. Discuss these alternatives with your counselor since the approval of the principal may be required prior to enrollment in a distance learning program or online learning courses.

It is Board Policy that whenever a student is absent from school or expected to be tardy, the parent should notify the school office before 8:00 am.

- Dial #7202 if you need to speak to someone personally.

The Middle School/High School Assistant will contact the home as soon as possible if a parent has not called the office. It is necessary to send a note with your child when he/she returns to school following an absence if the school has not received prior notification.

If you have to take your child out of school during the day we ask that you either call the attendance mailbox in advance or send a note with your child to the High School office. We will have your child waiting in the office at the time you specify. Students leaving early will need to be signed out at the office. We will not release children to anyone other than parents without direct permission from a parent.

EXCUSE FOR AN ABSENCE

A parent of a student who is absent shall provide a statement indicating the reason for and the time period of the absence. This statement must be submitted prior to the absence if the absence is foreseeable. If the absence is not foreseeable, the statement must be provided prior to the student's readmission to school. The statement shall be submitted to the School Attendance Officer and filed in the student's school record. The excuse must be received within two (2) weeks of the documented absence. After two (2) weeks, the request to change the absence will not be approved, unless there is documentation (doctor note, court date) to confirm the absence. The District reserves the right to verify statements and investigate absences from school. A student may be excused under this provision for not more than 10 days in a school year. A student so excused is required to complete the course work missed during the absence. Students excused from school by their parent/guardian or the school shall be given the opportunity to make up all class work, which includes major examinations (quarter, semester, or grading period). No penalty shall be assessed of the student for an excused absence.

DAYS OF ATTENDANCE

An actual day of attendance is the total number of periods (reported to the one-half day) of face-to-face instructional contact between a student and a teacher during a school term. In high school, attendance is taken each period. If a student misses periods 1-2, that equates to $\frac{1}{2}$ day of school absence. If a student misses periods 3-4, that equates to $\frac{1}{2}$ day of school absence. On Friday, $\frac{1}{2}$ day of school absence is determined by missing periods 1-4 or 5-8.

EXCUSED ABSENCES

A student whose absence from school was excused, except for an expelled student, shall be permitted to make-up course work and any quarterly, semester or grading period examinations missed during the absence when they return to school. It is the student's responsibility to contact his/her teachers to determine what coursework and examinations must be made up. Teachers shall have the discretion to assign substitute coursework and examinations. Teachers shall also have the discretion to specify where and when examinations and coursework shall be completed, including outside regular school hours.

The time for completing the work shall be commensurate with the length of the absence, unless extended by the principal based upon extenuating circumstances.

A student shall be excused from school for the following reasons:

Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program. If the absence exceeds three (3) days, the inability of the student to attend school due to a physical or mental condition must be certified in writing by a licensed physician, dentist, chiropractor, optometrist or psychologist or religious practitioner living and residing in Wisconsin, who by belief is exempt. The time period for which the certification is valid may not exceed thirty (30) days.

Obtaining Religious Instruction

The student wishes to obtain religious instruction outside the school during the required school period. Such absences must be at least sixty (60) minutes but not more than 180 minutes per week. Requests for absence under this paragraph shall be denied if the student fails to attend religious instruction after requesting to be absent from his/her regular school. The supervisor of such religious instruction shall report monthly, to the principal of the school regularly attended, the names of the students who attended such weekly religious instruction. See Policy 5223 - Absences for Religious Instruction for further details.

Accommodation of Sincerely Held Religious Beliefs

If either the class content or activities conflicts with his/her religious beliefs or value system, the school will honor a written request for his/her child to be excused from particular classes.

Permission of Parent or Guardian

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

- professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside the school day
- to attend the funeral of a relative
- legal proceedings that require the student's presence
- college visits
- job fairs
- vacations

Religious Holiday

The student wishes to observe a religious holiday consistent with the student's creed or belief.

Suspension or Expulsion

The student has been suspended or expelled.

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

Quarantine

Quarantine of the student's home by a public health officer.

Illness of an Immediate Family Member

The illness of an immediate family member.

Emergency

An emergency that requires the student to be absent because of familial responsibilities or other appropriate reasons.

Note: If a student is excused for illness more than ten (10) days in a school year, the school attendance officer will require a doctor's note before any additional days will be recorded as excused for illness. If a doctor's note is not presented, the absence will be recorded as unexcused.

UNEXCUSED ABSENCES

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The principal, or an individual designated by the principal, will determine on a case-by-case basis the appropriate methods to deal with unexcused absences. The following methods may be considered:

- Counseling the student
- Requiring the student to make-up lost time
- Requiring the student to make-up course work and/or examinations, as permitted under this guideline
- Conferring with the student's parents
- Suspending the student in-school
- Referring the student to an appropriate agency for assistance

Administrative action to address unexcused absences shall be in accord with due process, as defined in Policy 5611, the Student Code of Conduct, and other applicable Board policies.

Credit in a course or subject shall not be denied solely because of a student's unexcused absence from school.

A student with an unexcused absence may be permitted to make-up course work and quarterly, semester or grading period examinations missed during the absence if the student is at risk of receiving no credit in a course or subject if the work is not made up.

Subject to the immediately preceding two paragraphs, credit may, but is not required to be given for the completion of make-up work. Further, credit for make-up work may be given only after the school has satisfied consequences imposed for unexcused absences. The extent to which make-up credit is given shall be determined on a case-by-case basis by the principal and the respective teachers.

If makeup work is allowed, it is the student's responsibility to contact his/her teachers to determine what coursework and examinations must be made-up. Teachers shall have the discretion to assign substitute coursework and examinations. Teachers shall also have the discretion to specify where and when examinations and coursework shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by the principal based upon extenuating circumstances.

A student's grade in any course shall be based on his/her performance in the instructional setting and is not reduced for reasons of conduct. If a student violates the attendance or other rules of the school, s/he should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the student can demonstrate s/he has learned.

TARDINESS

- Students not in class when the late bell rings are considered tardy.
- All students, who arrive to school late, must report to the main office and sign in.
- Students who attend at least one-half ($\frac{1}{2}$) of the class period shall be recorded as present.

- When a teacher holds a student after class, s/he shall issue a late pass for the student's next class.
- Teachers are requested to refer cases of chronic tardiness to the principal.
- A parent may excuse a student's tardy. However, the excuse must be received within two (2) weeks of the documented tardy. After 2 weeks the request to change the tardy will not be approved, unless there is documentation (doctor note, court date) to confirm the tardy.
- An excusable tardy: if a student is late to the first hour of the day or returning to campus from the lunch hour
- Unexcused tardy: if a student is late to class during the school day

SCHOOL ATTENDANCE OFFICER

The principal shall be the School Attendance Officer. The School Attendance Officer shall be responsible for dealing with matters relating to school attendance and truancy. The duties of the School Attendance Officer shall include, but not be limited to the following:

- Determining daily from attendance reports submitted by teachers which students enrolled in the school are absent from school and whether the absence is excused.
-
- Providing student attendance information to individuals and agencies for purposes authorized by State law and the Board's Student Records Policy (see Board Policy 8330).
-
- Performing the duties and responsibilities assigned to him/her under this Administrative Guideline.

TRUANCY

A student will be considered truant if s/he is absent part or all of one or more days from school during which the School Attendance Officer, principal, or a teacher has not been notified of the acceptable reason under these guidelines of such absence by the parent or guardian of the absent student. A student will also be considered truant if s/he has been absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance statute (Sec. 118.15, Wis. Stats.).

When a student is truant, the School Attendance Officer shall ensure that all applicable provisions of the District's Truancy Plan are carried out.

HABITUAL TRUANCY

A student is considered a habitual truant if s/he is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

When a student initially becomes a habitual truant, the School Attendance Officer shall ensure that all applicable provisions of the District's Truancy Plan are carried out. School administrators and teachers shall ensure that any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 and Chapter 115, Wis. Stats.

NOTICE OF HABITUAL TRUANCY

When a student initially becomes a habitual truant, the School Attendance Officer shall provide a notice to the student's parent or guardian, by registered or certified mail, which contains the following:

- a statement of the parent's or guardian's responsibility under State law to cause the student to attend school regularly
- a statement that the parent, guardian, or student may request program or curriculum modifications for the student under State law and that the student may be eligible for enrollment in a program for children at risk
- a request that the parent or guardian meet with the appropriate school personnel to discuss the student's truancy.

The notice shall include the name of the school personnel with whom the parent or guardian should meet, a date, time, and place for the meeting and the name, address, and telephone number of a person to contact to arrange a different date, time, or place. The date for the meeting shall be within five (5) school days after the date that the notice is sent, except that with the consent of the student's parent or guardian the date for the meeting may be extended for an additional five (5) school days.

The letter shall include a statement of the penalties, under State law or local ordinances that may be imposed on the parent or guardian if s/he fails to cause the child to attend school regularly as required by State law

The School Attendance Officer will also continue to notify the parent or guardian of a habitual truant's subsequent unexcused absences.

REFERRAL TO THE DISTRICT ATTORNEY

Truancy cases will be referred to the District Attorney as provided in the County Truancy Committee Plan. The School Attendance Officer will ensure that appropriate school personnel have done the following before any case is referred to the District Attorney:

- A. met with the student's parent or guardian to discuss the student's truancy or attempted to meet with the student's parent or guardian and received no response or were refused;
- B.
- C. provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy and have curriculum modifications under State law;
- D. evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, have taken steps to overcome the learning problems, except that the student need not be evaluated if tests administered to the student within the previous year indicate that the student is performing at his/her grade level;
- E.
- F. conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, have taken appropriate action or made appropriate referrals.

Note that paragraph A. is not required if the meeting between school personnel, the student, and the student's parent or guardian, which was requested in the Notice of Habitual Truancy to the parent or guardian, did not occur within ten (10) school days after the Notice was sent. Paragraphs B., C., and D. are not required if appropriate school personnel were unable to carry out the activity due to the student's absences from school.

PARENT/GUARDIAN RESPONSIBILITIES

It is the responsibility of the student's parent or guardian to ensure that their child attends school regularly. Parents are expected to provide a written excuse for all absences as required under this Guideline.

STUDENT RESPONSIBILITIES

Students are required to attend all classes and other school activities on their daily schedule, unless they have been excused from school as set forth in this Guideline.

STUDENTS LEAVING SCHOOL FOR THE DAY

As a general rule, no staff member shall permit or cause any student to leave the school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of the student's parents. No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the principal.

Absence as it Affects Extra-Curricular Participation

Students must be present for all afternoon classes in order to participate in any extra curricular event/program after school or in the evening.

Students must be present for at least two (2) periods prior to any school day extra-curricular activity.

Students who have an unexcused absence during any period of the day may not participate in any extra-curricular activity during that day or evening.

MISCELLANEOUS INFORMATION

If I need to get a message to my child during the day or if I have to get something to my child during the day, what should I do?

You should give the message, either verbal or written to a secretary in the main office. Call 920-803-7202.

Procedure: To avoid disrupting class time, we ask that you please bring items to the office and we will make every effort to call the student down between periods to give them the message or items they need. ***Students will not be called out of class except in the case of an emergency. PLEASE DO NOT TRY TO CONTACT YOUR CHILD VIA THEIR PERSONAL ELECTRONIC DEVICE. THIS IS A VIOLATION OF OUR PERSONAL COMMUNICATION DEVICES POLICY.***

Will my child receive a school issued chromebook?

Yes, Kohler Schools provide 1:1 devices to students to support the learning objectives of the district. The technology that has been issued to students is the property of Kohler School District and is to be used for educational purposes only. Students are not allowed to use their personal devices on campus. Families sign the 1:1 Technology Agreement annually, during the registration process, in order for the student to be issued a device.

What are early dismissal days and when are they?

Early Dismissal Days are half days of school (Middle School/High School students are dismissed at 11:40 AM). Teachers use the afternoon to work on curriculum or attend professional development. The exact dates are available on the school website: www.kohlerpublicschools.org under School Calendar.

TEACHER COMMUNICATION

Teachers will communicate through the following methods:

Beginning in 6th grade, students are expected to take on the added responsibility of informing their parents of what is happening. We do publish announcements daily. The school will also e-mail you information on upcoming events that pertain to your child. **It is the responsibility of parents to update your e-mail address if it changes during the course of the school year.**

Procedure: Announcements are read daily in school. To access announcements go to: www.kohlerpublicschools.org and double click on **Middle School Announcements**, located on the website's front page. These announcements are updated daily (by noon) and contain information on upcoming meetings for sports, job opportunities, activities, and college and scholarship information. The website also contains the school calendar, athletic schedules/information, curriculum, school library information, public library information, the Kohler Times on-line, lunch menus, special programs information, Drama Club information, Fine Arts information, etc.

If you have any questions that are not answered through one of these other sources, please feel free to call the office.

REPORT CARD & PROGRESS REPORTS

Grades, attendance, health information, and general information regarding your child may be accessed through our "Parent Access" portal. A user I.D. and password will be assigned to parents at the beginning of the school year, allowing them access to this information. It is up to parents to decide if they would like to share their password with their child(ren). Please note that if there is more than one child in the family, this password will give access to grades for all the children in the family who attend Kohler Schools.

When do parents receive report cards?

Middle School Students do not receive printed report cards. Mid-quarter, Quarter, and Semester grades can be viewed on-line via Family Access. If a family does not have access to a computer, they should inform the school and a paper copy will be mailed.

How do Parent-Teacher conferences work in Middle School?

Parent-Teacher Conferences are held twice a year. The dates are on the school calendar. We highly encourage families to participate in conferences to enhance the partnership between home and school.

What should I do if I have concerns about my child that can't wait until conferences?

Parents may contact teachers directly via school telephone or e-mail. Phone numbers and emails are listed at the beginning of this handbook and on the district website.

Missing assignments can be viewed through Family Access.

CO-CURRICULARS & SPORTS

What Middle School co-curricular activities are available for my child to participate in?

Middle School Co-curricular activities vary by grade level, but include: biennial musical, Forensics, Math Team, National History Day, and Student Council.

Procedure: The fees for these activities vary. Gr. 6-8 Math Team and Forensics require a fee and a co-curricular form to be turned in to the office before a student can participate. Students should watch announcements for information about meetings.

What Middle School athletic programs are available for my child to participate in?

Middle school students can participate in the following athletic programs:

- 7-8 Girl's Basketball (Fall)
- 7-8 Boy's Basketball (Winter)
- 7-8 Girl's Volleyball (Late Winter)
- 5-8 Boys & Girls Cross Country (Fall)
- 6-8 Boys & Girls Track (Spring)
- 6-8 Boys and Girls Tennis (Spring)
- (Football is offered through Sheboygan Youth Football - no paperwork or fee is paid to Kohler Schools for football).

Procedure: Kohler Middle School athletics registration is done ONLINE for all student-athletes. The registration website can be found on the school website under "Athletics & Activities" / "Information" / "Activities Registration" <https://kohlerpublicschools-ar.schooltoday.com/>

Student-athletes will need to have a **PHYSICAL** with a **DOCTOR'S SIGNATURE** if their last full physical was prior to APRIL 1, 2024.

Registration information included in the online registration:

- Upload WIAA Physical Form
- WIAA High School Athletic Eligibility Information Bulletin & Concussion Form
- Activities Code of Conduct
- WIAA Transfer Rules & Waivers Quick Facts
- \$45.00 payment through Family Access
- Students must also complete the IMPACT testing with each individual team for Raven, our Froedtert Health Athletic Trainer, a process which she will set up.

Is there a point where a student or family reaches a maximum in regard to extra-curricular fees?

There is an individual student maximum of \$135 and a family maximum of \$338 per year.

Procedure: The office keeps track of individual and family fees. Once a student or family reaches their maximum, the office will let the student know. Parents should call the office with questions regarding whether their child/children have reached their maximum.

EQUAL EDUCATION OPPORTUNITY/ANTI-HARASSMENT - PO 2260, 2260.01 & 5517

The Board of Education does not discriminate on the basis of any characteristic protected under State or Federal law including, but not limited to, sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, or physical, mental, emotional, or learning disability in any of its student program and activities. All courses, including Career and Technical Education courses are available without discrimination based on race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, including transgender status, change of sex or gender identity, disability, age (except as authorized by law), military status, or physical, mental, emotional, or learning disability in any of its student programs and activities.

Students who have been identified as having an impairment or disability under the Individuals Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with appropriate educational services. Parents who have questions should contact the Special Education director at extension 920-803-7207.

Any person who believes that the Kohler Schools or any staff person has discriminated against them in violation of Section 504/ADA Policy 2260.01 may file a complaint. A formal complaint can be made in writing to the Title IX coordinator(s) listed below:

HS/MS Principal
333 Upper Road
Kohler, WI 53044
920-803-7282
tixcoordinator@kohler.k12.wi.us

Athletics & Activities Director
333 Upper Road
Kohler, WI 53044
920-803-7205
tixcoordinator@kohler.k12.wi.us

The complaint grievance procedure is described in Board Policy 2260. The policy and form are available on the school district website.

The complaint will be investigated and a written acknowledgement given to the complainant within forty-five (45) days of receipt of a written complaint and a determination of the complaint within ninety (90) days, unless the parties agree to an extension, or unless the complaint is within the procedures of Chapter 115 of the Wisconsin Statutes governing exceptional educational needs. Education Department General Administrative Regulations, commonly called EDGAR complaints, shall be referred directly to the State Superintendent. If at any time during the investigation process the investigator determines that the complaint is properly defined as Bullying, under Policy 5517.01 - Bullying, and not harassment under Policy 5517, because the conduct at issue is not based on a student's protected characteristics, the investigator shall transfer the investigation to the appropriate building principal. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

Kohler School District is committed to an educational environment that is free of harassment of any form. The school will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the 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.

HARASSMENT

Harassment means behavior toward a student or group of students based, in whole or in part, on their sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or any other characteristic protected under State, Federal or local law, which substantially interferes with the student's school or academic performance or creates an intimidating, hostile or offensive school environment. Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. Examples of conduct that may constitute harassment include:

- Graffiti containing offensive language;
- Name calling, jokes or rumors;
- Threatening or intimidating conduct directed at another because of the other's protected characteristic (e.g., sex, race, learning disability);
- Notes or cartoons;

- Slurs, negative stereotypes, and hostile acts which are based upon another's protected characteristic;
- Written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- A physical act of aggression or assault upon another because of, or in a manner reasonably related to, the individual's protected characteristic; or
- Other kinds of aggressive conduct such as theft or damage to property, which is motivated by a protected characteristic.

NON-DISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES - PO 2266

The Board of the Kohler Schol District does not discriminate on the basis of sex, in its education programs or activities, and is required by Title IX and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. Reference policy 2266

SEXUAL HARASSMENT - PO 2266

Sexual harassment deserves special mention. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education; or
- Submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; or
- That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile or offensive educational environment.

Sexual harassment may include, but is not limited to:

- Unwelcome verbal harassment or abuse;
- Unwelcome pressure for sexual activity;
- Unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of students by teachers, administrators or other school personnel to avoid physical harm to persons or property;

- Unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;
- Unwelcome behavior or words directed at an individual because of their sex or sexual orientation;
- A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

Sexual harassment examples include, but are not limited to:

- Repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
- Rating a person's sexuality or attractiveness;
- Staring or leering at various parts of another person's body;
- Spreading rumors about a person's sexuality;
- Letters, notes, telephone calls or materials of a sexual nature; and
- Displaying pictures, calendars, cartoons or other materials with sexual content

It is also the policy of the School that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the school, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student. An inappropriate boundary invasion by a District employee or other adult member of the School District Community into a student's personal space and personal life is sexual harassment.

If you wish to report harassment, please contact the District's Title IX Coordinator(s).

The school's Anti-Harassment Policy (PO 5517); Non-discrimination and equal opportunity policy (PO 2260); Section 504/ADA Policy (PO 2260.01); and non-discrimination on the basis of sex in education programs or activities Policy (PO 2266); including the reporting, investigation, and resolution procedures, is on the district website.

BULLYING - PO 5517.01

Any student who experiences bullying behavior, witnesses bullying behavior, or is aware of other inappropriate behaviors and threats to school safety should contact the school principal.

Bullying is defined as a deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be a repeated behavior and involves an imbalance of power or control over another with hostile or malicious intent. Bullying can be physical, verbal, electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Examples of bullying include:

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

CYBERBULLYING

Cyberbullying – the use of information and communication technologies such as email, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." [Bill Belsey (<http://www.cyberbullying.ca>)]

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

- Cyberbullies more easily hide behind the anonymity that the Internet provides;
- Cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
- Cyberbullies do not have to own their own actions, as it is usually very difficult to identify Cyberbullies because of screen names, so they do not fear being punished for their actions; and

- The reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased when it comes to cyberbullying activity.

Cyberbullying includes, but is not limited to the following:

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

To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. If the investigation finds that aggressive behavior has occurred, it will result in prompt and appropriate disciplinary action up to and including suspension or expulsion. Individuals may also be referred to law enforcement officials.

STUDENT HAZING

Hazing activities of any type are inconsistent with the educational process and may in some circumstances be a violation of State law. The Board prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored activity or event.

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in the policy.

If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Principal or to the District Administrator.

Students who fail to abide by this policy may be subject to discriminatory action and may be held personally liable for civil or criminal penalties. Disciplinary action for students may include, but is not limited to, suspension and/or expulsion.

CODE OF CONDUCT

Positive Behavior Intervention & Supports, a.k.a. BOMBER PRIDE

Positive Behavior Intervention and Supports (PBIS) are used to create an environment at Kohler Middle School that encourages positive behaviors and interactions. We strive to create a safe environment in which students can feel accepted, achieve academic success, and build positive relationships with others.

Just like learning academic skills in school, Bomber Pride activities involve teaching students the behaviors we expect to see. We use reminders and re-teaching, acknowledgments for using the behaviors we want to see, and correction when we don't. Kohler Middle School has three broad expectations:

Be Respectful

Be Responsible

Be Safe

When school expectations are followed, students are acknowledged for their efforts with praise, Bomber Bucks, and school wide celebrations. Students can use their Bomber Bucks to participate in drawings or donate them to a "Greater Good" (e.g., When 50 Bomber Bucks have been donated, a 50lb bag of dog food is donated to the Humane Society).

Students who do not follow the expectations after re-teaching will be corrected and may receive a teacher consequence such as a loss of privilege or parent phone call. Students who need additional support are offered additional interventions such as mentoring with a staff member, participation in Check-in Check-out (CICO), or a Social or Academic Instructional Group. In addition, more serious behaviors will result in a referral to the office or removal from class as indicated below. Our Bomber Behavior Matrix displays the expectations we expect our students to display.

After a suspension from school, a student is automatically placed on CICO as a way to help in the transition and to support positive, appropriate behavior. **Please reference the Kohler School Code of Conduct Matrix** that outlines the progressive teaching and/or discipline model.

KOHLER SCHOOLS CODE OF CONDUCT MATRIX

INAPPROPRIATE CONDUCT	DEFINITION	MINIMUM ACTION	MAXIMUM ACTION
Academic Integrity	<ul style="list-style-type: none"> • Turning in someone else's work (student or parent) • Copying • Use of crib notes or cheat sheets • Knowingly giving work to be copied • Buying/selling work • Not citing sources from the internet or other works • Using and presenting work generated by AI platforms 	<p>Redo the assignment</p> <p>Grade reduction on assignment</p>	<p>Elimination of Honors position</p> <p>Failing course grade</p> <p>Removal from leadership positions/ membership from honors organization</p> <p>Suspension</p>
Bullying or Harassment	<ul style="list-style-type: none"> • Any unwelcome verbal, written, electronic communication or physical conduct that offends, denigrates, or belittles any other person • Deliberate or intentional behavior using word or actions, intended to cause fear, intimidation, or harm • Any unwelcome conduct that is severe, pervasive and objectively offensive 	<p>Parent notification required</p> <p>Detention</p> <p>Suspension</p> <p>Restoration</p> <p>Title IX investigation</p>	<p>Expulsion</p> <p>Police referral</p>
Disruption	<ul style="list-style-type: none"> • Behavior that disrupts the educational process • Classroom, hallway, cafeteria, or other location disruption of learning or school procedures 	<p>Detention</p> <p>Restoration</p> <p>Removal from classroom or other location</p> <p>If behavior is escalating, suspension</p>	<p>Expulsion</p>
Dress Code	<ul style="list-style-type: none"> • Appropriate length shorts and skirts • Clothing which covers midriffs • Headgear removed • Clothing that causes a disruption to the education environment • Clothing which displays behavior or ads which are inappropriate for the school setting 	<p>Change clothing</p> <p>Contact Parents</p>	<p>Suspension</p>

INAPPROPRIATE CONDUCT	DEFINITION	MINIMUM ACTION	MAXIMUM ACTION
Driving Privileges on Campus	<ul style="list-style-type: none"> • Reckless driving • Abusing open campus privilege • Parking without an approved permit 	Loss of parking privilege Parking ticket	Suspension Police referral
Drugs/Alcohol	<ul style="list-style-type: none"> • Being under the influence of drugs or alcohol • Possession of drugs or alcohol or related paraphernalia or drug like products • Use of drugs or alcohol • Selling or giving of drugs, alcohol or related paraphernalia • Inappropriate use of prescription drugs • Distribution of prescription drugs to others 	Suspension – minimum of 3 days for bringing and using at school or a school sponsored event Police referral Restoration	Suspension - 5 days Expulsion
Electronic Devices	<ul style="list-style-type: none"> • Improper possession of electronic devices during school hours • Inappropriate use of electronic devices during school hours 	Warning Confiscation (First time – returned at the end of the hour; Second time – returned at the end of the day; Third time – returned to parent)	Suspension Phone not allowed on campus
Fighting or Assault	<ul style="list-style-type: none"> • Physical confrontation between two or more students • Verbal or physical assault of school staff • Consensual or “play” fighting 	Detention Suspension Police referral	Expulsion
Gang Activity	<ul style="list-style-type: none"> • Disruption and intimidation caused by posturing • Gang symbols written or placed on personal and/or school property • Pretending to be affiliated with a gang or gang activity 	Suspension Restoration	Expulsion

INAPPROPRIATE CONDUCT	DEFINITION	MINIMUM ACTION	MAXIMUM ACTION
Insubordination	<ul style="list-style-type: none"> • Refusal to follow rules • Disrespect towards school staff • Disobeying direct requests of school staff 	Detention Restoration Parking ticket	Suspension
Internet Acceptable Use and Safety Agreements	<ul style="list-style-type: none"> • All students sign a policy statement regarding appropriate use of technology 	Suspended from technology use	Expulsion
Leaving Campus Without Permission	<ul style="list-style-type: none"> • Leaving campus is a privilege • Prior permission must be given to the school office before a student may leave school grounds 	Loss of parking privilege	Suspension
Lighters/matches or other prohibited items	<ul style="list-style-type: none"> • Possession or use of lighters, matches and/or other prohibited items on school grounds 	Confiscation	Suspension
Loitering	<ul style="list-style-type: none"> • Being present on school grounds, after school without a school-sponsored activity • Being present on school grounds while on a suspension from school 	Warning	Suspension Police referral
Profanity or verbal abuse	<ul style="list-style-type: none"> • The use of inappropriate language, spoken or written • Gestures, which are obscene, lewd, profane, vulgar, or sexually suggestive 	Warning	Suspension
Smoking and/or possession of tobacco or tobacco like products	<ul style="list-style-type: none"> • Use or possession of tobacco or tobacco like products on school grounds • Includes electronic cigarettes 	Suspension Restoration Police referral	Expulsion

INAPPROPRIATE CONDUCT	DEFINITION	MINIMUM ACTION	MAXIMUM ACTION
Tardiness	<ul style="list-style-type: none"> Not in a classroom or in an assigned location when the bell rings 	Warning Contact Parents	Truancy referral Revocation of open enrollment
Theft	<ul style="list-style-type: none"> The taking of school or personal property without permission 	Detention/ Suspension Restoration	Police referral Expulsion
Truancy	<ul style="list-style-type: none"> Absent without permission of parent or guardian (Official, certified letters required at 5, 10, and 15 days beyond the state law allowing 10 days of absence.) 	Parent meeting In school suspension	Referral to the District Attorney Revocation of open enrollment
Vandalism	<ul style="list-style-type: none"> Defacement or destruction of school or personal property including graffiti Threat of damage to school or personal property 	Suspension Restitution	Expulsion Police referral
Weapons	<ul style="list-style-type: none"> Possession, use or threat of using a gun or knife Use of any other object as a weapon 	Warning Contact Parents Suspension Police referral	Expulsion

CLASSROOM CODE OF CONDUCT

A. Student Removal from Class

A teacher may remove a student from class for the following reasons:

- Dangerous, disruptive, or unruly behavior or behavior that interferes with the ability of the teacher to teach effectively. Examples of such behavior may include, but are not necessarily limited to, the following:
 - Possession of a weapon or other item that might cause bodily harm to persons in the classroom
 - Being under the influence of alcohol or other controlled substances or controlled substance analogs, or otherwise in violation of district student alcohol and other drug policies
 - Behavior that interferes with a person's work or school performance, such as repeated disruption or violation of classroom rules, making loud noises, refusing to follow directions, excessive or disruptive talking, or throwing objects in the classroom
 - Fighting; physical or verbal confrontation or threats toward a student or staff member
 - Taunting, baiting, intimidating, inciting, and/or encouraging a fight or disruption
 - Disruption and intimidation caused by gang or group symbols or gestures, gang or group posturing to provoke altercations or confrontations
 - Sexual contact or conduct inappropriate or lewd for the school environment
 - Interfering with the orderly operation of the classroom by using, threatening to use, or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means
 - Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder
 - Restricting another person's freedom to properly utilize classroom materials and facilities
 - Behavior that causes the teacher or other students fear of physical or psychological harm
 - Willful damage to school property

B. Student Review

Upon removal from the class, a determination must be made as to the severity of the infraction so as to deem an appropriate consequence.

When a student is removed from class, the teacher shall send the student to the building principal or designee and inform him/her of the reason for the student's removal from class.

The building principal or designee will review the student file and conference with the teacher, student and school counselor prior to the determination of next steps and the most appropriate level of consequence.

C. Considerations

If after a review of the removal, it is determined that there is a need for re-teaching or appropriate social emotional support, the school counselor will follow up in a meeting with the student(s).

D. Placement Procedures

1. The building principal or designee shall place a student, who has been removed from a class by a teacher in one of the following alternative educational settings:
 - a. The class from which the student was removed; if, after weighing the interests of the removed student, the other students in the class, and the teacher, the principal or designee determines that readmission to the class is the best or only alternative;
 - b. Another class in the school or another appropriate place in the school; or
 - c. Another instructional setting.
2. When making placement decisions, the building principal or designee shall consider the following factors:
 - a. The reason the student was removed from class (severity of the offense)
 - b. The type of placement options available for the students in that particular school and any limitations on such placements (cost, space availability, location)
 - c. The estimated length of placement time
 - d. The student's individual needs and interests
 - e. Whether the student has been removed from a teacher's class before (repeat offender)
 - f. The relationship of the placement to any disciplinary action (e.g., if student suspension from school is required as a result of the student's conduct, whether the placement is applicable before and/or after the suspension)

3. The principal or designee may consult with other appropriate school personnel as the principal or designee deems necessary when making or evaluating placement decisions. A student's parent/guardian will also be consulted regarding student placement decisions when determined by the principal or designee to be in the best interests of the persons involved or required by law.
 - a. All placement decisions shall be made consistent with established Board policies and in accordance with state and federal laws and regulations.
 - b. The parent/guardian of a minor student shall be notified of a student's placement in an alternative educational setting as outlined in the following section, Parent/Guardian Notification Procedure.


E. General Conduct of Students

1. Students are expected to live the Kohler Pride by being Respectful, Responsible and Safe members of the school community.
2. Students are expected to conduct themselves in an orderly, courteous, dignified, and respectful manner at all times. Students are to be honest, respectful, and responsible.
3. Students are expected to observe a standard of conduct and courtesy contributing to the welfare of themselves as well as others. Respect for authority is a must. Voluntary or intentional conduct or behavior which creates an unsafe condition, or actual or probable injury to self or others, consistently disrupts the learning process, or show disrespect of authority, policy, or rules, will result in the following action:
 - a. Warning
 - b. Suspension
 - c. Expulsion
 - d. Restitution
 - e. Referral to Outside Agency

F. Bomber Pride Code of Conduct

Please refer to the Bomber Pride Code of Conduct regarding academic requirements to participate in co-curricular activities.

Bomber Behavior Matrix

	HALLWAYS	CLASSROOM	CAFETERIA	PLAYGROUND	RESTROOMS/ LOCKER ROOMS	ASSEMBLY	ARRIVAL/ DISMISSAL	BUS
	<ul style="list-style-type: none"> ● Avoid interrupting classes ● Use appropriate language ● Use appropriate voice level 	<ul style="list-style-type: none"> ● Attentive listening ● Use appropriate language ● Follow classroom expectations ● Use appropriate voice level 	<ul style="list-style-type: none"> ● Use good manners ● Welcome and include others ● Follow directions of adults ● Use appropriate voice level 	<ul style="list-style-type: none"> ● Welcome and include others ● Follow directions of adults ● Use appropriate voice level 	<ul style="list-style-type: none"> ● Give others privacy ● Use appropriate language ● Use appropriate voice level 	<ul style="list-style-type: none"> ● Attentive listening ● Use appropriate voice level 	<ul style="list-style-type: none"> ● Listen to adults ● Care of people, school and property ● Use appropriate voice level 	<ul style="list-style-type: none"> ● Follow the directions of adults ● Use appropriate language ● Use appropriate voice level
	<ul style="list-style-type: none"> ● Be quick and efficient at lockers ● Leave no trace 	<ul style="list-style-type: none"> ● Be on time ● Be prepared ● Be organized 	<ul style="list-style-type: none"> ● Leave no trace ● Return trays promptly ● Stay in assigned area 	<ul style="list-style-type: none"> ● Report dangerous situations ● Line up promptly 	<ul style="list-style-type: none"> ● In and out ● Flush ● Wash hands properly ● Leave no trace 	<ul style="list-style-type: none"> ● Sit as assigned 	<ul style="list-style-type: none"> ● Arrive on time ● Leave no trace ● Leave promptly and orderly 	<ul style="list-style-type: none"> ● Leave no trace
RESPECTFUL We are considerate, appreciative, and accepting.	<ul style="list-style-type: none"> ● Walk on the right side ● KHFOOTY 	<ul style="list-style-type: none"> ● Walk at all times ● KHFOOTY 	<ul style="list-style-type: none"> ● Walk at all times ● KHFOOTY 	<ul style="list-style-type: none"> ● Use equipment properly ● Dress appropriately for the weather ● Stay in assigned areas ● Safe play 	<ul style="list-style-type: none"> ● Walk in and out ● Keep soap and water in sink ● Trash in the basket ● KHFOOTY 	<ul style="list-style-type: none"> ● Walk at all times ● KHFOOTY 	<ul style="list-style-type: none"> ● Stay in designated areas ● KHFOOTY 	<ul style="list-style-type: none"> ● Stay in seat ● Face forward ● KHFOOTY
RESPONSIBLE We are accountable for our actions, choices and the results.								
SAFE We are aware of our surroundings and practice safety first.								

Voice Levels: 0= Silent 1=Whisper 2= Inside Voice 3= Outside Voice KHFOOTY = Keep Hands, Feet, Other Objects To Yourself

Updated 8/30/2021

SCHEDULE CHANGES

Middle School student schedules are set based on their current grade level. Any questions about your child's schedule should be directed to the middle school counselor.

MATH AND READING INTERVENTION

When students struggle, we offer a continuum of services to support their learning. These decisions are made by a team and placement is made based on current grades and most recent standardized testing. Parents will receive a letter indicating their child has been recommended for intervention prior to placement in the class.

POSSESSION OF PERSONAL COMMUNICATION DEVICES (PCDs)

Kohler School District desires for each student to be fully engaged and present from the moment they arrive in school until the moment they depart. In addition, the use of Personal Communication Devices (PCDs) on school grounds is a privilege.

We have outlined practices for responsible and respectful use of personal communication devices. These guidelines are intended to enhance our learning environment by reducing distractions caused by inappropriate use of personal communication devices.

Board of Education policy 5136, Personal Communication Devices provides that students "may use PCDs before and after school and for special circumstances under teacher supervision. For middle school students, use at any other time is prohibited and the device must be powered completely off or placed in vibrate or silent mode and stored out of sight." This policy permits principals to outline "handbook expectations for the use of PCDs during non-instructional time" for high school students.

Personal communication devices (PCDs) may include a variety of devices such as smartphones, iPads, e-readers, smart watches, pagers, etc.

We have outlined on the next page the practices that will be followed regarding personal electronic communication devices at Kohler High School and Kohler Middle School we will follow:

Personal Electronic Communication Devices Practices

1. **All** students are **PERMITTED** to use personal electronic communication devices during the following times:
 - A. Before the 8:00 AM bell rings. All devices should be powered completely off or placed in vibrate or silent mode and stored out of sight or in a secure location prior to the 8:00 AM bell.
 - B. Under special circumstances under teacher supervision and principal approval. These circumstances include but are not limited to:
 - (a) The student is a member of a volunteer fire company/department, ambulance or rescue squad.
 - (b) The student has a special health circumstance (e.g. an ill family member, or his/her own special health condition).
 - (c) The student is using the PCD for an educational or instructional purpose (e.g. taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision under special circumstances.
2. Only **High School** students are **PERMITTED** to use personal electronic communication devices during the following non-instructional times:
 - A. Passing times specific to the hallways and lunch room and extra curricular activities
 - B. Study hall and in the library, students may surf and watch videos / play games
3. Students are **NOT PERMITTED** to use personal communication devices during the following times: during any instructional period, in any location (e.g. library, hallways, gymnasium) unless given permission by the teacher. Additionally they may not be used in bathrooms, and locker rooms.
4. Devices should be powered completely off or placed in vibrate or silent mode and stored out of sight, or in a secure location, or they may be left at home. Students are responsible for their own personal communication devices. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.
5. Students are prohibited from using PCDs to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent as it is considered an invasion of privacy. Students who violate this provision and/or use a PCD to violate the privacy rights of another person shall have their PCD confiscated and the device may be turned over to law enforcement.

6. PCDs, with cameras or any other recording capabilities, are prohibited 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.
7. 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. Violation of this provision shall result in disciplinary action and will be reported to local law enforcement and child services as required by law.
8. Students may not use a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Receiving such information is also prohibited.

PCD Disciplinary Guidelines:

Violations of this policy may result in disciplinary action ranging from a warning up to and including suspension/expulsion; confiscation of the PCD and involvement of law enforcement or child services. A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

All staff are required to develop classroom procedures and expectations for the appropriate use of personal communication devices in the classroom, on field trips and the bus. These expectations shall be in writing and must be shared with students and families.

Upon non-compliance of classroom expectations for personal communication device use or violation of the Board policy the following disciplinary procedures may be followed.

- a. **First Offense:** Staff issues a verbal warning and may require students to turn over the device being used during the instructional period, or for middle school students at any time of the school day other than before or after school. The student will pick up their device from the staff person at the end of the hour. If the student refuses to turn over the device, the student will be sent to the office and the incident will be handled as a third offense.
- b. **Second Offense:** Staff confiscates the device. The staff person will write a major referral and attach it to the device and deliver it to the main office. The student will pick up their device from the office at the end of the day. The teacher will notify the parent of the incident and the main office will enter the incident into the student's discipline record. If the student refuses to turn over the device, he/she will be sent to the office and the incident will be handled as a third offense.

- c. **Third and Subsequent Offenses:** Staff confiscates the device. The staff person will write a major referral and attach it to the device and deliver it to the main office. The teacher will notify the student's parent of the major referral and that the device can be picked up in the main office. The main office will enter the incident into the student's discipline record. Administration will meet with the family and the student may be prohibited from bringing the device to school.

DRESS CODE GUIDELINES - PO 5511

The Kohler Middle School is a place of learning and business. Our school is not the place for "fashion statements". Student dress and appearance should reflect this philosophy. Students are expected to exercise good judgment regarding their attire and grooming so as not to disrupt the educational environment and to establish a healthy school climate. Clothing must be clean, in good repair, and worn in such a manner as to exercise good taste and not to detract from the learning environment. Students' attire should be neat, clean, and appropriate for the school setting.

The following are NOT permitted:

1. Bare feet while at school or school-sponsored activities. For safety reasons teachers will require appropriate footwear. Appropriate footwear would be: tennis shoes, and dress shoes, and sandals.
2. Exposed midriffs: Tops must be long enough to be tucked in. Halters, backless, strapless, tube top, or spaghetti strap shirts; low cut blouses; any cleavage or see-through clothing. Appropriate tops would only allow the neck, head, and arms below the shoulder to be shown.
3. Clothing cut in such a way as to display bare skin or underwear. All straps or suspenders will be fastened.
4. No headgear, including hat, caps, nets, bandanas, etc., can be worn in school except as required for health or safety purposes. (Except when part of approved "spirit day.")
5. Slogans or logos, which contain profanity, obscenity, or that advertise or depict cigarettes or tobacco products, alcohol, drugs, or sexual acts. No language demeaning to any person or group, or anything that is considered by the administration to be in poor taste or demeaning to any person or group, will be displayed on shirts, blouses or articles of clothing.

6. Sagging pants or underwear showing. Pants will be worn at waist.
7. Any clothing considered gang attire, as determined by administration.
8. The school administration may disallow other types of clothing that may jeopardize a safe and orderly environment for the students and school staff.

So as to clarify the dress code and make sure expectations are well understood, this next section is provided to take away any misunderstanding.

- No cleavage may show.
- No bare skin showing the body's midriff may be seen at any time. Therefore, no see through tops or coverlets which cover a top that would violate this rule.
- No visible underwear of any kind.
- Shorts, skirts, and dresses must reach below the end of the pinky finger when student's arms are extended at the student's side.

For each infraction of the dress code, the following procedure should be followed:

- Student receives a Dress Code Violation Slip from a teacher and comes directly to the office.
- The student is given "loaner clothing" for the remainder of the day and/or parents are called to bring in a change of clothing for their child.

The following consequences will result for each subsequent violation:

1. On the First offense student receives a warning.
2. On the Second offense parents receive a call home.
3. On the third offense parents receive a call home and the student receives a suspension.

NOTE: Suspensions can be in school or out of school.

USE OF TOBACCO IS PROHIBITED - PO 5512

The Board prohibits students from using or possessing tobacco in any form including, but not limited to cigarettes, cigars, snuff, and chewing tobacco, e-cigarettes and/or "vapor" paraphernalia. on school premises, in school vehicles, within any indoor facility owned or leased by the School District.

OTHER FORMS OF DISCIPLINE

It is important to remember that the school's rules apply at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident. If situations which involve weapons, theft of significant value, vandalism of significant value, battery, and inappropriate taking of pictures or video, a referral to police should be expected.

SUSPENSION AND EXPULSION

Suspension

Duration and Grounds for Suspension:

The principal or person designated by the principal may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days or ten (10) consecutive school days if the student is eligible for special education services under Chapter 115, Wis. Stats., if the suspension is reasonably justified and based upon any of the following misconduct:

- a. Noncompliance with school or School Board rules;
- b. 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;
- c. Conduct by the student while at school or while under the supervision of a school authority that endangers the property, health or safety of others;
- d. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of any employee or School Board member of the school district in which the student is enrolled.
- e. Under paragraphs b, c and d above, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The Superintendent, or any principal or teacher designated by the Superintendent shall suspend a student if the student possessed a firearm while at school or while under the supervision of a school authority.

The suspension period applies to “school days.” Thus, a suspension period does not include weekend days or vacation days.

Suspension Procedure

Prior to being suspended, on the day of the alleged infraction or as soon thereafter as is practicable, the student will be advised orally or in writing of the reason for the proposed suspension and given an opportunity to explain his or her conduct.

The principal, within his or her discretion, may also inform the student’s parents or guardian of the reason for the proposed suspension prior to suspending the student.

Notice of Suspension

The parent or guardian of a suspended minor student shall be given prompt written notice of the suspension and the reason for the suspension by mail and by sending a copy of the notice home with the student. Oral notice may also be given to the student’s parent or guardian; however, it will be confirmed in writing.

Sending a Student Home on the day of the Suspension

Generally, the student should remain in school on the day of the suspension until school is dismissed for the day. Except as provided below, if the situation requires that the student be removed from the premises before school is dismissed, the principal shall attempt to contact the student’s parent or guardian to request that s/he pick up the student. If the parent/guardian is unable to pick up the student, the student should remain under the school’s supervision until school is dismissed, or in the event law enforcement is involved, under law enforcement supervision.

Opportunity to Complete School Work

A suspended student shall not be denied the opportunity to take any quarterly, semester or grading period examinations or to complete course work missed during the suspension period. Such work shall be completed pursuant to the procedures established by the School Board.

Reference to the Suspension in the Student's Record

The student's suspension from school shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records.

The suspended student or the student's parent or guardian may, within five (5) school days following the commencement of the suspension, have a conference with the Superintendent or his or her designee, who shall be someone other than a principal, administrator or teacher in the suspended student's school, to discuss removing reference to the suspension from the student's records.

Reference to the suspension in the student's school record shall be removed following Board policy and guidelines.

The Superintendent, or the administrator's designee, shall make his or her finding within fifteen (15) days of the conference.

Co-curricular or Extra-Curricular Participation

Students who are suspended shall not participate in co-curricular or extra-curricular activities during a suspension and shall not be on school grounds at any time.

Expulsion

Grounds for Expulsion

- The School Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and it finds that the student:
- Repeatedly refused or neglected to obey the rules established by the School District;
- 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;
- Engaged in conduct while at school or while under the supervision of a school authority that endangered the property, health or safety of others at school or under the supervision of a school authority or endangered the property, health or safety of any employee or School Board member of the School District in which the student is enrolled; or

- Was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion.
- Under this section, conduct that endangers a person or property includes threatening the health or safety of a person or threatening to damage property.

Expulsion for Bringing a Firearm to School

The School Board shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing.

Expulsion Hearing

Prior to expelling a student, the School Board shall provide the student with a hearing. Prior written notice of the expulsion hearing must be sent separately both to the student and his/her parent(s) or guardian(s) if the student is a minor; otherwise just to the student. The notice will comply with the requirements of State law.

The student, or the student's parent if the student is a minor, has the right to request a closed hearing or the Board may choose to close the hearing. The student and, if the student is a minor, the student's parent or guardian, may be represented at the hearing by counsel.

Expulsion Order

The Board shall reduce its decision to writing in the form of a written order. If expulsion is ordered, the order must state the length of time that the student is to be expelled. The order should also state specific findings of fact and conclusions of law in support of the decision.

Student Records

The student's expulsion from school shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records.

Discipline of Disabled Students

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others or as otherwise permitted by law.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

No strip searches will be conducted by any employee of the District, but may be conducted by law enforcement officials, if deemed necessary.

STUDENT'S RIGHTS OF EXPRESSION

Kohler Middle School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines.

A material cannot be displayed if it:

- is obscene to minors, libelous, indecent, or vulgar;
- advertises any product or service not permitted to minors by law;
- intends to be insulting or harassing;
- intends to incite fighting or presents a likelihood of disrupting school or a school event;
- presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building. Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal 24 hours prior to display.

STUDENT SUGGESTIONS AND COMPLAINTS

The school is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the Principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the Principal or to the student government.

BUS TRANSPORTATION TO SCHOOL

Bus transportation is provided for all eligible students. The bus schedule and route is available by contacting the school office.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.

A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the Principal stating the reason for the request and the duration of the change and the Principal approves.

Bus Conduct

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

Previous to loading (on the road and at school):

Each student shall:

- Be on time at the designated loading location
- Stay off the road at all times while walking to and waiting for the bus
- Line up single file off the roadway to enter
- Wait until the bus is completely stopped before moving forward to enter
- Refrain from crossing a highway until the bus driver signals it is safe
- Go immediately to a seat and be seated

It is the parent's responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

During the Trip:

Each student shall:

- Remain seated while the bus is in motion.
- Keep head, hands, arms, and legs inside the bus at all times.
- Not litter in the bus or throw anything from the bus.
- Keep books, packages, coats and all other objects out of the aisle.
- Be courteous to the driver and to other bus riders.
- Not eat, play games or play cards, etc.
- Not tamper with the bus or any of its equipment.

Leaving the Bus:

Each student shall:

- Remain seated until the bus has stopped.
- Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe.
- Be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

VIDEOTAPES ON SCHOOL BUSES

The Board of Education has authorized the installation of video cameras on school buses for purposes of monitoring student behavior.

If a student is reported to have misbehaved on a bus and his/her actions were recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with State and Federal law.

PENALTIES FOR INFRACTIONS

A student who engages in misconduct on a bus shall be subject to discipline and may be deprived of the privilege of riding on the bus.

This student and parent handbook is based, in significant part, on policies adopted by the School Board and administrative guidelines developed by the Superintendent. The policies and guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this handbook since it was published. If you have questions or would like more information about a specific issue, please visit our website at www.kohlerpublicschools.org.