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 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. It is your responsibility to fully review these documents and to live up to the expectations.

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.

Special Notes:

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 programs and activities.

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.
FORWARD

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 is revised after June 30, 2013, 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 which ensure all students achieve.

Our Mission: Inspire, engage, achieve
HOURS OF OPERATION

The middle school day is from 7:40 a.m. to 3:00 p.m. and early dismissal is from 7:40 a.m. to 11:37 a.m. We use an eight-period school day with an embedded enrichment and support period, called Bomber Time. After lunch we have advisory every day. The early release Wednesdays will provide additional time for students to work in their advisory groups.

<table>
<thead>
<tr>
<th>Middle School Regular School Day</th>
<th>Early Release Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period</td>
<td>Time</td>
</tr>
<tr>
<td>1</td>
<td>7:40 – 8:24</td>
</tr>
<tr>
<td>2</td>
<td>8:27 – 9:14</td>
</tr>
<tr>
<td>3</td>
<td>9:17 – 10:01</td>
</tr>
<tr>
<td>4</td>
<td>10:04 – 10:48</td>
</tr>
<tr>
<td>Lunch</td>
<td>10:51 – 11:18</td>
</tr>
<tr>
<td>5</td>
<td>11:55 – 12:39</td>
</tr>
<tr>
<td>6</td>
<td>12:42–1:26</td>
</tr>
<tr>
<td>7</td>
<td>1:29–2:13</td>
</tr>
<tr>
<td>Bomber Time</td>
<td>2:16–3:00</td>
</tr>
</tbody>
</table>

The lunch period is from 10:51 a.m. to 11:18 a.m. (except on Early Release Days). Students who eat lunch at home must have a permission slip signed and in the office as we have a closed campus for lunch. Students are asked to return to school at 11:18 a.m. unless they have a responsibility at school.

Teachers will be available before school (7:30 – 7:40 a.m.) and after school (3:00 – 3:25) to help students.

Only those students who are working with a teacher are allowed in the building before 7:30 or after 4:00 p.m.

In inclement weather, students may wait for the 7:30 bell in the cafeteria.
IMPORTANT IDEAS/COMMON QUESTIONS
AND ANSWERS
FOR 6TH 7TH AND 8TH GRADERS

Regarding passing periods, logistics...
When it comes to your locker, NEATNESS COUNTS!
3 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 every time. For example, if you have math and science back-to-back, grab both books before going to your math class.

Regarding school work...
Use your planner!
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 made up 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 catches up.
LUNCH PROGRAM

Question: How much does lunch cost?

Answer: Lunches are $3.35 per day. Students have a choice of 3 entrees each day, plus ala carte items. The $3.35 does not include the ala carte items. A chef prepares meals fresh each day.

Procedure for buying lunch:
Students should bring cash or checks to the Cafeteria no later than 10:00 a.m. This will be credited to their account. Payment brought in after 10:00 a.m. will not be credited to the student's lunch account until the following day. 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 lunch card to the lunch room to buy snacks and lunch. If a student does not have their lunch card 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 can not be made in the office. Students can not withdraw cash from their accounts. No cash payments will be accepted in the lunch line. All lunch transactions require use of an ID card.

Question: Can my child come home for lunch?

Answer: The lunch hour is 10:51 a.m. to 11:18 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, Lynn Vander Schaaf.
ATTENDANCE

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

Answer: You should call the school number (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.

Question: What happens if I forget to call my child in sick?

Answer: You will receive a call from the school letting you know that your child is absent and we have not received a call from you excusing him/her. You must call in to clear up your child’s unexcused absence within 48 hours or it will remain unexcused.

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

Answer: 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.

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. because many teachers do not have afternoon prep periods to get homework together. 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, we ask that he/she contact a friend for assignments. 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.

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

Answer: 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 why they will be gone.
**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 around 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**

*Absences will be divided into two categories in accordance to Wisconsin State Law.*

**Types of Absences**

**Absences Authorized Solely the Parent/Guardian**
A student is excused from school attendance if his/her parent/guardian submits a written excuse to the school prior to the student’s absence 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.

**School Excused Absences**
Except as noted above, the school, not the parent/guardian excuses student absences from school. The following reasons are classified as excused absences:

A. Religious Holidays/observations
B. Personal illness
C. Accidents or illnesses in the student’s family for which the student is required at home.
D. Suspension from school
E. Other times, where in the judgment of the school attendance officer or designee, it is in the best interest of the student to be absent from school. Such absences will be judged on the merits of each individual case.

**Excused Absence**
Students excused from school by their parent/guardians or the school shall be given the opportunity to make up all class work, which include major examinations (quarter, semester, or grading period). No penalty shall be assessed the student for missing an excused absence.

**Unexcused Absence**
These are absences that are not excused by the parents/guardians or the school. A student cannot be denied credit based solely on unexcused absences. A student with an unexcused absence will receive consequences in accordance with school board policies. The student is allowed to make up all missing work during the time of the unexcused absence, however no credit will be granted for work completed. Students will be allowed to make up major examinations missed (quarter, semester, or grading period) if course credit is at risk. Examination make-up dates(s) shall be determined at the discretion of the administrator/teacher. However, students in this position should be ready to make up the exam on the day of return. Credit will be officially granted only after the student has fulfilled the consequences administered by the attendance officer for the unexcused absence.

**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 3 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

Question: 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?

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

Procedure: It would be very disruptive to classes if parents brought items to their child during class time, so we ask that you please bring items to the office and we will make every effort to call them 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 bring your own device policy.

Question: What are early release days and when are they?

Answer: Early Release Days are half days of school (Middle School/High School students are released at 11:37 p.m.). Teachers use the afternoon to work on curriculum. Early release days are always on Wednesdays. The exact dates are available on the school website: www.kohlerpublicschools.org under School Calendar.

TEACHERS WILL COMMUNICATE WITH YOU 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 children. 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 CARDS/PROGRESS REPORTS

Grades, attendance, health information, and general information regarding your child may be accessed through out "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.

Question: When do parents receive report cards?

Answer: 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 to you.

Question: How do Parent-Teacher conferences work in Middle School?

Answer: Parent-Teacher Conferences are held twice a year. The dates are on the school calendar. Middle School teachers who teach the core classes will meet with parents in their classrooms. Specials teachers (Keyboarding, Tech Ed, Family Living, and Physical Education teachers are available in the Village Gym to meet with parents during specified times. Parents are asked to limit their conferences to 10 minutes. Conference times and teacher locations will be e-mailed to families a few days before conferences.

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

Answer: Parents may contact teachers 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 AND SPORTS

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

Answer: Middle School Co-curricular activities vary by grade level, but include: Solo & Ensemble Music Festival, Battle of the Books, biennial musical, Forensics, Geography Bee, Math Team, National History Day, Science Fair, Spelling Bee 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.

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

Answer: 7-8 Girl’s Basketball(Fall), 7-8 Boy’s Basketball(Winter), 7-8 Girl’s Volleyball(Late Winter), 6-8 Boys & Girls Cross Country(Fall), 6-8 Boys & Girls Track(Spring) and 7-8 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.rschooltoday.com/

- Student-athletes will need to have a PHYSICAL with a DOCTOR’S SIGNATURE if their last full physical was prior to APRIL 1, 2018.

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 following two items for Ashley, our PREVEA Athletic Trainer
  - Complete the XLNTbrain Sport Concussion Management Form and turn the completed form into Ashley
  - Complete the Concussion Baseline Test which is performed online. All instructions can be found on the school website under "Athletics & Activities" / "Information" / “Athletic Trainer”

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

Answer: There is an individual student maximum of $135 and a family maximum of $270 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.
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

1. Other behavior as outlined. Remaining conduct guidelines, while still vitally important, do not hold the same severity as those previously outlined. Examples of such behavior may include, but are not necessarily limited to, the following:

- Repeatedly reporting to class without bringing necessary materials to participate in class activities
- Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others
- Repeated use of profanity
**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.

1. 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.
2. The building principal or designee will review the student file and conference with the teacher and student prior to the determination of an appropriate level of consequence.

**C. 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 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.

D. General Conduct of Students

1. 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. 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 shows disrespect of authority, policy, or rules, will result in the following action:
   a. Warning
   b. Detention
   c. Suspension
   d. Expulsion
   e. Restitution
   f. Referral to Outside Agency

E. Bomber Pride Code of Conduct

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

Schedule Changes

Schedule Changes
Changes may be made during the week after the school session ends and the week before the new session begins by contacting the student services office. **Parent/Guardian permission is required for all schedule changes.**

Students may add a class or withdraw from a class **through the third day** by mutual written agreement of the student, the teacher, school counselor/administration and parent.
Retention/Remediation Policy for 6th-8th Graders

The School District of Kohler adopted the following remediation/retention policy for 6th, 7th, and 8th grade students, to attempt to ensure that students enter the next levels for their academic courses with the proper background for success.

1. Students who fail one academic course will be required to take a comparable course in summer school at their own expense. A passing grade would be required in order to avoid retention in the course the following year.

2. Students who fail two academic courses will be required to take comparable courses in summer school at their own expense. Passing grades would be required in order to avoid retention in either failed course the following year.

3. Students who fail three academic courses will be required to:
   a. Take two comparable courses in summer school at their own expense with passing grades required to avoid retention in either course the following year.
   b. Be retained in the third course the following year.
   c. Selection of course for items a. and b. would be determined by the school, dependent upon scheduling possibilities for the student’s upcoming year.

4. Passing grades earned in summer school would be entered into a student’s record as PASS.

Bring Your Own Device Policy

Technology provides students with unique and powerful ways to enhance learning. The District supports the use of technology for the purpose of enhancing and supporting learning.

Mobile learning devices (MLD) are defined as: Devices that enhance learning in the classroom and provide further opportunity for growth in an educational manner. MLDs may include a variety of devices such as: smart phones, laptops, iPads, e-readers, tablets, netbooks, etc.

The use of mobile learning devices is a privilege, not a right. Students are expected to represent their school in the best light while using their devices during the school day and at school-sponsored activities.

During instructional time, students may use mobile learning devices only under the direction and supervision of staff members as a part of an educational plan approved by the Principal. Use is permitted before and after school and in study hall so long as it does not hinder, disrupt, or consume an unreasonable amount of network resources.
Use in all circumstances must not violate school rules, Board policies, or State and Federal law.

Responsibility for the care of mobile learning devices and behavior while using the devices belongs solely to the owner. The District is not liable for loss, theft, damage, or misuse of any personal learning devices including while on district property, while traveling to or from school, while connected to the district system, or while attending school-sponsored activities. Technical support for mobile learning devices may not be available. Any support provided by the district shall be done in good faith and does not render the district liable.

Students are expected to comply with the Mobile Learning Devices guidelines and Disciplinary guidelines at all times. This includes during the school day, before and after school, while traveling to and from school, and while attending or traveling to and from school-sponsored activities.

**MLD Guidelines:**

A. Student may use mobile learning devices for instructional purposes as directed by school staff.

B. Mobile learning devices, including cell phones, shall be silenced.

C. Students are expected to pay attention to immediate surroundings while using mobile learning devices in order to ensure personal and public safety.

D. Usage matrix – MLDs may not be used for talking, texting, surfing or Pics/Video in the lunchroom, hallways, locker rooms or restrooms.

<table>
<thead>
<tr>
<th>Educational Activity</th>
<th>TALKING</th>
<th>TEXTING</th>
<th>SURFING</th>
<th>PICS/VIDEO</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLASSROOM</td>
<td>no</td>
<td>no</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>STUDYHALL</td>
<td>no</td>
<td>no</td>
<td>yes</td>
<td>no</td>
</tr>
<tr>
<td>LIBRARY</td>
<td>no</td>
<td>no</td>
<td>yes</td>
<td>no</td>
</tr>
<tr>
<td>LUNCHROOM</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>no</td>
</tr>
</tbody>
</table>
HALLWAY no no no no
LOCKER ROOM no no no no
RESTROOM no no no no

E. No person may use a cell phone to capture, record, or to transfer a representation of a person in any circumstance where there exists an expectation of privacy. A violation of this expectation will result in maximum disciplinary action to include permanent revocation of MDL privileges, suspension, police referral, and/or expulsion.

F. Students are expected to comply with the MLD disciplinary guidelines.

MLD Disciplinary Guidelines:

All staff are required to develop classroom procedures or social contracts for open access to mobile learning devices and for teaching about what appropriate use of mobile learning devices looks like, sounds like, etc. in the classroom. The classroom procedures shall be in writing and shall be shared with both students and their parents. Publication is not a precondition to enforcement of these procedures.

Upon non-compliance of classroom procedures and MLD guidelines the following disciplinary procedures may be followed. The second or third steps may be used where the seriousness of the violation merits strict consequences. In addition, discipline may be imposed up to and including suspension and/or expulsion.

A. First offense: staff issues a verbal warning with clear directions.

B. Second offense: staff confiscates the mobile learning device, attaches to the device a note identifying the teacher, the date and name of the student and delivers the device in the main office. The device will be secured until the end of the instructional day and released to the student.

C. Third offense: staff confiscates the mobile learning device, attaches to the device a note identifying the teacher, the date and name of the student and delivers the device in the main
office. The device will be secured until the end of the instructional day, released to a parent, and prohibited from campus for the remainder of the school year.

Kohler Schools recognizes that parents/guardians may wish to be in close contact with their children during the school day but please do not use this as a means of staying in communication with your child, as they will face disciplinary actions and lose the privilege of having their device at school.

**DRESS CODE GUIDELINES**

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. Hats/caps worn in the classroom, hallways, or other areas of school except as required for health or safety purposes. Headgear, including hat, caps, nets, bandanas, etc., cannot 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 an after school detention.

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.

**Detentions**

A student may be detained after school or asked come to school early by a teacher. The student or his/her parents are responsible for transportation. Detentions are supervised. If a student misses a before or after school detention, a Saturday detention may be assigned. The rules for detentions are set by and communicated to students by the detention supervisor.

**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:

- Noncompliance with school or School Board rules;
- 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;
- 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;
- 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.
- Under paragraphs c, d, and e 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.).

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/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.