

KOHLER SCHOOL DISTRICT
ELEMENTARY HANDBOOK
2022-2023
(Grades 4K-5)

The purpose of this elementary school guidebook is to provide an additional avenue of communication between the school, children and parents.

Dear Students and Parents:

Welcome to Kohler Elementary School. 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 elementary 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 the Board's policies and district guidelines.

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.

Any student who experiences bullying behavior, witnesses bullying behavior, or is aware of any inappropriate behaviors threatening school safety, is expected to report the behavior to a teacher or administrator.

[2022-23 Elementary School Calendar Link](#) -

July 24-August 7	Online registration open
August 25	Pre-session program for new faculty
August 29-31	Pre-session program for all faculty
August 30	Elementary supply drop off 3:30-4:30 pm
August 27	Pre-session Program for Faculty
September 1	First Day of School
September 5	Labor Day- no school
September 30	No school -Teacher Professional Development Day
October 21	No School - Teacher Professional Development Day
November 4	First quarter ends
November 7	Second quarter begins
November 10	Elementary Parent Teacher Conferences 4:00-7:00 pm
November 15	Elementary Parent Teacher Conferences 4:00-7:00 pm
November 18	No School - Teacher Professional Development
November 23	Early Release (1/2 day for students- dismissal @ 11:40 am)
November 24-25	No School - Thanksgiving recess
December 23-Jan 1	No School - Winter break
January 2	School resumes
January 19	End of 2nd quarter/1st semester
January 20	No School - Teachers Record and Professional Development Day
January 23	Third quarter begins
February 14	Parent Teacher Conferences 4:00-7:00 pm
February 16	Parent Teacher Conferences 4:00-7:00 pm
March 23	End of 3rd Quarter
March 24	No School - Teacher Professional Development
March 27-March 31	No School – Spring Break
April 3	School resumes
April 3	Start of 4 th quarter
April 7	No school- holiday
May 25	No School for students. 1/2 PD day for staff
May 29	No School--Memorial Day
June 8	Last Day of School (Early Release @ 11:40 am for elementary students)
June 9	Teacher Record Day (1/2 day for teachers)

KOHLER SCHOOL DISTRICT MISSION:

Every day at Kohler Schools we inspire inquiry; engage hearts, minds, and bodies; and provide support which ensures all students achieve.

INTRODUCTION

Please take time to become familiar with the following information and keep the handbook available for your use. It can be a valuable reference during the school year. Should you have any questions that are not addressed in this handbook, contact the elementary principal who you will find listed in the Staff Directory section of the 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 is revised after July 1, 2022, the language in the most current policy or administrative guideline prevails.

SCHOOL HOURS

4 Year Old Kindergarten (4K)

8:00 a.m. to 11:00 a.m.

5 Year Old Kindergarten (5K) through Grade 5

8:00 a.m. to 3:00 p.m.

Early Release Day Schedule

Elementary students are released at 11:40 a.m.

ELEMENTARY STUDENT SERVICES OFFICE HOURS

7:30 a.m. to 4:00 p.m.

TELEPHONE NUMBERS

District Office	920-459-2920
Elementary Office	920-803-7210
Fax Number	920-459-2930

ATTENDANCE-(CALL 920-459-2920)

It is Board Policy that whenever a student is absent from school or expected to be tardy, the parent should call the Elementary Attendance Line before 8:00 am. Research clearly shows how important school attendance is for mental health and academic achievement. Missing 10% or about 2 days per month over the course of year has academic and social implications. We do follow both district and state/county law regarding truancy practices.

- **CALL 920-459-2920 and follow the prompts to the Elementary School attendance line and leave a message including your child's name, grade/teacher and reason for the absence**

OR

- **Email Ms. Fischer, our school secretary, directly at fischere@kohler.k12.wi.us including your child's name, grade/teacher and reason for the absence**

The Elementary Secretary will contact the home as soon as possible if a parent has not called in the absence. 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 Elementary 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.

If you have to remove your child from school for an extended period of time we ask that you contact the school as early as possible. An administrator may excuse a pupil from school for medical reasons, family emergency or an educational trip with the student's parents. **If a pupil's planned absence is to exceed 5 days, parents should contact the Elementary Principal.**

If a child is recovering from an illness and needs to stay in during recess or be excused from physical education it is **necessary that parents notify the teacher in writing.**

TARDIES

As part of the State Statute 118.15, our district must set consistent start and end times, as well as cut off times for what is considered "tardy". **Arrival time for students is between 7:40-7:50. Students are expected in their classroom at 8:00 A.M.** District "tardy" time for arrival is anytime after 8:00 A.M. If a child leaves school between 2:30-3:00 p.m., the child will receive a "tardy" in the system to reflect the time missing from school. All educational times during the day are important in helping us achieve our many academic and social goals for children.

Students tardy to school must report to the office for a tardy pass prior to reporting to the classroom. Students that need to leave during the school day, must be picked up by the parent(s) in the elementary office and obtain a "Leave the Building" permit. Upon the student's return to school, a permit must be presented/signed in the elementary office prior to returning to the classroom. Children will not be allowed to wait outside the building unattended.

If your child is absent a portion of a school day for an appointment, and you provide a medical excuse, this would be considered an exempt absence and will not count against the 10 day maximum allowed.

Grades: 4K - 5

- Teaching staff will work with students on establishing prompt attendance. Parents of students with more than 5-10 unexcused tardies will be contacted by the administrator. All tardiness will become part of the student's permanent record.

ABSENCES

Parents have the ability to excuse their children for any reason from school for 10 school days according to the State Statute. (See Absence Notification section in this handbook for these procedures). These days are intended to provide enough flexibility for families while ensuring proper student attendance. Families may choose to use these days for family vacation time that does not fall during a break, appointments and other necessary life events. If you provide a doctor's note for an appointment, the absence will be exempt and will not count against these 10 days. Parent-reported illnesses are considered "excused", but not exempt unless we receive a doctor's note. After three consecutive illness days, a doctor's note may be requested.

If your child is absent a portion of a school day for an appointment, and you provide a medical excuse, this would be considered an exempted absence.

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.

GENERAL INFORMATION

ENTRANCE AGE

Student admission age policy for the Kohler School District is as follows:

- A.** Children will be admitted to the 4 year old kindergarten program if their fourth birthday falls **on or before September 1 of the year in which they propose to enter school.**
- B.** To be admitted to the 5 year old kindergarten or first grade, their fifth or sixth birthday, respectively, must fall **on or before September 1 of the year in which they propose to enter school.**
- C.** Transfer students shall be admitted to the grade level most compatible to their educational progress or to a grade level mutually agreed upon by the Principal, teacher and the parent(s) or guardian(s).

ARRIVAL PROCEDURES

ALL parents, and visitors will enter the school from the MAIN ENTRANCE (Door 2) off the main parking lot at Upper Road. All other doors will be LOCKED and not accessible. **Elementary students will enter at the two doors adjacent to the elementary playground (Doors #6 and #9).** The doors will be

opened and monitored by school aides 10 minutes prior to the start of school. **There will be supervision on the playground beginning at 7:40 a.m. At 7:50 a.m. bell rings. At 8:00 a.m. instruction begins.** During inclement weather days, students are welcomed to enter the Main Entrance and wait in the event lobby until the **7:50 am bell**. We will appreciate your help in encouraging students to come at the proper time.

DISMISSAL PROCEDURES

Elementary students are dismissed only out door 8 or door 2 due to safety procedures established with Kohler Village Police Department. Please make sure you make arrangements with your child regarding which door you would like them to exit. Please notify your child's teacher of standard pick-up protocols and notify the office and teacher of any changes in routine.

BUS TRANSPORTATION

Kohler Public Schools has a policy involving a two-mile limit on bus transportation unless there are extenuating circumstances. Transportation is limited to no more than two (2) locations (this includes the home residence). ALL families that want bus transportation must complete this [bus form](#) within the registration window to guarantee bus service. For bus specific questions (i.e., pick up/drop off times or changes since registration) **please phone Rebecca Hellmer at Johnson School Bus company at 920-893-5941 (rhellmer@johnsonschoolbus.com)**.

Leaving Time

Each bus is under the direct supervision of a trained driver. **The bus leaves the school lot within 5 minutes of the last bell. Children must be on the bus and ready to depart on time.** Students that miss the bus **must** report to the main office. Parents will be contacted for pick-up if their child misses the bus. In the interest of safety, parents are asked to help in instructing their children to follow the rules as listed below:

Arrival Time

1. Bus riders shall conform to the same standards of conduct and cleanliness that are expected of them at school.
2. Riders are expected to obey the bus driver promptly. Refusal to obey the driver shall be sufficient reason for being denied transportation services.
3. The rider or his/her parents must pay damage done by the rider to the seats or other bus equipment.
4. Riders shall not extend head or limbs out of a window at any time or throw anything out of windows.
5. Riders shall remain seated at all times while the bus is in motion.
6. Riders are expected to be on time at the designated bus stop. The bus will come to a full stop but will not wait for students.
7. Loud talking, yelling or unnecessary commotion distracts the driver and could result in an accident. Rough and boisterous behavior is not permitted.

BICYCLE RIDERS

Bicycle riders are to observe safety rules to and from school. **The use of helmets is strongly encouraged.** During school hours, bicycle riding is not permitted on school grounds. Bikes are to be parked properly in designated areas. Please remind your child to keep his/her bike locked when not in use. The school assumes no responsibility for stolen bicycles. **Skateboards, Roller Blades and Scooters** can be used to and from school. However, they are not to be used for recreation on school grounds at any time.

HOT LUNCH PROGRAM

The Kohler School District serves nutritious meals every school day. We offer a hot lunch program featuring a full meal. Students may put money into their lunch accounts in the morning in the cafeteria or parents can put money into their accounts online. Elementary students will not be allowed to purchase a la carte menu items from the cafeteria.

LUNCHROOM BEHAVIOR

We expect students to observe proper behavior during lunch by being respectful, responsible, and safe. Students are expected to keep the noise level at an appropriate level. In the lunch room that looks like

- Stay Seated (Safe)
- Walk & Line up (Safe)
- Personal Space and Clean hands (Safe)
- Welcome-include all (Respectful)- *no saved seats*
- Listen to adults (Respectful)
- Use good manners/kind words (Respectful)
- Throw away garbage(Responsible)
- Eat only your food (Responsible)
- Level 2 voice (talking) -during lunch; 0 voice level when prompted

SCHOOL CLOSINGS

The District Administrator will decide when to close school for weather-related or other emergencies. Parents may use our phone system for information by calling 459-2920 and listening to option number 7 (Emergency School Closing Information). Official announcements are also made over Sheboygan radio stations **WHBL (1330 am)** and other TV/radio stations that serve the Sheboygan area.

SCHOOL VISITATION

Parents are welcome to visit school. ***All visitors to the school must report to the office prior to entering the rest of the building, or the playground, and sign in.*** We ask that you make arrangements for your visit in advance out of courtesy to your child's teacher. We can also help you arrange your schedule to see the activity in which you are interested.

FIRE AND TORNADO DRILLS

Fire and tornado drills are held in accordance with the state mandates. It is of the utmost importance that youngsters practice proper procedures in an orderly manner.

PLAYGROUND BEHAVIOR

Recess will be scheduled for outside except during inclement weather. During the winter months students will be expected to go outside unless the wind chill factor is below 0°F. Playground supervision is provided, and any problems that arise should be reported to the playground supervisors. Any illness or injury that occurs while students are outside should be reported immediately to the playground supervisors.

Recess should be a time for relaxation and fun, which must include safe play. Activities that are acceptable in your yard or in the neighborhood may not be appropriate on school grounds. Students are directly responsible to the playground supervisor and are expected to observe playground rules.

We follow the Kohler PBIS expectations of being Respectful, Responsible and Safe in all settings. On the playground that means.

1. Using equipment safely and appropriately..
2. Following safety/game rules with good sportsmanship.
3. Being weather ready: having appropriate gear for the weather. (i.e., boots and snow pants are required for any play not on the blacktop).
4. Listen to adults.
5. We welcome and include others. We take turns and share.
6. We use our “Stop Walk and Talk” strategies to address problems and go to an adult when needed.
7. Follow KHFOOTY expectations: Keep Hands Feet and Other Objects To Yourself.
8. Line up when called facing forward with personal space.
9. Follow school rules for sports.

Specific Playground Expectations

Slides/Swings/Playground equipment

- One student to a swing with students seated until swing stopped,
- Widely walk around swings when they are in motion
- Swings are for swinging back and forth only (not twisting or other uses)
- Slide down only on your bottom, wait for others to move before going down
- Use climbing equipment appropriately
- No tag or ball play on equipment

Play including Sports

- No weapons-including toy/pretend weapons and no threats at any time
- Only kind appropriate language is used
- Aggressive hurtful play, bullying or fighting will not be tolerated
- Any activity that the playground supervisor deems dangerous will not be permitted
- Agree to rules of play of play elsewhere
- Be a good sport
- If a ball goes out of boundaries, get an adult
- Bring in unused equipment

Snow/Winter Play

- Snow can be built with, but not thrown.
- Ice is not safe to slide on and should not be thrown/kicked
- Students must wear clothes appropriate for the play. (Boots/snow pants for snow play otherwise they remain on the black top, hats/mittens and coats when cold weather)

TREATMENT OF LOCKERS, DESKS AND STORAGE AREAS

Lockers, desks and storage areas are school property under control of the school district. They are made available for student use. These areas are subject to random searches. Damage done to lockers, desks and storage areas due to misuse will be billed to the student.

1. Personal materials such as pictures, posters, etc. may be fastened to the inside of the locker. Locker chandeliers are not allowed.
2. Jammed or otherwise inoperable lockers should be reported to the office immediately.
3. The school district reserves the right to inspect or search any locker.

STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Students are encouraged to use the school's technology resources for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, ethical and legal manner. Unauthorized or inappropriate use, including any violation of the District's policies and administrative guidelines, may result in cancellation of the privilege, disciplinary action or civil or criminal liability. Prior to accessing the internet at school, students must sign the Student Technology Acceptable Use and Safety Agreement each year.

CELL PHONES & OTHER DEVICES

Many students own wireless devices such as iPods, Kindles, Nooks, tablets, iPads, Android phones, netbooks, laptops, Windows phones or iPhones.

It is important that you and your child review the following:

Kohler Schools recognizes that parents/guardians may wish to be in close contact with their children during the school day, and therefore, students may be provided with a cellular telephone. **Elementary students are required to keep their cell phones or other devices in their lockers/backpacks and be powered off. The elementary lockers are not locked up and we strongly discourage elementary students from bringing cellphones to school.** Please be advised that the school is not responsible for lost or stolen cell phones or other devices.

If a student needs to use a telephone, he/she is advised to come to the Elementary Office and ask permission to use the office phone.

SEARCH AND SEIZURE

Search of a student and his/her possessions, may be conducted at any time the student is under the Board of Education, if there is 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 district and may be searched at any time if there is suspicion that a student has violated the law of school rules.

USE OF TOBACCO/NICOTINE IS PROHIBITED

The possession or use of tobacco/nicotine or any illegal substances prohibited by law is prohibited on school property or at any school related event.

WEAPONS ON SCHOOL GROUNDS

The District prohibits students, staff, and visitors from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by

the District, a school-sponsored event, or in a District vehicle without the permission of the District Administrator.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

Any student who has reason to believe that a person has or will violate this guideline shall report to the school principal or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained.

No student is to confront the person possessing the weapon, but a staff member has the option of confronting the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

A principal or activity supervisor receiving a report of weapons possession shall have the option of conducting a search for the weapon in accordance with AG [5771](#), Search and Seizure, or contacting the local law enforcement for assistance.

Any interaction with the person should have as its primary objective the safety and welfare of people in the area rather than the obtaining possession of the weapon.

The District Administrator will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

VIDEO SURVEILLANCE

The Board of Education has authorized the use of video surveillance and electronic monitoring equipment. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

DRESS GUIDELINES

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.

1. Hats/caps are only allowed outside of school unless a special dress day has been announced.
2. Slogans or logos, which contain profanity, obscenity, or that advertise or depict cigarettes or tobacco products, alcohol, drugs, weapons, or sexual acts are not permitted. Language that is 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 are not allowed.
3. The school administration may disallow other types of clothing that may jeopardize a safe and orderly environment for the students and school staff.

REPORT CARDS

Report cards may be viewed through the Kohler School website at www.kohlerpublicschools.org. Click on the Family Access tab and view your student's progress. If parents do not have access to a computer or have any questions, contact Elissa Fischer at 920-803-7210.

Report Cards are designed as a tool to provide parents with clear communication about a student's progress and performance. The standards based report card reports the students' academic performance based on Kohler's grade-level standards and expectations. Academic standards are derived from the [Department of Public Instruction's Wisconsin State Standards](#) for each subject area. Report cards are just one of the many ways in which teachers communicate with parents; ongoing communication and sharing of concerns or positive news are encouraged.

Standards Based Grading: The goal of standards-based grading is to document each student's level of achievement based on learning targets. A standards-based report card allows teachers to more accurately report student progress toward meeting the standards that are the focus of learning during each quarter of the year with the goal to achieve proficiency in all skills and knowledge by the end of the school year.

A score of (4) would indicate that a student exceeds grade level standards by consistently demonstrating an advanced level of understanding and/or the ability to apply their knowledge at a higher level.

A score of (3) would indicate that a student meets the grade level standard. The student demonstrates mastery of the standard.

A score of (2) would indicate that a student is approaching an understanding of a grade level standard, but still may be in need of additional instruction and/or support.

A score of (1) would indicate a developing proficiency of a grade level standard. The student shows beginning evidence of understanding the standard.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are held each school year. The main purpose of this conference is to provide a sound working relationship between the school and home in order that the child's growth in all areas of development will be a cooperative enterprise.

A parent may schedule a conference with a teacher at any time outside of the parent-teacher conference window. To do this, parents just need to call the teacher and indicate they would like a conference. Likewise, the teacher may contact parents when he/she wishes to discuss a student's progress.

STUDENT RECORDS

Student records are maintained in the interest of the pupil in order to assist the school in providing appropriate educational experiences. All student records are confidential and only released under the guidelines established by State and Federal laws of confidentiality. Parents or Guardians have the rights:

1. To deny the release of such information,
2. To inspect, review, and obtain copies of the student records,

3. To request the amendment of the student's school records if they believe the records are inaccurate or misleading,
4. To consent to the disclosure of the student's school records, except to the extent State and Federal law authorizes disclosure without consent,
5. To file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

DEALING WITH SCHOOL-RELATED CONCERNS

If the concern/issue involves the classroom teacher, we ask that you start there and discuss the problem with the teacher. If you are not satisfied, this matter should then be taken to the principal.

If the matter deals with something outside the realm of the classroom teacher, you should take your concerns directly to the school administration.

STUDENT HEALTH

Professional medical, dental and vision examinations are not required for entrance into Kohler Public Schools, but it is highly recommended. A health record is initiated at the time of entrance and is updated as the student progresses through school. Parents are asked to provide the school with new health information at the beginning of each school year, and to notify the School any time there is a new health problem that the school should be aware of. Health records for students are maintained by the school nurse. Requests for vision and hearing screenings on an individual basis may be made at any time throughout the school year by faculty or parents. Please include any drug allergies on the Health Emergency Form. This information may be necessary in case of an emergency.

COMMUNICABLE DISEASES

Parents are reminded of their responsibility to report certain communicable diseases with which their children are afflicted. This information needs to be reported to the Kohler Schools and the Sheboygan County Division of Public Health. Some examples of diseases that need to be reported are chicken pox, measles, mumps, rubella, pertussis (whooping cough) and viral hepatitis. The purpose of reporting this information is to permit school and/or health department personnel to make necessary decisions to prevent or control the spread of these diseases among susceptible people.

Conjunctivitis, lice, scabies, strep and ringworm are not reportable diseases, but are very contagious. If your child should have these, please seek treatment and make the school nurse and/or school office aware. In some cases the child should be on antibiotics for 24 hours before returning to school. Preventing the spread of infection is our main priority.

IMMUNIZATIONS

State law requires all public and private school students to present written evidence of immunization against certain diseases within 30 days of admission. **These requirements can be waived only if a properly signed health, religious or personal conviction waiver is filed with the school.**

Non-compliance must be referred to the District Attorney's office. The Student Nurse will contact you if your student is non-compliant.

INJURIES AND ILLNESS

Students are instructed to report any personal injuries or accidents that occur during the school day to their teacher or school office. First-aid services will be provided as needed, however in some instances of illness or injury, the school will contact the parents and request that they come for their child.

MEDICATION POLICY

No medication will be given to a student by school personnel without written authorization from the parent or guardian and the doctor. Authorization forms for the administration of medicine are available in the school office. Medication must be sent in the original labeled container.

CURRICULUM

Students in Kohler Elementary School receive instruction based on the Wisconsin Standards with the focus in the areas of reading, language arts, mathematics, science and social studies. Please contact Jacqueline Iseler, Principal, with any questions at 920-803-7206.

ART

Elementary students begin taking art classes in the 5K grade and continue through grade 5. Art classes enable the elementary students to express themselves visually while working with a variety of media. Students in grade K-5 have 60-90 minutes of art instruction with a certified art teacher each week.

VOCAL MUSIC

Vocal music is scheduled as follows:

4K: (1) 30 minute session per week

Grades K-5 = (2) forty-five minute sessions per week.

PHYSICAL EDUCATION

All children are expected to participate in physical education unless a written excuse from a physician is presented. Requests for an excuse-from-participation on a daily basis cannot always be honored. If your child has serious symptoms of a cold, sore throat, etc., and you feel that his activity should be limited, he will probably benefit most by remaining home. Emphasis in the elementary grades is on physical fitness, skill development, cooperation and sportsmanship. Pupils in grades 4K - 5 should have a pair of tennis shoes that tie, and these shoes must be different from the ones they wear to school (no black soles please). Swimming units are presented during grades 4 through 5. Any student wearing glasses will be required to wear glass bands during physical education classes. The District will not be held responsible for damage to glasses. Students in grade K-5 have 90 minutes of physical education instruction with a certified teacher each week.

LIBRARY

The Library Media Center serves an important role in the elementary school. Students in grades 4K - 5 have one regularly scheduled library period with the Library Media specialist each week. The library has computers that the students have access to during the school day for projects and assignments. All students have access to the Internet for school-related projects. Books are checked out for two weeks and may be renewed, if needed. There are no fines for overdue books. The library also serves as the community's public library. The public library hours are posted on the library doors.

TESTING PROGRAM

Elementary students are required to participate in various forms of assessment. In addition to assessments in the curriculum, we use universal screeners to determine whether each student is likely to meet, exceed or not meet the established benchmarks. We also use progress monitoring tools to assess a student's academic

and behavior performance and to measure improvement or responsiveness to instruction. Grades 3-5 will also participate in state standardized testing in the spring.

ACADEMIC AND BEHAVIORAL INTERVENTION

Response to Intervention (RTI) is grounded in the belief that ALL students can learn and achieve high standards when provided with effective teaching, research-based instruction, and access to a standards-based curriculum. A comprehensive system of tiered interventions is essential for addressing the full range of students' academic and behavioral needs. At Kohler Elementary School, we utilize a multilevel system of support to help our students achieve success both academically and behaviorally. We provide universal academic screening to all students 2-3 times a year to identify students who may need additional support in reading/language arts and math. Students who have been identified to be below benchmark receive "in addition to" instruction in the area of need. The intervention includes the delivery of skill specific, evidenced-based academic intervention options in a small group setting in addition to core instruction. Skill instruction is explicit and discrete (a few skills at a time) and are matched to student skill deficits. Through our Positive Behavior Intervention and Supports (PBIS) system, we use a proactive systems approach for creating and maintaining a safe and effective learning environment. In addition to our universal teaching of behavior expectations, students who need additional instruction will receive support through our Check in and Check out (CICO) program. This is an evidenced based support where students are matched with an adult who encourages positive behaviors each day and provides feedback to the student on their performance at the end of each day based on a daily progress report. In addition, students may receive support through mentoring or working with the school counselor.

CHILDREN WITH DISABILITIES

Wisconsin and Federal laws specify that each school district identify all individuals who are suspected of having disabilities. The Kohler School District serves eligible students between the ages of 3 and 21. The following are identified categories within special education:

- Other Health Impaired
- Emotional Behavioral Disability
- Intellectual Disability
- Specific Learning Disability
- Hearing Impairment
- Traumatic Brain Injury
- Visual Impairment
- Orthopedic Impairment
- Autism
- Speech or Language Impairment
- Significant Developmental Delay

Parents and/or teachers may refer any individual they think may have a disability. Referrals should be brought to the attention of the School Psychologist, who will schedule a records review meeting to discuss the nature of the referral and what steps need to be taken to process the referral. A copy of the complete referral process is available in the Student Services Office.

After a disability is determined, a decision is made whether special education services are required. A placement offer is made based on the Individual Education Plan (IEP) goals. The placement offer must be signed by the parents prior to implementation of the IEP. For further information please refer to the Kohler School District website's Pupil Services and Special Education page.

ENGLISH LANGUAGE LEARNERS

Home Language Surveys will aid in the identification of students with **Limited English Proficiency**. Classroom accommodations are available to students with Limited English Proficiency.

ACCOMODATION OF SINCERELY HELD RELIGIOUS BELIEFS

Situations may arise in which the parent has requested that their child not participate in a particular instructional activity. Board of Education policy authorizes that such requests are to be honored if the reason relates to a conflict between the subject matter and religious or philosophical beliefs held by the parents. Requests may not be honored, however, if the reason relates not to subject matter but to pedagogy or other concerns. In such cases, the parent should contact the Principal.

CHILD FIND ACTIVITIES

The school district must locate, identify, and evaluate all children with disabilities, including children with disabilities attending private schools in the school district, regardless of the severity of their disabilities. The school district has a special education screening program to evaluate all children with suspected disabilities and are at least three years old. Upon request, the school district will screen a child who has not graduated high school to determine whether a special education referral is appropriate. A request may be made by contacting Cindy Payne, Director of Pupil Services and Special Education at 920-803-7207.

PROCEDURES FOR PLACEMENT OF STUDENTS IN ELEMENTARY CLASSROOMS

To ensure the best educational climate for our students, it is necessary to have an orderly and educationally sound policy for placement of students in elementary classrooms. We feel this annual process of grouping should be completed with the following goal in mind:

1. Each room should be grouped as heterogeneously as possible.
2. Each group should be balanced in regard to leadership, learning ability, behavior and special problems.

Parental input into the process should only be made when it is felt that there is strong educational evidence that their child will benefit by placement with a certain classroom teacher..

REQUEST PROCEDURES are as follows:

1. Parents must submit their request that their daughter/son be placed in a specific classroom in **writing or a designated google form to the Elementary Principal between May 1st-15th. Late requests will not be accepted.**
2. Neither emails nor phone calls will be accepted. Parents will be limited to two teacher requests per child's 4K-5th grade career.
3. The Elementary Principal will consider the parent request and may review all necessary data (test records, health records, behavioral records, teacher progress reports, etc.) as well as consulting with the sending and/or receiving teachers.
4. Requests may be denied if granting the request leads to unbalanced classes in areas of gifted and talented, special needs, etc.

5. Classroom lists cannot be considered permanently established until the beginning of the new school year.

ELEMENTARY SCHOOL COUNSELING PROGRAM

<https://sites.google.com/kohler.k12.wi.us/mrs-multer/home>

Elementary School Counseling Program

The purpose of the school counseling program is to impart specific skills and learning opportunities in a proactive, preventative manner, ensuring ALL students can achieve school success through academic, career and personal/social development experiences.

The four components of the comprehensive School Counseling program are: School Counseling Curriculum, Individual Planning, Responsive Services and System Support.

Blue Bomber Balance-school counseling

Universal bi-monthly classroom lessons are taught in grades 5K through fifth, as well as three introductory transition lessons for the 4K classes in fall. Second Step and Skills for Growing by Lions Quest are the sequential, developmental, research-based programs that are used as our main curriculum sources. The curriculum is available for parents to review. Topics include but are not limited to: listening; following directions, assertiveness, feelings, empathy, emotion management, problem solving, decision making, career awareness, peer pressure, refusal skills, and wellness - how to be healthy & safe around medications and unknown substances and tobacco, alcohol & other drug awareness.

Small Group and Individual Counseling

The Responsive Services component of the Comprehensive School Counseling Program includes Individual Counseling, Support Group Facilitation, Crisis Response as well as coordination, referral and outreach with community agencies. Responsive Services address the immediate concerns of students. The purpose is prevention and intervention regarding a number of issues that students bring to school that can interfere with their academic achievement. These issues include divorce, loss, abuse, anxiety, depression, anger control, alcohol & drug abuse, suicide, coping, peer and family issues.

The role of the School Counselor is to provide brief counseling sessions. If more in-depth counseling or therapy is necessary the counselor facilitates access to other community resources for the student and their family.

HUMAN GROWTH AND DEVELOPMENT INSTRUCTION -Grade 5

This is a comprehensive educational program designed to support and enhance the efforts of parents and to provide information and instruction appropriate to each grade, age and level of maturity of their children.

It includes instruction in the following areas:

- Interpersonal relationships
- Discouragement of adolescent sexual activity

- Marriage, family life and skills required of a parent
- Human sexuality, reproduction, contraception including natural family planning, prenatal development, childbirth, adoption, available prenatal and postnatal support, male responsibility, sexually transmitted diseases
- Sex stereotypes and protective behavior

This program has been carefully and thoughtfully planned. It is reviewed at least every three years by an advisory. This program helps students to examine their own attitudes and behavior, and builds decision-making skills that promote emotional maturity and encourages students to make responsible decisions about their own sexuality. It should be clearly understood that this program does not attempt to supplant the responsibility of the home for the education of our youth about human growth and development, but rather complement it.

NO PUPIL MAY BE REQUIRED TO TAKE INSTRUCTION IN THIS PROGRAM IF THE PUPIL'S PARENT FILES A WRITTEN REQUEST FOR EXEMPTION WITH THE TEACHER OR SCHOOL PRINCIPAL. IN THE EVENT A STUDENT IS EXCUSED, THAT STUDENT WILL STILL RECEIVE INSTRUCTION UNDER WIS. STAT. 118.01(2)(d)2 c UNLESS EXEMPTED AND UNDER WIS. STAT. 118.01(2)(d)8.

The School Board shall make the complete human growth and development curriculum and all instructional materials available for inspection by a parent or guardian upon his or her request at any time, including prior to their use in the classroom.

ELEMENTARY EXPECTATIONS AND DISCIPLINARY GUIDE

PURPOSE

The intent of the **Elementary Disciplinary Code** is to give students some direction and expectation for their social behavior. As students move from grade to grade, there is a maturing process that should take place.

Each student is responsible for his/her behavior. There are some consequences that come about as a result of a student's decision to behave in one manner or another. The consequences are not intended to be punitive, but should be viewed as an opportunity for the student to correct his/her behavior in the future.

POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS (PBIS)

Optimal student achievement (both academic and behavior) can be attained utilizing a proactive systems approach for creating and maintaining a safe and effective learning environment. We use PBIS to promote a positive and accepting climate for learning.

Be Respectful
Be Responsible
Be safe



When school expectations are followed, students have an opportunity to be recognized for their efforts by receiving Bomber Bucks (or other acknowledgment) and by participating in our School Wide Celebrations. Elementary students can earn Bomber Bucks for following expectations. Bomber Bucks are given by staff to students to acknowledge positive behavior. Once received, the bucks are placed in a savings account within the Elementary Classroom and can later be used to purchase items from The Hangar School Store.

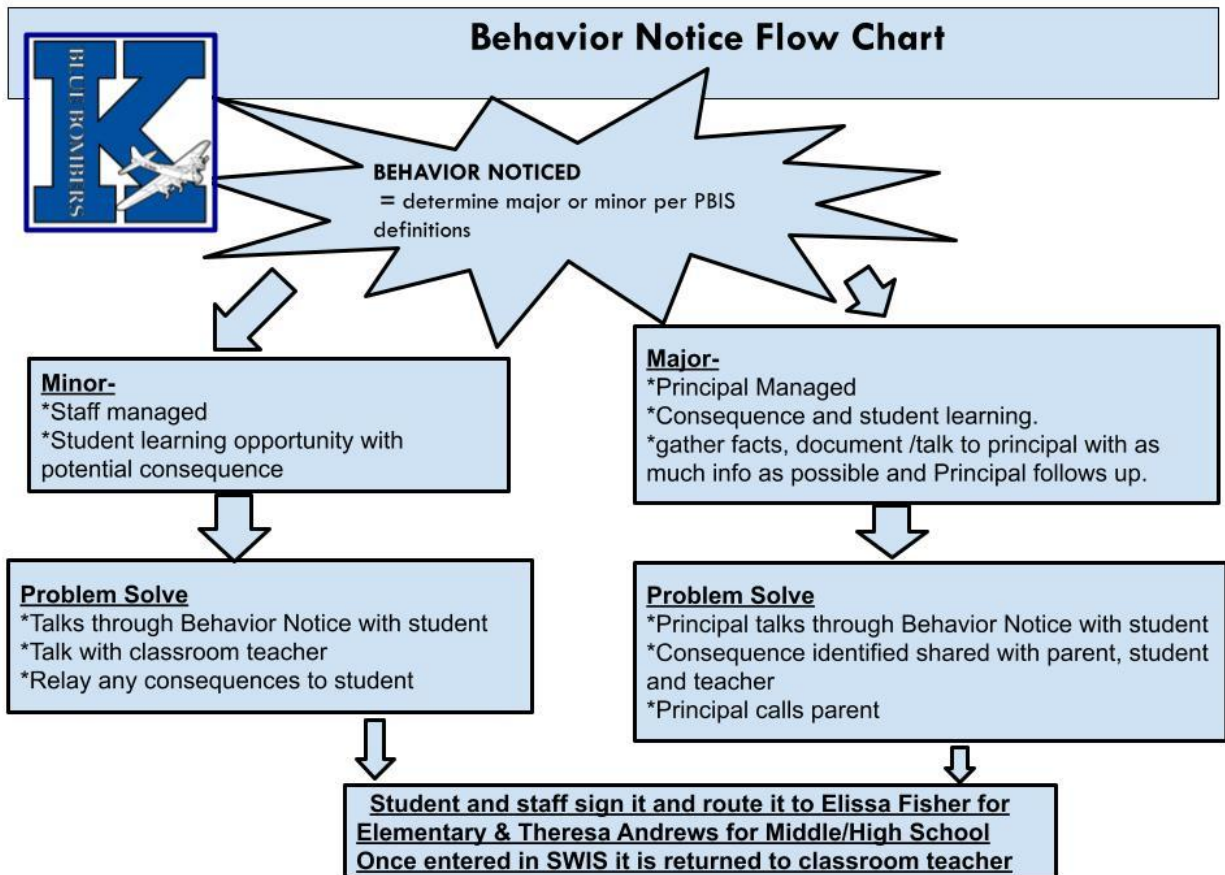
We focus on acknowledging students for consistent positive behavior. Data is used system-wide to determine areas of need for re-teaching and to determine the school-wide behavior focus for the month.

Routines and language are consistent throughout the school. Students will be taught the school expectations for classroom and non-classroom settings such as the cafeteria, bathrooms and hallways. Our PBIS Behavior Matrix reflects the language and teaching of expectations:

When PBIS Expectations are not met and potential discipline

When school expectations are not followed, students are re-taught the expectations along with other appropriate consequences. If a student does not follow one of the expectations, a minor or major behavior notice may be issued with a focus on re-teaching expectations, being accountable and ensuring behaviors do not continue to occur. Based on these referrals we design interventions at the school wide, classroom and small group/individual level. The data indicates leveled systems of support may include general review of expectations, skills based instruction, restorative practice, incentive/monitoring programs and mentoring.

 Bomber Pride Matrix Kohler Elementary School 								
Expectations	Always	Hallway	Bathroom	Cafeteria	Playground	Classroom	Bus	Assemblies
RESPECTFUL We are considerate, appreciative, and accepting.	<ul style="list-style-type: none"> Use kind words Appropriate Voice 	<ul style="list-style-type: none"> Whole body listening Appropriate language & kind words 	<ul style="list-style-type: none"> Give Privacy Appropriate language & kind words 	<ul style="list-style-type: none"> Welcome & include all Listen to adults Good manners 	<ul style="list-style-type: none"> Listen to adults Welcome & include all 	<ul style="list-style-type: none"> Good manners & take turns Welcome & include others Listen to adults 	<ul style="list-style-type: none"> Appropriate language & kind words Listen to adults 	<ul style="list-style-type: none"> Look & listen Respond appropriately Sit with quiet body in seats
RESPONSIBLE We are accountable for our actions, choices and the results.	<ul style="list-style-type: none"> Be on time Be prepared 	<ul style="list-style-type: none"> Close lockers quietly Be timely Keep organized 	<ul style="list-style-type: none"> Use bathroom appropriately Throw away garbage Flush, wash & paper towel 	<ul style="list-style-type: none"> Clean up your area Throw garbage away Eat only your food 	<ul style="list-style-type: none"> Take turns & share Whistle-Line up 	<ul style="list-style-type: none"> Make smart choices Follow the Kohler way Use digital citizenship 	<ul style="list-style-type: none"> Food & drink in backpack 	<ul style="list-style-type: none"> Follow directions
VOICE LEVEL	<ul style="list-style-type: none"> 0-3 	<ul style="list-style-type: none"> 0-during school 2-Before/after school 	<ul style="list-style-type: none"> 0-1 	<ul style="list-style-type: none"> 2-lunch 0-when prompted 	<ul style="list-style-type: none"> 0-3 	<ul style="list-style-type: none"> 1 	<ul style="list-style-type: none"> 2 	<ul style="list-style-type: none"> 1
SAFE We are aware of our surroundings and practice safety first.	<ul style="list-style-type: none"> KFHOOTY Use Stop, Walk & Talk 	<ul style="list-style-type: none"> Face Forward Walk always Stay to the right 	<ul style="list-style-type: none"> Wash hands Calm body Neat & clean 	<ul style="list-style-type: none"> Walk & Line up Stay Seated Personal Space 	<ul style="list-style-type: none"> Use equipment appropriately Follow rules Weather Ready 	<ul style="list-style-type: none"> Personal space Calm body Follow rules 	<ul style="list-style-type: none"> Stay seated Face forward 	<ul style="list-style-type: none"> Stay with class Personal Space
Definitions:	Voice Levels 0=no voice 1=whisper 2=talking 3= outside	KHFOOTY Keep Hands Feet & Other Objects To Yourself			Kind Words =use I messages =use appropriate staff & student names =polite words =use positive tone of voice =THINK (True, Helpful, Inspiring, Necessary & Kind)			<small>Last updated July 2022</small>



Behavior such as (but not limited to) will be reported to the elementary principal immediately.

- Willful disobedience
- Acts of misbehavior which disturb the school environment
- Fighting or attacking another person
- Behavior endangering the safety of others
- Vandalism
- Sexual Harassment
- Other forms of Harassment
- Open defiance
- Continued refusal to follow school regulations
- Deliberate use of bad/inappropriate language
- Possession of illegal items
- Possession of weapons
- Bullying
- Cyberbullying

BULLYING Bullying is defined as a person willfully and repeatedly exercising 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:

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

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 discipline, co-curricular sanctions and/or disciplinary action up to and including suspension or expulsion. Individuals may also be referred to law enforcement officials.

Consequences that are listed below will range from detentions, conditions on participation, suspension, or expulsion as per the decision of the Elementary Principal. The Elementary Principal will notify the Kohler Police Department of acts that are in violation of the local/State/Federal law.

Disciplinary Probation

- Conference with parents, student, teacher(s) and Elementary Principal.
- Documented plan of action
- Monitoring of student behavior
- Suspension (in-school –or- out of school) will result in failure to meet identified goals

Out of School Suspension

- A maximum of 10 days (determined by Elementary Principal)
- Parents meet with the Elementary Principal and related school staff
- Parents will return the child to school at the end of the suspension for a short meeting with the Elementary Principal.

Expulsion Hearing before the Kohler School Board

- The Elementary Principal will recommend expulsion of student to Board of Education
- Parents and student will present their case to the Board of Education
- Board of Education will vote whether to expel

EQUAL EDUCATION OPPORTUNITY

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.

Our Mission: Inspire, Engage, Achieve

Students who have been identified as having an impairment or disability under 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](tel:920-803-7207).

Any person who believes that the Kohler Schools or any staff person has discriminated against them in violation of this policy may file a complaint. A formal complaint can be made in writing to a School Compliance Officer listed below:

Jacqueline Iseler
Elementary Principal
333 Upper Road
Kohler, WI 53044
920-803-7206
iselerj@kohler.k12.wi.us

Natasha Rowell
Middle/High School Principal
333 Upper Road
Kohler, WI 53044
920-803-7282
rowelln@kohler.k12.wi.us

The complaint procedure is described in Board Policy 2260 and on Form 2260F8. The policy and form is 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. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

ELEMENTARY FACULTY AND STAFF			
4k	Betty Bley	Vocal Music	Wendy Kukla
4k	Nicole Wittwer	Physical Education	Rebecca Luedtke
5k	Karen Bittner	Library	Sarah DeGroff
5k	Katie Magle	Special Education	Michelle Weinandt
5k	Holly Wessel	Reading Specialist	Laurie Turner
1st	Jody Solberg	Speech/Language Therapist	Elizabeth McCormick
1st	Kelly DeAmico	School Counselor	Laura Multer (ext 7203)
2nd	Judy Farwig	Adaptive PE	Jacob Morelli
2nd	Jordan Carini	Human/Growth Development	Kelly Cole (ext 7228)
2nd	Derek D'Amico	Elementary Principal	Jacqueline Iseler (ext 7206)
3rd	Tonya DePagter	MS/HS Principal	Natasha Rowell (ext 7282)
3rd	Sarah Prokash	Pupil Services/Special Education Director	Cindy Payne (ext 7207)
3rd	Meredith Niesen	District Superintendent	Lisa Greene (ext 7201)
4th	Rikki Bruggink	Technology Coordinator	Nate Miller (ext 7214)
4th	Jennifer Roeber	Athletic/Kohler Kare Director	(ext 7205)
5th	Ann Bitter	School Nurse	Nicole Johnsrud (ext 7208)
5th	Madeline Burns	District Secretary	Paula Anderson (ext 7200)
5th	Lisa Cornielsen	MS/HS & Athletic Secretary	Theresa Andrews (ext 7202)
General Office	459-2920	Elementary/Special Ed. Secretary	Elissa Fischer (ext 7210)

Dear Parents:

As part of online registration you are asked to review/acknowledge the handbook with regards to our policies/procedures. You can always locate our **Elementary School Handbook/Disciplinary Guide** on the Kohler School website www.kohlerpublicschools.org. Please do not hesitate to reach out with any questions. We are looking forward to a fantastic school year.

Sincerely,

A handwritten signature in black ink that reads "Jacqueline Iseler". The signature is written in a cursive, flowing style.

Jacqueline Iseler
Elementary Principal