



School District  
of Neillville

# Family Handbook

2025-2026 School Year



[neillville.k12.wi.us](http://neillville.k12.wi.us)

#warriorpride



JULY 2025						
S	M	T	W	T	F	S
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(10)

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(10)

SEPTEMBER 2025						
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(21)

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(22)

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(16)

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(17)

JANUARY 2026						
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FEBRUARY 2026						
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(19)

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(19)

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(20)

JUNE 2026						
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(20a)

JULY 2026						
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(10)

Updated: 04/28/25 mk

**INCLEMENT WEATHER DAYS**  
Two (2) days built into calendar. After two (2) days they will be virtual learning days.

#### STUDENT DAYS:

1ST QTR	43
2ND QTR	43
3RD QTR	43
4TH QTR	45
<b>TOTAL</b>	<b>174</b>

## School District of Neillsville 2025-26 SCHOOL CALENDAR

### AUGUST 2025

- 21-22 New Teacher In-Service (7:30am-3:30pm)
- 25 All Staff In-Service (7:30am-3:30pm)
- 26 All Teacher In-Service (7:30am-3:30pm)
- 27 All Teachers (11:00am-7:00pm) and Assistants (TBD) In-Service  
Student Open House  
(1:00pm-4:30pm and 5:00pm-7:00pm)

### SEPTEMBER 2025

- 2 Welcome Back: First Day of School / 1st Quarter Begins
- 4 School Picture Day (8:30am-2:30pm)

### OCTOBER 2025

- 2 School Picture Retake Day (8:00am-1:00pm)
- 9 No School (Grades 4K-5)  
Parent Teacher Conferences Grades 4K-5 (8:00am-3:30pm)  
Parent Teacher Conferences Grades 4K-12 (4:30pm-8:30 pm)
- 10 No School (Grades 4K-12)  
Parent Teacher Conferences Grades 4K-12 (8:00am-11:30 am)
- 31 End of 1st Quarter

### NOVEMBER 2025

- 3 Teacher In-Service (No School for Students)
- 4 2nd Quarter Begins
- 26-28 Holiday Break (No School for Students & Staff)

### DECEMBER 2025

- 24-31 Holiday Break (No School for Students & Staff)

### JANUARY 2026

- 1-2 Holiday Break (No School for Students & Staff)
- 5 School Resumes
- 16 End of 2nd Quarter / End of 1st Semester
- 19 Teacher In-Service (No School for Students)
- 20 3rd Quarter Begins/ 2nd Semester Begins
- 26 Academic and Career Planning (ACP) Night/Parent Teacher Conferences 9-12 (4:30pm-8:00pm)

### FEBRUARY 2026

- 26 Parent Teacher Conferences Grades 4K-12 (4:30pm-8:30pm)
- 27 No School (Grades 4K-12)  
Parent Teacher Conferences Grades 4K-8 (8:00am-11:30am)

### MARCH 2026

- 10 American College Testing (ACT)
- 20 End of 3rd Quarter
- 23 Teacher In-Service (No School for Students)
- 24 4th Quarter Begins

### APRIL 2026

- 2-6 Holiday Break (No School for Students & Staff)
- 21 PreACT Secure Testing
- 29 4K Registration Due for 2026-27 School Year

### MAY 2026

- 13 HS Scholarship Awards Presentation (Starts at 2pm)
- 23 Class of 2026 Graduation Ceremony (Starts at 2pm)
- 25 Memorial Day (No School for Students & Staff)
- 26 8th Grade Graduation Ceremony (Starts at 7pm)
- 29 Last Day of School for Students - Have a great summer!  
4th Quarter & 2nd Semester Ends / Teacher Records Day
- 30 Teacher In-Service (No School for Students)

### JUNE 2026

- 1-26 Summer School

Calendar subject to change to meet State requirements.

Board Approved: 02/24/25

## **School District of Neillsville**

### **Administration**

Mr. Corey Peterson – District Administrator  
Mrs. Jennifer Aspenson – High School Principal (Grades 9-12)  
Mr. Jesse Bernhagen – Middle School Principal (Grades 6-8)  
Mrs. Marcy Kunze – Elementary School Principal (Grades 4K-5)

### **Board of Education**

Mr. Paul Opelt – Treasurer  
Mrs. Deanna Heiman – Clerk  
Mr. Herman Seebandt – Member  
Mr. Dewey Poeschel – Vice President  
Mrs. Sue Voigt – President

## **Contact Information**

### **Board Office**

Phone - 715-743-3323 • Fax - 715-743-8718  
614 E. Fifth Street, Neillsville, WI  
Mrs. Michelle Kranz – Business Manager  
Mrs. Morgan Spencer – Administrative Assistant  
Mrs. Jessica Fitzl – Payroll/Human Resources

### **High School Office**

Phone - 715-743-3323 • Fax - 715-743-8714  
401 Center Street, Neillsville, WI  
Ms. Delilah Seelow – Administrative Secretary  
Mrs. Jessica Fitzl – Support Secretary

### **Middle/Elementary School Office**

Phone - 715-743-3323 • Fax - 715-743-8715  
504 E. Fifth Street, Neillsville, WI  
Ms. Jazmine Glassbrenner – Administrative Secretary  
Mrs. Amanda Kowalczyk – Support Secretary

### **Staff Directory**

A complete [Staff Directory](#) is located on the District website.

## **Information and Notifications**

### **Website**

Find a wealth of resources on the [District Website](#).

### **Smartphone App**

Access information and receive notifications from the District app. Just search for “School District of Neillsville” on Google Play Store (Android) or App Store (Apple) and download.

### **Social Media**

Read news and announcements posted on [Facebook](#) and [Instagram](#).

## **School Song**

Neillsville High School,  
Our Neillsville High School  
Has the best team we ever knew  
We are loyal  
To colors royal,  
Neillsville High School  
We cheer for you.  
U! Rah!  
Neillsville High School,  
Our Neillsville High School  
We'll keep fighting  
To win our game  
Hold your head high,  
Let's see our colors fly  
We want a victory  
For Neillsville High.

## **School Creed**

I believe that I should at all times endeavor to show my loyalty and respect for Neillsville High School wherever I may be:

That I should faithfully and conscientiously do my best from day to day;

That I should never shirk extra tasks, but cheerfully and willingly give my best to my school at all times;

That I should walk in the way of honor, guarding the purity of my thoughts and deeds in order not to lower the standards of my school;

That I should believe that my given word is binding and that I should be honorable, courteous, and generous toward all;

That I should support all school enterprises and activities; and where possible take an active part in them;

That I should cherish the traditions of my school, protect its interests, and do all in my power to promise its welfare.

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## Introduction

Welcome to the School District of Neillsville. We recognize that every student is unique and should experience a pre-kindergarten through high school graduation journey that is relevant, exciting, and supports their individual needs. Our school system's mission is to focus on preparing students to be strong communicators, collaborators, critical thinkers, and productive citizens.

The purpose of this handbook is to provide you with information about rules, policies, and academic requirements. Please review this information so that expectations are clear, and we can ensure a safe, healthy, and productive learning environment for all students. These policies and procedures may be adjusted or modified due to changes in law. [🏠](#)

## Expectations

In order for our students to have the best opportunity for individual success, we need all of our students and staff to be part of a unified team! In order for our students to be ready to tackle life outside of our buildings, we believe these real-world expectations must be met by all students and staff alike. [🏠](#)

**Be respectful!**

**Be responsible!**

**Be safe!**

## When You Have a Question

In general, one should always try to call the person most likely to have the information you are seeking. The District encourages decisions to be made at the point closest to the operation. Board members do not make day-to-day decisions on the operation of the school, nor does the district administrator. The board determines policies by which decisions are to be made, and the district administrator handles the financial management of the District and helps organize the work of others so that the board's policies are carried out. The day-to-day operation is mainly in the hands of building principals and the teachers who teach in those buildings.

**Classroom Questions:** Call the teacher. Call the office to find out when that specific teacher is free or leave a message for the teacher to return your call.

**Program or Discipline Questions:** High School - call Principal Jennifer Aspenson; Middle School – call Principal Jesse Bernhagen; Elementary School - call Principal Marcy Kunze.

**Athletic Questions:** Call Athletic Director Duane King.

**Bus Routes or Transportation Concerns or Questions:** Call Transportation Director Adam Krause- 743-8734. Individual student problems could be discussed with the bus driver.

**School District Policies:** Call District Administrator Corey Peterson.

In general, take your concerns to the source. If the results are unsatisfactory, then call the principal, district administrator, and board of education in that order. We hope these general guidelines will increase communication between the school and families. Please call 743-3323 to reach all employees during school hours.



## Accidents and Insurance

The school does have supplemental insurance for all school related accidents which occur while in school. All accidents are to be reported to the building principal as soon as possible after the accident occurs. This insurance

is just a supplemental type of insurance, which implies that your family insurance carrier must pick up most bills. The school will submit the form to the parents/guardian for completion. [🏠](#)

### **Animals in School**

Animals are not allowed in school without the approval of the building principal and in accordance with board of education policy. The procedure to bring in animals begins with a school staff member filling out the necessary paperwork for administrative review prior to any animals being brought into the building. Please contact the appropriate building principal for more information regarding animals in school. [🏠](#)

### **Announcements**

Announcements will be prepared electronically by the office and shared in 1<sup>st</sup> hour with students by their teacher. The public address system and/or student and staff school Google email accounts will be used as needed to notify students and staff of any updates and changes. Please contact the office by 2:30 p.m. with announcements or changes that students need to receive prior to dismissal at the end of the day. Parents should keep messages and calls to their child while in school to a minimum. Paging students to come to the office is disruptive to the educational environment. [🏠](#)

### **Appointments and Errands**

HS/MS - Students are not to leave the building during the hours school is in session for any reason (except emergency) without a checkout pass from the office. Appointments for dental and medical attention should be made for other than school time. However, if you must leave school, get these passes before regular classes start in the morning, or at noon, from the high school office. If a student is absent for any type of medical appointment, documentation of the appointment must be submitted to the office to excuse absence; the documentation must be provided on the service provider's appointment card, stationary, or letterhead to be excused. **Please note:** this verification is necessary for compulsory attendance monitoring; the school need not know what the student was seen for only that they were seen at a specific date and time by a medical provider.

The pass is to be signed first by the office during the period you are leaving and then taken with you and signed by the person you went to see. Upon returning to school, you are to return the pass to the office and pick up either an admit slip or tardy slip before returning to class.

Students will not be excused to run errands off the school grounds. Staff and students will need to plan appropriately so that they have the necessary materials for any school-related projects and courses. [🏠](#)

### **Athletic Program and Code**

HS/MS - Any student who chooses to participate in athletic competition (WIAA or non-WIAA) is subject to the athletic training code. Every student athlete will receive the Athletic Handbook and the Athletic Training Policies at the start of every sports season. These documents are also posted on the District website. Parents and student athletes are responsible for reviewing, understanding, and asking questions regarding the policies. Questions regarding athletics should be directed to the head coach and athletic director. [🏠](#)

#### **Sports for High School Students**

Neillsville High School belongs to the Cloverbelt Conference in football, basketball, wrestling, volleyball, cross country, track and field, golf, baseball, and softball and competes with other conference teams, and teams from other schools, in these sports as scheduled. We urge all students to participate in any of these sports. Please contact the coaches, athletic director, or principal regarding any questions.

#### **Sports for Middle School Students**

A sports program is offered as a co-curricular activity for middle school students in the seventh and eighth grades. Sixth grade students may participate in all of the sports programs listed below except the following: Football, Volleyball, and Hockey.

**Boys**

Football - Fall  
Cross Country - Fall  
Basketball – Winter  
Hockey- Winter  
Wrestling - Winter  
Golf - Spring  
Track - Spring

**Girls**

Volleyball - Fall  
Cross Country - Fall  
Basketball - Winter  
Hockey- Winter  
Wrestling - Winter  
Softball - Spring  
Track – Spring [🏠](#)

**Attendance Policy**

**Philosophy**

In accordance with state law, all children between the ages of 6 and 18 must attend school full time until the end of the term, quarter, or semester in which they become 18 years of age unless they have a legal excuse. The responsibility for regular school attendance of a child rests upon the child’s parents or guardian. No absence shall be recorded when a child is physically away from school because they are participating in school-sponsored, teacher-chaperoned field trips, athletic events, workshops, contests, etc.

Regular attendance and promptness are essential to good performance on any job. Absence from school is the greatest single cause of poor achievement and disenchantment with school and one's own education. If a student is not in regular attendance, their lags, they loses interest and tends to fall behind and increases the possibility of disillusionment in the educational process. The home and school should regard it as a prime responsibility to assist young people in developing good habits of attendance for not only school success, but lifelong success in their future opportunities as well. Calls will be made to home as early as possible in the school day to let parents know that students are not in school; your call to the office makes that job easier. [🏠](#)

**School Attendance Officers**

The principals, or their designees, shall serve as the attendance officers for the School District of Neillsville. The attendance officers shall deal with all matters relating to school attendance and truancy. [🏠](#)

**Definitions**

**Absence**

Absence is defined as missing part of or all of one or more days; excused or unexcused. Tardiness to school, according to state law, is regarded as an absence (§ 118.16(b)).

Parents can excuse a student’s absence up to 10 times during any school year. After a student misses part or all of ten days during any school year with excused or unexcused absences, no absence will be excused unless the absence has been pre-approved by the building principal or their designee, or the absence is excused by a medical professional or officer of the court. Five unexcused absences during any school year shall cause a student to be considered habitually truant. The district has a structured attendance process to support students and families. After a student has been absent for **5 days**, a notice is sent home. If absences continue up to 7 days, the student meets with the school counselor to discuss potential remediation. A second notice is sent home after **10 absences**, and the student meets with the principal to talk about how they can be assisted. By **15 days** of absence, a third notice is issued to schedule a meeting with the parents, student, principal, and school counselor to create a formal attendance plan or contract. Finally, after **20 or more days** of absence, the school may refer the student for a truancy citation or to the county for additional services.

If the student is absent for a good reason, they are required to bring a written statement from their parents or guardian giving the exact dates of absence. If a student returns to school or first comes to school any time after 8:00 a.m., they must report to the office with a parent note before entry is permitted. Students need a pass from the office to re-enter class for any reason of absence. Students not bringing a note will call home from the office, so that the parent and the student are reminded that a note is required. If a student is absent for any type of medical appointment, documentation of the appointment must be submitted to the office to excuse the absence; the documentation must be provided on the service provider's appointment card, stationary, or letterhead to be excused. **Please note** this verification is necessary for compulsory attendance monitoring; the school needs not know what the student was seen for only that they were seen at a specific date and time by a medical provider.

#### **Excused Absence - (10 per year)**

All excused absences require parent/guardian/legal custodian written verification which is to be submitted to the principal or attendance officer in advance or prior to re-admittance to school. The district administrator, principal, or attendance officer is empowered to approve a valid or acceptable cause to any student for the following reasons:

1. Evidence that the child is not in proper physical or mental condition to attend school or an educational program. The District may request the parent or guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the child. Such an excuse shall be made in writing, shall state the period of time for which it is valid and shall not exceed 30 days.
2. An illness in the immediate family which requires the absence of the student because of family responsibilities.
3. Medical, dental, chiropractic, optometric, or other valid professional appointments. Parents or guardians are requested to make their appointments during non-school hours or study halls and to provide documentation verifying the appointment.
4. A death in the immediate family or funerals for close relatives or friends.
5. Religious holidays or attendance at special family celebrations.
6. Family trips that can be taken only during the normal school term. The intent of this statement is to provide an opportunity for students to accompany their parent(s) or guardian on a vacation which cannot be scheduled during non-school time. A parent or guardian shall notify the principal or attendance officer several days prior to leaving on vacation of the pending absence for the purpose of reviewing the student's attendance record and overall performance record. Student vacations or trips without parent or guardian accompaniment are not excused absences.
7. A court appearance or other legal procedure which requires the attendance of the student.
8. A quarantine as imposed by a public health officer.
9. Attendance at special events of educational value as approved in advance by the principal or attendance officer.
10. Approved school activities during class time.
11. Special circumstances that show good cause and are approved in advance by the principal.

#### **Unexcused Absences and Truancy - (5 per year)**

"Truancy" means any absence of part or all of one or more days from school during which the school attendance officer or principal has not been notified on the valid or acceptable cause of such absence by the parent or guardian of the absent student, and also means intermittent attendance carried on for the purpose of defeating the intent of the state attendance statutes (§118.15). "Habitual Truant" means a student who is absent from school without an acceptable excuse, based on the District attendance policies, for part or all of 5 or more days on which school is held during a school year.

Students who are absent from school who do not have excuses acceptable to the principal or the attendance officer may be given an unexcused absence. Any detention time taken out of school, requested by the parent, shall be considered an unexcused absence. When a student receives an unexcused absence, it will count towards the

## School District of Neillsville Truancy Plan.

If a student becomes a habitual truant, (see definition), the attendance officer shall notify the parent or guardian of the child when the child initially becomes a habitual truant, the notice shall include the following:

1. Statement of the parent's responsibility under the law to cause the child to attend school regularly.
2. A statement that the parent, guardian, or child may request program or curriculum modifications for the child and that the child may be eligible for any at-risk program.
3. A request that the parent or guardian meet with appropriate school personnel to discuss the child's truancy.
4. A statement of the penalties under law that may be imposed on the parent or guardian if they fail to cause the child to attend school regularly.
5. Citations may be issued to a student that becomes a habitual truant if over age 13. A student under the age of 14 that becomes a habitual truant may be referred to Clark County Department of Social Services. [🔗](#)

### Tardiness

Students are expected to be in class by 8:00 a.m. Should they be tardy after 8:00 a.m. for any reason, the student must stop in the office to be admitted to school. Tardiness will be treated as listed under excused absences. Any tardy other than excused, the tardiness will be applied to the tardy system. The student must be in the assigned classroom when the bell tone finishes sounding to avoid being tardy.

Excused - Before School Hours - A note signed by the parents must accompany the student to the office - including the date, time they left home, and reason for tardiness.

Excused - Between Classes – HS/MS - A note from the teacher who detained the student must be presented to the next period instructor.

Unexcused - Work missed will be credited and allowed to be made up. **HS/MS** - This make-up work will be due on the following class period. **ES** - This make-up work will be due on the following school day. [🔗](#)

### Penalty and Administrative Procedures

Any violation of the provisions will be referred to the necessary authorities.

- a) **HS/MS** - Detention may be assigned to students neglecting to bring excuse notes for tardies and/or absences.
- b) All work missed when a student is absent should be made up as soon as possible when they return to school. Being absent one day does not excuse you from the assignment on the day you return. See "Make-Up Work".
- c) Parents will be notified when:
  1. A student misses part or all of five or more days during any school year with excused absences.
  2. A student misses part or all of 10 or more days during any school year with excused absences.
  3. A student misses any part or all of 15 days or misses five or more days, unexcused, during any year.
- d) **HS/MS** - The first and second tardy of a quarter will be warnings. Any further tardiness will result in detention time. [🔗](#)

### Work Missed During Absences

All students who have been absent will be given the opportunity to make up work missed in accordance with the following guidelines:

1. It is the student's responsibility to contact teachers to make arrangements for making up work missed during an absence from school. Students who miss class will be given an opportunity, whenever possible, to make up any work missed when they return to school.
2. Examinations or assessments missed during an absence will be taken at a time mutually agreed upon by the student and the teacher (in accordance with the District's make-up policy). [🔗](#)



### Work Prior to a Planned Absence

Students who know they will be absent in advance for school-related activities, family trips, deer hunting, etc., shall BEFORE THEY LEAVE ON PLANNED ABSENCE:

- A. Meet with each of their teachers to find out what the required work will be for the period of time they will be absent.
- B. Complete this work.
- C. Have each of their teachers verify that all of this work is completed. [🏠](#)

### Make-Up Work

The District will not deny students credit in courses solely because of a student's absences. Upon being absent from school for one day, students shall meet with the teachers of all classes missed either before or after school on the day that they return to receive make-up assignments. The assignments will be due the following day. If a student misses two or more days, they should contact all of their teachers when they return to school and all make-up work will be due on the third day that the student is back in school. Parents are responsible for obtaining assignments for their students for absences beyond one day.

If you are absent the *day before* a pre-announced test, assignment and/or project, you will be required to make up the work on the *first day* that you return to school. The exception to this rule will be: if you have been absent from a class two or more days, and you return to school the day before or on the same day that a test is scheduled, you will be required to make up that test two days later.

When a student has a number of excused absences that cause their make-up time to extend over the end of a marking period, or those absences interfere with the taking of a marking period termination exam, the teacher will consider the issuance of an "I" for that marking period.

If the student is in regular attendance and does not choose to do daily assignments or completes those assignments in an unacceptable manner and/or does not pass a period termination exam, the teacher can issue an "F" for the marking period. [🏠](#)

### Behavioral Referrals and Loss of Privileges

Behavioral referrals will be cumulative for each quarter. Student attendance at after-hours or non-academic events is a privilege. Those students who show they are unable to behave appropriately when in school will not be allowed to attend such functions outside of the normal school day. These functions include, but are not limited to, athletic eligibility, after-school events, games, matches, non-academic field trips, dances, and school parties.

Students who receive three (3) or more behavioral referrals in any quarter will be subject to loss of privileges for the remainder of that quarter. Student attendance at academic events may be limited as well, but those instances are rare and would involve cooperation with the classroom teacher in providing supplementary material for a student "staying back" from the activity; these instances must be approved by the principal.

#### Referral Process

1. The teacher makes a written referral to the principal. The student will be informed of the referral. The seriousness of the situation will determine the way the problem is handled. Administration reserves the right to make rules and/or changes as they deem necessary.
2. The principal assigns a consequence. The teacher making the referral will be informed of the consequence, as well as the parents.
3. When needed, the student's classroom teachers and the principal will have a formal conference.
4. When needed, a formal conference will be scheduled with parents, the teacher making the referral, and the principal. Other appropriate staff may be included.

5. The guidelines for loss of privileges are described in the paragraphs above. [🔗](#)

### **Books and School Supplies**

All curriculum materials and books are furnished by the board of education. Most school supplies will be furnished by the District, however each family is responsible for obtaining materials on the supply list before the school year begins. Additional supplies may be needed throughout the year. [🔗](#)

### **Care of School Property**

Students need to take pride in their school and try to keep up the buildings and grounds so that they will have no reason to be anything but proud of it. They must not mark on the walls or drop paper on the floors. They must not mark the chairs or tables or misuse their books or locker. They must strive to be good citizens. Students should be courteous, helpful, and respectful at all times.

The taxpayers of this community have provided excellent equipment for student benefit. Any damage done to the building and equipment will be charged to the students' parents.

Textbooks will be provided to students. Students must keep them free of writing, marks, and blemishes. Misuse or damage will be charged to the students' parents. [🔗](#)

### **Cheating and Academic Integrity**

The purpose of this academic integrity policy is to establish clear rules and expectations regarding academic honesty for all students. Academic integrity is a core value of our District and cheating, plagiarism, and other forms of academic dishonesty will not be tolerated. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

- ✓ Copying another student's work or allowing others to copy from one's own work
- ✓ Working with others on projects that are meant to be done individually
- ✓ Using any other method, like artificial intelligence tools or unauthorized materials, to get/give test or quiz answers or create projects/write papers.
- ✓ Copying information from a source without proper attribution
- ✓ Plagiarizing papers from other students, publications, or the internet

The academic integrity policy is an essential aspect of the educational process and is intended to promote a culture of honesty and ethical behavior among students. It is the responsibility of all students to adhere to the policy and maintain academic integrity. Violators of this policy will be disciplined. Disciplinary measures include, but are not limited to, redoing assignments/retaking tests, receiving a failing grade on the project/test, receiving a lower overall grade in the class, detention, suspension, expulsion, ineligibility for honor societies and/or academic honors at graduation. [🔗](#)

### **Citizenship**

#### **Good Citizenship**

All students are expected to be citizens of good standing in the school, on the school grounds, and on trips, which are an extension of the school. (This includes summer activities, which are an extension of the school.) Any student who is involved in violations of the law, destruction of property, etc. will be brought before the principal and if found responsible, will be referred to the proper authorities.

#### **First Offense**

Parents and law enforcement will be contacted immediately. The student may be suspended for 1 to 5 days. The student will not be allowed to attend any extracurricular athletics or organizational activities for a period of 90 school days. Extracurricular athletic and organizational eligibility will be handled as stated in their approved

codes/rules. The building principal may reduce the 90 days to 20 school calendar days if the student becomes involved in 8 hours of an in-school community service program. (The 8 hours must be served within the first 20-day period.)

**Second Offense**

Parents and law enforcement will be contacted immediately. The student may be suspended for 1 to 5 days. The student will not be allowed to attend any extracurricular athletics or organizational activities for a period of 180 school days. Extracurricular athletics and organizational eligibility will be handled as stated in their approved codes/rules. The building principal may reduce the 180 days to 40 school calendar days if the student becomes involved in 12 hours of an in-school community service program. (The 12 hours must be served within the first 40-day period.)

**Third Offense**

Parents and law enforcement will be contacted immediately. The student may be suspended for 1 to 5 days. The student will not be allowed to attend any extracurricular athletic or organizational activities for a period of 1 year school calendar days. Extracurricular athletic and organizational eligibility will be handled as stated in their approved codes/rules. All offenses committed in middle school are cumulative for the student’s middle school career. All offenses committed in high school are cumulative for the student’s high school career. The principal may exclude students from any or all school activities. [🏠](#)

**Class Rules (General)**

Students are:

- 1. To come prepared for class including necessary books, notebooks, paper, and writing instruments.
- 2. To remain in the room until dismissed by the teacher.
- 3. To remain attentive during the total class period and to respond when requested.
- 4. To treat all staff, substitute teachers, and fellow students with respect and cooperation. [🏠](#)

**Clubs and Organizations**

**Elementary School**

The School District of Neillsville shall recognize the following as an elementary school club:

- Student Council – Available to 4<sup>th</sup> and 5<sup>th</sup> grade. These students work with the elementary guidance counselor and are responsible for encouraging participation in community service and school spirit activities. They promote students to show respect for self, others and property.

**Middle School**

Middle school organizations will participate in projects and contests approved yearly by administration. The School District of Neillsville shall recognize the following as middle school activities:

- |                                  |                          |
|----------------------------------|--------------------------|
| ● FFA                            | ● Band = Solo & Ensemble |
| ● Chorus = Solo & Ensemble       | ● Warrior Chess Club     |
| ● Student Council                | ● MS Connections Club    |
| ● Science Club <a href="#">🏠</a> |                          |

**High School**

Neillsville High School has many organizations and extracurricular activities which are educational, beneficial, and enjoyable. Students are encouraged to participate in many of these activities and organizations, as long as they do not detract from regular schoolwork. Participation in these activities will do a great deal to improve students’ personalities and add much to what students get out of high school.

- 1. FFA - A national organization of students under 21 years of age who are enrolled in an agriculture course.

2. High Quiz Bowl - Students compete against other schools answering academic trivia questions. All competitions are held at our school.
3. Forensics - Students participate in speaking competitions choosing from a variety of categories. The categories range from storytelling, speeches, or reading poems or other literature.
4. Spanish Club - Membership is open to high school students currently enrolled in Spanish classes or who have completed Spanish I and II.
5. Spanish Honor Society - A national organization. Students are invited to join after they have received A's for three consecutive semesters after Spanish I and meet the requirements for service, leadership and character.
6. National Honor Society - Membership in the National Honor Society (NHS) chapter is an honor bestowed upon a student. A faculty council, chosen by the high school principal, selects members based upon outstanding scholarship, leadership, character, and service. To be eligible for membership the candidate must be a sophomore, junior, or senior who has attained at least a cumulative grade point average of 3.5 for three consecutive semesters in high school.

Students who are eligible to be candidates for membership in the NHS will be informed by the advisor. Those students electing to pursue the selection process will be provided with information and be carefully reviewed by a five-member faculty council. The council will make all decisions concerning membership. The completion and return of the information and recommendation forms does not guarantee selection for membership. If admitted, students must maintain their 3.5 GPA and volunteer four hours each semester. These criteria are required by the National Council of the National Honor Society.

7. Student Council - A student-driven organization that does many things around the school including planning homecoming, blood drives, community service, and any other ideas to make our school a better place.
8. BLAST (Being Leaders and Standing Tall) - Open to students who make positive decisions about avoiding alcohol, drug abuse, and other activities including, but not limited to bullying, healthy choices in relationships, positive influences, and maintaining good grades.
9. One Act Play - 3, 2, 1 - Action! - A fun way for students to give acting a try in a short production; many roles exist and talents of all kinds are welcome!
10. Show Choir - An auditioned group of singers and dancers who perform for local events and concerts. Members are eligible to attend the trip to Florida.
11. Chorus - Two classes can be taken in high school: mixed choir and concert choir. The choirs perform concerts, the National Anthem at games, and other community events. Every other year, the concert choir and show choir take a trip to Florida. Many extracurricular activities are available, such as solo and ensembles and honors choir.
12. Band - A performance class in which students are given the opportunity to perform with musical instruments at scheduled concerts, athletic events, and parades.
13. Musical - This will occur approximately every other year. Anyone is eligible to audition for a part or help with lights, sound, set construction, etc. Pit band members may be needed as well. Community members or middle school students may be included, depending on parts available.
14. VICA/Skills USA (Vocational Industrial Clubs of America) - SkillsUSA is a partnership of students, teachers, and industry working together to ensure America has a skilled workforce. We help each student excel. A non-profit national education association, SkillsUSA serves middle school, high school, and college/post-secondary students preparing for careers in trade, technical, and skilled service occupations (including health).
15. FCCLA (Family, Career, and Community Leaders of America) - A national organization offering members an opportunity to expand their leadership potential and develop skills for life focusing on family, careers, and community.
16. STEM Club (Science, Technology, Engineering, and Math) - Students interested in science, engineering, technology, and math. The club participates in a Rube Goldberg Competition. The club holds a science

movie night. Students visit the Science Museum in Minnesota and members can attend a health conference in Marshfield each spring.

17. TLC (Teen Leadership Council) - Teen Leadership Council is a group of 8 selected juniors who mentor 8th graders once per month throughout the school year during their 8th grade rotation hour. Students apply to be part of this group at the end of their sophomore year.
18. Creative Writing Club - This club provides students the opportunity to gather with peers to explore, discuss, read, and produce writing. Members participate in writing activities and exercises, offer tips and information about the writing process, and share about the writing process. Work is shared on a voluntary basis for constructive feedback.
19. Fine Arts Club - The club for the joy and diversity of the arts.
20. HS Connections Club - This club is for all high school students. It encourages intentional acts of kindness and compassion to build relationships and a positive school climate.
21. Big Buddy - This club is an opportunity for high school students to be positive mentors for elementary students. A big buddy meets with their little buddy once per week to play games, color, read books, or just chat.
22. Warrior Chess Club- This club is focused on enjoying chess and learning in a positive environment. We highly encourage students to attend at least 2 competitions although students are not required to participate.

### **Organization and Club Rules**

Each organization or club will have rules as established by their advisor and group and must be approved by the principal. The rules may vary as many of the groups are committed to specific national and state guidelines, as well as locally determined guidelines. A copy of each group's rules will be turned into the principal at the beginning of each year and requests for changes must be made at that time.

All student members of clubs and organizations are reminded that their continued participation in events is related to the provisions of the [Drug and Alcohol Abuse Policy](#) as listed in the handbook. In addition, there is a good [Citizenship](#) requirement for all members of clubs and organizations. It should be noted that students may be involved in practices, but not in activities. All other school activities are exempt during the period as stated. These rules are in effect during the school year and for activities which are extensions of the school and occur during the summer months.

There will exist an Organizational and Club Committee of Eligibility Review. (Appeal Committee). [🏠](#)

### **Code of Conduct**

1. The district administrator or any principal may suspend a student for five days or less for noncompliance with any school rules for conduct, while at school or while under the supervision of a school authority, which endangers property, health, or safety of others.

2. **General Rules**

Student conduct shall allow efficient operation of the school, safeguard the property, health and safety of others, and not duly distract from maximum learning opportunities for all students. Students whose conduct is inconsistent with these standards or who violate the rules of this handbook are subject to disciplinary action.

3. **Suspension and Expulsion**

Short term suspension (five days or less) may be imposed, in accordance with the procedural provisions of this handbook, by the school administration or the discipline officer for noncompliance with school rule(s) or for conduct while at school or while under the supervision of a school authority which endangers the property, health or safety of others. The board of education, in accordance with procedural provisions of this handbook, may suspend a student for 6 or more days or expel them whenever it finds them responsible of repeated refusal or neglect to obey school rule(s), or conduct while at school or while under the supervision of a school authority which endangers the property, health, or safety of others, and is satisfied that the interest of the school



demands their expulsion.

#### 4. **Specific Rules of Conduct**

The following is a statement of specific rules of conduct which are in addition to all other rules of conduct stated in this handbook. Under each rule is a listing of disciplinary action which can be taken by the school administration if expulsion is not warranted.

5. Parents will be notified about all disciplinary actions and parent conferences will be requested if necessary.
6. The principal shall review with the parents the actions of any student receiving a behavioral referral.
7. The principal has the authority to decide on the type and amount of disciplinary action to be given to a student depending upon the severity of the offense. This may include any or all of the disciplinary actions. The administration reserves the right to make rules and/or changes as they deem necessary.
8. Teachers may remove students from the classroom where noted under "Possible Disciplinary Action".

#### **POSSIBLE DISCIPLINARY ACTION FOR ANY OF THE ITEMS IDENTIFIED BELOW (A-BB) COULD INCLUDE:**

*parental contact	*verbal warning	*student removal from class
*loss of privilege	*detention	*suspension
*expulsion	*financial restitution	*police referral
*Social Services referral	<a href="#">🏠</a>	

#### **A. Alcohol and Drugs**

A student shall not possess, sell, transmit, or be under the influence of any mind-altering chemical of any kind

1. on school grounds before, during or after school hours;
2. on school grounds at any other time when the school is being used by any school group;
3. off school grounds at a school activity, function, or event;
4. in school vehicles;
5. off school grounds while the student is in attendance at school or any school function or is otherwise subject to the jurisdiction of school authorities. Use of drugs authorized by a medical prescription from a registered physician shall not be a violation of this rule.
6. students shall not dispense over the counter drugs.
7. possession or use of any container which contains alcohol. (Alcohol under this section is intended to include beer, malt liquor, wine, intoxicating liquors, nonalcoholic beer, and other similar products.)
8. the buying, selling, distribution, or possession of any drug, drug paraphernalia, or look alike will be treated under this section. See also Policy 5530.
9. Refusal to take a breathalyzer test or a drug test will be considered admission of guilt. [🏠](#)

#### **B. Antisocial Behavior**

No student shall engage in abusive behavior, invade another's privacy, and/or use vulgar language which in the factual context involved is disruptive, disrespectful, insubordinate, destructive or dangerous to the welfare of the school and the people involved in its daily operation and activities. No student shall use inappropriate language and possess or pass any inappropriate materials. [🏠](#)

#### **C. Bus Problems**

See [Bus Transportation and Rider Expectations](#). [🏠](#)

#### **D. Closed Campus Regulations**

Campus is closed for all students except for: 1) High school students who are eligible for open campus; 2) Students who have an approved reason for missing school during the regular school day. All students shall remain in the building from the time they arrive by car, walking, or bus and remain until afternoon dismissal. Students who have reported to school are not to leave the building before regular dismissal without permission from the office. Students are to stay in the building they are assigned. They may move at a reasonable pace to

other areas of the building if they have classes assigned there. If a student needs to go to another part of the building, they need permission from the principal or staff member.

If a student must leave the building before regular dismissal, they should:

1. Bring a written statement from a parent/guardian to the office in the morning before 8:15 stating the reason for leaving early;
2. Secure from the office a student pass authorizing early release from class;
3. Present the pass to the teacher when leaving and have the teacher sign it;
4. All exits and entries from and to the building are to be through the doors adjacent to the office;
5. Parents may call the office if an excuse is not written at home;
6. Upon returning to school, you are to report to the office;
7. Students who are not eligible for open campus during the lunch period must bring lunch, eat hot lunch, or just remain in the building during their scheduled lunch time;
8. Students once on the grounds, whether bus riders, drive-ons, or walk-ons, must stay on the grounds. They are not to leave without permission. [🏠](#)

### **E. Class Cutting/Skipping**

Attendance at school is required by state law and School District of Neillsville policy, except for illness or excused absences. [🏠](#)

### **F. Corridor Conduct**

Students should pass between classes in an orderly manner. Students should be in a study or work area and out of the corridor before the end of the passing time. No loitering in the halls or restrooms is permissible including during the lunch hours as we do have classes going on during those times. No students shall be in the halls or otherwise outside of a study or work area without a pass while classes are in session. There shall be no running, pushing, scuffling, shouting, obscene language, littering, or any other disorderliness in the halls or lobby. [🏠](#)

### **G. Disruption**

No student shall:

1. occupy any portion of the school premise with an intent to deprive others of its use, or where the effect thereof is to deprive others of its use;
2. block the entrance or exit of any school building or property or corridor room so as to deprive others of access;
3. set fire to or otherwise damage any school building or property;
4. prevent or attempt to prevent the convening or continued function of any school class, activity or lawful meeting or assembly on the school grounds;
5. prevent students from attending a class or activity;
6. except under the direction of the principal or his designee, block normal pedestrian or vehicular traffic on the grounds or adjacent grounds;
7. continuously and intentionally make noise or act in any manner so as to interfere seriously with a teacher's or monitor's ability to conduct their class or study area;
8. urge, encourage or counsel other students to violate any of the preceding portions of this rule;
9. accuse or encourage any other severe disruptions not listed above. [🏠](#)

### **H. Displays of Affection**

Displays of affection are not acceptable. Remember that there is a time and a place for everything. Please use discretion. [🏠](#)

## I. Dress and Appearance

The objective of the School District of Neillsville dress code is to provide a safe learning environment. General habits of cleanliness and proper dress are of major importance in establishing patterns of school and social behavior. Therefore, responsibility for making student dress decisions will generally rest with the students themselves and their families, except when their choices cause a health or safety concern or interfere with the educational program or school operations.

Accordingly, students are prohibited from wearing attire that: causes, or is likely to cause, a substantial disruption of or material interference with school activities; interferes with the District's educational mission or related policies; or endangers the health or safety of the student or others.

1. No student shall be permitted to wear any clothing, head coverings or jewelry that contains pictures and/or writing referring or making inferences to alcoholic beverages, tobacco products, sexual references, profanity, promotion of gambling, illegal drugs, and/or gangs. Clothing items that cause intimidation or disrupt the learning of others are prohibited. Students will not wear clothing that defames, insults, threatens, harasses, or injures any racial or cultural groups or individuals.
2. Students will wear clothing that covers their chests, backs, abdomen/stomach in full, buttocks, and all undergarments.
3. Coats and hoods should be removed when entering the building.
4. Special requirements may be necessary to assure safety in certain areas such as physical education, art, band, science labs, kitchens, and technology education work areas (i.e., safety glasses, aprons, hair nets, etc.).
5. **ES** - Backpacks are not allowed to be carried in the building during the regular school day except for students going to or from physical education. Any exceptions must be approved by the principal.
6. The principal or teacher may restrict the wearing of head coverings (forward wearing\_hats) when it interferes with the instruction and behavior of the students. Ears need to be showing.

Students who violate the rules for school attire shall be asked to change or be lent clothing to wear for the day. Continued violation of the District's dress code may result in disciplinary action. If there is a disagreement between students and/or parents/guardians and the staff regarding the appropriateness of clothing or other paraphernalia, the principal or their designee will make the final decision. [U](#)

## J. Electronic Devices and Cell Phones

The School District of Neillsville realizes that cell phone use is commonplace in today's society. However, as today's cell phones have a great capacity to send and receive information in audio, video, and text form, they present opportunities that are detrimental in nature. The use of cell phones has the potential to increase opportunities for cheating and harassment. Invasion of privacy is also an issue because of the ability of the phones to send pictures and video. Finally, the use of cell phones by students in the event of an emergency has the potential to interfere with the official flow of information.

At all grade levels where students use of technological devices is required, the District will provide devices for students. Because of the possible detrimental consequences, student use of electronic devices and cell phones is allowed according to the following guidelines:

1. **HS** - Devices are to be powered off and put away during instructional hours, unless permission is given by supervising staff members.
2. **ES/MS** - Students are prohibited from using their cell phones during the school day.
3. Devices are prohibited from being used in bathrooms and locker rooms at all times.
4. Devices may never be used in a manner that will cause disruption to the educational environment or invade the privacy of another individual.

5. The school District will not be responsible for loss, damage, or theft of any electronic device brought to school.
6. **ES** - During school hours, the use of devices is not permitted on field trips or other activities without permission from the school-authorized supervisor.
7. During an emergency situation that occurs when under the school's authority, student use of such devices is not allowed without prior approval from the administration.
8. All content viewed and listened to on any device during school, on school grounds, in a school vehicle, or at a school function must be appropriate for school.
9. Students needing to contact their parents during school hours should report to the office to call.

Consequences for Violating the Device Policy:

- ✓ With cell phone use being restricted, any violation will result in disciplinary action.
- ✓ Refusal or disrespectful behavior when dealing with cell phones/devices will result in a major discipline referral with the principal assigning consequences.
- ✓ **HS/MS** - If personal electronic devices are used, seen, or misused during the school day, they will be confiscated and brought to the office.

Parent to Student Contact During the School Day:

1. Parents may contact their child during the school day with the understanding that the student's ability to check/use the device is limited.
2. To avoid any issues, it is recommended that emergency contacts with students during the school day be made by contacting the appropriate office: HS - 715-743-8738; MS – 715-743-8729; or ES – 715-743-8710. In doing so, school staff can contact the student and put them in direct contact with family quickly regarding emergency situations.
3. Students are always able to contact home using school phones with the approval of school staff.
4. Students will have access to their devices at the end of the day to get messages left for them during the regular school day: HS/MS – after 3:20 p.m.; ES – after 3:15 p.m. [🔗](#)

### **K. False Alarms**

False alarms and discharging of fire extinguishers are prohibited. Wisconsin Statute 941.13 provides that “whoever intentionally gives a false alarm to any public officer or employee, whether by means of a fire alarm system or otherwise or interferes with a proper function of a fire alarm system or interferes with the lawful effort of firemen to extinguish a fire may be fined not more than \$500.00 or imprisoned not more than one year or both.” [🔗](#)

### **L. Food Items**

Food must be eaten in the designated areas. No food should be consumed in the classrooms unless approved by appropriate staff. High sugar drinks, soda, or carbonated beverages are not allowed during the school day unless approved by appropriate staff. If there is a question of water bottle content, bottles will be confiscated and checked. [🔗](#)

### **M. Forging of Passes and Misuse of Passes**

Forging of passes, excuses and notes from home and/or misusing passes is prohibited. Forging of teachers' signatures is prohibited. [🔗](#)

### **N. Gambling**

No gambling is permitted on school grounds or at school-sponsored functions. [🔗](#)

## **O. Identification**

Students must identify themselves upon request of school personnel or duly assigned and identified monitors. Students who do not so identify themselves will be subjected to penalties applicable to non-authorized persons on school grounds. [🏠](#)

## **P. Loitering**

Any unauthorized person found in the building shall be referred to the police and prosecuted under the proper county ordinances if they do not leave immediately upon request. You must leave the school building when the school day is over unless you are required to stay after, which will require you to be under faculty supervision.

[🏠](#)

## **Q. Lunchroom Privileges**

All users of lunchroom facilities, including the high school commons, must follow the rules of those facilities. All students removed from the lunchroom will be assigned a place to eat. Lunch, whether school lunch or carry-in, is to be consumed in the lunchroom or the high school commons. [🏠](#)

## **R. Physical Threat of Violence and/or Fighting, Pushing, and Shoving**

Physical assault and battery (obvious willful attempt with force or violence to do harm to another), conduct without regard to the health and safety of others, severe verbal intimidation, harassing other students, or inciting violence are prohibited on the school grounds, at school activities or en route to and from school on the bus. [🏠](#)

## **S. Respect for Authority**

All students will be expected to treat all school personnel with respect and cooperation on and off of the school grounds. [🏠](#)

## **T. Solicitation and Collection of Funds**

A student may solicit contribution or collect funds for any non-school purpose from students or school personnel on the school grounds if the solicitation of such funds does not disrupt the normal educational activities of the school if permission has been granted by the administration. [🏠](#)

## **U. Smoking/Chewing Tobacco**

The use of tobacco products is not allowed in the building, on school grounds, or on school property at any time.

1. Possession or use of any tobacco products, including but not limited to cigarettes, electronic cigarettes, vaping devices, cigars, chewing tobacco, or snuff.
2. Tobacco look-alikes are not allowed and will be treated accordingly under this section. [🏠](#)

## **V. Technical Education and Vocational Areas**

Students will be held to safe and specific guidelines in the auto, metals, and woods areas, including any offsite CAPSTONE project, as well. Failure to follow safety can result in severe injury or death. Students involved in matters that put the health, safety and welfare of others at risk by poor decision making may be removed from a course, with no credit being given, and could face additional disciplinary action up to and including expulsion.

[🏠](#)

## **W. Theft and Vandalism**

A student shall not cause or attempt to cause damage to school or private property or attempt to steal school or private property either on school grounds or during a school function off the school grounds. The student shall immediately compensate for such damage. [🏠](#)



## **X. Threats (Death, Bodily Harm, or Damage to Property)**

Under Wisconsin state law, it is a felony, punishable by imprisonment and fines, for a person to threaten to cause the death of or bodily harm to any person or to threaten to damage any person's property under and of the following circumstances:

1. The actor intends to prevent the occupation of or cause the evacuation of a building, dwelling, school premises, vehicle, facility of public transportation, or a place of public assembly or any room within a building, dwelling, or school premises;
2. The actor intends to cause public inconvenience;
3. The actor intends to cause an interruption or impairment of governmental operations or public communication, or transportation, or of a supply of water, gas, or other public service;
4. The actor creates an unreasonable and substantial risk of causing a result of one of the harms listed in the bullet points above and is aware of that risk. [☐](#)

## **Y. Throwing Objects**

No students may place persons or property in jeopardy of bodily harm by throwing objects which may cause damage or injury. [☐](#)

## **Z. Unauthorized Keys/Fobs and Entrances**

Students shall not possess school keys/fobs and shall not enter the building at unauthorized times. [☐](#)

## **AA. Weapons**

A student shall not possess, handle, or transmit a knife, pistol, rifle, shotgun, toy weapon, including look-alikes: squirt gun, or any other objects that reasonably can be considered a weapon:

1. on school grounds;
2. off school grounds at a school function;
3. enroute to and from school on the bus;
4. A student shall not discharge, display, use, or threateningly use any firearm, explosive, matches, lighters, or weapons on school grounds. [☐](#)

## **BB. Wheeled Devices**

Students are not allowed to use skateboards, inline skates or other wheeled devices anywhere in or on school property. [☐](#)

## **Community Bulletin Board**

One community bulletin board is located in the high school lobby, and another is located in the eighth grade hall across from Room 93. The principal must approve and initial all material before it's posted. [☐](#)

## **Corporal Punishment**

Students shall not be subjected to corporal punishment. [☐](#)

## **Daily Schedule**

### **Elementary School**

For supervision purposes, children should not arrive at school before 7:45 a.m. Students cannot enter their classrooms without teacher supervision. Students may go outside on the playground, eat breakfast, or stay in the lobby areas with supervision. Afternoon 4-year-old kindergarten (4K) students should not arrive before noon.

### **Class Schedules**

4K Kindergarten Morning Mon. through Thurs. 8:00 a.m. - 11:00 a.m.

4K Kindergarten Afternoon Mon. through Thurs. 12:00 p.m. - 3:15 p.m.  
5K - Grade 5 8:00 a.m. - 3:15 p.m.

Parking is not allowed in the north lot along the sidewalk during bus times. Those times are posted on the sign entering that lot. The fieldhouse doors are open at the beginning and end of each school day. Students, staff, and parents are not to be selling items during the school day, 8:00 a.m. - 3:15 p.m. [🏠](#)

### High School and Middle School

#### Regular Schedule

*\*Doors open @ 7:45 a.m.*

1<sup>st</sup> – 8:00-8:55  
2<sup>nd</sup> – 8:58-9:48  
3<sup>rd</sup> – 9:51-10:41  
4<sup>th</sup> – 10:44-11:34  
5<sup>A</sup> – 11:37-12:27  
    A-Lunch – 11:34-12:04  
5<sup>B</sup> – 12:07-12:57  
    B-Lunch – 12:27-12:57  
6<sup>th</sup> – 1:00-1:50  
7<sup>th</sup> – 1:53-2:43  
8<sup>th</sup> – 2:46-3:20

#### 2 Hour Late Start

*\*Doors open @ 9:45 a.m.*

1<sup>st</sup> – 10:00-10:32  
2<sup>nd</sup> – 10:35-11:07  
3<sup>rd</sup> – 11:10-11:42  
5<sup>A</sup> – 11:45-12:35  
    A-Lunch – 11:42-12:12  
5<sup>B</sup> – 12:15-1:05  
    B-Lunch – 12:35-1:05  
4<sup>th</sup> – 1:08-1:40  
6<sup>th</sup> – 1:43-2:15  
7<sup>th</sup> – 2:18-2:50  
8<sup>th</sup> – 2:53-3:20

#### 2 Hour Early Release

*\*Doors open @ 7:45 a.m.*

1<sup>st</sup> – 8:00-8:37  
2<sup>nd</sup> – 8:40-9:15  
3<sup>rd</sup> – 9:18-9:53  
4<sup>th</sup> – 9:56-10:31  
5<sup>th</sup> – 10:34-11:09  
6<sup>th</sup> – 11:12-11:47  
7<sup>th</sup> – 11:50-12:25  
Lunch – 12:25-12:55

**High School Athletic Practice Time:** 3:23 p.m. to 5:47 p.m. (students are sent to the locker room at 5:47). Variations in practice time must have prior approval of the high school principal.

**Middle School Athletic Practice Time:** 3:23 p.m. to 5:32 p.m. Variations in practice time must have prior approval of the middle school principal. There will be no practice on Wednesday, except for fall sports, which can practice on Wednesdays before the first day of school. [🏠](#)

### Deliveries

Any deliveries for staff or students that need to be made during the school day must come through the office and be delivered from there. Deliveries will be made as time allows or the student may be called to the office at the end of the day to pick up the item. Latex balloons must be kept in the office until the end of the day. [🏠](#)

### Detention and Suspension

If a student receives a major disciplinary referral, they will receive a disciplinary action from the office. Disciplinary actions include: after-school detention, out-of-school suspension, financial restitution, a police referral, and/or a referral for expulsion to the board of education. Students can only be assigned detention or suspension by a principal or the district administrator. Detention will be held every Monday, Tuesday, and Thursday that school is in session.

Students receiving disciplinary referrals may face varying levels of school discipline from administration. In most cases, but not all, after-school detention will be used. Students will be scheduled as following within a given quarter, depending on the severity of the incident:

- 1<sup>st</sup> disciplinary referral – 1 after-school detention
- 2<sup>nd</sup> disciplinary referral – 2 after-school detentions
- 3<sup>rd</sup> disciplinary referral – 4 after-school detentions
- 4<sup>th</sup> disciplinary referral and beyond – one day of out-of-school suspension

Students serving in-school detention will not be allowed in other areas of the school building during that time without administrative approval. If a student is serving detention during the lunch period, they will be provided the opportunity to eat. There will also be designated times for students to use the restroom. Only school-issued technology may be used in the detention room, and that is only with the approval from the supervising staff member.

Students who become disruptive in this setting may face additional disciplinary actions. Those actions may include additional detention time, out-of-school suspension, a police referral, and/or a referral for expulsion to the board of education.

### **Out-of-School Suspension**

At the discretion of administration, severe behavior problems, lack of cooperation, etc. could result in a 1 to 5 days out-of-school suspension. The student will be required to leave school for the specified amount of time and may be asked to return with their parents. The student must pick up assignments before leaving and is required to do all work while at home. Any missed tests will be made up immediately upon return to school. While on suspension, the student is not allowed in the building or on the grounds. [🏠](#)

### **Dismissal**

1. Unless a student is under the direct supervision of a staff member, students are expected to leave the building and be off school grounds by 3:30pm.
2. Only a student's parent or an authorized adult may withdraw a student from their classroom to leave the building while school is in session.
3. Students are not dismissed early from school, except in rare cases, and then only with the permission of the principal.
4. Parents who must take their students out of school should contact the appropriate office before withdrawing them. [🏠](#)

### **Driver Education**

Sophomores and older students will be allowed to enroll in the classroom portion of driver education during summer school through RVA or a private academy. Questions regarding this can be directed to the guidance office. [🏠](#)

## **Drug and Alcohol Abuse**

### **Rules and Regulations**

1. **Substances:**
  - a. INTOXICANTS: All fermented malt beverages (including beer, malt liquor, and non-alcoholic beer) and intoxication liquors as defined by Wisconsin law.
  - b. DRUGS: All controlled substances as defined by Wisconsin law in effect at the time of infraction, prescription drugs, and non-prescription (over the counter) drugs and medications.
  - c. ALCOHOL ABUSE PROGRAM: Anyone under the influence of drugs while on school premises or while involved in any school-related activity.
  - d. DRUG ABUSE PROBLEM: Anyone under the influence of drugs who is not under the supervision of a licensed physician, while on school premises or while involved in any school-related activity.
2. **AODA Rules:**

No students shall violate any Wisconsin statute relating to the possession, distribution, or sale of drugs and intoxicants on school premises or while involved in any school activity while on or off the premises. No student shall possess, distribute, sell, or be under the influence of any illegal drug or intoxicants on school premises or while involved in school activities, when on the premises or off the premises.
3. **Procedures:**

- a. **FIRST OFFENSE:** Parents and law enforcement will be contacted immediately upon verification of the violation of a school AODA rule. The student will be suspended for 1 to 5 days. The student will be ineligible for participation in all extracurricular activities for a period of 90 school days. Extracurricular athletic and organizational eligibility shall be handled as stated in their approved codes. The building principal may reduce the loss of extracurricular eligibility to 20 school calendar days if:
    - i. The student agrees to participate in 6 hours of AODA education; OR
    - ii. The student and his family agree to a drug and alcohol assessment provided at a licensed alcohol/drug agency and follow their recommendations.
  - b. **SECOND OFFENSE:** Parents and law enforcement will be contacted immediately upon verification of the violation of the AODA rules. The student will be suspended for 1 to 5 days. The student will be ineligible for participation in all extracurricular activities for a period of up to 180 school days. Extracurricular athletic and organizational eligibility shall be handled as stated in their approved codes. The building principal may reduce the loss of extracurricular eligibility to 40 school calendar days if:
    - i. The student agrees to participate in 10 hours of AODA education; OR
    - ii. The student and family agree to a drug and alcohol assessment provided at a licensed alcohol/drug agency and follow their recommendations.
4. Because of the potential dangers to the student presented by their intoxication with alcohol or other drugs, students exhibiting evidence of intoxication, incapacitation, or drug overdose in school or at events sponsored by the school, may be transported immediately by the police or local ambulance to the hospital or facility designated to provide detoxification services followed by immediate notification of parents and police. Following their return to school, the rules and regulations defined in this policy will be implemented.
5. Reduction in length of suspension or extracurricular ineligibility shall be revoked whenever a student fails to demonstrate compliance with expectations of or satisfactory progress in the education component.
6. All school staff members are required to refer to the appropriate school staff:
  - a. Any student who exhibits a definite and repeated pattern of unacceptable school performance in academics and in social interactions, plus a reasonable suspicion of AODA and does not respond to usual and customary guidance attempts to correct it.
  - b. Any student who they observe in violation of the rules and regulations above.
  - c. Any student exhibiting signs, symptoms, or indications of an alcohol or drug-related problem.
  - d. Any student who self-disclosed alcohol/drug-related behavior. Referral of a student to the appropriate school staff by itself does not constitute an allegation or conclusion that a student has an alcohol/drug-related problem.
7. An essential feature of the program is that students and their family members are encouraged to contact the building principal and/or counselor for help with alcohol and other drug-related problems, with the assurance that the contacts will be handled sensitively and CONFIDENTIALLY.
8. Upon referral to the appropriate school staff, they may consult with the student, parents, and/or staff members in an attempt to assess the nature and scope of the student's problem. This initial screening will result in one or more of the following recommendations:
  - a. No apparent personal or performance problem at this time: No further action is necessary at the time. This will be documented and kept in a file until that student graduates and then it will be destroyed.
  - b. No apparent alcohol/drug-related problem at this time: However, referral to other in-school guidance or community service is appropriate.
  - c. Further assessment interview is needed.
  - d. The student needs to contract for specific behavioral changes in AODA-related behavior; monitored through regular meetings between the student and the appropriate counselor.
  - e. The student requires involvement in other services such as Alateen, Alcoholics Anonymous, Narcotics Anonymous, etc. [🔗](#)

## Drug Searches

Administration may conduct a search of the building and grounds by drug-detecting dogs at any time. [🏠](#)

## Emergency Evacuation

In the event of an emergency evacuation the following procedures will apply:

1. Each teacher will be responsible for the movement of the children they have under their at the time of the evacuation order.
2. Students will return to their classrooms only after school authorities have sounded the “all clear”. [🏠](#)

## Enrollment and Registration

### Entrance Requirements for Kindergarten

Each child must be four years of age on or before September 1 of the present school year to enter 4-year-old kindergarten. Each child must be five years of age on or before September 1 of the present school year to enter 5-year-old kindergarten. Birth certificates or other authentic evidence must be presented to verify birthdate.

[🏠](#)

### Fees

1. Student fees are set by the board of education.
2. All students are required to pay a \$20.00 technology fee.
3. All fees must be paid before students are allowed to take an active part in any class or activity that requires a fee.
4. Any fees due to the school must be paid within 5 weeks of occurrence. If not paid within 5 weeks, the student may be banned from all extracurricular activities, which includes participation and spectating. (See Policy 6152)
5. In cases where school property is lost or destroyed, students will be responsible for the cost of replacing the property. If lost property is recovered after payment is made, the payment will not be returned. [🏠](#)

### Immunizations

By state law, students are required to stay up to date on immunizations in order to avoid exclusion from school or, parents may sign a waiver provided by the school declining immunization. Please check with the doctor’s office prior to the start of school in the fall to ask if any immunizations are due. If your child has received immunizations from out of state, please provide a copy of their immunization record to the school health officer prior to the first day of school. Individual student immunization information will be sent to Clark County Public Health and other agencies as required by state law. [🏠](#)

### Physical Examinations for Ninth Graders

Prior to ninth grade enrollment it is strongly recommended that parents have their child examined by the family doctor. This also applies to new students. Parents who choose not to have their children get a physical exam will be expected to sign a statement expressing a desire that they do not want or intend to have their child get a physical. It is very important that the school health office be aware if your child has a condition that would affect their academic work or if a physical activity could jeopardize or be harmful to their. The WIAA athletic physical form can be used as a substitute for the above. [🏠](#)

## Equal Education Opportunities

### Discrimination and Complaint Procedures

If any person believes that the school District or any part of the school organization has inadequately applied the principles and/or regulations of Title VI, Title IX, and Section 504 or in some way discriminates on the basis of sex, race, religion, national origin, ancestry, age, creed, pregnancy, parental or marital status, color, sexual orientation,



or physical, learning, mental or emotional disability, they may bring forward a complaint to district administrator at the Board office in the School District of Neillsville, WI 54456 or calling 715-743-3323. The district administrator will refer the complaint to the appropriate investigator. [🔗](#)

### **Grievance Procedure – Special Education**

Discrimination complaints relating to the identification, evaluation, educational placement, or the provision of free appropriate public education of a child with exceptional educational need shall be processed in accordance with established appeal procedures outlined in Policy 2260. [🔗](#)

### **Dissemination of Discrimination Grievance Procedures**

The adopted discrimination grievance procedures shall be disseminated to students, parents, employees, and others to inform them about the proper process of making a complaint. The information shall be published in Policies 2264 and 2266. [🔗](#)

### **Maintenance of Grievance Records**

The coordinators (Title VI, Title IX, and Section 504) shall keep records of all formal and informal complaints for the purpose of documenting compliance and past practices. The records shall include information on all levels of the complaint and any appeals. The records should include:

1. The name of the grievant or complainant and their title or status;
2. The date the grievance was filed;
3. The specific allegation made and any corrective action requested by the grievant;
4. The name(s) of the respondents;
5. The levels of processing followed, and the resolution, date and decision-making authority at each level;
6. A summary of facts and evidence presented by each party involved;
7. A statement of the final resolution and the nature and date(s) of any corrective or remedial action taken.

### **Extracurricular Event Rules**

Administration has the right to establish conditions for extracurricular events. At athletic and other extracurricular events, supervisors will use a three-step procedure for students who are causing problems or congregating somewhere other than at the actual event:

Step 1. A warning to behave and/or go in and watch the event.

Step 2. After a warning, students are asked to leave the grounds for the remainder of the evening.

Step 3. If a student refuses to leave after step 2, law enforcement will be called to remove the student from the school grounds. [🔗](#)

### **Field Trips**

Field trips are an important part of education. Students will participate throughout the year in various field trips. Participation in field trips requires responsible behavior. Students with 3 or more behavior referrals in a school quarter will be considered on a case-by-case basis by the principal. Additionally, any student deemed a safety threat to themselves or others by school staff will not be allowed to participate. This ensures a positive learning environment for all students on these enriching excursions. Parents will be asked to sign a permission slip which covers all field trip participation throughout the year. You will be notified when those trips are to occur. If the parent does not wish for their child to participate in any of the trips, they must notify the teacher or the office in writing prior to that field trip. Students will follow all bus rules as well as building rules. All discipline will be according to the handbook rules. [🔗](#)

### **Fire Drills**

When a fire signal is given, students should leave their classrooms immediately using the exit specified in the classroom. Please check these directions in each room at the beginning of the school year. There will be monthly

fire drills throughout the year. All students are expected to quietly participate and follow all directions given at the time to ensure everyone's safety. [🏠](#)

## Food Service Program

## High School and Middle School Cafeteria Procedure

1. Students running from class to the cafeteria will be placed at the end of the line.
2. Pushing, shoving, or butting in line will result in going to the end of the line.
3. Reports of improper language or conduct will result in loss of cafeteria use, suspension, or both.
4. All students are to return their own tray and any disposable containers to their proper place. Students are to clean up their own tables.
5. Any student caught throwing away or stealing any items will receive an office referral.
6. All students, who are not eligible for open campus privileges, are required to stay in school during lunch periods and are to remain in the cafeteria or commons until the end of the lunch period. No students are to be in any other halls. \*\*\*Students will not be in the parking lot or in vehicles at any time.
7. Lunch numbers are not transferable.
8. The only bathrooms to be used by high school students are those adjacent to the front lobby.
9. No high school students are to be in the middle-elementary school area unless authorized. [⏏](#)

## Lunch Hour

Middle school students will eat in the middle school/high school cafeteria. Middle school students need to remain in the cafeteria until they are dismissed by the lunchroom supervisor. Middle school students are not allowed to carry their backpack, Chromebook, or cellphone to lunch or recess. High school students will eat in the cafeteria or the commons. During assigned lunch hours, students are not to be loitering in the halls, "doing laps", and causing disturbances as there are classes being held in all areas of the school during this time. [🏠](#)

## Meal Prices


The School District of Neillsville offers a breakfast and lunch program. If government-subsidized meal rules change, the District will inform families, and the District will follow all new rules. At the beginning of each school year a letter explaining the program is sent to each family with children attending school. The letter lists meal prices and explains the lunch program procedures. If you would like a copy of the letter, contact the food service director at 743-8740. Families are required to make an initial deposit of \$10.00 at the beginning of the school year. Thereafter, families must make deposits to maintain a positive balance. Families can call the food service director to get information about their food service account balance.

## Breakfast

Reduced - \$0.30      K5-12 Students - \$1.75      Adults - \$2.25

## Lunch

Reduced - \$0.40      K5-5 Students - \$3.25      6-12 Students - \$3.75      Adults - \$4.50

**Milk only - \$0.45** 

## Negative Account Balances and Collection

1. As a courtesy, all families with account balances less than \$15.00 will be contacted by phone, text, or email.
2. All families with account balances less than zero (0) dollars will be personally contacted by phone, email, or mail.
3. Payment is due immediately upon notice.
4. The parties may discuss payment plan options with the business manager.
5. Debt in a student food service account is not automatically discharged, forgiven, reduced at the end of the school year, due to a change in a student's enrollment status (e.g. graduates, transfers, drop-outs, etc.), or in their financial qualifications (goes from paid to reduced or free after the debt is accumulated).

6. At its discretion, the District may continue to pursue collection efforts through a collection agency.
7. The Monday following the second notification (automated call, letter, statement or personal call) to families for insufficient funds, students in:
  - a. Elementary and Middle School students: Will be offered a sandwich, fruit, and milk.
  - b. High School students: Will not be allowed school meals until the debt is paid.
  - c. Students bringing cash will be allowed to purchase a school meal and/or à la carte items for that day.

## **Fundraising Guidelines**

All fundraising must be requested and scheduled through the principal's office.

### **Groups**

1. *Student Funded Groups*: Any group, organization or classroom that is funded through the regular District budget.
2. *Student Non-Funded Groups*: These are groups that have been formed to support funded groups and/or activities. Non-funded groups must have a faculty advisor, officers, a statement of purpose and approval from the building principal. All monies in possession of the group shall be kept in a District activity account. Membership in such groups shall be non-discriminatory, according to District policy. These groups are comprised of students actively enrolled as students in the District.

### **Types of Fundraising Activities Permitted**

1. *Door-to-Door Sales*: The sale of any food, clothes, jewelry, etc. item to the general public, by individual students, both within the school and throughout the community, whereby the individual solicits other individuals to purchase a product.
2. *Athletic Concessions*: Concession stands set up and operated during athletic contests or other activities. Students do not solicit individuals to purchase.

### **Allowable Purpose for Fundraising Activities**

1. Monies may be used to fund extracurricular activities that are not funded through the District budget. An extracurricular activity is one that is sponsored by the school but does not have school credits issued for participation.
2. Monies may be used to assist individuals in time of need or for scholarships.
3. Equipment and supplies for funded programs. [🏠](#)

## **Guidance Program and School Counselors**

The purpose of the guidance program is to aid students in making realistic vocational and educational decisions; to aid students in their personal and vocational assessments; to aid students in the satisfactory solution of personal or social problems; and to provide students with information concerning occupational descriptions, four year college admissions, technical college admissions, military careers and possible apprenticeships, financial aid, and scholarships. All students are asked to update the four-year plan that they completed upon registration for high school courses each year. Advising & classroom lessons, field trips, and other opportunities meant to educate and aid students in all of the areas mentioned previously are delivered by the guidance counselor and academic and career advisors through the Academic and Career Planning Program. Detailed information can be found on the high school website under the "Counseling Department" and "Academic and Career Planning" tabs.

**ES** - The elementary school guidance department is all about helping young students succeed. We offer individual and group counseling to address academic challenges, social-emotional issues, and friendship troubles. We also run classroom programs to teach important skills like organization, respectful behavior, and good study habits.

**MS** - The middle school's comprehensive guidance support includes classroom lessons as well as individual and group support. Guidance support at the middle school level is dual-layered, first with the behavior/academic

interventionist who is located in the middle school, and then with the 6-12 guidance counselor. If the behavior/academic interventionist is unavailable, or an emergency situation arises, other school personnel will be made available to assist any student needs. [🏠](#)

### **Confidentiality**

Confidentiality will be maintained. There are certain mandatory reporting items. They are: 1) harm to self or others; 2) physical abuse; 3) sexual abuse; 4) sexual activity or contact between minors. [🏠](#)

### **Early College Credit Program (ECCP)**

- Allows a student in grades 9-12 to apply to enroll in a UW System institution, or a private, nonprofit institution of higher education (IHE), to take one or more nonsectarian courses, for which the student may earn high school credit, post-secondary credit, or both.
- Can participate during fall, spring, and/or summer.
- District does not pay for a “comparable” course offered.
- Requested course must meet a high school graduation requirement.
- Application deadline dates: March 1 (for summer and fall semesters) and October 1 (for spring semester)
- Cost of courses are shared among the IHE, the school District (or private school), the state, and in some cases, the student/student’s family
- If a student fails or withdraws/drops the course, the student/family will reimburse the District. [🏠](#)

### **Financial Aid & Scholarships**

Students are encouraged to file the Free Application for Federal Student Aid (FAFSA). This application makes students eligible for all federal and state financial aid and loan programs. A FAFSA Night is held each year to aid senior students and their families with this process.

There are also scholarships, which are announced through different institutions, that provide money for college education in specific areas or at specific schools. These require certain criteria for eligibility and are found on the scholarship web page (located on the main HS homepage) and emailed to all seniors. It is important that students contact the counselor if they feel they could qualify for a scholarship and need assistance with completing the application.

There are also local scholarship applications which students are highly encouraged to apply for. Some local organizations select their own recipients; others are selected by a local scholarship selection committee. Information regarding local scholarships is shared with seniors in January each year; most local scholarships are due in March and are awarded at our annual scholarship awards day in May. [🏠](#)

### **Individual Planning Conferences & Meetings**

Individual planning conferences will be scheduled in the fall of each year for sophomores, juniors, and seniors; freshmen available upon request. Parents are invited and highly encouraged to attend as well. The main focus of these conferences will be to assist students in creating appropriate high school schedules and aid them in their post-secondary decision-making process. Students can also make appointments with the counselor to discuss personal/social situations, concerns, etc. as needed. If the counselor is unavailable, or an emergency situation arises, other school personnel will be made available to assist with any student needs. Students who need ongoing counseling will be encouraged to seek mental health counseling through an outside agency; the guidance counselor can aid in the process of making the referral. [🏠](#)

### **Occupational Educational and Service Information**

Students are exposed to multiple career exploration opportunities over the course of their high school career. Material concerning job descriptions, job application methods, school curriculums, attitudes, and personal

inventories are available during the four years in high school. All students have a school-issued “Xello” account, which allows them to take different inventories and explore several career options. Students should consider future proposed career decisions during all years of high school. [🏠](#)

### **Post-Secondary Education and Applications**

If a student desires to attend a post-secondary educational program after completing high school, entrance requirements must be met for each of the Wisconsin state universities to which they apply.

At the present time the vocational technical college system is using a **Program Ready** admissions policy for many programs. Each technical college has different opening dates for admissions. Students need to know which program and school they wish to attend so correct and early application can be made.

Transcript release forms are available in the guidance office and on the Counseling Department website. Application fees to colleges are the responsibility of the student.

1. College admissions applications are available to all students; most are completed online.
2. Information about this process is shared with students at senior night, during individual planning conferences, and electronically through email and on the counseling department website.
3. Appointments may be made with school and service representatives.
4. Campus visits are encouraged and are typically made by the student and family at times that work best for them. The school counselor can aid the student/family in the process of setting up campus visits if desired.
5. Students are provided with printed materials sophomore year for the following Wisconsin schools: Wisconsin Technical College System; University of Wisconsin System; and Wisconsin’s Independent College and University System. Additional copies of these materials are offered to juniors and seniors during their individual planning conferences. [🏠](#)

### **Scheduling**

The scheduling process begins at the start of second semester each year with each student given a scheduling packet (which includes a registration sheet and up-to-date transcript) at ACP Night. Courses selected for the coming year do require parent signature. This is also the time when four-year plans are revised. The District reserves the right to adjust students’ schedules to balance class sizes.

Juniors and seniors who meet the requirements are encouraged to take advantage of the opportunity to take college coursework while still in high school. The School District of Neillsville will pay for a total of 18 college credits (if successfully completed) through two programs: Early College Credit Program and Start College Now. [🏠](#)

### **Start College Now Program**

Start College Now will allow high school juniors and seniors the opportunity to take college courses at Wisconsin technical colleges for high school and technical college credit. Students looking to take courses in the fall semester must turn in the application by March 1. For spring semester courses the same application is used, however the due date is October 1. [🏠](#)

### **Tests and Inventories**

1. Forward exam (10th grade state test in social studies)
2. Armed Services Vocational Aptitude Battery. (ASVAB) (given to all sophomores as a career exploration tool and offered to all interested juniors and seniors at no cost for military purposes)
3. Scholastic Aptitude Testing (SAT) (fee required; juniors and seniors)
4. American College Testing (ACT) (given to all juniors through the Wisconsin state assessment program; free) Students wishing to retake the ACT will need to do so at their own expense.

5. Preliminary Scholastic Aptitude Test (PSAT) (fee required; juniors)
6. Pre-ACT SECURE (given to all freshmen and sophomores through the Wisconsin state assessment program; free)
7. Xello (career & personality inventories; provided by the District; free)
8. ACT Mosaic SEL Assessment (SEL competencies assessment; given to freshmen and sophomores by the District; free) [🔗](#)

### **Work Release and Career Internship Programs**

Work release and career internships are work experience programs operated in cooperation between the School District of Neillsville and area businesses for students at the junior and senior level. Work release participants are paid for their hours; career internship participants are not. Students have the opportunity to enhance their employability skills. Juniors and seniors are eligible to participate in these programs while being enrolled in, or having already completed, the work habits course. Students may be scheduled up to four class periods/semester of school time to be at the work or internship site. Students may earn up to four elective credits total between both programs. If a student wishes to exceed four class periods of work release, they will need to make a written request to the Education Coordinating Committee (ECC) with a parent signature indicating support of this request. Written requests should be submitted to the high school principal. Students are selected to work at various sites based on their educational training, student interest, employment needs, and teacher recommendation.

1. Interested students should contact the work release/career internship coordinator or the guidance counselor.
2. The student is responsible for attending the assigned worksite as scheduled.
3. Students are graded by the work release/career internship coordinator. Grades are pass/fail only and are based on the evaluation of the worksite supervisor and observation of the work release/career internship coordinator.
4. A student who is terminated from the program would be enrolled in an accredited course. [🔗](#)

### **Work Release Program Information and Application**

#### **Goals**

1. The primary purpose of the Work Release Program (WRP) is to provide students with a practical and relevant career-related learning experience.
2. The WRP enables students to acquire an improved understanding of their abilities, interests, and educational/career aspirations.
3. The WRP provides educational opportunities not available within the present high school structure.
4. The WRP provides a means of applying/measuring those academic skills learned throughout the student's formal education.
5. The WRP provides an avenue for students to develop the confidence, responsibility, and maturity necessary for success on the job.
6. The WRP enhances the partnership between school and community by serving the needs of local business and industry.

#### **Program Requirements**

1. WRP is available to juniors and seniors who have completed (or are currently enrolled) in the work habits course and are on track for graduation.
2. The Work Release Program Application must be completed and turned into the work release coordinator. The Work Release Schedule Change Form must be completed and turned into the work release coordinator or the high school guidance office.
3. High school credit will be awarded for the program.



4. Students must remain at their worksite for an amount of time equivalent to that which they would accrue in school following a normal schedule. A student must work 5 hours/week per work release.
5. Evaluation of a student's progress in the program shall be a joint effort by the employer and a school official. A school official, on a pass/fail basis, will complete actual grading. A graded, bi-weekly reflection of duties performed every two weeks will be required with each timesheet submission.
6. Job assignments should correspond with the student's career interests and/or post-secondary educational/employment plans.
7. There will be a bi-weekly Google form that will be shared with the school Gmail account and must be filled out with a time slip or written documentation from the employer to verify hours worked. This form can also be accessed by scanning the QR code below.



Students can also submit hard copies of their work hours by dropping them off at the high school office or emailing them to the work release coordinator.

8. All students participating in the Work Release Program will be enrolled in the DWD Youth Apprenticeship Program (450 hour and specific pathway requirements) or the DPI Employability Skill Certificate Program (90-hour requirement only).
9. On remote learning days, students will be expected to go to work or submit the remote learning day assignment given by the work release coordinator.

### **Jobsite Assignments**

1. Jobsite assignments must be in either semester or full-year segments. The beginning of a jobsite assignment must coincide with the start of a semester. All changes must be by mutual agreement between the employer and school official.
2. Jobsite assignments must be an employer other than the student.
3. Payment for work at the jobsite is secondary to the value of the learning experience in the eyes of the school. However, a student must be paid during their WRP experience, unless it is a career internship experience.

### **Withdrawal**

1. Students who request removal from the WRP must provide a written statement, copies of which must be presented to the high school guidance counselor and to the student's assigned employer. This statement should include reasons for requesting withdrawal from the program.
2. Employers who wish to dismiss their WRP student must confer with the counselor and school official regarding their rationale for termination.
3. A student who is terminated from the program will be enrolled in an accredited course(s).

### **Jobsite Supervision**

1. Adequate supervision will be provided for each WRP student by a designated school official.
2. All school rules, regulations, and policies are considered to be in effect while a student is in the program. This includes tardiness, absences, disciplinary action, athletic and extracurricular eligibility, etc.
3. Failure of a student to abide by all WRP rules and regulations may result in disciplinary action and could result in expulsion from the program and enrollment in course(s).
4. ALL expenses incurred in traveling to and from a jobsite are the responsibility of the student. ALL expenses incurred in securing and maintaining the WRP position is the responsibility of the student.
5. Planned Absences: Any WRP student who intends to be absent from their jobsite must inform the employer as early as possible in advance of the intended absence. Emergency situations are exempt from

this

rule.

Unexcused Absences: The employer must report a WRP student absent from their jobsite without prior approval or notice immediately to the high school official or guidance counselor.

6. Students absent from school for illness are not permitted to report to the jobsite for work on the days affected.
7. The employer assumes all liability and responsibility for Workers' Compensation coverage whether the student is or is not receiving payment.
8. Students under the age of 18 will not be assigned hazardous tasks as defined by the U.S. Secretary of Labor. Hazardous tasks are defined as any non-agricultural task including but not limited to the following:
  - a. Manufacturing and storing explosives
  - b. Motor vehicle driving
  - c. Coal mining
  - d. Logging and sawmilling
  - e. Power-driven woodworking machines
  - f. Exposure to radioactive substances
  - g. Power-driven hoisting apparatus
  - h. Power-driven metal forming, punching, and shearing machines
  - i. Mining, other than coal mining
  - j. Slaughtering or meatpacking, processing, or rendering
  - k. Power-driven bakery machines
  - l. Power-driven paper-product machines
  - m. Manufacturing brick, tile, and kiln-dried products
  - n. Power-driven circular saws, band saws, and guillotine shears
  - o. Wrecking, demolition, and ship-breaking operations
  - p. Roofing operations
  - q. Excavation operations [🏠](#)

### **Hall Passes and Hallway Behavior**

**HS/MS** Students requesting to leave a classroom will create a pass using their Chromebook through Securely's Pass software. Once the teacher has approved the pass, the student will be allowed to leave the classroom, and must return to the classroom within five minutes, unless otherwise approved by the teacher/administrator. Students who are reporting late to school must receive a written pass from the office administrative secretary. Students who are reporting late to a class due to a meeting with a staff member, must also have a written pass from the staff member. Students have three minutes of passing time between all periods. Students need to be proactive and check-in with their teachers when possible if they believe they may be late to a class for other reasons.

**ES** - Students are expected to walk quietly on the right side of the hallways at all times. Students must keep their backpacks and belongings secured at all times. Students must respect other people's property and leave it alone at all times. [🏠](#)

### **Harassment and Bullying**

Harassment can take many forms. It is unwanted behavior which interferes with your life. It limits and denies the rights of students to study, work, and play in the school setting. Harassment makes people feel bad. Everyone has a right to not be harassed and the staff at the School District of Neillsville feels strongly that all students should feel safe at school.

1. Sexual Harassment is unwelcome behavior of a sexual nature. There are board of education policies, as well as state and federal laws, which prohibit sexual harassment. Some examples include:
  - a. inappropriate gestures or touch

- b. sexual remarks, name calling, or spreading rumors
- c. sexual comments, about one's body
- d. drawing or displaying offensive pictures
- 2. Racial Harassment  
Racial Harassment is unwanted comments regarding a person's ethnic make-up. Examples include ethnic name calling or making negative comments about a particular ethnic group.
- 3. Verbal Harassment  
Verbal harassment is unwanted verbal comments which make a person feel bad or unsafe. Examples include teasing to cause embarrassment, or threatening to cause harm to the person, or teasing about a person's clothing or appearance.
- 4. Intimidation  
Intimidation is unwanted threats to cause harm. Telling someone to watch their back or that someone else is going to beat them up are examples of intimidation. Another example is getting in someone's private space.
- 5. What You Can Do About Harassment
  - a. Say Stop: Tell the harasser you do not like their behavior and want it stopped. BE FIRM.
  - b. Tell someone: Talk to a teacher, counselor, administrator and/or parent.
  - c. Fill out the form: Fill out a harassment complaint form from the office.
  - d. Keep records: If the harassment continues, write down what happens. Record dates, times, places, names of witnesses and other information that will verify what happened.
  - e. The school will contact parents of all parties involved in the complaint.

Any form of harassment is wrong. It will not be tolerated. Harassment is taken seriously, and all complaints are completely investigated. Students who choose to harass another student can expect consequences which may include:

#### **Possible Disciplinary Action**

*parental contact	*verbal warning	*student removal from class
*loss of privilege	*detention	*suspension
*expulsion	*financial restitution	*police referral
*Social Services referral	*meeting with principal, district administrator, or board of education <a href="#">🏠</a>	

### **Health Conditions and Medications**

Parents are responsible for keeping the school informed of any changes to emergency contact information, student medical conditions, and other information related to student health matters. The school District has a school health office. The health office is located in the elementary school office area and is open on days that students are present from 8:00 a.m. to 3:15 p.m. HS/MS students must have a pass from the office to visit the health office. Students who are injured at school must report the injury to office personnel. School staff may provide treatment for an illness or injury. If necessary, they may consult with a physician, dentist, or eye doctor; transport the student for care needed urgently; or call an ambulance if necessary, unless parents notify the school health officer in writing that they do not consent to this plan.

If your child is ill or injured at school, please monitor him/her at home. The school health service is not able to diagnose illness or injury, nor replace the need to be seen by a licensed physician, dentist, or optometrist (eye doctor). Because the seriousness of an illness or injury is not always apparent, please continue to use your best judgment, as you normally would at home, to determine if your child should be evaluated further. If you are unsure, it is always best to have them seen.

For the safety and health of all students, parents/guardians are required to inform the school health office if a student has an anaphylactic allergy, serious seizure disorder requiring emergency medication, diabetes which may

require the administration of glucagon, rescue inhalers for asthma, or any other health condition that may require emergency medical care. Emergency action plans written by the student's physician are also strongly recommended.

Parents/guardians are strongly encouraged to ensure emergency medications are available for all school-sponsored events including, but not limited to: field trips, after-school activities and sports events.

### **Other Health Conditions**

If Your Child Has Any of These Health Conditions, A Written Emergency Plan From The Physician Is Required Yearly.....

- Anaphylactic Allergy (Requiring an epi-pen). Bring an epi-pen to the school health office prior to the first day of school. This is especially important for student safety on field trips. Because there is no way to guarantee treats brought in by other students will not contain or be prepared with what your child is allergic to, parents of children with food allergies are encouraged to bring in a bag/box of "safe treats" at the beginning of the year for their child to have on hand in the classroom to enjoy as a substitute for treats brought in by other students.
- Seizure Disorder (Requiring emergency medication if they have a seizure). Bring rectal diastat/other medication to the school health office prior to the first day of school.
- Insulin Dependent Diabetes. Bring glucagon to the school health office prior to the first day of school with the written "Diabetes Medical Plan" from the doctor.
- Any Other Medical Condition That May Require Emergency Care [⬇](#)

### **Medications at School**

If your child is allergic to Tylenol, cough drops, hydrocortisone cream, Benadryl, mints, or peroxide, a physician's note is required to be on file with the school health office.

Medications should not be sent to school with students for the safety of all students.

Medications at the school cannot be returned to students under the age of 18. Medications that are no longer needed at school must be picked up by a parent/legal guardian, except at discretion of the school health officer.

Medications brought to school will be put into the students count and should not go back and forth from school to home each day. If medications need to be picked up before the end of the prescribed duration, a written request to pick up the medications early must be submitted to the health officer for placement in the student's file.

Medications that are expired or not picked up within 30 days of being discontinued will be disposed of. Parents are responsible for keeping track of when medications (including emergency medications) will run out at school or expire.

Medications should be taken at home when possible. Medication needed 3 times per day (i.e., antibiotics or eye drops) should be taken before school, after school, and at bedtime.

HS/MS students may bring cough drops to school if they keep them in their locker or pocket and refrain from sharing them with other students.

Our goal is to provide the safest and most effective medical care for your child in case of an emergency.

### **State Laws for Medication in School**

1. It must be in the original container from the pharmacy with the original label on it. If requested, pharmacies will label 2 bottles for you, one for school and one for home.
2. The bottle must not be expired.
3. A written doctor's order must be on file in the school health office for prescription medication.
4. A written note from the parent must be on file in the school health office for all medications, stating school staff have permission to give the medication to their child.
5. It must be kept locked.
6. Students with asthma may carry inhalers at school if there is a written doctor's order saying the student may "self-carry" the inhaler, and a signed parent note stating the student may "self-carry" also.
7. A student may carry their own epi-pen at school or during school activities **ONLY IF** there is a doctor's order stating the student should be allowed to "self-carry" and a signed parent note stating the student may "self-carry." [🔗](#)

### Administering Medication to Students

The following procedures will be followed when the school is notified by a parent/guardian that their child needs medication during the school day to benefit their education:

1. Written notification is forwarded to the designated school official, usually in the health office.
2. The official has a parent/guardian send written instructions signed by the parent/guardian and a physician including:
  - a. Name of the child
  - b. Name of the medication
  - c. Purpose of the medication
  - d. Time to be administered
  - e. Proper dosage
  - f. Possible side effects
  - g. Termination date for administering the medication.
3. That school official is then responsible for:
  - a. Obtaining and filing in the school the written notification and the required consent.
  - b. The periodic review of such written instructions.
  - c. The storing of the medication in a locked cabinet.
  - d. Record keeping and returning unused medication to the parent/guardian.
4. The parent/guardian of the student shall assume responsibility for informing the school official of any change in the child's health or change in medication.
5. The District retains the discretion to reject requests for administration of medications.
6. A copy of this procedure will be provided to parents/guardians upon their request for administration of medications in the school.
7. Only limited quantities of medication should be brought to the school and only in containers properly labeled by the physician or pharmacist.
8. Students will be allowed to get Tylenol from the school health officer **IF** they have signed **YES** for this on their emergency form and **AFTER** the parent/guardian has been contacted.

Contact the school health office assistant at 743-8753 with any health-related questions. [🔗](#)

## Library

### Library Expectations

- Library procedures and expectations are posted in the library. Students are expected to read them and comply at all times.
- All materials must be checked out before taking them from the library.

- Students deliberately damaging materials or property will be refused the right to use the library, except for class-required, specific research. This research will require a blue slip from the student's teacher.
- No fines are charged for overdue materials, but if materials are lost or damaged, the patron will be expected to pay the replacement cost. If lost material is returned that has been paid for, the patron will keep it and no refund will be made. Materials will not be checked out to patrons who have not paid replacement costs. [🏠](#)

### **High School Library**

The high school library collection has been developed for use by teenagers and young adults. Along with print materials like books, magazines, and newspapers there are educational CDs, video cassettes, audio cassettes, books on tape, and electronic (computer) resources available. The nonfiction and reference portion of the collection is continually updated to provide materials that will enhance classroom curriculums and make available information for projects and/or reports that may be given. The fiction portion of the collection contains both classic and contemporary materials that are of interest to young adults. Many of the best sellers and award-winning books can be found here.

#### **Orientation**

All freshmen have a library unit included in their English class. Each student is individually instructed by the librarian on the use of materials and computers. District internet policy and library procedures and expectations are presented.

#### **Access**

- Teachers may reserve the library for class research projects.
- Teachers may give students individual blue slips to use the library during class periods or study halls for research only.
- Students may pick up library passes from the library staff prior to each of the study hall periods. If there are a large number of students, from a particular study hall, a daily list will be prepared by the library director that will be used for the semester; generally, each student will be scheduled 2 to 3 days per week.



### **Elementary and Middle School Library Media Center (LMC)**

It is the media staff's task to assist patrons and provide material for professional development, curriculum enhancement, and personal knowledge for staff and students. It is also their goal to maintain a productive learning environment for patrons using the facility at all times.

The LMC collection has been developed for use by children through eighth grade. Along with print materials including books, magazines and newspapers there are video cassettes, audio cassettes, books on tape, and electronic (computer) resources available. The nonfiction and reference portion of the collection is continually updated to provide materials that will enhance the classroom curriculum and make available information for assigned projects and/or reports. The fiction portion of the collection contains both classic and contemporary materials that are of interest to students. Many of the best sellers and award winning books can be found there.

#### **Library Instruction**

The media staff reads and introduces books to the younger students and instructs older students on how to use the library, including searching the online card catalog, locating books, exploring types of material, etc.

#### **Access**

All grades have scheduled library time during school days. The library is also available before and after school for returns and checkout. [🏠](#)



## Lockers

**HS/MS** - A locker will be assigned to each student at the beginning of the school year. If the locker fails to work properly at any time, report this to the office so that repairs can be made. Do not force keys or doors as you may damage them beyond repair.

1. Students shall use only the locker assigned to them.
2. Lockers are to be kept locked when not in use.
3. Students shall not abuse the locker by plugging the lock, kicking the door, marking or scratching the paint, etc. The locker is issued for your convenience and safekeeping of personal belongings.
4. Lockers shall be kept clean and orderly at all times. Inspections may be made of lockers from time to time by assigned teachers in the high school/middle school or in an emergency by the principal.
5. No student shall enter another's locker, either with or without the other person's permission.
6. For keyed lockers, arrangements should be made immediately to have some key chain or other attachment on the locker key so that it is always with you at school each day.
7. Lockers should be visited only when necessary, and then only to place items in or take items out. Do not loiter at your locker.
8. A student cannot expect their locker or any article in that locker, to be free from inspection if administration considers a search necessary to maintain the integrity of the school environment and to protect other students.
9. A student requiring locker keys from the office three times will have their locker changed to a combination locker. Students will be charged the new cost of the new lock for locker keys that are lost or not returned.
10. Do not keep money or valuables in your locker, as someone may learn your combination. [🔒](#)

## Lost and Found

Articles found are to be turned into the office. Please report there to claim lost items. All items lost or stolen must be reported to the office immediately. [🔒](#)

## Office Rules

All passes, lunch tickets, phone calls, and money change will be handled before school or at noon. No one is to come out of class, unless it is an extreme emergency cleared through the principal.

Students are not to use the office phones except for school business and with the approval of office personnel. Parents are requested not to telephone students during the school day except in cases of emergency. Students will not be called out of class to receive phone messages. Cell phone use during the school day must follow the school policy for cell phone use. [🔒](#)

## Open Campus

The board of education may approve open campus for the noon lunch period beginning after the first week of school for all returning 10<sup>th</sup>-12<sup>th</sup> graders, and sometime after the first quarter for all incoming 9<sup>th</sup> graders and new students.

1. Parental permission is required if the student is under the age of 18.
2. Students who qualify for open campus privileges are required to follow all school rules while in the building or on the school grounds. Violations will result in a suspension from open campus in addition to other required penalties.
3. Students must:
  - a. Show the office staff their open campus card before leaving. No card means no open campus.
  - b. Leave and return from open campus through the front high school door only. (ENTRANCE #1)

- c. Physically leave school property, not loiter on school grounds, and re-enter the building upon coming back to school grounds through entrance #1.
4. ADMINISTRATION HAS THE RIGHT TO CANCEL OPEN CAMPUS AT ANY TIME.
5. Being tardy is not acceptable. Two tardies will mean a one-week suspension from open campus. Three tardies will result in permanent revocation of open campus.
  - a. Off school grounds:
    - i. To take a vehicle off the school grounds, a form must be signed by the student's parents and returned to the high school principal. Improper use of the vehicle will result in the suspension from open campus.
    - ii. Negative reports of the student's actions by local citizens will be considered in evaluating suspension from open campus.
6. Violations of school policy, local ordinances, or state law are grounds for disciplinary action and the termination of open campus by school District administration.
7. If a student is not on work release at the time that open campus begins, they may not opt to go on it, to work around grade restrictions.
8. Students that leave on open campus and find that they won't return for the rest of the day, must phone the school of their intended absence. If not, they will be removed from open campus for two weeks.
9. Grade Restrictions:
  - a. Any "F" or "I" recorded for a marking period will result in suspension from open campus for four weeks. The student may be reinstated if they have no failure notices for that four-week period.
  - b. Any "I" for a marking period will result in suspension from open campus. To resume open campus privileges, the "I" must be replaced with a passing grade.
  - c. Through the high school principal, any teacher may recommend suspension from open campus
  - d. AT ANY TIME FOR ANY STUDENT whose grades noticeably drop or whose behavior degenerates.
  - e. Any failure notice will result in suspension from open campus until grades are determined at the end of the quarter.
10. Any student with three referrals, or receiving the third referral or more in a quarter, will have open campus suspended for the remainder of the quarter.
11. All students who qualify for open campus will be issued a laminated ID card. This card must be presented to a school official upon entering or leaving the building for open campus. If the student loses the laminated card, notify the office immediately. The cost to replace the ID will be \$1.00.
12. Attendance – open campus privileges will be revoked for any student who is absent 10 or more partial or full days in a semester. [🔗](#)

## **Title I Parent Involvement**

District staff will involve parents in regular, two-way, and meaningful communication addressing student achievement and ensuring that parents:

- Play an integral role in assisting their child's learning,
- Are encouraged to be actively involved in their child's education,
- Are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child.

In compliance with Section 118(a)(2) of the Elementary and Secondary Education Act (ESEA), the District agrees to implement statutory requirements to:

- Involve parents in the joint planning and development of the District's Title I Plan through representation on the District ESEA team and participation in fall and spring ESEA meetings.
- Involve parents in an annual local review of the Title I Program and use the results of the annual review to address any identified barriers to parental participation. The annual review will be conducted each spring and will include an analysis of state and local assessment data, a review of grade level needs and services, and a summary analysis of the effectiveness of Title I services.

- Involve parents in the development, implementation, and review of the parent-school compact. The compact will be discussed and signed during fall parent-teacher conferences and reviewed again at spring conferences. The compact will also be posted on the District website.
- Involve parents in the development and planning of effective parent involvement activities through representation on each building's Title I needs assessment or school-wide committees. Committee meeting schedules will be flexible, with the needs of parents in mind.
- Building the school's and parents' capacity for parental involvement by:
  - Providing parents with information on state standards, assessments, requirements of Title I, monitoring their child's progress, and working with educators. Information will be provided during an annual fall meeting, through quarterly progress notices, at parent-teacher conferences, and on the school's website.
  - Provide materials, resources, and training to help parents work with their children to improve academic achievement. Resources will be provided in newsletters and other communications. Parent trainings and family education nights will be planned each year based on the needs assessment and may include a family literacy night, math night, etc. A book bag program will be implemented in grades K-3.
  - Communicating regularly with parents in clear and understandable terms. This will include opportunities for parents to participate in decision-making roles, volunteer opportunities, regular Title I meetings, newsletters, regular parent surveys, parent-school compacts, and parent-teacher conferences. Parent-teacher meetings may be scheduled at any time as requested by parents.

The District Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I services. [🏠](#)

## Party and Dance Rules

**MS** - Neillsville Middle School students are the only students allowed at these parties/dances. Middle school students are not allowed to attend high school dances. Party/dance hours are from 7:00 p.m. until 9:00 p.m. Once you leave, you will not be allowed to come back in. Variations to this plan must be approved by the principal.

**HS** - Middle school students are not allowed at high school dances. Party/dance hours are from 7:00 p.m. until 11:00 p.m. Doors will be locked at 8:30 p.m. Once you leave, you may not be allowed to come back in. Guests/dates not currently enrolled at Neillsville High School must be pre-approved. A "Guest Approval Form" is available in the high school office and must be returned one week prior to the event for consideration. Late and/or incomplete submittals will not be approved. Guests may have a background check done on them and they will be required to show a photo ID to enter the dance. Variations to this plan must be approved by the principal.

If your class or organization is having a school party, it is your duty to be present and do everything in your power to make the party a success. Try to be on time and plan to remain until it ends. If you must leave early, the courteous thing to do is to notify one of your class advisors who will be chaperoning the party. People who leave the party at any time are not expected to return to the party or hang around outside the building. Remember that the party is taking place inside and loitering outside will not be permitted. Doors will be locked at **8:30** and no one will be allowed to enter or re-enter after that time unless specific arrangements have been made.

School parties are given by Neillsville High School students only, unless it is an open party. Do not invite other guests or bring them with you without specific permission from your advisor. Committee members should be on hand a few minutes before the party is scheduled to begin and assume responsibility for change and supplies for getting things moving promptly. Regular school dress is in effect unless otherwise specified by the principal. Party hours are from **7:00-11:00 p.m.**, unless otherwise arranged. Parents may thus know when to expect students to be home. Any smoking or drinking alcohol is absolutely prohibited and evidence of either may lead to the banning

of all such parties. Those who wish to keep on having them may protect their interests by reporting any infraction of the above rules immediately. [🔗](#)

## **Physical Education**

Physical Education for all students is required by state law and only those having a doctor's statement of physical incapability may be excused by school authorities. These classes contribute to the development of recreational skills and provide opportunities for such related learning as: good sportsmanship, courtesy, team play, intelligent spectatorship, and other qualities essential to all around development. Students are directed in the learning and development of coordination of body and mind, leadership, alertness and quick response, and a healthy, hygienic, and emotionally stable standard of living.

Locker rooms are provided for both boys and girls and each student is provided with an individual locker for their equipment. While in class, a locker is provided for their street clothing and the lock from their athletic locker should be transferred to it. If each person follows this procedure, there should be no chance of losing valuables. Large, well-ventilated, and well-kept shower rooms provide student participants with sanitation. One lock for physical education will be provided by the school. Transfer students will be given a lock on the first day of physical education. Any student losing their lock during that time must buy one from the physical education teacher.

Elementary students are required to wear closed-toe tennis shoes that either lace or are secured by Velcro for their own protection and comfort. Students in sixth grade and up will use the locker rooms daily and be required to change clothes for physical education.

All students in second grade and up will participate in swimming during their physical education classes. Students are provided school swimsuits; however, a student may wear their own swimsuit providing the suit is clean and modest (not revealing). Students who bring their own swimsuit should bring a plastic bag and tie for sanitary and safety reasons. Students are reminded that the suits should be taken home nightly to be washed.

In the event of any loss, theft, or damage to the student's suit, the school is not liable. Students should continue to use the school towels.

### **Excuse from Physical Education**

1. No student shall miss more than five collective or consecutive days of physical education per month.
2. If a student is unable to participate in physical education classes on a particular day, they must bring a written excuse from their parent/guardian or doctor explaining why.
3. Only a doctor's excuse will be accepted if a student is to be excused for more than one day in succession.
4. If a student presents an excuse from a doctor for a long duration, the physical education teacher may place the student in a study hall or have them do written assignments for each day they are not actively involved in physical education.
5. An excuse from physical education for medical reasons automatically excludes the student from any athletic participation on those days. [🔗](#)

## **Playground Expectations**

For the safety and enjoyment of all students, the following guidelines will be expected at all times:

- Play safely and responsibly
- Use appropriate language
- No electronics allowed (Phones, iPads, iPods, smart watches)
- Use the slide from top to bottom only
- Playground equipment is provided by the District (balls, jump ropes, etc.). The District is not responsible for equipment brought from home.

- Go back and forth on swings (no twirling)
- Wrestling, fighting, or tackling is not allowed
- Football must be flag; tackle football not allowed
- Football must be on grassy areas; playing football is never allowed on blacktop
- Football is not allowed during lunch recess
- Hard-covered baseballs and softballs are not allowed
- During winter season, snow pants and boots are required to play in the snow
- No throwing snowballs or ice chunks
- Sliding on ice and snow is permitted if done in an orderly fashion
- Students may not play “King of the Hill”
- Kicking playground balls on the roof will lead to loss of privileges
- Students are not allowed in the parking lot
- When the whistle blows, students must return equipment and line up quickly and quietly in designated areas in a timely fashion
- No food shall be brought onto the playground
- All students shall stay out of the pavilions and baseball/softball dugouts.

Immediately tell playground supervisors if you or someone else gets hurt on the playground. If the student is to remain inside at recess times, a note should be sent with the student's name, date and reason for staying in. For liability reasons, rollerblading, scooters, skating, and skateboarding are not allowed on school grounds.

During lunch recess, grade level students shall stay in the designated areas:

- 5K – 1<sup>st</sup> Grade: Playground toy area only
- 2<sup>nd</sup> – 3<sup>rd</sup> Grade: Playground and top kickball diamond
- 4<sup>th</sup> – 5<sup>th</sup> Grade: Blacktop and bottom kickball diamonds

Possible consequences for not following playground expectations include, but are not limited to:

- |                           |                        |                             |
|---------------------------|------------------------|-----------------------------|
| *parental contact         | *verbal warning        | *student removal from class |
| *loss of privilege        | *detention             | *suspension                 |
| *expulsion                | *financial restitution | *police referral            |
| *Social Services referral |                        |                             |

## **Indoor Recess Expectations**

In the event of indoor recess, the following expectations will be followed:

- Students must stay in the hallway outside their own classrooms.
- Use of teacher’s games/materials appropriately
- Stay out of hallway cubbies
- No running
- Clean up after yourselves
- Level 2 voice
- If Chromebooks are allowed, only school appropriate and approved games are allowed [🏠](#)

## **Psychologist**

We have the services of a psychologist under CESA 10 programming. These services are available upon request for special testing by classroom teachers and parents. Consultation with the teachers and parents would follow that testing. [🏠](#)

## Release Time for Religious Meetings

Wednesday nights are to be set aside for family/social time. If an occasional Wednesday may be needed for school use, the family and organizers of social gatherings will be contacted. WIAA tournaments and make-up days may be scheduled on Wednesdays. [🔗](#)

## Rules on Printed Matter

### Bulletin Boards

1. Permission must be obtained from the principal's office to post notices.
2. Masking tape must be used for fastening notices.
3. Notices may be posted for dances, sports, activities, candy sales, annual sales, etc.
4. Maximum size for all notices, except sports banners, is 18" X 24".
5. All notices are to be removed immediately after the activity is complete.

### Printed Matter

Students may distribute newspapers or other printed materials of a noncommercial nature.

1. The time of such activity shall be limited to periods before school begins, after dismissal, and during lunch time.
2. The manner of conducting such activity shall be restricted to prevent undue levels of noise and use of coercion.
3. All printed matter and petitions distributed and circulated on school property must state the name of the sponsoring organization and the name of at least one student member of such organization.
4. The principal or their designee may preclude distribution of materials which are obscene according to current legal definitions; libelous or likely to create a clear and present danger because of the commission of unlawful acts; or disruptive to the operation of the school.

### Student Publications

1. All student publications shall be produced by students.
2. Editing shall be done by student editors.
3. The principal may review material prior to publication and may suspend publication of obscene material according to current legal definitions; libelous or likely to create a clear and present danger because of the commission of unlawful acts; or disruptive to the operation of the school. [🔗](#)

## Student Instruction and Progress

### Academic Letters

To promote academic achievement and to provide visible recognition for that achievement, the school District should establish an award for academic achievement at Neillsville High School. The award should be in the form of an academic letter (equal in size and design to the athletic letter but labeled/embroidered as "ACADEMIC"). The award program should be fully funded by the school District.

### Criteria

1. Only full-time students will be eligible for the award. Students will be considered full-time when they are enrolled in 3 credits or more per semester.
2. All classes that count for honor roll tabulation/computation will count toward the award. The student must be enrolled in at least six (6) credits per year.
3. The GPA of transfer students will count toward the award. Transfer students must be enrolled at Neillsville High School for at least one (1) semester to be eligible for the award.
4. The student must maintain a cumulative GPA of 3.5 for two (2) consecutive semesters to be eligible for the first letter. Thereafter, a cumulative GPA of 3.5 shall be maintained for two (2) additional consecutive semesters (counted from the start of the second semester) to be eligible for further academic awards (represented by the award of a pin).



## **Presentation of Awards**

1. The awards will be presented annually at the discretion of the high school principal to all returning award winners. Graduating seniors will receive their award prior to their graduation.
2. To emphasize the commitment of the School District of Neillsville to academic excellence, the awards will be presented by the high school principal, district administrator, or an officer of the board of education.
3. The awards will be presented at a special assembly of high school students. [🏠](#)

## **Adult Students**

Adult students, those who have attained the age of 18, may choose to begin making their own decisions regarding their educational path. In such cases, the adult student must arrange an appointment with the high school principal to discuss the expectations for adult students regarding graduation requirements, school attendance, and behavior. All school rules apply unless otherwise noted in the family handbook. Adult students may write their own excuse notes upon submission of the “Contract for Adult Student Attendance and Behavior” to the high school principal. Adult students are expected to be in school every day and comply with attendance policies outlined in the “Attendance Policy” of this handbook. [🏠](#)

## **Courses – Middle School**

All Middle School students are required to take the following classes: math, social studies, English, science, physical education, and health.

### **Sixth Grade Students**

- Choose from band and/or choir
- Take art, music, and physical education on a three-day rotation basis

### **Seventh Grade Students**

- Choose from band and/or choir or STEM elective
- Exploratory subjects include agriculture, art, technology education, and Spanish

### **Eighth Grade Students**

- Choose from band and/or choir or STEM elective
- Exploratory classes include careers, Spanish, leadership, and technology education. [🏠](#)

## **Early Graduation**

For a student to be eligible for early graduation, they must follow the stated guidelines and meet the stipulations indicated:

1. A student must meet with the high school counselor and submit the Student Request for Early Graduation form by December 1 of the year the student intends to graduate. Post-secondary plans must be included in the request.
2. If the student is a minor, the student’s parent(s)/guardian(s) must also sign the Student Request for Early Graduation form.
3. The request will be reviewed by the high school principal and sent to the board of education for their review and action.
4. All financial obligations owed to the school must be met.
5. All schedule changes needed to accommodate early graduation must be approved by the high school principal/designee.
6. Students approved for early graduation will be considered for any state scholarships or those granted by the School District of Neillsville for which they are eligible under the following guidelines:

- a. Scholarship money awarded will not be made available until the successful completion of the first semester and proof of enrollment for second semester in a post-high school institution.
- b. Students are responsible for contacting the school for any or all scholarship information and applications.
- c. Students wishing to be considered for scholarship money must complete each application following the guidelines as established for that scholarship.

The early graduate will receive a transcript that indicates all requirements for a high school diploma have been satisfied for the purpose of enrolling in a post-secondary educational program. If the early graduate wants to participate in the spring commencement ceremony, they must inform the principal. All diplomas will be issued at that time. [🏠](#)

### Early Literacy Instruction in the Elementary School

Neillsville Elementary School is committed to providing high-quality literacy instruction, aligning our practices with **Wisconsin Act 20**. This legislation guides our approach to early literacy, focusing on foundational reading skills that are essential for students to become proficient readers. Our comprehensive program explicitly teaches key areas of literacy, including **phonological awareness, phonics, vocabulary, and reading comprehension**. The goal is to build a strong foundation, allowing students to read with automaticity and understand all types of written text. To monitor student progress, we administer screeners to students in **4K at the beginning and end of the school year**. Students in **5K through 3rd grade are screened three times a year** using the aimsWeb Plus assessment. Students who score below the 25th percentile receive a diagnostic assessment to create an individualized instructional plan, called a **Personal Reading Plan**. We keep families informed of their child's progress through emails and parent-teacher conferences to ensure a collaborative partnership in achieving reading goals. [🏠](#)

### Education Coordinating Committee

The School District of Neillsville shall have established an Education Coordinating Committee (ECC). The purpose of this committee shall be to evaluate and to process individual student, teacher, parent and/or administrative referrals concerning requests for special academic considerations. These referrals may range from requesting entrance into or development of special education programs, or for special educational consideration when dealing with standard school structure. The committee shall be convened, as necessary, by the building principal and shall consist of the principal, the guidance counselor, and any temporary members as deemed appropriate to aid in the most effective resolution of each individual request. [🏠](#)

### Grade Assignments – High School

Students in high school are assigned to the following classes: first year – freshman; second year – sophomore; third year – junior; fourth year and beyond – senior. [🏠](#)

### Grade Values and Honor Roll

The honor roll is calculated after each quarter and semester and is open to all full-time students.

<b>Grading Scale:</b>	A = 4.00	A- = 3.66667	
B+ = 3.33333	B = 3.00	B- = 2.66667	
C+ = 2.33333	C = 2.00	C- = 1.66667	
D+ = 1.33333	D = 1.00	D- = .66667	F = 0.00

1. The B Average Honor Roll is achieved by averaging the grades on the 4.0 scale and dividing by the number of credit/hours. You must average between 2.66667 and 3.66666 honor points on the 4.0 scale.
2. The A Average Honor Roll is achieved by averaging the grades on the 4.0 scale and dividing by the number of credit/hours. You must average 3.66667 or more.

3. The straight A Honor Roll is achieved by receiving an A of some sort in every class. (A or A-) No average is involved in this honor roll. [🏠](#)

### Graduation Requirements

The following credit requirements are based upon the traditional student path in reaching graduation. Students enrolled in alternative programming will work directly with the building principal and guidance counselor on their educational programming.

English	4
Social Studies (US History-Government)	3
Math	3
Science (Physical-Biological)	3
P.E. (9-10-11)	1 ½ (see waiver policy below)
Health (9-12)	½
Elective	9
<b>Total Credits</b>	<b>24</b>

- Physical education waiver policy – Students can complete an additional one-half credit in English, social studies, mathematics, or science in lieu of one-half credit in physical education when they participate in a WIAA-sanctioned sport as part of the District’s athletic program (see Board Policy 5460). This change would be indicated by an “AW”, or athletic waiver, being recorded on the student transcript.
- All students in grades 9-12 will be required to register for a minimum of 3 credits per semester. If you are more than 1/2 credit short, you are not allowed to go through graduation exercises. [🏠](#)

### Homework

Our curriculum programs are planned so that, if a child makes wise use of their time, most homework can be completed during school hours. Generally, students in elementary school are asked to read at home and practice math facts. Some assignments may need to be taken home for completion, but this is seldom. We try to motivate our students to do more than the minimum required work. [🏠](#)

### Incompletes

**HS/MS - “I” (Incomplete).** This mark is normally used for students who had excused absences at the end of the marking period and have not had sufficient time to make up work necessary to receive a grade. Normally, incompletes must be made up within two weeks (10 calendar days; Monday-Friday) after the end of the semester. Make-up work in case of extended absences due to illness will be given special consideration proportionate to the length of the illness.

- Students needing additional time to complete assessments need to be encouraged to discuss and make arrangements (plans to complete the work) directly with their teacher – learning and practicing good communication skills. An “incomplete” may then be assigned.
- Following the 10-day period, the student’s progress toward completion will be assessed and a final grade must be assigned.
- In cases of error, miscalculation, submission of completed work, a teacher may, at their discretion, modify a grade utilizing established building procedures after the final grade has been submitted. [🏠](#)

### Laude System

The Laude System replaces the class rank system. The Laude System recognizes and encourages students who take rigorous courses that will better prepare them for the future. This system rewards students that successfully complete select coursework and other challenging activities that will earn the student honor points in high school approved activities and competitions.

### How Do I Calculate My Laude Score?

**My total honors points:** \_\_\_\_\_

**My cumulative GPA:** \_\_\_\_\_

**My Total Laude Score:** \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
Honor Pts. Cum. GPA Your Laude Score

#### Laude Distinctions:

- Summa Cum Laude (With Highest Honor/Distinction), Laude Score of 50 or greater
- Magna Cum Laude (With Great Honor/Distinction), Laude Score ranging from 32 – 49.95
- Cum Laude (With Honor/Distinction), Laude Score ranging from 16 – 31.5

#### Courses and Laude Values: .5

1. College & Career Spanish (also would include any year 3 or above of the same foreign language)
2. Advanced art class with an approved plan that results in a final exhibit with a presentation
3. Individual or group 1st place at State Solo and Ensemble competition for choir or band
4. Individual or group 1st place at State National History Day competition
5. Individual or group 1st place at State Forensics competition
6. Individual or group 1st place at State FCCLA competition
7. Individual or group 1st place at State VICA competition
8. Individual or group 1st place at State FFA competition
9. Individual or group 1st place finish at state competition in other school-approved competition; subject to review and approval by high school staff committee
10. Transcribed course through a technical college

#### Courses and Laude Values: 1.0

1. Capstone
2. Algebra II
3. Trigonometry/Pre-Calculus
4. Calculus
5. Advanced Science (not independent study)
6. Anatomy
7. Physics
8. Chemistry
9. Statistics

NOTE: Laude points are earned by semester for a passing grade in an approved course or activity.

Laude points can be earned through 2nd semester of senior year.

The cumulative GPA at the end of 1st semester senior year will be used to determine the student's final Laude status.

#### Courses and Laude Values: 1.5

1. College Courses
2. AP Courses

					<b>G.</b>	<b>P.</b>	<b>A.</b>				
		4	3.9	3.8	3.7	3.6	3.5	3.4	3.3	3.2	
	20	80	78	76	74	72	70	68	66	64	<b>Summa</b>
	19.5	78	76.05	74.1	72.15	70.2	68.25	66.3	64.35	62.4	<b>Cum</b>
	19	76	74.1	72.2	70.3	68.4	66.5	64.6	62.7	60.8	<b>Laude</b>
	18.5	74	72.15	70.3	68.45	66.6	64.75	62.9	61.05	59.2	<b>50 or more</b>
	18	72	70.2	68.4	66.6	64.8	63	61.2	59.4	57.6	
	17.5	70	68.25	66.5	64.75	63	61.25	59.5	57.75	56	
	17	68	66.3	64.6	62.9	61.2	59.5	57.8	56.1	54.4	
	16.5	66	64.35	62.7	61.05	59.4	57.75	56.1	54.45	52.8	
	16	64	62.4	60.8	59.2	57.6	56	54.4	52.8	51.2	
	15.5	62	60.45	58.9	57.35	55.8	54.25	52.7	51.15	49.6	<b>Magna</b>
	15	60	58.5	57	55.5	54	52.5	51	49.5	48	<b>Cum</b>
	14.5	58	56.55	55.1	53.65	52.2	50.75	49.3	47.85	46.4	<b>Laude</b>
	14	56	54.6	53.2	51.8	50.4	49	47.6	46.2	44.8	<b>49.99-32</b>
<b>H</b>	13.5	54	52.65	51.3	49.95	48.6	47.25	45.9	44.55	43.2	
<b>O</b>	13	52	50.7	49.4	48.1	46.8	45.5	44.2	42.9	41.6	
<b>N</b>	12.5	50	48.75	47.5	46.25	45	43.75	42.5	41.25	40	
<b>O</b>	12	48	46.8	45.6	44.4	43.2	42	40.8	39.6	38.4	
<b>R</b>	11.5	46	44.85	43.7	42.55	41.4	40.25	39.1	37.95	36.8	
	11	44	42.9	41.8	40.7	39.6	38.5	37.4	36.3	35.2	
<b>P</b>	10.5	42	40.95	39.9	38.85	37.8	36.75	35.7	34.65	33.6	
<b>O</b>	10	40	39	38	37	36	35	34	33	32	
<b>I</b>	9.5	38	37.05	36.1	35.15	34.2	33.25	32.3	31.35	30.4	<b>Cum</b>
<b>N</b>	9	36	35.1	34.2	33.3	32.4	31.5	30.6	29.7	28.8	<b>Laude</b>
<b>T</b>	8.5	34	33.15	32.2	31.45	30.6	29.75	28.9	28.05	27.2	<b>31.99-16</b>
<b>S</b>	8	32	31.2	30.4	29.6	28.8	28	27.2	26.4	25.6	
	7.5	30	29.25	28.5	27.75	27	26.25	25.5	24.75	24	
	7	28	27.3	26.6	25.9	25.2	24.5	23.8	23.1	22.4	
	6.5	26	25.35	24.7	24.05	23.4	22.75	22.1	21.45	20.8	
	6	24	23.4	22.8	22.2	21.6	21	20.4	19.8	19.2	
	5.5	22	21.45	20.9	20.35	19.8	19.25	18.7	18.15	17.6	
	5	20	19.5	19	18.5	18	17.5	17	16.5	16	
	4.5	18	17.55	17.1	16.65	16.2	15.75	15.3	14.85	14.4	
	4	16	15.6	15.2	14.8	14.4	14	13.6	13.2	12.8	
	3.5	14	13.65	13.3	12.95	12.6	12.25	11.9	11.55	11.2	
	3	12	11.7	11.4	11.1	10.8	10.5	10.2	9.9	9.6	
	2.5	10	9.75	9.5	9.25	9	8.75	8.5	8.25	8	
	2	8	7.8	7.6	7.4	7.2	7	6.8	6.6	6.4	
	1.5	6	5.85	5.7	5.55	5.4	5.25	5.1	4.95	4.8	
	1	4	3.9	3.8	3.7	3.6	3.5	3.4	3.3	3.2	
Neillsville High School Laude Chart - This chart will be reviewed every two years and revisions will be made when needed. If revisions are made to this chart and/or policy, the revisions would go into effect with the next incoming ninth grade class.											



## Promotion and Retention – Elementary and Middle School

The School District of Neillsville is charged with the adequate education of every student.

As per Wisconsin Statute 118.125, the school has the right and responsibility of promotion and retention. Therefore, the School District of Neillsville shall primarily support a professional staff member's advice who, in good faith, has indicated that a student has not met the criteria to gain necessary independence and acceptable educational development. The School District of Neillsville bases the promotion of each student on a combination of social and academic achievement criteria. Professional staff will consider the promotion of each student, carefully evaluating subjective and objective factors, determining each student's progress.

### Elementary and Middle School Grade Advancement:

Local requirements in response to Wisconsin section 118.33: Effective September 2002, in order to advance from Grade 4 to 5 or from Grade 8 to 9 students in the School District of Neillsville shall meet the requirements included in section 118.33 of the state statutes, as revised by 1999 Wisconsin Act 9.

In addition to meeting any local requirements outlined above, in order to advance a student shall demonstrate proficiency from these categories:

- A. State and Federal Required Tests and Assessments
- B. Academic Performance, and
- C. Other Academic Criteria

These are not to be construed as sequential in nature but carrying equal weight.

#### **Professional Staff Recommendations:**

For a student who does not demonstrate proficient performance as outlined above, decisions concerning grade advancement will be made through committee review. A committee consisting of teachers currently working closely with the student; the school counselor; and the building principal; will make a recommendation based on, but not limited to, the following considerations:

- overall academic performance
- any previous retentions
- performance on other tests
- reports from outside agencies
- performance in subject areas beyond mathematics, science, social studies, and reading or language arts
- other developmental criteria

#### **Procedures:**

- Accommodations to these requirements may be made for students with exceptional educational interests, needs, or requirements consistent with state law and established District policies and procedures.
- The district administrator (or their designee) shall be responsible for the general supervision and management of the advancement of students under this policy.
- The district administrator (or their designee) shall develop, review, and recommend policies so that the District can help prepare students to satisfy the criteria in this policy and to otherwise implement this policy.
- The district administrator (or their designee) shall develop practices and procedures to inform students and parents/guardians of the policy requirements and to inform students and parents/guardians of the academic progress of students. [🏠](#)

#### **Removal from Class**

If a high school student is removed from a course permanently, that student will face disciplinary action if the reason for removal is because of classroom problems. Students may be removed from a course at the recommendation of the teacher, etc. Parents will be contacted before removal takes place. Students removed from class will receive a “W” for all remaining marking periods, unless special health or emotional circumstances exist. [🏠](#)

#### **Report Cards and Parent-Teacher Conferences**

Report cards are issued to all students at the end of each nine-week grading period. Students have two weeks (10 days; Monday-Friday) from the end of the quarter for the first three quarters to complete an incomplete grade. Report cards, though, are only one way a child’s progress is reported to their parents. Parent-teacher conferences are held for all students. Conferences are scheduled in advance so each parent will know when to come. However, the need for additional conferences can arise at any time. The parent and teacher should schedule a conference at a time on which they can mutually agree. [🏠](#)



## **Schedule Changes**

### **Middle School**

1. Elective course changes require a contract of agreement between the student, the parent/guardian, and the teacher of the dropped course, and added course.
2. Elective course changes must be made within two weeks of the start of each respective semester.

### **High School**

1. Class drops require a parental permission slip and must include a “statement of reason” for dropping the class.
2. When a class is dropped before the end of the 5<sup>th</sup> day of the semester, the listing of the class will be removed from the student’s record.
3. When a class is dropped after the 5<sup>th</sup> day of the semester, the student will be awarded a grade of “W”. A “W” has the same honor point value as an “F” and will impact negatively on the student’s class rank and grade point average and will remain on the permanent record transcript.
4. Entrance into any class after the 5<sup>th</sup> day of the semester will require consent from the teacher of the new course, guidance counselor, and principal. This will not apply to transfer students.
5. No student will be allowed to drop any class that would lower the student’s class attempt to below six credits for any one year, unless the drop is replaced with another class under the guidelines stated above (per board policy).
6. Students may be assigned to a different section in order to balance class sizes. [🏠](#)

## **Students at Risk**

An At-Risk student is a student who is at risk of not graduating with their class. At-Risk students may be eligible for special program modifications as identified in an individual staffing. The criteria for being At-Risk includes one of the following:

1. One or more years behind in basic skills
2. One or more years behind in credits
3. Failed the graduation test

And one of the following:

1. Adjudicated delinquent
2. A teen parent
3. Chronic absences (20 or more days)
4. Dropout/potential dropout [🏠](#)

## **Withdrawal from School**

Any student who is withdrawing from school is requested to follow this procedure:

1. Secure a withdrawal form from the office.
2. Report to all of your teachers, including study halls and library, for return of all textbooks and school-owned material.
3. Return the completed form to the office.
4. Pay any monies due to the school.

Unless this procedure is followed, it will be impossible to clear your record. If you are transferring to another school, it will not be necessary for you to secure a transcript of your credits; this request will be made by the school to which you are transferring. [🏠](#)

## Student Privacy

### Release of Student Directory Information

The School District of Neillsville utilizes social media sites such as Facebook and Instagram to promote community involvement and celebrate student successes. Information such as a student's name, videotaped activities, participation in officially recognized activities and sports; weight, height, and grade level of members of athletic teams; and the parents' names of students receiving awards or recognition shall be considered public information and may be released, unless parents or adult students refuse the release, in writing, of their own initiation **within 14 days of receiving this handbook**. The School District of Neillsville reserves the right to photograph, record, and/or videotape students in any area of the building. Directory information for investigative personnel only will also include parents' names and addresses and the student's date of birth. This exception to the policy shall be published in the official District newspaper annually, along with information relating to the opening of school in the fall. [🔗](#)

### Student Records

1. Student records can be viewed upon written request:
  - a. By the student
  - b. By the parent of the student (if student is under the age of 18)
2. Changes can be requested through the Education Coordinating Committee. Forms are available through the guidance office. [🔗](#)

### Student Surveys

The board of education respects the privacy rights of parents/guardians and their children. No student shall be required to participate in any survey associated with a school program or the District's curriculum, or which is administered by a third party in the school, if the survey includes one or more of the following items or topics:

- Political affiliations or beliefs of the student or the student's parent/guardian
- Mental or psychological problems of the student or of their family
- Sexual behaviors or attitudes
- Illegal, anti-social, self-incriminating or demeaning behavior
- Critical appraisals of other individuals with whom students have close family relationships
- Legally recognized privileged or analogous relationships such as those of lawyers, physicians, or ministers
- Religious practices, affiliations, or beliefs of the student or of the student's family
- Income, other than required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

High school students may be asked during a school year to take part in the following surveys: (1) student surveys of classroom teachers/courses; (2) senior exit surveys; or (3) Youth Risk Behavior Survey (YRBS).

Parents/guardians will be given the opportunity to request that their child not participate in a survey containing any of the information outlined above. If the survey containing any of the above information is funded in whole or in part by the US Department of Education, written consent shall be obtained from the student or, in the case of a minor student, the student's parent/guardian before the student participates in the survey.

Parents may, upon request, inspect a survey containing any of the above information and any survey created by a third party before the survey is administered or distributed to a student. They may also request to inspect any instructional materials used in connection with the survey or any instructional materials used as a part of the education curriculum for the student. Requests to inspect the survey or the instructional materials should be made to the principal or their designee. Survey inspection requests should be made prior to the date in which the survey is scheduled to be administered to the student. The principal or their designee shall respond to all such requests.

This policy will be published annually in the student and staff handbooks which are distributed to students, parents/guardians and faculty in the District. [🏠](#)

### **Student Tutors – High School**

1. A student may sign up to be a tutor one period per semester. Approval is required to be a tutor.
2. Students may earn one (1) credit for graduation.
3. 1/4 credit is given for each semester. A student may be a tutor for more than four semesters but only one credit will count as one of the 24 for graduation.
4. Grades will be satisfactory or unsatisfactory only and will not count toward honor points or the GPA.
5. No student can tutor for more than one period for credit without administrative approval.
6. Class schedules will not be arranged to accommodate a tutoring schedule.
7. Tutoring is open to students in grades 9-12. Prior approval for all student tutors must be given. Students in grades 11 and 12 will be scheduled first, and students in grades 9 and 10 will be scheduled based on need and principal approval.
8. Procedures for application:
  - a. Forms must be obtained from the tutoring coordinator, filled out, and returned to the high school office.
  - b. Tutors will be responsible for finding their own placement and will be assigned based off of student availability, teacher needs, and teacher recommendations.
  - c. If a tutor is going to be absent, they are expected to contact the cooperating teacher to let them know they will be absent. More than three unexcused absences can result in removal from tutoring.
  - d. If a student is doing failing work in non-tutoring courses, they will be removed from tutoring.
  - e. All applications must be in the guidance office by the end of the fifth (5<sup>th</sup>) day of each semester.
  - f. A tutor may be removed upon the request of the cooperating teacher or by the principal for academic or behavioral reasons.
  - g. At the end of each quarter and semester, an evaluation by the tutor's cooperating teacher is required.



### **Technology Policy**

#### **Internet and Network Acceptable Use for Students**

The School District of Neillsville provides a wide array of technology resources for the purpose of student learning. As part of our curriculum, students will use a variety of digital tools, applications, and online services to enhance their learning. To ensure compliance with the Children's Online Privacy Protection Act (COPPA), Family Educational Rights and Privacy Act (FERPA), and Health Insurance Portability and Accountability Act (HIPAA), we thoroughly review and vet all educational applications and technology resources used in the district. This agreement handbook outlines consent of use for digital learning tools, appropriate use and prohibited activities when using technology resources. Every student is expected to follow all guidelines stated below, as well as those given orally by the staff, and to demonstrate good citizenship and ethical behavior at all times.

#### **Data Collection and Privacy:**

To provide students with access to these digital learning tools, some personally identifiable information (PII), such as names and school-issued email addresses, may be collected and used in accordance with federal and state privacy laws. The district takes data security and student privacy seriously and ensures that all third-party services comply with legal and ethical guidelines regarding student data protection.

By signing the handbook acknowledgement page, you acknowledge and consent to the following:

1. Your child will have access to district-approved digital tools and educational applications for learning purposes.

2. The district will collect and store limited student data necessary for account creation and functionality within these platforms.
3. OFPS follows strict guidelines to vet and approve all educational applications in compliance with COPPA, FERPA, and HIPAA regulations.
4. Student data will only be used for educational purposes and will not be sold or shared for commercial use.
5. The district implements safeguards, including content filtering, security measures, and digital citizenship education, to promote safe and responsible technology use.
6. A list of the digital tools used in the district can be provided upon request, as it may vary by grade level.

If you do not consent to your child using district-approved technology tools and services, please contact the school office to discuss alternative arrangements. Please note that opting out may impact your child's ability to fully participate in certain instructional activities.

**In accepting this agreement, students acknowledge the following rules and conditions:**

As a School District of Neillsville student, I understand that my school network and email accounts are owned by the school District and are not private. The School District of Neillsville has the right to access my information at any time.

**Government Laws:**

I will use computers in conformity with laws of the United States and the State of Wisconsin. Violations include, but are not limited to, the following:

1. **Criminal Acts** – These include, but are not limited to, “hacking” or attempting to access computer systems without authorization, sending harassing email, cyber stalking others, viewing or sending any pornography, vandalism, and/or unauthorized tampering with computer systems;
2. **Libel Laws** - Publicly defaming people through the published material on the internet, email, etc.;
3. **Copyright Violations** - Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the internet are protected by copyright) or engaging in plagiarism (using other's words or ideas as your own).

**Internet Etiquette and Responsible Use:**

1. I will use School District of Neillsville technology resources productively and responsibly. I will not use any technology resource in such a way that would disrupt the activities of other users;
2. I will be polite and use appropriate language in my telephone, email messages, online postings, and other digital communications with others. I will not use profanity, vulgarities or any other inappropriate language as determined by school administrators;
3. I will use email and other means of communication (e.g. blogs, wikis, chat, instant-messaging, discussion boards, etc.) responsibly. I will not use computers, cell phones, personal digital devices, or the internet to send or post hate or harassing mail, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors;
4. I understand that I am an ambassador for the school in all my online activities. I understand that what I do on social networking websites should not reflect negatively on students, staff, or on the School District of Neillsville. I understand that I will be held responsible for how I represent myself and my school on the internet;
5. I understand that masquerading, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out email, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name as a joke;
6. I understand that passwords are private. I will not allow others to use my account name and password or try to use that of others;

7. I will use School District of Neillsville computer resources responsibly. I will not retrieve, save, or display hate-based, offensive, or sexually explicit material using any school-owned computer resources or digital devices. I am responsible for not pursuing material that could be considered offensive;
8. I will not attempt to bypass security settings or internet filters or interfere with the operation of the network by installing illegal software, shareware, or freeware on school computers;
9. I understand that vandalism is prohibited. This includes, but is not limited to, modifying or destroying equipment, programs, files, or settings on any computer or other technology resource;
10. I will respect the intellectual property of other users and information providers. I will obey copyright guidelines. I will not plagiarize or use other's work without proper citation and permission;
11. I will not use or access files, software, or other resources owned by others without the owner's permission. I will use only those school network directories that are designated for my use or for the purpose designated by my teacher;
12. I will follow all guidelines set forth by the School District of Neillsville and/or my teachers when publishing schoolwork online (e.g. to a website, blog, wiki, discussion board, podcasting or video server);
13. I understand the internet is a source for information that is both true and false; and that the school is not responsible for inaccurate information obtained from the internet;
14. I understand that School District of Neillsville administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement;
15. I agree to abide by all internet safety guidelines.

**Consequences for Violation of this Agreement:**

I understand and will abide by the above Acceptable Use Agreement. Should I commit a violation, I understand the consequences of my actions could include suspension of computer privileges and school disciplinary action, which could include referral to law enforcement. [🏠](#)

### Technology Devices

In this policy, "Chromebook/iPad" will be referred to as "device". The devices and bags/cases that are issued to all students in grades 3-12 are the property of the School District of Neillsville. The device is on loan to the student and must be used in accordance with the following policies and procedures, the School District of Neillsville's Acceptable Use Policy, and any applicable laws. Use of the device, as well as access to the computer network, the internet and email are a privilege and not a right. These items are provided for educational purposes only and are intended to support the learning objectives of the School District of Neillsville.

**General Use and Care of Devices**

- The device and bag/case should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the device and bag/case are not allowed.
- When transporting a device to and from school, students should always be sure it is placed in the device bag/case, and the bag is fully closed. Each device is labeled as School District of Neillsville property and identifies the student that the device is on loan to. The label MUST remain on the device at all times.
- Devices should be placed on the top shelf when stored in lockers.
- Students are encouraged to help each other in learning to operate their devices. Students should operate only their own device at all times.
- Any inappropriate or careless use of a device should be reported to a teacher or other staff member immediately.
- Devices can be fragile, and if they are dropped, they may break. Treat devices with care.
- Students should protect their devices from extreme heat and cold. Devices should not be left in cars to prevent damage from temperature extremes, as well as theft.
- Devices should be protected from the weather, water or other liquid, food and pets.
- Heavy objects should never be placed or stacked on top of your device. This includes books, musical instruments, sports equipment, etc.

- Devices should never be placed in the bag while turned on. The device should either be turned off or in “sleep” mode. In addition, devices should not be placed on or under soft items such as pillows, chairs or sofa cushions, or blankets. This will cause the device to overheat, and will result in damage to the device.

#### **Use of the Device at School**

- Devices are assigned to individual students. Students should never “swap” or “share” their device with another student. Devices should be in a student’s possession or secured in their locker at all times.
- When being transported, the device must be in its bag/case. Do not swing the device by the case or strap. You are responsible for your device – do not carry a device that belongs to another student. The ID label must remain on the device at all times.
- Students are responsible for bringing their device, fully charged, to school each day.
- Devices will be checked randomly to determine if students have the appropriate device and are using the device appropriately.
- **Students should have no expectation of privacy on school-owned equipment.**
- Students are not allowed to download or install any software or other materials without District staff approval. Students are not allowed to access, download, or utilize non-educational games using school resources.

#### **Use of the Device at Home**

- Students in grades 3<sup>rd</sup> through 8<sup>th</sup> are not allowed to take devices home unless permission is granted from the teacher.
- If the device is lost, stolen or damaged by another party, parents/guardians should immediately report the loss or theft to School District of Neillsville administration.
- If the device is damaged or not working properly, it must be immediately turned in to the school library for repair or replacement. Neither students nor parents/guardians are authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the device.

#### **Use of the Device for Internet and Email**

- Students and parents/guardians understand that the School District of Neillsville does not have control over information found on the internet. While every attempt is made to block access from inappropriate material while the student is at school, the District is not able to control student usage of the device while at home. It is the parent/guardian’s responsibility to supervise information that a student is accessing from the internet while at home. Random checks will be done, and students with inappropriate material will be disciplined accordingly.
- Students should never share personal information about themselves or others while using the internet or email. This includes a student’s name, age, address, phone number or school name.
- By signing the family handbook, parents/guardians and students acknowledge they have read and agree to the District’s Acceptable Use Policy prior to receiving internet and email access. Students should be aware that internet access and email, and other media that are accessed, created or stored on their devices is the sole property of the District. The District has the right to review these items for appropriateness, and to limit or revoke a student’s access to them at any time, and for any reason.

#### **Accidental Damage**

- On an annual basis, the student will incur a \$20.00 fee the first time a device has to be repaired.
- If a device has to be repaired a second time due to misuse, accidents, etc., a \$35.00 fee will be charged. The student will not be allowed to take home a device until the fee is paid.
- For the third incident and any incident thereafter, the student will be charged \$50.00 and an administrative decision will be made regarding the student’s take-home privileges for the remainder of the year.

#### **Intentional Damage or Loss**



- If a student loses or intentionally destroys a school issued device, the student will be charged a \$50.00 fee for a first incident for the parts and labor unless the repair cannot be completed then the student will be charged for the full cost of the device.
- For a second incident due to intentional damage or loss a \$75.00 fee will be charged.
- For a third incident and any incident thereafter, the student will be charged \$100.00 and an administrative decision will be made regarding the student's device privileges.
- Students with intentional damage cannot be guaranteed a loaner device will be available immediately and may have to wait until their original device is repaired.

### **Consequences for Inappropriate Use**

The use of any District technology is a privilege and not a right. Students are expected to use their device in accordance with these policies and procedures, and the District's Acceptable Use Policy and any applicable laws. Failure to use the device in an appropriate manner will result in the following consequences, as determined by the staff and administration of the School District of Neillsville.

- Cancellation of student use or access privileges, including the privilege of taking the device home
- Suspension from school
- Expulsion from school
- Civil or criminal liability under applicable laws [🏠](#)

### **Tornado Procedures**

Students are to check the directions to the designated shelter area that is posted in each classroom. When a tornado signal is given, students should leave the classroom immediately, using the exit specified. There will be periodic tornado drills throughout the year.

1. Go to the designated hall and sit flat on the floor with knees bent up and head between the knees, as close to the wall as possible.
2. Remain as quiet as possible so that directions may be heard on the hall speakers or by designated people.
3. Stay completely away from any glassed-in area (library, cafeteria, gym).
4. Return to scheduled class when the all-clear bells are rung. [🏠](#)

### **Transportation**

#### **Bus Transportation and Rider Expectations**

Bus transportation is provided for our District and owned and operated by the School District of Neillsville. To ensure proper scheduling, please notify the school as soon as possible:

1. If your child is not riding the bus in the morning and you are calling before office hours – contact the bus garage (715-743-8734).
2. If your address changes, your child should stop riding the bus, or your child is currently not riding the bus, but you find it necessary to begin - notes must be submitted to the elementary office (715-743-8710) for any requests for changes to the schedule. They must be delivered to the office in the morning to ensure the safety of your child.

Having a consistent bus route assures you, along with our staff and drivers, that your child will be delivered safely to and from school. The safety of our children while riding the buses involves the bus drivers, the teachers, the parents, and the students. If parents of bus students stress "good citizenship" on the buses, this will serve to reinforce what we will be asking of the students. THE BUS DRIVER IS RESPONSIBLE FOR CONTROLLING THE STUDENTS ON THEIR SCHOOL BUS. HOWEVER, A DRIVER SHOULD REFER DISCIPLINARY CASES BECAUSE THE FINAL AUTHORITY IS GIVEN TO SCHOOL OFFICIALS IN REGARD TO THIS MATTER.

In the event of severe or inclement weather, parents are urged to refer to the School District of Neillsville smartphone app; listen to WCCN radio station; or check the school website for announcements. Parents should

make sure their contact information is up to date in the school's student information system as texts, calls, and emails will also be sent through the Infinite Campus Parent Portal.

### **Rider Expectations:**

#### **Be Safe**

- Riders shall remain seated while the bus is in motion.
- Riders shall not extend head or limbs outside of a bus window at any time or throw anything out of the windows.
- Horseplay will not be permitted around or on the bus.
- There must be absolute quiet when approaching and crossing railroad tracks.
- The emergency door, emergency windows, or roof escape shall not be used except in cases of emergency or safety drill.
- Be careful when approaching bus stops; walk on the left toward oncoming traffic.
- If you cross the road when boarding or exiting the bus, do so in front of the bus, watching for traffic and following the driver's instructions and hand signals.
- Rear seats should be left vacant until the bus is full.

#### **Be Respectful**

- Riders are expected to obey the bus driver promptly.
- Damage done to seats or other bus equipment by the rider must be paid by the rider, their parents or guardian.
- Profane or indecent language, taunting or demeaning words and actions will not be tolerated from any rider.
- Use of cell phones or electronic devices is allowed unless the use becomes distracting to the driver or other riders. Use of a phone for the purpose of taking images (pictures) and/or video is prohibited.
- Keep hands to yourself and out of other riders' belongings.

#### **Be Responsible**

- Bus riders shall conform to the same standards of conduct and cleanliness that are expected of them at school.
- Riders are expected to be on time at their designated bus stop. The bus will come to a full stop but will not wait for riders.
- The driver has the authority to assign riders to designated seats.
- Animals or pets are not permitted on the bus.
- Smoking or use of flammable materials will not be permitted on the bus.
- Trash receptacles are located in the front and rear of the bus. Please discard trash appropriately.
- Keep all belongings in the seat in which you sit. Leaving items unattended invites the opportunity for theft and damage.

### **School Bus Misconduct Procedures:**

- A. The driver will fill out a misconduct report. This report must be given to the school office within one school day of the offense. The misconduct report shall at least state the date of the offense, student's name, offense committed and driver's signature and route number.
- B. The following action will follow the issue of a misconduct report:
  1. First offense - The school official will inform the parents or guardian of the offense and may discuss what disciplinary measures the parents or guardian and school office deem necessary to correct the situation, this may include a denial of transportation for one or more days.
  2. Second offense - The school official will inform the parents or guardian of the offense and the student

may be denied transportation for one or more days.

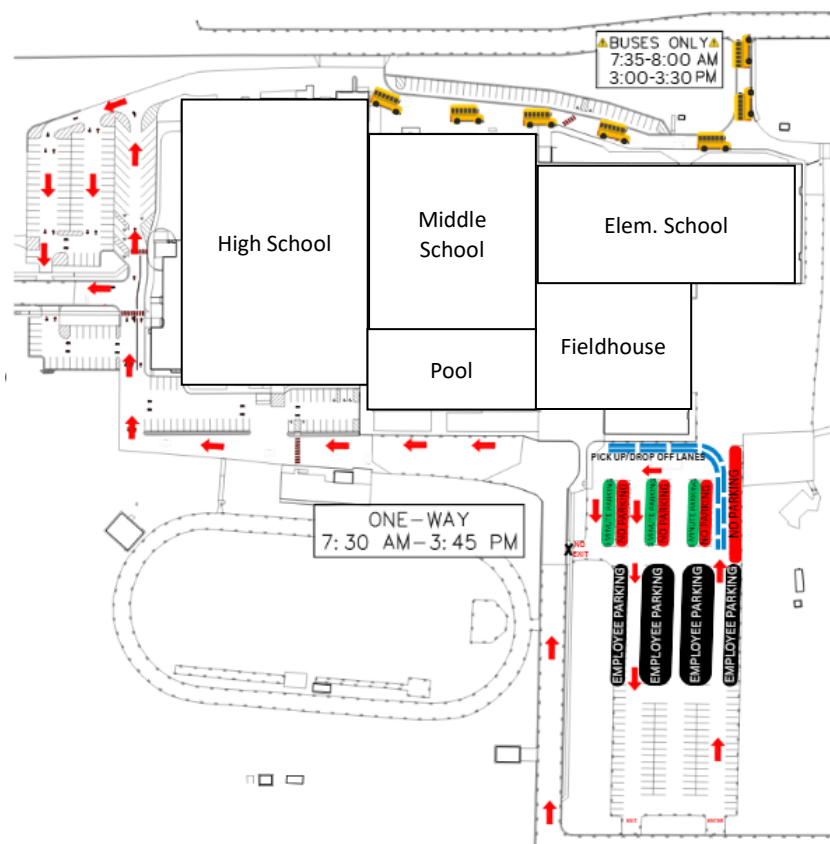
3. Third offense - The school official will inform the parents or guardian of the offense and the student may be denied transportation for three days.
4. Fourth and subsequent offenses - The school official will inform the parents or guardian of the offense and the student may be denied transportation for 3 or more days by the discipline officer based on the seriousness of the offense.
5. The above are guidelines and each incident, based on seriousness, may require additional action. [🏠](#)

### Students Driving Vehicles to School

Because of the number of students driving vehicles to school, it is necessary to have some regulations governing their actions. We feel that these rules may help to save a life or prevent serious injury.

1. Parents should discourage the driving of vehicles to school unless absolutely necessary.
2. Parking on school grounds is to be in designated parking spots only. The Neillsville Police Department monitors parking on school grounds. The parking spots next to the cafeteria are designated for faculty and staff. Students are not to park in the lot north of the school building. All other parking areas are available to students and staff. Administration reserves the right to make additional rules to alleviate any parking problems.
3. Students must enter the school building once their vehicles are parked. Students will not be allowed to loiter in the school parking lot.
4. Students who park vehicles on school grounds must leave them parked between the time they get to school and dismissal time, unless special permission has been granted.
5. All vehicles must be driven according to good driving regulations. Possible disciplinary actions include removal of parking privileges and/or police referral. [🏠](#)

### Traffic Flow Map – Before and After School



## Valuables

Students are cautioned not to bring large amounts of money, radios, cameras, etc. to school. Students, not the school, are responsible for their personal property. If it is necessary to bring more money than what's required for lunch or school supplies, students should leave the money at the office for safekeeping. Students should not leave valuables in their lockers. [🏠](#)

## Visitors and Volunteers

The Board of Education and staff of the School District of Neillsville encourage parents and community members to visit and volunteer at the school throughout the year. To help ensure that no unauthorized persons enter the school with wrongful intent, all visitors will be asked to report to, register, and obtain a visitor's pass at either the elementary/middle school office or high school office prior to visiting classrooms and other activities. Additionally, individuals wishing to volunteer in the classroom or participate in school-based activities, such as fieldtrips, are required to complete and submit the School District of Neillsville's Volunteer Agreement and Release from Liability form. The volunteer agreement must be approved before participating in the school-based activity. Principals may establish reasonable standards for teachers to follow as a guide in dealing with visitors to the school.

**Parents:** Are welcome to visit the school and classrooms while in session. However, parents are to register prior to visiting and it is recommended that arrangements be made ahead of time, when possible, with the principal and teacher. Teachers should avoid discussion of individual students during class sessions. Parents desiring an individual conference shall make an appointment in advance.

**Students:** Shall be prohibited from bringing friends or relatives to class who are not assigned to that classroom. An exception will be made if a student is intending to enroll in the School District of Neillsville in the near future. Students are not allowed to leave the building to see a friend or visitor who walks or drives up. These exceptions shall be made prior to the visit through the principal's office.

### **The principal, or their designee, shall:**

1. Have the authority to exclude from the school premises any person(s) that they have reason to believe would be, or is, disrupting the educational program of the school.
2. Have the authority to determine who shall be approved for visitation;
3. Will be notified of any unauthorized person on school property. The person will be asked to leave, and the police may be called if the situation warrants such measures. [🏠](#)

## School District of Neillsville Handbook Acknowledgement

Please review the Family Handbook online at:

<http://www.neillsville.k12.wi.us>

My signature indicates that I agree to read the Family Handbook and abide by the rules, standards, policies, regulations, and procedures referenced therein.

Student: \_\_\_\_\_  
Please Print

Student: \_\_\_\_\_  
Signature

---

My signature below indicates that I agree to read the Family Handbook and ask for clarification on any questions that I may have.

Parent: \_\_\_\_\_  
Please Print

Parent: \_\_\_\_\_  
Signature

---

### The student is to submit this completed form to:

Elementary School students – Classroom teacher

Middle School students – Homeroom teacher

High School students - Academic or career advisor