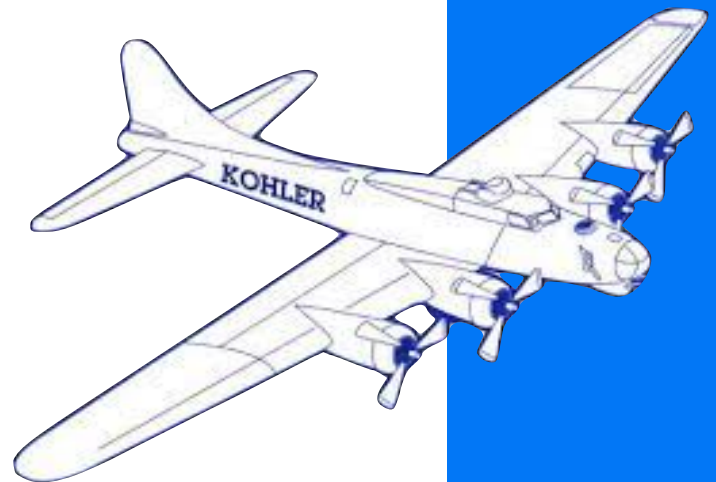


# Kohler High School

Student & Parent  
Handbook  
2023-2024

KOHLER PUBLIC SCHOOLS  
333 Upper Road,  
Kohler, WI 53044



Dear Students and Parents:

Welcome to the 2023-24 school year! I am looking forward to a new school year where together we will work to promote the Kohler Public School District's mission to inspire inquiry; engage hearts, minds and bodies, and provide supports to ensure all students can achieve success.

In order for everyone to have a successful school year, it is important that we all have a common understanding of the District's expectations as well as parents' and students' rights and responsibilities. Please review the Expectations Handbook, where you will also find information about the services and programs we offer. We hope you will find this information useful, and if you need clarification on any material in the handbook, please reach out.

A strong partnership between school and home is essential to ensure the academic and social success of all students. Parents are encouraged to volunteer, participate in parent/teacher conferences, and attend the many school events that are held each year.

We encourage you to visit the [Kohler School District](#) website for more information about resources and programs. In addition, stay up-to-date on the latest District/school news by following us on our social media accounts.

Thank you for choosing Kohler Public Schools.

Sincerely,

**Natasha Rowell**, *Principal*

*Special Notes:*

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

# table of contents

<u>Foreword and School Mission</u> .....	6
<u>District Administration and Support</u> .....	7
<u>High School Faculty</u> .....	8
<b>SECTION I: GENERAL INFORMATION</b>	
<u>Enrolling in the School</u> .....	9
<u>School Day</u> .....	9
<u>Scheduling and Assignment</u> .....	10
<u>Early Dismissal</u> .....	10
<u>Student Wellbeing</u> .....	10
<u>Injury and Illness</u> .....	10
<u>Transfer Out of the District</u> .....	11
<u>Withdrawal from School</u> .....	11
<u>Immunizations</u> .....	11
<u>Emergency Medical Authorization</u> .....	11
<u>Use of Prescribed Medications</u> .....	12
<u>Asthma Inhalers and Epi-Pens</u> .....	12
<u>Use of Non-prescribed Medications</u> .....	13
<u>Control of Casual-Contact Communicable Diseases</u> .....	13
<u>Direct Contact Communicable Diseases</u> .....	14
<u>Individuals with Disabilities and Limited English Proficiency</u> .....	14
<u>Student Records and Confidentiality</u> .....	15
<u>Armed Forces Recruiting</u> .....	17
<u>Student Fees, Fines and Charges</u> .....	18
<u>Student Fundraising</u> .....	18
<u>Student Valuables</u> .....	19
<u>Review of Instructional Materials</u> .....	19
<u>Meal Service</u> .....	19
<u>Fire and Tornado Drills</u> .....	20
<u>Safety Drills</u> .....	20
<u>Emergency Closings and Delays</u> .....	20
<u>Visitors</u> .....	20
<u>Library Usage</u> .....	21
<u>Use of School Equipment and Facilities</u> .....	21
<u>Lost and Found</u> .....	21
<u>Student Sales</u> .....	21
<u>Use of School Telephones</u> .....	22
<u>Advertising Outside Activities</u> .....	22
<u>Video Surveillance</u> .....	22
<u>Safety and Security</u> .....	22
<u>Driving</u> .....	22

## **SECTION II: ACADEMICS**

<u>Field Trips</u> .....	23
<u>Grades</u> .....	23
<u>Grade Point Average Calculation</u> .....	24
<u>Grading Period</u> .....	24
<u>Promotion, Placement, Retention</u> .....	25
<u>Graduation Requirements</u> .....	25
<u>Dual Credit/Dual Enrollment</u> .....	27
<u>Early College Credit Program</u> .....	27
<u>“Start College Now”</u> .....	27
<u>Part Time Open Enrollment</u> .....	28
<u>Transcripted Credits</u> .....	28
<u>College Credit in High School</u> .....	28
<u>Online Learning</u> .....	29
<u>Youth Internship Program</u> .....	30
<u>Recognition of Student Achievement</u> .....	31
<u>Special Awards and Local Scholarships</u> .....	31
<u>Homework</u> .....	31
<u>Student Network and Internet Acceptable Use and Safety</u> .....	32
<u>Student Assessment</u> .....	32
<u>Course Changes</u> .....	32

## **SECTION III: STUDENT ACTIVITIES**

<u>School-Sponsored Clubs and Activities</u> .....	33
<u>Athletics</u> .....	34
<u>Activities</u> .....	35

## **SECTION IV: STUDENT CONDUCT**

<u>Attendance</u> .....	40
<u>Pandemics</u> .....	40
<u>Compulsory Student Attendance</u> .....	40
<u>Excuse for an Absence</u> .....	41
<u>Days of Attendance</u> .....	41
<u>Excused Absences</u> .....	41
<u>Unexcused Absences</u> .....	44
<u>Tardiness</u> .....	45
<u>School Attendance Officer</u> .....	45
<u>Truancy</u> .....	45
<u>Habitual Truancy</u> .....	46
<u>Notice of Habitual Truancy</u> .....	46
<u>Referral to District Attorney</u> .....	47
<u>Parent/Guardian Responsibilities</u> .....	47
<u>Student Responsibilities</u> .....	47

# table of contents

<u>Students Leaving School for the Day</u> .....	48
<u>Equal Education Opportunity/Anti-Harassment</u> .....	48
<u>Harassment</u> .....	50
<u>Sexual Harassment</u> .....	51
<u>Bullying</u> .....	52
<u>Cyberbullying</u> .....	53
<u>Student Rights and Responsibilities</u> .....	54
<u>Student Code of Classroom Conduct</u> .....	54
<u>Dress and Grooming</u> .....	58
<u>Use of Tobacco Prohibited</u> .....	61
<u>Possession of Personal Communication Devices</u> .....	62
<u>Personal Communication Devices Practices</u> .....	62
<u>PCD Disciplinary Guidelines</u> .....	64
<u>Kohler Schools Code of Conduct Matrix</u> .....	65
<u>Other Forms of Discipline</u> .....	68
<u>Suspension</u> .....	69
<u>Expulsion</u> .....	71
<u>Search and Seizure</u> .....	72
<u>Student Rights of Expression</u> .....	73
<u>Student Suggestions and Complaints</u> .....	73
 <b>SECTION V: TRANSPORTATION</b>	
<u>Bus Transportation to School</u> .....	74
<u>Bus Conduct</u> .....	74
<u>Videotapes on School Buses</u> .....	75
<u>Penalties for Infractions</u> .....	75
<u>Self-Transportation to School</u> .....	75
<u>Open Campus</u> .....	76

## FOREWORD

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

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

This handbook summarizes many of the official policies and administrative guidelines of the School Board and the District. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2023, the language in the most current policy or administrative guideline prevails.

## **Kohler School District Mission**

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

Our mission: Inspire, Engage, Achieve

## KOHLER SCHOOL DISTRICT ADMINISTRATION & SUPPORT

NAME	POSITION	EXTENSION	EMAIL ADDRESS
Lisa Greene	Superintendent	7201	<a href="mailto:greenel@kohler.k12.wi.us">greenel@kohler.k12.wi.us</a>
Cindy Payne	Pupil Services Director	7207	<a href="mailto:paynec@kohler.k12.wi.us">paynec@kohler.k12.wi.us</a>
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Natasha Rowell	High/Middle School Principal	7282	<a href="mailto:rowelln@kohler.k12.wi.us">rowelln@kohler.k12.wi.us</a>
Ryan Sprenger	Athletics & Activities Director	7205	<a href="mailto:sprengerr@kohler.k12.wi.us">sprengerr@kohler.k12.wi.us</a>
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Matt Kautzer	Business Manager	7204	<a href="mailto:kautzerm@kohler.k12.wi.us">kautzerm@kohler.k12.wi.us</a>
Courtney Nachreiner	HS Counselor (grades 9-12)	7273	<a href="mailto:nachreinerc@kohler.k12.wi.us">nachreinerc@kohler.k12.wi.us</a>
Melissa O'Connor	MS Counselor (grades 6-8)	7270	<a href="mailto:oconnorm@kohler.k12.wi.us">oconnorm@kohler.k12.wi.us</a>
Nicole Johnsrud	School Nurse	7208	<a href="mailto:johnsrudn@kohler.k12.wi.us">johnsrudn@kohler.k12.wi.us</a>
Adrienne Seymour	Executive Assistant and HR Specialist	7200	<a href="mailto:seymoura@kohler.k12.wi.us">seymoura@kohler.k12.wi.us</a>
Theresa Andrews	HS/MS/AD Assistant	7202	<a href="mailto:andrewst@kohler.k12.wi.us">andrewst@kohler.k12.wi.us</a>
Elissa Fischer	Elementary Assistant	7210	<a href="mailto:fischere@kohler.k12.wi.us">fischere@kohler.k12.wi.us</a>
Drew Dantzler	Maintenance/Grounds	7218	<a href="mailto:dantzlera@kohler.k12.wi.us">dantzlera@kohler.k12.wi.us</a>

## KOHLER HIGH SCHOOL FACULTY

NAME	POSITION	EXTENSION	EMAIL ADDRESS
Rebecca Bruder-Ebert	World Language	7227	<a href="mailto:bruder-ebertr@kohler.k12.wi.us">bruder-ebertr@kohler.k12.wi.us</a>
Kelly Cole	Physical & Health Ed	7228	<a href="mailto:colek@kohler.k12.wi.us">colek@kohler.k12.wi.us</a>
Claire Dickson	Music/Band	7266	<a href="mailto:dicksonc@kohler.k12.wi.us">dicksonc@kohler.k12.wi.us</a>
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Choi Maner	Science	7237	<a href="mailto:manerc@kohler.k12.wi.us">manerc@kohler.k12.wi.us</a>
Rex Meikle	Technology Education	7230	<a href="mailto:meikler@kohler.k12.wi.us">meikler@kohler.k12.wi.us</a>
Jacob Morelli	Physical Education	7269	<a href="mailto:morellij@kohler.k12.wi.us">morellij@kohler.k12.wi.us</a>
Nicole Nevers	Science (MS/HS)	7268	<a href="mailto:neversn@kohler.k12.wi.us">neversn@kohler.k12.wi.us</a>
Colleen O'Laughlin	Business Education	7225	<a href="mailto:olaughlinc@kohler.k12.wi.us">olaughlinc@kohler.k12.wi.us</a>
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Jake Porter	Study Hall	7250	<a href="mailto:porterj@kohler.k12.wi.us">porterj@kohler.k12.wi.us</a>
Ken Roeder	Mathematics (MS/HS)	7256	<a href="mailto:roederk@kohler.k12.wi.us">roederk@kohler.k12.wi.us</a>
Kristin Romanoski	Mathematics	7257	<a href="mailto:romanoskik@kohler.k12.wi.us">romanoskik@kohler.k12.wi.us</a>
Ryan Romanoski	World Language	7244	<a href="mailto:romanoskir@kohler.k12.wi.us">romanoskir@kohler.k12.wi.us</a>
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Cynthy Schramm	English	7232	<a href="mailto:schrammc@kohler.k12.wi.us">schrammc@kohler.k12.wi.us</a>
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Matt Wozniak	Science	7242	<a href="mailto:wozniakm@kohler.k12.wi.us">wozniakm@kohler.k12.wi.us</a>



# Section

## SECTION I - GENERAL INFORMATION

### ENROLLING IN THE SCHOOL

Students generally enroll in the district in which they live. However, the Board will release a resident student who is accepted as a student in another school district under that district's open enrollment program.

Students that are new to Kohler are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

- A birth certificate or similar document;
- Custody papers from a court (if appropriate);
- Proof of residency; and
- Proof of immunizations and/or an appropriate waiver.

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to complete the enrollment process.

Students enrolling from another accredited high school will have their courses and grades evaluated by the school counselor. The office staff will assist parents in obtaining the official records from the other school.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

Adult students (18 years of age or older) may enroll themselves, but if residing with their parents, they are encouraged to include them in the process. Adult students do carry the responsibilities of both the student and parent and are expected to follow all school rules.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

### SCHOOL DAY

The school student day is from 8:00 A.M. to 3:00 P.M. and early dismissal is from 8:00 A.M. to 11:37 A.M. We use a block schedule school day on Monday through Thursday and an 8-period Friday. An embedded enrichment and support period before lunch called Advisory in HS and Bomber Time in MS is a time for students to participate in Academic and Career Planning (ACP), safety drills, Social Emotional Learning (SEL), academic enrichment, and to access additional support, or to participate in assigned targeted support if struggling.

# Section

## **SCHEDULING AND ASSIGNMENT**

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space.

For HS students, any changes in a student's schedule should be handled through the school counselor within three days of the start of the semester. It is important to note that some courses may be denied because of limited space or the need to complete prerequisites courses. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

## **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without either a) a written request signed by the parent; b) a person whose signature is on file in the school office; or c) the parent coming in to the school office to request the release. Parents known to school staff may make a phone call with this request. No student will be dismissed to a person other than a custodial parent(s) or guardian without a permission note signed by the custodial parent(s) or guardian.

## **STUDENT WELLBEING**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. **Should a student be aware of any dangerous situation or accident, s/he must notify a staff person immediately.**

All students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. This is completed during the online registration process. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office. The school nurse will follow up with families.

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or to the office staff. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures.

A student who becomes injured or ill during the school day should request permission from the teacher to go to the office. The office staff will determine whether the student should remain in school or go home. No student will be dismissed from school without proper parental permission.

# Section

## **TRANSFER OUT OF THE DISTRICT**

If a student plans to transfer to another school, the parent must notify the Principal and/or school office staff. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. Parents are encouraged to contact Elissa Fischer for specific details.

## **WITHDRAWAL FROM SCHOOL**

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays exempted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy.

## **IMMUNIZATIONS**

Each student must have the immunizations required by the Wisconsin Department of Health and Human Services or must have an authorized waiver. If a student does not have the necessary shots or waivers, s/he may be excluded from school as permitted by law. This is for the safety of all students and staff.

Because Kohler Schools conducts a preschool or day-care program, all children must be immunized in accordance with the regulations for that age group provided by the Department of Health and Human Services.

## **EMERGENCY MEDICAL AUTHORIZATION**

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The school has made the Emergency Medical Authorization Form available to every parent at the time of enrollment. A student's failure to return the completed form to school may jeopardize the student's participation in school activities.

# Section

## **USE OF PRESCRIBED MEDICATIONS**

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed.

- Parents should, with their physician's advice, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- The Sheboygan County Student Medication Authorization (DPH\student authorization form-4/02) must be filed with the school nurse before the student will be allowed to begin taking any medication during school hours. The forms are available in the School office.
- All medications to be administered during school hours must be registered with the nurse's office.
- Medication that is brought to the office will be properly secured.
- Medication may be conveyed to school directly by the parent.
- Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

## **ASTHMA INHALERS AND EPI-PENS**

Students, with appropriate written permission from the physician and parent, may possess and use a method dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Inhalers and Epinephrine (Epi-pen) can be administered only in accordance with conditions confirmed by the school principal and updated annually.

# Section

## **USE OF NON PRESCRIBED (Over-the-Counter) MEDICATIONS**

No student will be allowed to possess and self-administer an over-the-counter medication without proper parental approval. The parent must complete The Sheboygan County Student Medication Authorization (DPH\student authorization form-4/02) and submit it to the nurse's office for filing in the student's records.

Dispensing of non-authorized, over-the-counter medication by District employees to students served by the District is prohibited.

To minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches, athletic trainers, and lay coaches should never dispense, supply or recommend the use of any drug, medication, or food supplement for performance-enhancing purposes.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and may be disciplined in accordance with the drug-use provision of the Code.

**Please consult the medication sections of Board Policy 5330 and Administrative Guidelines 5330 for additional detail.**

## **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. A teacher, nurse, or principal may send home a student who is suspected of having a communicable disease and will notify the parent of such action and the reason(s) it was taken. School officials may be required to notify local health officials if they suspect a student has a covered communicable disease. School officials will comply with notification requirements of the Department of Health and Family Services in addition to notifying the student's parent.

Examples of such diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Wisconsin Department of Health and Human Services.

Any student's removal from school will only be for the contagious period as specified in the school's administrative guidelines.

# Section

## **DIRECT CONTACT COMMUNICABLE DISEASES**

In the case of non-casual-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion.

Non Casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency Virus), Hepatitis B, and other diseases that may be specified by the Wisconsin Department of Health and Human Services.

As required by Federal and State law, parents may be required to have their child's blood checked for HIV and HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

## **INDIVIDUALS WITH DISABILITIES AND LIMITED ENGLISH PROFICIENCY**

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access Special Education services through the proper evaluation and placement procedure. Parents have the right to request for their student a program or curriculum modification (Policy 2240) Wis. Stats. 119.15(1)(d). Parent involvement in this procedure is generally required. More important, the school encourages parents to be active participants. To inquire about Special Education programs and services, a parent should contact the Special Education Director at 920-803-7207.

Services are also available to students with Limited English Proficiency. To inquire about programs and services, a parent should contact the school office at 920-459-2920.

# Section

## **STUDENT RECORDS AND CONFIDENTIALITY**

The origination and maintenance of appropriate student records are essential to the effective operation of the District and meeting the educational interests of students. The rights and responsibilities of students, parents and the District with respect to student records are governed by State and Federal law. Many student records are kept by teachers, counselors and administrative staff. There are two (2) basic kinds of student records -- directory information and confidential records.

Directory information can be given to any person or organization for non-commercial or non-business purposes when requested, unless the parents of the student object in writing to the disclosure as required under school policy and State and Federal law.

The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.

Parents and students shall be notified annually of all the categories of student record information which have been designated as "directory information" and their right 1) to deny the release of such information; 2) to inspect, review, and obtain copies of student records, 3) to request the amendment of the student's school records (and how to make the request) 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, and 5) to file a complaint with the Family Policy Compliance officer of the U.S. Department of Education.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within fourteen (14) days after receipt of the Superintendent's annual public notice. Publication of this handbook provides public notice of this information.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces."

# Section

Student records are generally considered confidential under State and Federal law and may not be released to third parties unless the student's parents consent in writing. However, there are exceptions to confidentiality, and requests for records within these exceptions may be granted without a parent's written consent. If you have questions about the confidentiality of student records and/or the release of student records to third-parties, please contact Mrs. Lisa Greene, Superintendent of Kohler Public Schools or consult the Board's Policy 8330 - Student Records and associated Administrative Guidelines.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. Political affiliations or beliefs of the student or his/her parents;
- B. Mental or psychological problems of the student or his/her family;
- C. Sex behavior or attitudes;
- D. Illegal, anti-social, self-incriminating or demeaning behavior;
- E. Critical appraisals of other individuals with whom respondents have close family relationships;
- F. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. Religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.



# Section

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
- The administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA). Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

[FERPA@ED.Gov](mailto:FERPA@ED.Gov) and [PPRA@ED.Gov](mailto:PPRA@ED.Gov).

## **ARMED FORCES RECRUITING**

The School must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. “Armed forces” means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent of a student submits a signed, written request (Form 8330 F13) to the Board that indicates that the student or the parent does not want the student’s directory information to be accessible to official recruiting representatives then the school officials of the school shall not allow that access to the student’s directory information. The Board shall ensure that students and parents are notified of the provisions of the opportunity to deny release of Directory information. Public notice shall be given regarding right to refuse disclosure to any or all “directory information” including in the armed forces of the United States and the service academies of the armed forces of the United States.

# Section

## **STUDENT FEES, FINES, AND CHARGES**

Fees will be charged for the following non-curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

Fees are available on the district website at [www.kohlerspublicschools.org](http://www.kohlerspublicschools.org). Fees may be waived or a payment plan entered into in situations where there is financial hardship.

Students using school property and equipment can be fined for excessive wear and abuse. The fine will be used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

Students who fail to pay fines, fees, or charges may be **denied participation** in graduation ceremonies.

## **STUDENT FUNDRAISING**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fundraisers.

- Students involved in the fundraiser are not to interfere with students participating in other activities in order to solicit funds.
- A student will not be allowed to participate in a fund-raising activity for a group in which s/he is not a member without the approval of the student's teacher or counselor.
- No student may participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- House-to-house canvassing by any student is not allowed for any fundraising activity.
- Students under the age of nine (9) must be accompanied by a parent or person sixteen (16) years of age or older.
- Any fundraisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for ...", will be monitored by a staff member in order to prevent a student from overextending himself/herself to the point of potential harm.
- No student may participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal.

# Section

## **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft. Students are expected to fully lock lockers and to use combination locks to secure items in the locker room.

## **REVIEW OF INSTRUCTIONAL MATERIALS**

Parents have the right to review any instructional materials related to the human growth and development curriculum and may also observe instruction in classes dealing with subject matter. Any parent who wishes to review instructional materials or observe classroom instruction should contact the Principal to make the appropriate arrangements. The School reserves the right to restrict access to the classroom if it feels such access adversely impacts the educational environment of the School.

The Board recognizes that a course of study or certain instructional materials may contain content and/or activities that some parents find objectionable. If after careful, personal review of the program lessons and/or materials, a parent indicates to the school that either content or activities conflicts with his/her religious beliefs or value system, the school will honor a written request for his/her child to be excused from particular classes for specific reasons. The student, however, will not be excused from participating in the course or activities mandated by the State and will be provided alternative learning activities during times of parent requested absences.

All courses, including Career and Technical Education are available without national origin, age, sex, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, sexual orientation, national origin, ancestry, any other change of sex or gender identity.

## **MEAL SERVICE**

Kohler Schools offers a unique, high quality, meal program. Each day our team of foodservice employees prepares and serves fresh meals to students in Kohler High School, Middle School and Elementary School. It has been proven that students need good nutrition to feed their minds and bodies to enable them to learn while in school. Our goal is to provide a high quality, safe, and healthy meal to every Kohler student while providing the best customer service possible.

Taher Inc. manages the Food Service Program on behalf of the school district. They are proud to serve us and will continue to work with students, parents and school administration to make our program the best it can be.

# Section

Cafe meal is \$4.25; chef meal is \$5.00; and milk only is \$.50. A second lunch is \$3.50. A la carte items and breakfast items are individually priced (Subject to change).

**Students are only allowed to buy snacks or access vending machines during passing time.**

## **FIRE, TORNADO DRILLS**

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers, who are responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm system for tornadoes is different from the alarm system for fires. The tornado alarm consists of an announcement on the public address system and the fire alarm consists of the fire alarm sounding.

## **SAFETY DRILLS**

Safety drills in which the students are restricted to the interior of the school building and the building secured may occur during the school year. The alarm system for a school safety drill is an announcement through the public address system of a “Safety Drill.”

During a safety drill, students are to explicitly follow the directions of the supervising teacher or other staff person. Students may not leave a secure classroom or any other area they are in during a safety drill. The safety drill is cleared via announcements using the public address system.

## **EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify local television, radio, and newspaper outlets and will post the closing or delay details on the school website.

Parents and students are responsible for knowing about emergency closings and delays.

## **VISITORS**

The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to establish visitor guidelines.

# Section

The Superintendent or the principal has the authority to prohibit the entry of any person to a school of this District or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Students may not bring visitors to school without first obtaining written permission from the Principal.

## **LIBRARY USAGE**

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. Books on the shelves may be checked out in accordance with library guidelines. To check out any other materials, contact the librarian.

To avoid late fees, all materials checked out of the library must be returned on or before the date the materials are due.

The library is available to students after school for quiet study. Students are required to follow the expectations of library staff and should be mindful that the school library is also the local public library.

## **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

## **LOST AND FOUND**

The lost and found area is in the hall by the cafeteria. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of each school semester.

## **STUDENT SALES**

No student is permitted to sell any item or service in school without the approval of the Principal. Violation of this rule may lead to disciplinary action.

# Section

## **USE OF SCHOOL TELEPHONES**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

Telephones are available in the school for students to use after school on a very limited basis and only after staff gives permission. Students are not to use telephones to call parents to receive permission to leave school. These calls will be initiated by the staff, on behalf of a student. Middle school students will have access to use the phone in the main office, within reason.

## **ADVERTISING OUTSIDE ACTIVITIES**

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of twenty-four (24) hours notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

## **VIDEO SURVEILLANCE**

The Board of Education has authorized the use of video surveillance and electronic monitoring equipment at various sites throughout the school. 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.

## **SAFETY AND SECURITY**

- All visitors must enter through Door 2 and report to the office when they arrive at school.
- All visitors are given and required to wear a building pass while they are in the building.
- The staff is expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- All exterior doors are locked during the school day.

## **DRIVING – PO 5515**

Driving to school is a privilege. If this privilege is abused in any way, it may be revoked at any time.

# Section II

## SECTION II - ACADEMICS

### FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent. Attendance rules and the Code of Conduct apply to all field trips.

### GRADES

The teachers have a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, projects, classroom participation and in some cases homework. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The High School uses the following grading system:

PERCENTAGE	GRADE	GRADE POINT
100.00-93.00	A	4.00
92.99-90.00	A-	3.67
89.99-87.00	B+	3.33
86.99-83.00	B	3.00
82.99-80.00	B-	2.67
79.99-77.00	C+	2.33
76.99-73.00	C	2.00
72.99-70.00	C-	1.67
69.99-67.00	D+	1.33
66.99-63.00	D	1.00
62.99-60.00	D-	0.67
59.99-Below	F	0.00

Students receiving credit for all courses must be assigned a grade and be listed on the teacher's official roster.

# Section 1

The letter "W" can only be used by a teacher if a student has been officially removed from a class by the High School Principal, with parental approval. Incomplete grades are indicated with the "INC". All incompletes must be made up within a two-week period except for extenuating circumstances as determined by the High School Principal; otherwise, the student shall receive the grade estimated prior to the "INC" incomplete being assigned.

## **GRADE POINT AVERAGE CALCULATION (HS)**

Cumulative Grade Point Average is calculated on the semester grade point average.

Grade Point Average is determined by totaling the grade points and then dividing that number by the total number of credits. The following values are used in determining grade point average.

$GPA = \frac{\text{Total Grade Points}}{\text{Total Credits}}$

Year-long classes that run both semesters are awarded: 1 credit

Classes that meet for one semester are awarded: .5 credit

Grade Point Values:

1 credit classes = A=4, B=3, C=2, D=1, F=0

.5 credit classes = A=2, B=1.5, C=1, D=.5, F=0

Total the grade point and divide by total credits to get the GPA.

If a student has an incomplete, grade point average is not including the incomplete. A student may not be on the honor roll if a student's grades include a D or F; or until all incompletes are made up.

## **GRADING PERIOD**

Students shall receive a report card through Family Access in Skyward at the end of each nine week period indicating grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, teachers will notify the families via e-mail so they can talk with the teacher about what actions can be taken to improve the student's performance.



# Section II

## **PROMOTION, PLACEMENT, AND RETENTION – PO 5410**

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and passing appropriate tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (IEP). It is the student's responsibility to keep in contact with his/her school counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the school counselor's office and a counselor will be pleased to answer any questions.

The following number of earned credits designates the grade in which the student will be registered:

- Less than seven (7) credits = Freshman
- Seven (7) credits to less than fourteen (14) credits = Sophomore
- Fourteen (14) credits to less than twenty-one (21) credits = Junior
- Twenty-one (21) credits or over = Senior

Kohler School Board Policy and Guideline 5460

## **GRADUATION REQUIREMENTS – POLICY & GUIDELINE 5460/AG 5460**

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work and earn the total number of required credits.

Students earn a minimum of 26 credits in order to graduate from Kohler Public Schools. These credits must be distributed in the following subject areas:

English	4.00 credits
Social Studies	3.00 credits
Mathematics	3.00 credits
Science	3.00 credits
Physical Education	1.50 credits
Health	.50 credits
Fine or Applied Art	.50 credits
Electives	10.50 credits
<b>TOTAL</b>	<b>26.00 credits</b>

# Section 1

High school credit may also be earned in other pre-approved ways such as study abroad, extension courses, online courses not contracted through the District, technical college courses, and summer programs. A limit of four (4) high school credits may be earned toward graduation in this manner with one university credit being equal to .25 high school credits. Credits earned at accredited high schools and youth options shall not be part of the above mentioned four (4) credits.

The District may grant a high school diploma to a student who has not satisfied the requirements under this policy if the student was enrolled in an alternative education program and the District determines that the student has demonstrated a level of proficiency in the subjects required under this policy. An alternative education program is defined as an instructional program, approved by the School Board, that utilizes successful alternative or adaptive school structures and teaching techniques and that is incorporated into existing, traditional classrooms, or regularly scheduled curricular programs, or that is offered in place of regularly scheduled curricular programs. "Alternative educational program" does not include a private school or a home-based private educational program.

Students must successfully complete a civics assessment in order to be granted a high school diploma.

Students with special education needs or disabilities and requiring an individualized education plan (IEP) shall be expected to meet the course requirements as stated in their IEP. However, such students identified with special educational needs or having disabilities shall not be denied the opportunity to graduate in a timely fashion for failure to fully comply with the course requirements if they have met the requirements specified in their IEP.

Students who receive special education services shall either receive a diploma if certified they have properly completed the requirements of their IEP, or receive the recommendation of the IEP Team, as related to completion of credit requirements through regular, special, or alternative education. They may participate in all graduation activities.

Students who transfer to the high school must meet the credit requirements of their graduating class.

A student may be denied participation in graduation activities for disciplinary reasons and for non-payment of fees.

# Section 1

## **DUAL CREDIT/DUAL ENROLLMENT**

Dual credit or dual enrollment programs allow students to earn high school and college credit simultaneously for the same course. Kohler High School offers the following dual enrollment options, including Youth Options (for nearly all colleges and universities in Wisconsin), Transcribed Credit through the WTCS and College Credit In High School (CCIHS).

## **EARLY COLLEGE CREDIT PROGRAM (ECCP) - PO 2271**

Under the proposed Early College Credit program, any public high school pupil may enroll in an institution of higher education—defined to include a UW System institution, a technical college within the WTCS, a tribal college, or a private, nonprofit institution of higher education located in this state—for the purpose of taking one or more nonsectarian courses, including during a summer semester or session.

Pupils must submit an application to the institution of higher education by March 1 for fall semester courses, October 1 for spring semester courses, and February 1 for summer courses. A separate form should be submitted for each semester. Students must indicate on the application whether they will be taking the course or courses for high school credit or postsecondary credit or both, if applicable. An institution of higher education must admit a pupil to attend a course if the pupil meets the requirements and prerequisites of the course and there is space available in the course.

The district’s responsibility to pay tuition, fees, books, etc., is limited to a maximum of 18 post-secondary credits per student. All additional credits are paid by the parent. Students wishing to apply for the Early College Credit Program at a UW System institution should visit [UWHelp.Wisconsin.edu](http://UWHelp.Wisconsin.edu) for more information and to view the application.

Students wishing to apply for the Early College Credit Program at a Wisconsin private college or university should visit <https://www.waicu.org/dual-enrollment/eccp> for more information and to view the application.

For more information, refer to Policy 2271.

## **“START COLLEGE NOW”**

“Start College Now” provides greater learning opportunities for qualified high school juniors and seniors. This program is offered through Lakeshore Technical College (LTC) and is an option for students who wish to begin college early or want to prepare to enter the workforce immediately after high school graduation.

# Section 1

Students looking to take courses must turn in the application by March 1 for fall semester courses and October 1 for spring semester courses. A separate form should be submitted for each semester. Visit the [LTC “Start College Now” website](#) to view eligibility requirements, class choices and more information.

## **PART-TIME OPEN ENROLLMENT**

Under part-time open enrollment, a pupil enrolled in grades 9-12 in a public school may attend public school in a nonresident school district to take a course offered by the nonresident school district; however, a pupil may attend no more than two courses at any time in nonresident school districts.

## **TRANSCRIPTED CREDIT (TC)**

Wisconsin high school students can earn technical college credit through transcribed credit, under which both the high school and the respective technical college provide students credit for the same course. The course is taught either by a WTCS certified technical college instructor or a high school instructor who holds a current DPI license in a related field and has been granted WTCS articulation certification. Upon successful completion of the course, grades are posted to an official technical college transcript, and credit is earned at the technical college and high school level simultaneously. Transcribed credit allows students to earn postsecondary credits for courses taught at the high school level tuition-free.

Transcribed credit involves a written contractual agreement between the individual technical college and the school district involved, which must include a cost-neutral arrangement for the school districts and technical colleges involved, and stipulates that students are not charged for the course.

All courses taken for technical college credit appear on a student’s transcript, and are transferable to other technical colleges who have the same program. Transcribed credit opportunities are offered in the following Kohler High School courses: Intermediate College Algebra (College Technical Mathematics 1A).

## **COLLEGE CREDIT IN HIGH SCHOOL (CCIHS)**

The College Credit in High School Program (CCIHS) is an accredited program offered to high schools by Lakeland University and UW-Green Bay. CCIHS classes are pre-qualified courses that meet the UW-Green Bay (UWGB) criteria and North Central Association of Colleges and Schools (NCA) accreditation standards that allow Kohler High School students to receive UWGB credit and high school credit for the same course.

# Section 1

Students enrolled in these courses may receive both high school and college 8 credit, providing that they pay for the cost of the college credit. If they do not pay the tuition for the college credits, students can enroll in the course, but will only receive high school credits for the course. Students will not be required to go through the formal admission process in order to register for CCIHS credits.

Tuition for the courses will be \$300 per course\* for a total of three/four credits of work. Registration forms and fees should be turned into the instructor for the course. Students may not use Youth Options to pay for the cost of the college credits because, by definition, CCIHS courses are offered at the high school and Youth Options only pays for credits earned at a college and are not available via the high school course catalogue. CCIHS opportunities are offered in the following Kohler High School courses: Pre-Calculus (MATH 104) and AP Calculus (MATH 102).

Students earning credit for college coursework should contact and submit official college transcripts to the institution(s) they are interested in attending to see if and how the Lakeland College or Lakeshore Technical College credits would transfer. Students can learn how Lakeshore Technical College credits will transfer to other WI technical colleges or the UW-System by using the Transfer Information System at <http://tis.uwsa.edu/wizards/>. Courses typically transfer if a comparable course is offered at the receiving institution and if the student has earned a grade of “C” or better.

## **ONLINE LEARNING - WISCONSIN VIRTUAL SCHOOL (WVS)**

The district contracts with a proven and effective online course provider (Wisconsin Virtual School). Courses from this provider are available to students upon completion, review, and approval of the “Request for Online” form, which is available in the main office. Costs of all courses taken at a nonresident school are covered by the student’s family.

The following criteria must be met prior to a student being granted approval to enroll in an on-line course(s):

- Student must have exhausted all on-campus course opportunities in the given subject area.
- The course is taken in addition to the courses required for graduation at Kohler Schools.
- Student must have earned grades of a C or above in all courses in the quarter prior to enrollment in an online or distant course.
- The student cannot exceed earning four (4) credits from the Wisconsin Virtual School course.

# Section 1

The following conditions will apply during enrollment in an on-line or distance learning course(s):

- The end date for all online and distance learning courses will coincide with the semester end date for all onsite classes.
- Bomber Code academic eligibility rules apply.
- Students must stay on pace with their online learning course.
- Seniors must stay on pace with passing grades to stay eligible for the Opt Out.

When the district offers a face-to-face or online version of a course and the parents opt for another online version of the course, the cost and material or other fees of the course shall be paid for by the family.

A family may request to change from face-to-face instruction to a district or non-district provided online course during the first two weeks of the face-to-face course. If a change is approved by the school principal, the family must pay for the cost and fees of the course. The original face-to-face course will be dropped with a “W” (Withdraw) included on the student transcript as the grade.

The District Administrator or school principal may assign students to take an online course to recover a failed credit, to enhance a learning need, or to enrich learning. In these cases, the District Administrator or designee will inform the family of this assignment. The District shall pay for the cost and fees of the course if any.

## **YOUTH INTERNSHIP PROGRAM**

The Youth Internship Program is overseen by the Wisconsin Department of Workforce Development and allows students to earn an industry-recognized and state-issued skills certificate. Participation in the program allows students to gain experience and make money while also earning high school credit. The internship program requires students to commit to a position and employer for a minimum of 450 work hours within a one-year period. Of those hours, 250 hours must be completed during the school year and 200 may be applied from the summer.

Students are eligible to begin the program the summer following their sophomore year and may continue to participate in their junior and senior years. There are 13 career clusters that students can participate in, including but not limited to: Business Administration; Education; Finance; Architecture and Construction; Health Science; Hospitality and Tourism; Information Technology; Manufacturing; Marketing; and Transportation, Distribution and Logistics.

# Section 1

Internship students receive mentorship and on-the-job training at their workplace. This work-based learning experience bridges related instruction in the classroom to the reality of work in their anticipated career. Internship students are required to take 1 credit per year of coursework that is directly related to their internship. For more information on hiring for an internship, contact the school counselor.

## **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include academics, athletics, performing arts, citizenship, and volunteerism.

## **SPECIAL AWARDS AND LOCAL SCHOLARSHIPS**

Through the generosity of members of the extended Kohler Community family, and friends of Kohler Public Schools, we offer our students unique scholarships that few other districts are able to offer. The scholarship opportunities will be described each year through our website and our school counselor.

## **HOMEWORK**

The School District of Kohler believes that homework is an integral part of the educational program and should reflect student needs, capabilities, and/or interests. Homework reinforces the school curriculum, complements program objectives, and relates to Wisconsin Standards. It provides opportunities for students:

- to prepare for, review, practice, apply, retain, integrate, enrich, and extend skills and concepts related to school learning;
- to reinforce independent work study skills;
- to effectively use school and community resources;
- to develop self-discipline.

The District defines homework as assignments to be completed outside of school hours. These assignments are an extension of the classroom learning environment, serve as independent practice, and can include (but are not limited to) computation and problem solving, projects, essays, researching, writing notes, studying, reports, journal responses, lab reports, and the reading of narrative and informational text.

All homework shall be graded for accuracy. The exception to the non-grading of homework occurs when long term projects are completed at home, prior teacher notice for the non-grading of the assignment is provided, or a completion grade is given that does not count for more than .5% of the student's total grade for the quarter. It is the teacher's responsibility to return homework/graded work to the student in a timely manner. Daily homework should be returned generally the next day.

# Section 1

The teacher is responsible for providing feedback to the student via grades and or comments concerning homework. Students shall be allowed to use the graded, non-graded, and completion graded homework as a study tool for upcoming quizzes and tests.

Homework not completed as a result of an excused absence may be made up in a reasonable amount of time. Homework should never be used as a punishment for student misconduct. For more details, refer to Policy 2330 and AG2330.

## **STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY**

Students are encouraged to use the school's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of the school's policies and administrative guidelines, may result in cancellation of the privilege, disciplinary action consistent with the school's rules, and civil or criminal liability. Smooth operation of the school's network relies upon users adhering to the school's policies and administrative guidelines. Prior to accessing the Internet at school, students must sign the Student Network and Internet Acceptable Use and Safety Agreement each year (Policy 7540.03 and AG 7540.03)

The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

## **STUDENT ASSESSMENT**

To measure student progress, students will be tested in accordance with State standards and District policy.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs. Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff. If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.



# Section 1

Depending on the type of testing, specific information and/or parent consent may need to be obtained. The assessment program will not violate the rights of consent and privacy of a student participating in any form of evaluation.

College entrance testing information can be obtained from the Guidance office.

## **COURSE CHANGES**

Changes may be made during the week before the new session begins and three days after the new session starts by contacting the student services office. Parent/ Guardian signature is required for all schedule changes.

Students may add a class or withdraw from a class through the third day by mutual agreement of the student, the teacher, school counselor/administration and parent. Parents will be notified of the specific difficulties before any action is taken. Changes made after the third day of classes will require additional steps.

- A conference with the counselor to discuss the reason for dropping or adding a course.
- A conference with or consensus of the student, the parent, the counselor, the principal, and the teacher of the subject to be added or dropped.
- Students will only be able to drop or add a course if every member of the above party agrees that doing so is in the best interest of the student.
- Drops after the third day up until mid-quarter will result in a “W” withdrawal grade on the student’s transcript. No credit will be awarded. Adding a course beyond the third day of classes requires that all make-up work prior to adding the class must be done in order to receive credit. Courses dropped after the first mid-quarter will result in a failing grade.

Students must be engaged 7 out of 8 class periods. Students who are enrolled in courses that meet every other day are considered to be engaged for the period that the course meets. Students may not have more than 1 ½ study hall periods per semester. A student must remain in class until all drop procedures are completed.

\*The music department has special guidelines for dropping and adding their courses.

# Section III

## SECTION III - SCHOOL ACTIVITIES

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### **SCHOOL SPONSORED CLUBS AND ACTIVITIES**

The interscholastic and extracurricular programs in the School District are recognized as a vital part of the total educational program. The Board feels these programs, properly operated, provide experience in daily human relations which cannot be found in any other educational context.

These programs should be designed to give many students an opportunity to develop their interests, attitudes and skills for future years without damaging their academic development. Athletic and academics competitions should provide a healthy, enjoyable experience whereby the emotional, mental, social, and physical development of young men and women can be fully achieved. While recognizing that the objective of competitive sports and competitive extra-curricular activities is to win, sportsmanship should always be of prime importance.

For purposes of this policy, curricular-related activities are defined as those activities in which:

- The subject matter is actually taught or will be taught in a regularly offered course;
- The subject matter concerns the District's composite courses of study;
- Participation is required for a particular course;
- Participation results in academic credit.

No curricular-related activity shall be considered to be under the sponsorship of this Board unless it meets one or more of the criteria stated above and has been approved by the District Administrator.

Such activities, along with extra-curricular activities (not directly related to courses of study), may be conducted on or off school premises by clubs, associations, and organizations of students sponsored by the Board and directed by a staff advisor.

The Board shall allow non district-sponsored, student clubs and activities during non instructional time, in accordance with the provisions in Policy [5730](#) -- Equal Access For Non District-Sponsored, Student Clubs and Activities.

# Section

Participation in interscholastic athletics and extracurricular activities is a privilege, not a right. A student must be a full-time student to be eligible to participate in interscholastic athletics. Students that are full-time or part-time may participate in extracurricular activities. Part-time students may participate in the following extra-curricular activities.

Students must comply with all rules and regulations established by the Board of Education. Any student that owes fees for any course, books, resale, fine, activity, or other entities related to the school will not be allowed to participate in interscholastic athletics or extracurricular activities until the fees are paid.

The School District shall not discriminate in student participation in athletic programs for activities, standards and rules of behavior, disciplinary actions or facilities usage on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation of physical, mental, emotional or learning disability.

## ATHLETICS

A variety of athletic activities are available in which students may participate providing they meet eligibility requirements that may apply.

Volleyball	Female	JV/Varsity	Fall
Tennis	Female	JV/Varsity	Fall
Soccer	Male	JV/Varsity	Fall
Football	Male	JV/Varsity	Fall
Swimming	Female	JV/Varsity	Fall
Cross Country	Co-ed	JV/Varsity	Fall
Basketball	Female	JV/Varsity	Winter
Basketball	Male	Fresh/JV/Varsity	Winter
Hockey	Male**	JV/Varsity	Winter
Swimming	Male	JV/Varsity	Winter
Golf	Male**	JV/Varsity	Spring
Track	Co-ed	JV/Varsity	Spring
Tennis	Male	JV/Varsity	Spring
Soccer	Female	JV/Varsity	Spring
Baseball	Male	JV/Varsity	Summer

\*\*Male and female students are welcome to join these sports.

Activities may change due to numbers of students who participate.

# Section III

A student must be in attendance at school on the day of a contest (meaning present by 3<sup>rd</sup> block or on Friday, present by 4<sup>th</sup> block) to be eligible for said contest and the morning following a contest, if it is a school day, to be eligible to participate in the next contest unless excused by the school administration. An **unexcused** absence during **any** class period the day of the contest constitutes ineligibility for that contest.

Please note you must have all paperwork and fees submitted to the high school office before you can begin practice for any activity or sport.

Contact your advisor or coach regarding requirements for earning any academic or varsity letters.

Student athletes are expected to represent Kohler High School as leaders and ambassadors and shall follow the Athletic Code of Conduct at all times.

## **ACTIVITIES**

A student must be in attendance at school (meaning present by 3<sup>rd</sup> block or on Friday, present by 4<sup>th</sup> block) in order to participate in any after-school or evening activity. An **unexcused** absence during **any** class period the day of the event constitutes ineligibility for that event.

### **Art Club**

Kohler High School offers opportunities for students interested in art. This club is designed to help bring awareness of the arts to Kohler High School.

*Advisor: Mrs. Ott*

### **Chess Club**

This club is open to anyone who is interested in playing chess or learning how to play this game of strategy.

*Advisor: Mrs. Fitchko*

### **DECA - Distributive Education Clubs of America**

DECA is an organization that provides opportunities for students to learn “business concepts in preparation for college and careers. A powerful instructional component, DECA brings the classroom to life by empowering the teacher-advisor to make learning relevant with educational programs that integrate into classroom instruction, apply learning, connect to business and promote competition. The successful integration of each of these four interconnected components, also part of DECA’s guiding principles, results in a strong program that produces college- and career-ready students.” ([DECA.org](http://DECA.org))

*Advisor: Mrs. O’Laughlin*

# Section III

## **Drama Club**

Kohler High School offers interesting opportunities for students who'd like to become more involved in acting and musical theatre. Every other year, KHS joins with Howard's Grove High School to put on a large-scale musical. Previous productions include High School Musical (2008), Grease (2006) and Anything Goes (2004). On opposite years, KHS produces its own play or musical. These productions include: The Imaginary Invalid (2009), Our Town (2007) and A Little Princess (2005). The Drama Club raises funds through concessions sales, Kohler drama performances, and at the Distinguished Guests Series.

*Advisor: Ms. Stokes (Fall/Spring)*

## **Forensics**

Forensics is an extracurricular activity that focuses on the art of communication. Whether one gives a speech or performs an acting event, forensics has it all. Team members compete in a sub-district, district, and conference contest. Those who perform well enough will advance to state competition in Madison. Weekly rehearsals with their coach are required by team members.

*Advisors: Mr. Schad & Mrs. Schmid (Winter/Spring)*

## **GSA - Gay Straight Alliance**

The goals and purpose of this organization are to educate, support and advocate for a safe and inclusive LGBTQ school community.

*Advisor: Mrs. Ott*

## **HOSA - Health Occupations Students of America**

HOSA-Future Healthcare Professionals is an international organization that provides opportunities for secondary and post-secondary students to plan and participate in educational experiences that prepare them for careers in the healthcare professions. Involvement showcases the application of classroom knowledge and technical skill attainment while implementing communication skills, leadership development, and community service.

*Advisor: Mrs. Maner (all year)*

## **Jazz Ensemble**

Open to all band students in grades 9-12. This group performs music of all styles. Foundations in jazz style and basic improvisation will be taught. The ensemble performs at the Fall Band Concert and the Spring Cabaret. Jazz Ensemble may also participate in selected Jazz Festivals and the Solo and Ensemble Festival.

*Advisor: Ms. Dickson (Fall/Spring)*

# Section III

## **Key Club**

Key Club is the largest and oldest high school service club that is entirely led by students. It is sponsored by the Kiwanis Club of Kohler. In addition to holding various fundraisers for causes around the community and around the world, Key Club does service projects and holds exciting events that are packed with fun. Members are also highly encouraged to find volunteer opportunities of their own throughout their community. This club could potentially help you meet new and interesting Key Clubbers from all around the state, country and world through weekend-long conventions and through different volunteer activities.

Being a member of this Kiwanis sponsored club not only stands out on your college applications and scholarships, but also helps you to make a difference in the lives of others. The club will meet approximately once per month during lunch to discuss upcoming service opportunities. Some examples of past Key Club events include, but are not limited to, the following:

- Neighborhood leaf rake
- Football and basketball clean-up
- Babysitting during conferences and other events
- Craft fair volunteers
- Bowl-a-thon
- Benefit concert

Beginning in the fall of 2011, the Key Club is expanding its mission to include a component called “Making a Difference”. This component will involve students in activities and learning opportunities with global implications and include presentations and discussions about global issues with local impact.

*Advisor: Mrs. Romanoski (Fall/Spring)*

## **Kohler Madrigal Singers**

The Kohler Madrigal Singers is an auditioned group of 9-12 grade choir students. The madrigals sing music from the Renaissance Era and an assortment of Christmas songs. This group performs for various audiences in the Sheboygan area in November and December. Madrigals will also sing at the winter concert, district solo & ensemble, and at state music. The group practices one evening a week. Members of Madrigal enjoy both the camaraderie of fellow classmates interested in singing and the challenge of singing 4-5 part A cappella music.

*Advisor: Ms. Stokes (Fall/Winter)*

# Section III

## **Math Team**

Math team members will have the opportunity to show off their math skills during competitions against other schools. Participants will meet with their advisor to practice working as a team to solve math problems.

*Advisor: Mrs. Karoliussen*

## **Musical**

The Kohler/Howards Grove High School Musical is a biennial (normally Fall of Even Years, but will be the spring of 2022) music production sharing the talents between Kohler and Howards Grove High School. Musicals are open to all students from both schools. Opportunities include acting, singing, and dancing. Students from both schools are welcome to audition for roles on stage. Non-acting students are also encouraged to participate as musicians, stage managers, stage crew, set construction, costumes, make-up, lighting, and audio operators. In fall semesters of odd years, a Kohler only High School Musical will be offered. All shows are subject to change.

*Advisor: Ms. Stokes*

## **National Honor Society (NHS)**

Early in second semester, the NHS Advisor will invite all students who have a 3.7 GPA or above through five semesters (juniors) or seven semesters (seniors) to apply. The Advisor will explain the requirements and selection process of NHS. The Induction Ceremony is held in the Fall of each academic year.

*Advisor: Mrs. Maner & Mr. Wozniak (all year)*

## **Nature Club**

Nature Club inspires students to enjoy the outdoors during all seasons. Students will have field trip opportunities to encourage time spent exploring nature. A goal of the nature club is to promote mindfulness and reduce stress by participating in activities in nature. Nature Club encourages an appreciation for nature as well as supporting the community.

*Advisor: Mrs. Cole*

## **Pep Band**

The Pep Band is open to all enthusiastic band students in grades 7-12. Pep Band performs music of the rock and modern pop idiom. Performances are scheduled during basketball games, pep rallies and other special occasions.

*Advisors: Ms. Dickson (Winter)*

# Section

## **Science Olympiad**

The Science Olympiad provides an opportunity for students to improving the quality of science education, increasing student interest in science, and providing recognition for outstanding achievement in science education by both students and teachers. These goals are accomplished through classroom activities, research, training workshops, and the encouragement of intramural, district, regional, state

*Advisors: Mrs. Maner & Mr. Wozniak (all year)*

## **Student Council**

The purpose of the student council is to act as a representative body for the general student population of Kohler High School and to familiarize students with representative governmental structure and parliamentary procedure. Members of the student council will coordinate several student dances including Homecoming and Winterfest, will act as an advisory group to the administrative team, will plan activities to promote school spirit and involvement, and will provide service to the school and community by promoting recycling and raising funds for various causes throughout the year. Elections for class representatives are held in May for the following school year. Council meetings are held once a week during lunch hour.

*Advisors: Mrs. King & Ms. Nachreiner (all year)*

## **VOCE**

The Kohler High School Voce Ensemble is an auditioned group of 16-24 vocalists. This ensemble sings contemporary pop a cappella music and jazz selections throughout the spring semester. Voce meets weekly during advisory and occasionally for an evening or weekend rehearsal. During the spring semester, Voce performs at many events and locations around the Sheboygan area in addition to performances at Kohler Cabaret, Solo & Ensemble and the PAO Auction. Kohler Voce members must be enrolled in high school choir.

*Advisor: Ms. Stokes (Winter/Spring)*

## **Yearbook - Kohian**

Yearbook is a club. Activities include selling ads, taking & cropping photos, article writing, laying out pages, editing, attending events, & meeting deadlines. In addition to class pictures, there are 12 pages of candid shots. Also, every major school activity, sport & club is covered. No prerequisites, but experience in Desktop Publishing and photography are helpful.

*Advisor: Mrs. Ott*



# Section IV

## SECTION IV - STUDENT CONDUCT

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### **ATTENDANCE**

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

### **PANDEMICS**

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

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

### **COMPULSORY STUDENT ATTENDANCE**

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school is in session. All students must attend until the end of the term, quarter or semester of the school year in which the child becomes eighteen (18) years of age unless they fall under an exception outlined in the District's Administrative Guidelines.

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

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

**-Call 920-459-2920, press #2 for the high school and then #5 for high school attendance.**

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

# Section IV

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

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

## **EXCUSE FOR AN ABSENCE**

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

## **DAYS OF ATTENDANCE**

An actual day of attendance is the total number of days (reported to the one-half day) of face-to-face instructional contact between a student and a teacher during a school term. In high school, attendance is taken each period. If a student misses any part of hours 1-2, that equates to ½ day of school absence. If a student misses any part of hours 3-4, that equates to ½ day of school absence. On Friday, 1/2 day of school absence is determined by missing any part of hours 1-4 or 5-8.

## **EXCUSED ABSENCES**

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

# Section IV

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

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

## *Physical or Mental Condition*

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

## *Obtaining Religious Instruction*

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

## *Accommodation of Sincerely Held Religious Beliefs*

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

## *Permission of Parent or Guardian*

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

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

# Section IV

## *Religious Holiday*

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

## *Suspension or Expulsion*

The student has been suspended or expelled.

## *Program or Curriculum Modification*

The School Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school equivalency diploma as provided by State law.

## *High School Equivalency - Secured Facilities*

The School Board has excused a student from regular school attendance to participate in a program leading to high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secured detention facility, or a juvenile portion of a county jail, and the student and his/her parent or guardian agree that the student will continue to participate in such a program.

## *Child at Risk*

The student is a "child at risk" as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State law.

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

## *Quarantine*

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

## *Illness of an Immediate Family Member*

The illness of an immediate family member.

## *Emergency*

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

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

# Section IV

## **UNEXCUSED ABSENCES**

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

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

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

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

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

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

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

# Section IV

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

## **TARDINESS**

- Students not in class when the late bell rings are considered tardy.
- Students who attend at least one-half (½) of the class period shall be recorded as present.
- All students who are tardy to school must report to the principal's office to sign in.
- When a teacher detains a student after class, s/he shall issue a late pass for the student's next class.
- Teachers are requested to refer cases of chronic tardiness to the principal.

## **SCHOOL ATTENDANCE OFFICER**

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

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

## **TRUANCY**

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

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

# Section IV

## **HABITUAL TRUANCY**

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

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

## **NOTICE OF HABITUAL TRUANCY**

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

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

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

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

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

# Section IV

## **REFERRAL TO THE DISTRICT ATTORNEY**

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

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

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

## **PARENT/GUARDIAN RESPONSIBILITIES**

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

## **STUDENT RESPONSIBILITIES**

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



# Section IV

## **STUDENTS LEAVING SCHOOL FOR THE DAY**

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

## **EQUAL EDUCATION OPPORTUNITY/ANTI-HARASSMENT - PO 2260 & PO 5517**

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

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

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

Natasha Rowell  
High/Middle School Principal  
333 Upper Road  
Kohler, WI 53044  
920-803-7282  
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# Section IV

The complaint procedure is described in Board Policy 2260 and on Form 2260F2. 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.

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

## **HARASSMENT**

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

- Graffiti containing offensive language;
- Name calling, jokes or rumors;
- Threatening or intimidating conduct directed at another because of the other's protected characteristic (e.g., sex, race, learning disability);
- Notes or cartoons;
- Slurs, negative stereotypes, and hostile acts which are based upon another's protected characteristic;
- Written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;

# Section IV

- A physical act of aggression or assault upon another because of, or in a manner reasonably related to, the individual's protected characteristic; or
- Other kinds of aggressive conduct such as theft or damage to property, which is motivated by a protected characteristic.

## **SEXUAL HARASSMENT - PO 2266**

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

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

Sexual harassment may include, but is not limited to:

- Unwelcome verbal harassment or abuse;
- Unwelcome pressure for sexual activity;
- Unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of students by teachers, administrators or other school personnel to avoid physical harm to persons or property;
- Unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status; or
- Unwelcome behavior or words directed at an individual because of their sex or sexual orientation;
- A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

Sexual harassment examples include, but are not limited to:

- Repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
- Rating a person's sexuality or attractiveness;

# Section IV

- Staring or leering at various parts of another person's body;
- Spreading rumors about a person's sexuality;
- Letters, notes, telephone calls or materials of a sexual nature; and
- Displaying pictures, calendars, cartoons or other materials with sexual content

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

If you wish to report harassment, please contact one of the school compliance officers listed above.

A copy of the school's Anti-Harassment Policy, including the reporting, investigation, and resolution procedures, is available in the school office and on the district website.

## **BULLYING - PO 5517.01**

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

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

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

# Section IV

## **CYBERBULLYING**

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

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

- Cyberbullies more easily hide behind the anonymity that the Internet provides;
- Cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
- Cyberbullies do not have to own their own actions, as it is usually very difficult to identify Cyberbullies because of screen names, so they do not fear being punished for their actions; and
- The reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased when it comes to cyberbullying activity.

Cyberbullying includes, but is not limited to the following:

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

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

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

# Section IV

## **STUDENT RIGHTS AND RESPONSIBILITIES**

**At Kohler Schools we focus on developing positive attitudes and behaviors in our students. We purposefully and pro-actively teach positive behaviors and reinforce these behaviors through incentives and recognition.** This behavioral approach is known as Positive Behavior Interventions and Supports (PBIS). When students do not display positive behaviors, the student rights and responsibilities describe appropriate expectations and consequences.

The rules and procedures of Kohler High School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and obey all school rules. Disciplinary procedures will comply with the requirements of State and Federal law.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the high school administrative assistant, Theresa Andrews x7202.

Adult students (age eighteen (18) or older) are expected to follow all school rules. If residing at home, adult students should include their parents in their educational program.

## **STUDENT CODE OF CLASSROOM CONDUCT - PO 5500**

The Kohler School Board is committed to maintaining an orderly and safe academic atmosphere. Teachers are expected to create a positive learning environment and to maintain proper order in the classroom. Students are expected to behave in the classroom in a manner that allows teachers to effectively carry out their lessons and allows students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the School and their classroom teachers.

# Section IV

Each student shall be expected to:

- abide by national, State, and local laws as well as the rules of the school;
- respect the civil rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, sex, sexual orientation, race, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family and in the school.

To ensure adherence to these expectations and principles, the Board of Education has adopted this Code of Classroom Conduct, which applies to all students.

## Grounds for Removal of a Student from Class

Disturbances that interrupt the learning process cannot be permitted by any teacher. A teacher may temporarily remove a student from the teacher's class if the student violates the Code of Classroom Conduct. Additionally, the student may be removed from the class for a longer period of time within the discretion of the principal. A student removed from class may also be placed in an alternative education setting.

Removal of a student from class for violating the Code of Classroom Conduct or placement of the student in an alternative educational setting does not prohibit the School from further disciplining the student for the conduct that caused removal or placement including, but not limited to, suspending or expelling the student.

It is neither possible nor necessary to specify every type of improper or inappropriate behavior for which a teacher may remove a student from class. Provided below, however, are examples of reasons a student may be removed from class. A teacher may remove a student from class for conduct or behavior that would result in suspension or expulsion under the Board's policies and procedures; violates the behavioral rules and expectations of the school; and is dangerous, disruptive or unruly. Such behavior includes, but is not limited to, the following:

- possession or use of a weapon or look-alike or other item that might cause bodily harm to persons in the classroom
- being under the influence of alcohol or controlled substances or otherwise violating the District alcohol and drug policy
- being in possession of tobacco, cigarettes, or look-alike items, including e-cigarettes and/or "vapor" paraphernalia
- behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment

# Section IV

- arguing, taunting, baiting, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations
- disruption or intimidation caused by gang or group symbols or gestures, or gang or group posturing to provoke altercations or confrontations
- pushing, striking, or other inappropriate physical contact with a student or staff member
- 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 facilities or equipment
- repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions
- throwing objects in the classroom
- repeated disruptions or violations of classroom rules, or excessive or disruptive talking
- behavior that causes the teacher or other students fear of physical or psychological harm
- willful damage to or theft of school property or the property of others
- repeated use of profanity
- interferes with the ability of the teacher to teach effectively.
- repeated reporting to class without bringing necessary materials to participate in class activities
- possession of personal property by school rules or otherwise disruptive to the teaching and learning of others
- shows disrespect or defiance of the teacher, exhibited in words, gestures or other behavior;
- is inconsistent with class decorum and the ability of others to learn. Such behavior includes, but is not limited to, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.



# Section IV

## Procedure for Student Removal From Class

When a student is removed from class, the teacher shall send or escort the student to the principal and inform the principal of the reason for the student's removal from class. The teacher shall provide the principal with a written explanation of the reasons for the removal of the student within twenty four (24) hours of the student's removal from class.

## Student Placement

The principal shall place the student, who has been removed from a class by a teacher, in one of the following alternative educational settings:

- an alternative education program approved by the Board under State law;
- another instructional setting, timeout, in-school suspension or out-of-school suspension; or
- the class from which the student was removed if, after weighing the interests of the student, the other students in the class, and the teacher, the principal determines that readmission to the class is the best or only alternative.

## Parent/Guardian Notification Procedures

The principal shall provide the parent or guardian of a student removed from class-with written notice of the removal and the reason(s) for the removal. The notification shall be made as soon as practicable, but no later than two (2) school days after the student's removal from class. The notice shall also include the reasons for the student's removal and the placement made by the principal. If the removal from class and change of educational placement involves a student with a disability, the parent notification shall be made consistent with State and Federal laws and regulations applicable to disabled students.

If the student removed from a class is subject to disciplinary action up to and including suspension or expulsion for the particular classroom conduct and/or other disciplinary incidents the parent shall also be notified of the disciplinary action in accordance with legal and policy requirements.

## Students with Disabilities

A student with a disability under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, and Section 115.758, Wis. Stat. may be removed from class and placed in an alternative educational setting only to the extent authorized under the laws.

# Section IV

## Definitions

- “Student” means any student enrolled in the District, an exchange student, or a student visitor to the District’s schools.
- “Teacher” means a person holding a license or permit issued by the State Superintendent whose employment by a school district requires that he or she hold that license or permit.
- “Class” or “classroom” means any class, meeting or activity which students attend, or in which they participate while in school under the control or direction of the District. This definition of “class” includes, without limitation, regular classes, special classes, resource room sessions, labs, library time, counseling groups, assemblies, study halls, lunch, or recess. “Class” also includes regularly scheduled District-sponsored extracurricular activities, either during or outside of school hours. Such activities include, by example and without limitation, District sponsored field trips, after-school clubs, and sporting activities.

## **DRESS AND GROOMING - PO 5511**

### Students Must Wear

Principle overall dress code allotments. All clothing must be worn to opaquely cover genitals, buttocks, chest and mid-rift, cleavage not being included in the opaque coverage requirements. That being said, students **must** wear:

- A shirt (shirt must have fabric in front, back, and sides of underarms)
- Pants/Jeans/Equivalent (this includes items such as skirts, dresses, leggings, sweatpants, and shorts)
- Shoes

### Students May Wear

In addition to the above described “Must Wear” items, students are allowed to wear the following, in the understanding that the clothing item or accessory is in compliance with above section. Students **may** wear:

- Fitted pants (including skinny jeans, jeggings, opaque leggings, and yoga pants)
- Ripped jeans (permitting that underwear and buttocks are not revealed)
- Athletic Attire

# Section IV

## Students Cannot Wear

In accordance to the “May Wear” section, the following clothing items and accessories are prohibited. Students **may not** wear:

- Violent images or language
- Images or language alluding to drugs, alcohol, or illegal activity
- Vulgar language, profanity, hate speech, fighting words, or pornography
- Languages or images that target individuals or groups of individuals, creating an intimidating or hostile environment
- Swimsuits (excluded when required for class or athletic practices)
- Clothing that reveals waistbands
- Items that cover face or ears (religious observance exempt)
- Items that could be dangerous or used as a weapon
- Headwear/Bandanas (religious observance exempt)

## ***Kohler High School Dress Code Enforcement***

### Enforcement

Within Kohler High School, the dress code will be enforced in a consistent manner, school staff and administration not having the power to change the disciplinary enforcement based off of student, violation to dress code, or personal bias.

- Students may be removed from learning spaces, hallways, or classrooms as a result of the breaking of the “Students Must Wear” or direct wearing of prohibited items from the “Students May Not Wear” section. Students will be **given the option** to:
  - Put on alternative clothing already in possession of the student at school to wear for the remainder of the school day.
  - Put on alternative clothing temporarily provided by school to wear for the remainder of the school day.
  - Call parent to bring alternative clothing to wear for the remainder of the school day.
- Dress code enforcement should not be targeted at students based on body type or size, income, religion, ethnicity, race, sex, gender identification, gender expression, sexual orientation, culture, and self-identification
- Dress code enforcement should not hold stricter to gender nonconforming and transgender students
- Dress code acts of “shaming” are strictly prohibited. Such forbidden acts considered, but not limited to are:
  - kneeling/bending to check fit of clothing;
  - Measuring straps, skirt lengths, pant lengths;
  - Publicizing or “calling out” of student violation of dress code
  - Accusing students of having “distracting” clothing

# Section IV

At Kohler High School, the dress code remains applicable on normal school days, as well as school related events and activities (including but not limited to dances, ceremonies, and dress up days).

In the case that a student feels that they have been subject to discrimination in coordination with the dress code, the Kohler High School principal should be immediately contacted.

## Care of Property

Students are responsible for the care of their own personal property. The school will not be responsible for the loss of personal property. Valuables such as jewelry or irreplaceable items should not be brought to School. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Code of Conduct.

## Lunch Expectations – Cafeteria

Students who eat lunch on campus are expected to eat lunch in the cafeteria unless they have a scheduled, supervised lunch location with a staff member. Eating in the cafeteria includes being seated at a table, engaging in positive and appropriate conversation and conduct, and welcoming students to join your table.

Students who participate in the Kohler Food Service program are to line up on a first-come-first-served basis and wait in line as the meal is served. Only students who have received special recognition or are part of a team or activity which must leave the building at a certain time are permitted to move to the front of the line.

All students are expected to clean up at the end of each lunch and leave tables and the floor surrounding the tables clean and free of debris.

## Dance expectation and selection of music for school-sponsored events

The traditions of high school include school dances. Students are expected to dress appropriately for school dances following the directions of advisors of the club sponsoring the dance.

Student conduct at dances is expected to be respectful and appropriate. Dancing should not be overly physical or sexually suggestive.

# Section IV

Students are permitted to bring a guest from another school to Kohler High School dances and prom. The proper form must be completed and signed by the high school principal and an administrator at the school the guest attends. Kohler administration may call the school of the guest to confirm their approval. Forging of signatures may result in disciplinary action and a student not being able to attend the dance. The purpose of this opportunity is to welcome students from other schools when a Kohler High School student is dating a student from another school. This process is not intended for a Kohler High School student to bring friends from other schools to Kohler dances when the Kohler student already has a date with another Kohler student.

Junior prom is a special, formal dance open to all Kohler juniors and seniors. Kohler juniors and seniors may bring a sophomore to prom as a date with permission of the prom advisor and the high school principal. Sophomores may attend. Only juniors and seniors are permitted to invite a date from another school for the Kohler Junior Prom. Freshmen do not participate in junior prom.

Music at school dances or played at other events or during passing on special occasions should be appropriate for the educational setting. In general if a song requires edits to be played on the radio, it is not appropriate for school-sponsored events. If a song's content or video includes references to alcohol, drugs, gang activity, violence, or disrespect to individuals or groups it is not appropriate for school-sponsored dances. Final selection of songs will be approved by the school principal.

## Homecoming activities and parade

Homecoming is a time of remembrance and celebration. Floats and activities are expected to represent the best of who we are in Kohler Schools. Students are expected to participate in all homecoming events in this spirit.

During the parade, students are not permitted to ride on the floats. Students are not permitted to ride on the cabs of trucks or the roofs of cars which are part of the parade. Parent sponsored and driven vehicles are welcome in the parade but because this is a school-sponsored event, parents are expected to uphold the school safety requirements described here.

In the circumstance of donated vehicles to pull parade floats, only student council members of that class are permitted to ride in the vehicle or in the bed if the vehicle is a pickup truck.

## **USE OF TOBACCO IS PROHIBITED - PO 5512**

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

# Section IV

## **POSSESSION OF PERSONAL COMMUNICATION DEVICES - PCDs**

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

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

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

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

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

### **Personal Electronic Communication Devices Practices**

1. **All** students are PERMITTED to use personal electronic communication devices during the following times:
  - A. Before the 8:00a.m. bell rings. All devices should be powered completely off or placed in vibrate or silent mode and stored out of sight or in a secure location prior to the 8:00 AM bell.
  - B. Under special circumstances under teacher supervision and principal approval. These circumstances include but are not limited to:
    - (a) The student is a member of a volunteer fire company/department, ambulance or rescue squad.
    - (b) The student has a special health circumstance (e.g. an ill family member, or his/her own special health condition).
    - (c) The student is using the PCD for an educational or instructional purpose (e.g. taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision under special circumstances.

# Section IV

2. Only **High School** students are **PERMITTED** to use personal electronic communication devices during the following non-instructional times:
  - A. Passing times specific to the hallways and lunch room and extra curricular activities
  - B. Study hall and in the library, students may surf and watch videos / play games
3. Students are **NOT PERMITTED** to use personal communication devices during the following times: during any instructional period, in any location (e.g. library, hallways, gymnasium) unless given permission by the teacher. Additionally they may not be used in bathrooms, and locker rooms.
4. Devices should be powered completely off or placed in vibrate or silent mode and stored out of sight, or in a secure location, or they may be left at home. Students are responsible for their own personal communication devices. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.
5. Students are prohibited from using PCDs to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent as it is considered an invasion of privacy. Students who violate this provision and/or use a PCD to violate the privacy rights of another person shall have their PCD confiscated and the device may be turned over to law enforcement.
6. PCDs, with cameras or any other recording capabilities, are prohibited at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes.
7. Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. Violation of this provision shall result in disciplinary action and will be reported to local law enforcement and child services as required by law.
8. Students may not use a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Receiving such information is also prohibited.

# Section IV

## **PCD Disciplinary Guidelines:**

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

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

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

- a. **First Offense:** Staff issues a verbal warning and may require students to turn over the device being used during the instructional period, or for middle school students at any time of the school day other than before or after school. The student will pick up their device from the staff person at the end of the hour. If the student refuses to turn over the device, the student will be sent to the office and the incident will be handled as a third offense.
- b. **Second Offense:** Staff confiscates the device. The staff person will attach a note to the device with the student name and the student will pick up their device from the office at the end of the day. The incident will be documented in the student's discipline record and parents will be notified. If the student refuses to turn over the device, he/she will be sent to the office and the incident will be handled as a third offense.
- c. **Third and Subsequent Offenses:** The student's parents will be called to pick up the device. The incident will be documented in the student's discipline record. The student may be prohibited from bringing the device to school.



# Section IV

## KOHLER SCHOOLS CODE OF CONDUCT MATRIX

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

# Section IV

INAPPROPRIATE CONDUCT	DEFINITION	MINIMUM ACTION	MAXIMUM ACTION
Driving Privileges on Campus	<ul style="list-style-type: none"> <li>• Reckless driving</li> <li>• Abusing open campus privilege</li> </ul>	Loss of parking privilege	Suspension Police referral
Drugs/Alcohol	<ul style="list-style-type: none"> <li>• Being under the influence of drugs or alcohol</li> <li>• Possession of drugs or alcohol or related paraphernalia or drug like products</li> <li>• Use of drugs or alcohol</li> <li>• Selling or giving of drugs, alcohol or related paraphernalia</li> <li>• Inappropriate use of prescription drugs</li> <li>• Distribution of prescription drugs to others</li> </ul>	Suspension – minimum of 3 days for bringing and using at school or a school sponsored event  Police referral Restoration	Expulsion
Electronic Devices	<ul style="list-style-type: none"> <li>• Improper possession of electronic devices during school hours</li> <li>• Inappropriate use of electronic devices during school hours</li> </ul>	Confiscation (First time – returned at the end of the hour; Second time – returned at the end of the day; Third time – returned to parent)	Suspension Phone not allowed on campus
Fighting or Assault	<ul style="list-style-type: none"> <li>• Physical confrontation between two or more students</li> <li>• Verbal or physical assault of school staff</li> <li>• Consensual or “play” fighting</li> </ul>	Suspension Police referral	Expulsion
Gang Activity	<ul style="list-style-type: none"> <li>• Disruption and intimidation caused by posturing</li> <li>• Gang symbols written or placed on personal and/or school property</li> <li>• Pretending to be affiliated with a gang or gang activity</li> </ul>	Suspension Restoration	Expulsion

# Section IV

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

# Section IV

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

## 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. In situations which involve weapons, theft of significant value, vandalism of significant value, battery, and inappropriate taking of pictures or video (sexting) a referral to police should be expected.

# Section IV

## **SUSPENSION**

### Duration and Grounds for Suspension

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

- (a) Noncompliance with school or School Board rules;
- (b) Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- (c) Conduct by the student while at school or while under the supervision of a school authority that endangers the property, health or safety of others;
- (d) Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of others at school or under the supervision of a school authority;
- (e) 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.
- (f) 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.

# Section IV

## 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 Extracurricular Participation

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

# Section IV

## 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;
- Engaged in conduct while not at school or while not 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.

# Section IV

## Expulsion Order

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

## Student Records

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

## Discipline of Disabled Students

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

## **SEARCH AND SEIZURE**

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

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

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

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

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



# Section IV

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

## **STUDENT'S RIGHTS OF EXPRESSION**

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

A material cannot be displayed if it:

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

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

## **STUDENT SUGGESTIONS AND COMPLAINTS**

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

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

# Section V

## SECTION V - TRANSPORTATION

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### **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:

Prior 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 parents responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

# Section V

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.

## **SELF-TRANSPORTATION TO SCHOOL**

Driving to school is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from School not officially provided by the school.

When the school provides transportation, students shall not drive to school-sponsored activities unless written permission is granted by their parents and approved by the Principal.

# Section V

## **OPEN CAMPUS**

Kohler High School has an open campus for our lunch hours. Participating in open campus is a privilege. Students who leave campus for lunch are expected to return to campus on time.

If students leave the campus, they are no longer under school supervision and the School District has no legal obligation to provide supervision, once students leave the campus.

Parents should determine whether their children may leave the school campus during lunch. If parents permit their children to leave the campus, parents should also determine whether students may operate or ride in motor vehicles with other students during the lunch period.

If parents wish to have their children remain under continuous supervision during the school day, they should instruct their children to remain on campus.

Open campus is a privilege attended by responsibility. Whether a student can accept this responsibility must be decided by student and parents.

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