

**2019 - 2020**  
**STUDENT & PARENT HANDBOOK**

**NEILLSVILLE MIDDLE SCHOOL**

**504 EAST 5<sup>TH</sup> STREET**  
**NEILLSVILLE, WI 54456**



**PHONE: (715) 743-3323**

**FAX: (715) 743-8715**

**Visit us on the web at:**  
<http://www.neillsville.k12.wi.us>

**INTRODUCTION**

Welcome to the Neillsville School District. 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.

**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. Questions about something in the classroom: call the teacher. Call the office to find out when that specific teacher is free, or leave a message for him/her to return your call. For questions about programs or discipline at the school, call: Mr. Craig Anderson Ruskin, High School; Mrs. Kory Poeschel, Middle School; Mrs. Marcy Kunze, Elementary School. Please call the athletic director, Matt Diestler, for general athletic questions. Transportation concerns or questions on bus routes should be directed to the transportation supervisor by calling 743-8734. Individual student problems could be discussed with the bus driver. Call District Administrator John Gaier with concerns about school policies. In general, take your concerns to the source. If results are unsatisfactory, then call the principal, district administrator, and school board in that order. We hope these general guidelines will increase communication between the school and parents. Please call 743-3323 to reach all employees during school hours.

**DIRECTORY INFORMATION**

Information such as the 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. Neillsville Middle School reserves the right to 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.

## **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, she/he may bring forward a complaint to the Title VI, Title IX or Section 504 Coordinator at his/her office in the School District of Neillsville, WI 54456 or contact him/her by telephone: 715-743-3323.

### **INFORMAL PROCEDURE**

The person who believes she/he has a valid basis for complaint shall discuss the concern with the local Title VI, Title IX or 504 Coordinator, who shall in turn investigate the complaint and reply to the complainant in writing within two (2) school/business days. If this reply is not acceptable to the complainant, she/he may initiate formal procedures according to the steps listed.

### **FORMAL GRIEVANCE PROCEDURE**

Step 1: A written statement of the grievance shall be prepared by the complainant and signed. This grievance shall be presented to the local Title VI, Title IX or 504 Coordinator within five (5) school/business days of receipt of the written reply to the informal complaint. The Coordinator shall further investigate the matters of the grievance and reply in writing to the complainant within five (5) school/business days.

Step 2: If the complainant remains unsatisfied, she/he may appeal through a signed, written statement to the Board of Education within five (5) school/business days of his/her receipt of the school district administrator's response to Step 1. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative at the next regular board meeting or within fifteen (15) school/business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent by the Board Clerk to each concerned party within ten (10) school/business days of this meeting.

Step 3: If at this point, the grievance has not been satisfactorily settled, further appeal may be made within 30 days to the Department of Public Instruction. Equal Educational Opportunity Office, P.O. Box 7841, Madison, WI 53707. Also, an appeal may be made to the Office for Civil Rights, U.S. Department of Education, Washington D.C. 20201.

### **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 the district's special education handbook.

### **GRIEVANCE PROCEDURE- FEDERAL PROGRAMS**

Discrimination complaints relating to programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instructions.

### **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 student/parent/staff handbooks, news articles before the start of school and other appropriate times. Board policies posted in staff lounges and guidance offices, and course offering booklet/curriculum guides.

### **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 his/her 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.

### **LEGAL REFERENCE**

Section 118.13 Wisconsin Statutes, P1 9 of the Wisconsin Administrative Code Title IX, Education Amendments of 1972, Title VI, Civil Rights Acts of 1964, Section 504, Rehabilitation Act of 1973.

### **CROSS REFERENCE**

Equal Education Opportunities, EEN Handbook, Board Policy, Handbooks

**SCHOOL DISTRICT OF NEILLSVILLE DISTRICT ADMINISTRATION,**  
**SCHOOL BOARD MEMBERS AND DISTRICT OFFICE STAFF**

Administration

Mr. John Gaier – Superintendent  
 Mr. Craig L. Anderson Ruskin – High School Principal  
 Mrs. Kory Poeschel – Middle School Principal  
 Mrs. Marcy Kunze – Elementary School Principal

School Board

Jake Brunette – Member  
 Ms. Peggy Grap – Treasurer  
 Mrs. Deanna Heiman – Clerk  
 Mr. Dewey Poeschel –President  
 Mrs. Sue Voigt – Vice President

District Office Personnel

Mrs. Michelle Kranz - Secretary  
 Mrs. Jennifer Roenz – Secretary

Neillsville Middle & High School Office Staff

Mrs. Kory Poeschel – Principal

Mrs. Julia Backaus - Guidance Counselor

Mrs. Morgan Spencer - Secretary

Neillsville Middle School Teaching and Support Staff

Mrs. Tonia Anderson.....Director of Special Education  
 Mrs. Michelle Anding.....Family & Consumer Science  
 Mrs. Amy Arndt..... Social Studies Teacher  
 Mr. Jesset Bernhagen.....Social Studies Teacher

Ms. Rebecca Boehning.....Special Education  
 Teacher  
 Mrs. Deb Brey..... Teaching  
 Assistant  
 Mrs. Jessica Brown.....Math Teacher  
 Mr. Scott Bryant.....Phy. Ed. & Health Teacher  
 Mrs. Melody Clemens.....Teaching Assistant  
 Mrs. Cheryl Craig.....Teaching Assistant  
 Mr. Matthew Diestler.....Athletic Director & Technology Coordinator  
 Mrs. Toni Erickson.....Teaching Assistant  
 Mr. Michael Gaier.....Special Education Teacher  
 Mrs. Kathy Gehrke..... Science-Teacher  
 Mrs. Amy Gerhardt.....Agriculture Teacher  
 Mr. Scott Goepfinger.....Special Education Teacher  
 Ms. Danielle Graham.....Special Education Teacher  
 Mrs. Nancy Hagedorn.....Teaching Assistant  
 Mr. Jeff Hanson.....Audio Visual  
 Ms. Leah Janicki .....Teaching Assistant  
 Mrs. Maliah Karshbaum.....Speech Pathologist  
 Mr. Duane King.....Science Teacher  
 Mr. Jason Kurth.....Teaching Assistant  
 Mr. Jeremy LaMont.....Band  
 Mrs. Jean Langreck.....Teaching Assistant  
 Mrs. Kari Mayer.....Special Education Teacher  
 Mrs. Ashley Klimpke.....Teaching Assistant  
 Mrs. Jill Neville.....Behavior & Academic Interventionist/Instructional Coach  
 Ms. Chelsea Opelt.....English Language Arts Teacher  
 Ms. Kelsey Poeschel.....Teaching Assistant  
 Mr. Matthew Roenz.....Technology Education Teacher  
 Ms. Jodi Rueth.....Vocal Music Teacher  
 Mrs. Carrie Schmidt.....Teaching Assistant

Mrs. Melissa Strangfeld.....Library Media Specialist  
Mr. Scott Swita.....Business Education Teacher  
Mrs. Taylor Townsend.....Teaching Assistant  
Mrs. Sara Warren.....Special Education Teacher  
Mrs. Jammie Westbuy.....Teaching Assistant

## **6<sup>th</sup>-8<sup>th</sup> GRADE PROGRAMS AND POLICIES**

### **EXPECTATIONS FOR EVERYONE AT NEILLSVILLE MIDDLE SCHOOL**

In order for our students to have the best opportunity for individual success we need all of our students and staff to be a 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!

### **REGULAR SCHEDULE**

Homeroom – 8:03-8:10

1<sup>st</sup> – 8:14-9:03

2<sup>nd</sup> – 9:07-9:56

3<sup>rd</sup> – 10:00-10:49

4<sup>th</sup> – 10:53-11:42

5<sup>th</sup> – 11:46-1:06

A lunch – 11:42-12:12 (HS & 7<sup>th</sup>)

B lunch – 12:36-1:06 (HS, 6<sup>th</sup> & 8<sup>th</sup>)

6<sup>th</sup> – 1:10-1:59

7<sup>th</sup> – 2:03-2:52

8<sup>th</sup> – 2:56-3:20

### **2-HOUR LATE START**

\*\*Breakfast served starting @ 9:30

Homeroom – 10:03-10:10

1<sup>st</sup> – 10:14-10:43

2<sup>nd</sup> – 10:47-11:16

3<sup>rd</sup> – 11:20-11:49

5<sup>th</sup> – 11:53-1:13

A lunch – 11:49-12:19 (HS & 7<sup>th</sup>)

B lunch – 12:43-1:13 (HS, 6<sup>th</sup> & 8<sup>th</sup>)

4<sup>th</sup> – 1:17-1:46

6<sup>th</sup> – 1:50-2:19

7<sup>th</sup> – 2:23-2:52

8<sup>th</sup> – 2:56-3:20

### **2-HOUR EARLY RELEASE**

Homeroom – 8:03-8:10

1<sup>st</sup> – 8:14-8:47

2<sup>nd</sup> – 8:51-9:24

3<sup>rd</sup> – 9:28-10:01

4<sup>th</sup> – 10:05-10:38

5<sup>th</sup> – 10:42-11:15

6<sup>th</sup> – 11:19-11:52

7<sup>th</sup> – 11:56-12:30

Lunch – 12:30-1:00

Middle School Athletic Practice: 3:23-5:32 Variations in practice time must have prior approval of the middle school principal. There will be no practice on Wednesday except fall sports can practice on Wednesdays before the first day of school.

### **ACCIDENT AND INSURANCE**

The school does have a 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 or guardian for completion.

### **ANIMALS IN SCHOOL**

Animals are not allowed in school without the approval of the building level principal and in accordance with school board 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 in to the building. Please contact the appropriate school office administrator for more information regarding animals in school.

### **ANNOUNCEMENTS**

Announcements will be prepared electronically by the office and shared in homeroom with students by their homeroom 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.

### **APPOINTMENTS AND ERRANDS**

Students are not to leave the building during the hours school is in session for any reason whatever (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 elementary/middle 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 the absence; the documentation must be provided on the service providers 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**

A sports program is offered as a co-curricular activity for middle school students in the seventh and eighth grades.

Any student that chooses to participate in athletic competition 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. Please contact the coaches, athletic director, or principal regarding any questions.

#### **SPORTS FOR THE MIDDLE SCHOOL**

Boys	Girls
Football - Fall	Volleyball - Fall
Cross Country - Fall	Cross Country - Fall
Basketball - Winter	Basketball - Winter
Wrestling - Winter	Wrestling - Winter
Golf - Spring	Softball - Spring
Track - Spring	Track - Spring

\*6th Grade students will be able to participate in Cross Country (Fall), Wrestling (Winter), Golf (Spring), and Track & Field (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 he/she is participating in school sponsored, teacher chaperoned field trips, athletic events, workshops, contests, etc.

Regular attendance and promptness are essentials of 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, his/her performance lags, he/she loses interest and tends to fall behind and increasing the possibility of disillusionment in the educational process. The home and school should regard it a prime responsibility to assist young person's to develop good habits of attendance for not only school success, but lifelong success in their future opportunities as well.

#### **SCHOOL ATTENDANCE OFFICER**

The principal, or designee, shall serve as the attendance officer for Neillsville Middle School. The attendance officer 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 semester. After a student misses part or all of ten days during any school semester with excused or unexcused absences, no absence will be excused unless the absence has been pre-approved by the building principal or his/her designee, or the absence is excused by a medical professional or officer of the court. Five unexcused absences during any school semester shall cause a student to be considered habitually truant.

If the student is absent for a good reason, he/she is required to bring a written statement from his parents or guardian giving the exact dates of absence. If a student returns to school or first comes to school anytime after 8:05, he/she must report to the office with 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 providers 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 semester)**

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 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 appointment. 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 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 & Truancy - (5 per semester)**

"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 semester.

Students that 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 Neillsville School District Truancy plan.

If a student becomes a habitual truant, (see definition), the attendance officer shall notify the parent or guardian of the child by registered or certified mail, 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 he/she fails 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 juvenile court.

#### **Tardiness**

Students are expected to be in class by 8:03. Should they be tardy after 8:03 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 left home, and reason for tardiness.

Excused-Between classes - 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. This make-up work will be due on the following class period.

#### **PENALTY & ADMINISTRATIVE PROCEDURE**

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

- a) Detention may be assigned to students neglecting to bring excuse notes for tardies and/or absences. At that time documentation will be made in the student's folder.
- b) All work missed when a student is absent should be made up as soon as possible when he/she returns 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 eight or more days during any school semester with acceptable

excuses.

2. A student misses part or all of 10 or more days during any school semester with acceptable excuses.
  3. After the first 10-day letter, a second letter will be sent to parents if contact to the school has not been made.
  4. A student misses any part or all of 15 days or misses five or more days without an acceptable excuse during any semester.
- d) 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 work missed when they return to school.
2. Examinations 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 his/her 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 & 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 that show they are not able to handle themselves 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 fieldtrips, dances, and school parties.

Students that 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.

Any student upon receiving their fourth (4) referral will meet with the administration to discuss corrective action and possible next steps of disciplinary action should the disruptive behavior(s) continue.

### **BUS TRANSPORTATION & BUS RIDER EXPECTATIONS**

Bus transportation is provided for our district and owned and operated by the School District of Neillsville. Please notify the elementary/middle school office if your student should stop riding the bus or if not previously riding and should find it necessary to begin. 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 at school will be asking of the students.

Please notify the transportation supervisor whenever your child will not be riding!

THE BUS DRIVER IS RESPONSIBLE FOR CONTROLLING THE STUDENTS ON HIS/HER 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 a severe snowstorm during the evening or early morning, parents are urged to listen to Radio Station WCCN for official announcements of school closings.

### **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 anytime 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 in 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 drivers' 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) is prohibited.
- Keep hands to yourself and out of other rider's belongings.

### **Be Responsible**

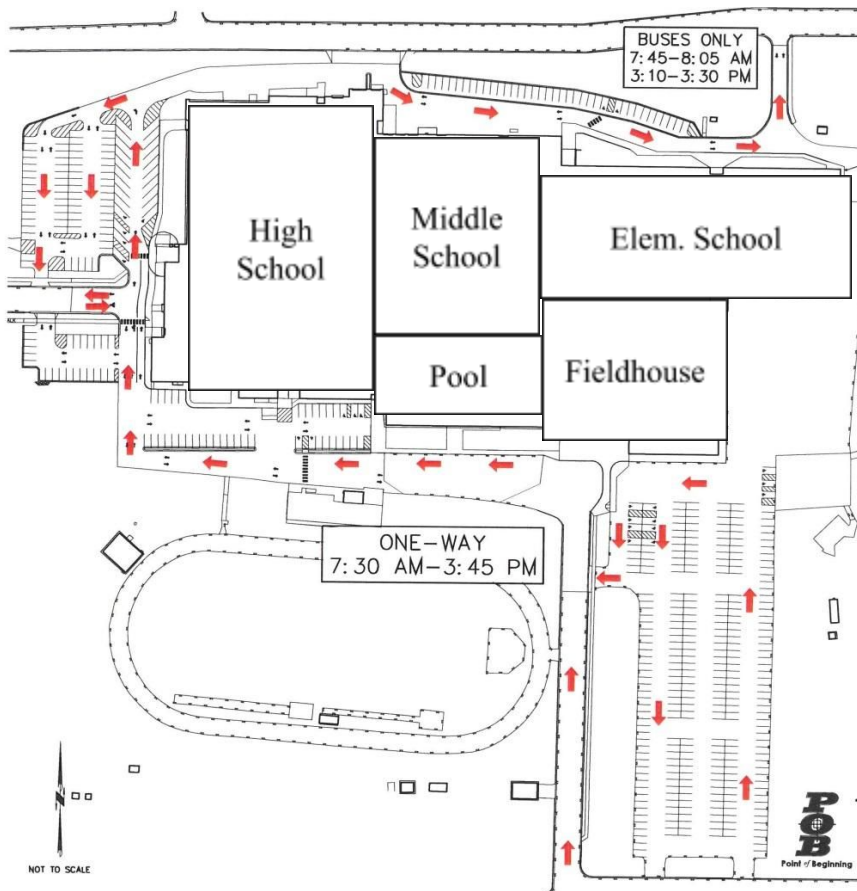
- Bus riders shall conform to the same standards of conduct and cleanliness that are expected of them at school.
- Riders are expected to be on time at their designated bus stop. The bus will come to a full stop but will not wait for riders.
- The driver has the authority to assign riders to designated 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 parent or guardian of the offense and may discuss what disciplinary measures the parents or guardian and school office deem necessary to correct the situation.
  2. Second offense-The school official will inform the parent of the offense and the student may be denied transportation for one day.
  3. Third offense-The school official will inform the parent of the offense and the student may be denied transportation for three days.
  4. Fourth and subsequent offenses-The school office will inform the parent 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.



## **TRAFFIC FLOW BEFORE & AFTER SCHOOL**



## **CARE OF SCHOOL PROPERTY**

A good student takes pride in his/her school and tries to keep up the buildings and grounds so that he/she will have no reason to be anything but proud of it. He/she does not mark on the walls, or drop paper on the floors. He/she does not mark the chairs or tables or misuse his/her books or locker. He/she tries to be the good citizen he/she wants others to think he/she is. He/she is courteous, helpful, and respectful as a matter of course.

The taxpayers of this community have provided a fine building and excellent equipment at your disposal and for your benefit. Any damage done to the building and equipment only causes a heavier load on the taxpayer. The taxpayers are your parents, whether you are a resident of the district or a tuition student,

for tuition is based on the overall cost of operating and maintaining the school. Scratching or marring school furniture or damaging school property is as foolish as carving your initials on your piano or TV set at home.

Textbooks are provided for a small rental fee for the year in many cases, less than the cost of a single book. This can only be done if books can be made to last for several years. Therefore, it is necessary to ask you to keep them free of writing, marks, and blemishes. Write your name on the bookplate at the front of the book so that it may be returned to you if misplaced. No other writing would appear anywhere in the book. Marks of misuse or damage will have to be paid by you.

## **CHEATING**

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes but is not limited to:

- ✓ Copying another student's homework
- ✓ Working with others on projects that are meant to be done individually
- ✓ Looking at or copying another student's test or quiz answers
- ✓ Allowing another student to look at or copy answers from your test or quiz
- ✓ Using any other method to get/give test or quiz answers
- ✓ Copying information from a source without proper attribution
- ✓ Plagiarizing papers from other students, publications or the Internet

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 or expulsion.

## **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 will include 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**

Parent and law enforcement will be contacted immediately. The student may be suspended for 1 to 3 days. The student will not be allowed to attend any Extra-Curricular athletics or organizational activities for a period of 90 school days. Extra-Curricular athletic and organizational eligibility will be handled as stated in their approved codes/rules. The building administrator 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 3 days. The student will not be allowed to attend any Extra-Curricular athletics or organizational activities for a period of 180 school days. Extra-Curricular athletics and organizational eligibility will be handled as stated in their approved codes/rules. The building administrator 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 3 days. The student will not be allowed to attend any Extra-Curricular athletic or organizational activity for a period of 1 year school calendar days. Extra-Curricular 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. 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. Not to leave the room until dismissed by the teacher.
3. To remain attentive during the total class period and to respond when requested.
4. To treat substitute teachers with respect and cooperation.
5. Not write, pass, or have in view, notes or personal letters not dealing with immediate class materials.

## **COMMUNITY BULLETIN BOARD**

A community bulletin board is located in the high school lobby and another is located in the eighth grade hall across from Room 93. Any material to be posted must be approved and initialed by the principal.

## **CLUBS AND ORGANIZATIONS IN MIDDLE SCHOOL**

The organization will participate in projects and contests approved yearly by the Administration. The School District of Neillsville shall recognize the following as Middle Level Activities:

FFA	Band = Solo & Ensemble
Chorus = Solo & Ensemble	Spanish
Chorus = Swing Choir	Student Council
WJDA = Wisc. Junior Dairy Assoc.	FCCLA

## **CODE OF CONDUCT**

1. The school 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 school board, 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 and/or discipline officer shall review with the parents the actions of any student receiving a behavioral referral.
7. The principal and disciplinary officer has the authority to decide on the type & 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 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	
*social services referral	*police referral	

\*Meetings with Principal, Superintendent, School Board

#### **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 the school grounds at any other time when the school is being used by any school group;
- (3) off the school grounds at a school activity, function or event;
- (4) in school vehicles;
- (5) off the 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 JGDA.
- (9) Refusal to take a Breathalyzer test of 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 rider regulations on Pg. 8.**

#### **D. CLOSED CAMPUS REGULATIONS**

Campus is closed for all middle school students.

#### **E. CLASS CUTTING/SKIPPING**

Attendance at school is required by state law and Neillsville School District 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 & APPEARANCE**

Dress and grooming which disrupts the educational process or which causes health or safety problems is prohibited.

- (1) Students may not go barefoot nor wear bedroom slippers at any time (outside Phy. Ed.)
- (2) Head coverings are not to be worn or carried in the building during the school day.
- (3) Students may choose their own style of dress and personal appearance, as long as it does not disrupt the operation of the school or endanger student health. Special safety equipment or protective clothing must be worn when required for the health and safety of students. Students wearing shirts with obscene information printed on them will be asked to change shirts before being allowed to continue with the school day.
- (4) The wearing of armbands, buttons, or badges bearing slogans or sayings shall be permitted unless obscene according to current legal standards, libelous, or likely to create a clear and present danger because of the commission of unlawful acts, or it disrupts the operation of the school.
- (5) No clothing promoting drugs, alcohol, tobacco or sex related information through pictures or slogans may be worn.
- (6) No students may wear clothing with metallic rivets, heel plates, clips on shoes, or any other clothing that is destructive to school property.
- (7) Good hygiene practices shall be maintained at all times.
- (8) Midriffs, abdomens, backs, cleavage and any clothing typically worn as underclothing may not

be exposed.

- (9) Skirts, dresses and shorts must be beyond fingertip length when standing and beyond mid-thigh when sitting. "Rips" in clothes must meet this "fingertip" standard.
- (10) Halter tops, tank tops, "tube" tops, strapless tops or A-shirts (beaters) are not allowed. Shirts or sweaters worn off the shoulder are not allowed. "Spaghetti straps" are not allowed. All shirts and blouses must cover the entire torso.
- (11) Dark glasses can be worn in class with a medical slip presented to the office.
- (12) Wearing of make-up during school hours shall be strongly discouraged. Excessive make-up will not be tolerated.
- (13) Any attire that a) conflicts with the school's educational objectives, b) undermines any basic educational mission, c) disrupts the educational process, or d) invades the rights of others at school is prohibited.
- (14) Backpacks are not allowed to be carried in the building during the regular school day except for students going to or from Physical Education. All bags, purses, or any type of satchel is to be left in the student's locker. Any exceptions must be approved by the principal.

#### Possible Disciplinary Action

\*Student will be required to change before allowed to go to class. This could mean being sent home to change or student may be required to wear a shirt or pants issued by the school.

#### J. ELECTRONICS AND PERSONAL COMMUNICATION DEVICES (PCDs) (including Cell Phones & MP3 players)

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 student use of technological devices is required, the District will provide devices for students. Within the middle school most students are issued a school district Chromebook, or other device, that is capable of providing them the necessary electronic tools for their educational needs when they are in school.

Because of the possible detrimental consequences, student use of PCDs is allowed according to the following guidelines:

- (1) PCDs are to be in the students school issued locker during the instructional day from 8:03am – 3:20pm.
- (2) For all middle school students, PCDs may be checked/used during passing times, but the device must be returned to the students school issued locker prior to going to class.
- (3) Middle school students are prohibited from using their phones during their lunch hour.
- (4) PCDs are prohibited in bathrooms and locker rooms at all times.

- (5) PCDs may never be used in a manner that will cause disruption to the educational environment or invade the privacy of another individual.
- (6) The school district will not be responsible for loss, damage, or theft of any electronic device brought to school.
- (7) During school hours the use of PCDs is not permitted on field trips or other activities without permission from the school authorized supervisor/coach.
- (8) After school hours or overnight trips: The use of PCDs during field trips, sporting events, or other activities will be at the discretion of the advisor/coach.
- (9) PCDs use by students during the school day may occur only with permission from the building administrator or teacher/supervisor and will take place in the office or some other area approved by the administrator or teacher/supervisor.
- (10) While under the supervision of an authorized school official during the school day or outside the school day, in the event of a district emergency, PCDs use by students will be approved by the teacher/supervisor.
- (11) Use of PCDs, except those approved by a teacher/supervisor or administrator, is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.
- (12) All content viewed and listened on any device during school, on school grounds, in a school vehicle, or at a school function must be appropriate for school.

#### Consequences for violating the PCDs policy:

- ✓ With cell phone use being restricted, any violation will result in disciplinary action.

#### Parent to Student contact during the school day:

- (1) Parents may contact their child via the PCD 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 high school office: 715-743-8738. 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 PCDs after 3:20 pm to get messages left for them during the regular school day.

#### 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

Consumables, food, pop, candy, gum, etc. in the classroom will be left to the discretion of the individual teachers.

**M. FORGING OF PASSES / MISUSING 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, 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.

**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 & 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, cigars, chewing tobacco, or snuff.
- (2) Tobacco look-alikes are not allowed and will be treated accordingly under this section.

**V. THEFT & 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.

**W. 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.

**X. THROWING OBJECTS**

No students may place persons or property in jeopardy of bodily harm by throwing objects which may cause damage or injury.

**Y. UNAUTHORIZED KEYS/FOBS & ENTRANCES**

Students shall not possess school keys/fobs and shall not enter the building at unauthorized times.

**Z. 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 the school grounds;
- (2) off school grounds at a school function;
- (3) en route 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.

**AA. WHEELED DEVICES**

Students are not allowed to use skateboards, inline skates, bicycles, or other wheeled devices anywhere in or on school property.

**BB. TECHNICAL EDUCATION & VOCATIONAL AREAS**

Students will be held to safe and specific guidelines in the auto, metals, and woods areas. 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 and could face additional disciplinary action up to and including expulsion.

**CORPORAL PUNISHMENT**

Students shall not be subjected to corporal punishment.

## **COURSES**

All Middle School students are required to take the following classes: Math, Social Studies, English, Science, Physical Education and Health.

Middle School students also choose from Band and/or Choir.

Sixth grade students take art, music, and physical education on a three day rotation basis.

Seventh grade students exploratory subjects include Agriculture, Art, Technology Education, and Technology Literacy.

Eighth grade students exploratory classes include Art, Careers, Family & Consumer Education, and Leadership.

## **DETENTION AND SUSPENSION**

If a student receives a major disciplinary referral, they will receive a disciplinary action from the office. Disciplinary actions include in-school detention, out of school suspension, a police referral, and/or a referral for expulsion to the Board of Education. Students can only be assigned detention or suspension by an administrator. Detention will be held on every day that school is in session.

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 that 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.

## **DISMISSAL**

- A. Unless a student has work to do, he or she is expected to leave the building at dismissal time. Students should not be in the halls or loitering in the classrooms after school.
- B. No one but a student's parent or an authorized adult may withdraw a student from his classroom to leave the building while school is in session.
- C. Students are not dismissed early from school except in rare cases, and then only with the permission of the Principal
- D. Parents who must take their students out of school should contact the Principal before withdrawing them.

## **DRUG AND ALCOHOL ABUSE POLICY**

### **RULES & REGULATIONS**

#### **1. a. Substances:**

**INTOXICANTS:** All fermented malt beverages (including beer, malt liquor, and non-alcoholic beer) and intoxication liquors as defined by Wisconsin law.

**DRUGS:** All controlled substances as defined by Wisconsin law in effect at the time of infraction, prescription drugs and nonprescription (over the counter) drugs and medications.

**ALCOHOL ABUSE PROGRAM:** Anyone under the influence of drugs while on school premises or while involved in any school related activity.

**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.

#### **b. 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.

#### **c. Procedures:**

**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 extra-curricular activities for a period of 90 school days. Extra-curricular athletic and organizational eligibility shall be handled as stated in their approved codes. The building administrator may reduce the loss of extracurricular eligibility to 20 school calendar days if:

- (1) The student agrees to participate in 6 hours of AODA education; OR
- (2) The student and his family agree to a drug and alcohol assessment provided at a licensed alcohol/drug agency and follows their recommendations.

**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 extra-curricular activities for a period of up to 180 school days. Extra-curricular athletic and organizational eligibility shall be handled as stated in their approved codes. The building administrator may reduce the loss of extracurricular eligibility to 40 school calendar days if:

- (1) The student agrees to participate in 10 hours of AODA education; OR
- (2) The student and family agree to a drug and alcohol assessment provided at a licensed alcohol/drug agency and follows their recommendations.

2. Because of the potential dangers to the student presented by his/her intoxication with alcohol or other drugs, students exhibiting evidence of intoxication, incapacitation or drug overdose in school or 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 his/her return to school, section 1 of the policy will be implemented.
3. Reduction in length of suspension or extra-curricular ineligibility shall be revoked whenever a student fails to demonstrate compliance with expectations of or satisfactory progress in the education component.
  4. 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 section 1 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.
  5. An essential feature of the program is that students and their family members are encouraged to contact the building administrators and/or counselor for help with alcohol and other drug-related problems, with the assurance that the contacts will be handled sensitively and CONFIDENTIALLY.
  6. Upon referral to the appropriate school staff, he/she 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 meeting 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.

### **EDUCATION COORDINATING COMMITTEE**

The School District of Neillsville shall have established an Education Coordinating Committee. (E.C.C.) 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.

### **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 he/she has under his/her control at the time of the evacuation order.
2. Students will return to their classrooms only after school authorities have sounded the all clear.

### **EXCUSES FROM PHYSICAL EDUCATION**

1. If you are unable to participate in physical education classes on a particular day, you must bring a written excuse from your parents or doctor explaining why.
2. Only a doctor's excuse will be accepted if a student is to be excused for more than one day in succession.
3. If you present an excuse from a doctor for a long duration, the Phy. Ed. teacher may place you in a study hall or have you do written assignments for each day of Phy. Ed. not actively involved.
4. Excuse from physical education for medical reasons automatically excludes the student from any athletic participation of that day(s).

### **EXTRA CURRICULAR EVENT RULES**

Administration has the right to establish conditions of extra-curricular events. At athletic and other extra curricular 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, the police are called to remove the student from the school grounds. The police may choose to cite the student.

### **FEES**

1. Student fees are set by the School Board. They are \$20.00.
2. All fees must be paid before you will be allowed to take an active part in any class or activity that requires a fee.
3. Any fees due 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 J)

4. 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.

### **FIELD TRIP BEHAVIOR**

The students will follow all bus riding rules as well as building rules. All discipline will be handled by 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.

### **FOOD SERVICE PROGRAM**

The School District of Neillsville offers a breakfast and lunch program. At the beginning of each school year a letter explaining the program is sent to each family with children attending school. The letter lists 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 in order to maintain a positive balance. Families can call the food service director to get information about their food service account balance.

The cost for breakfast is:

Reduced -	\$ 0.30
7-12 Students -	\$ 1.30
Adults -	\$ 1.65

The cost for lunch is:

Reduced -	\$.40
7-12 Students -	\$ 2.65
Adults -	\$ 3.30

### **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 school's principal. All monies in possession of the group shall be kept in a district activity account. Membership to 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 Fund Raising 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 Fund Raising Activities**

1. Monies may be used to fund extra-curricular activities that are not funded through the district budget. An extra-curricular 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 scholarship.
3. Equipment and supplies for funded programs.

### **GRADE 7 AND 8 PROMOTION / RETENTION**

1. A seventh grade student who fails five (5) semester classes shall repeat the seventh grade. Students who fail less than five subjects shall repeat the failed subjects as determined by a faculty committee.
2. An eighth grader may be required to repeat the eighth grade based on the grade eighth advancement policy.

### **GRADE 8 ADVANCEMENT**

#### LOCAL REQUIREMENTS IN RESPONSE TO WISCONSIN SECTION 118.33:

Effective September 2002, in order to advance from grade 8 to 9 students in Neillsville School District 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, in order to advance a student shall demonstrate proficiency by earning at least eight points from these categories.

- A. State & Federal Required Test
- C. Academic Performance, and
- D. Other Academic Criteria.

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

#### A. STATE & FEDERAL TESTS

A student may earn one point for each tested area in which his/her performance is at or above basic.

#### B. ACADEMIC PERFORMANCE

A student may earn one point for a grade of C or above in each of the following subjects:  
Mathematics, science, social studies, reading or language arts.

#### C. OTHER ACADEMIC CRITERIA



1. A student may receive one point by documented demonstration of proficiency (through a district approved project, portfolio, or other performance) in any area of the Wisconsin Model Academic Standards. Documentation will include the teacher's signature indicating the student has provided evidence of proficiency in meeting the Standards.
2. A student may earn 1 to 4 points by the satisfactory completion of a district-approved Standards-based intervention Program.

#### PROFESSIONAL STAFF RECOMMENDATIONS

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

- \* overall academic performance
- \* performance on other tests
- \* any previous retentions
- \* reports from outside agencies
- \* performance in subject areas beyond mathematics, science, social studies, and reading or language arts
- \* other developmental criteria, such as those in Light's Retention Scale

Considering the committee's recommendation, the principal will make a decision on advancement. This decision shall be final.

### **GUIDANCE PROGRAM & SCHOOL COUNSELOR'S OFFICE**

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. The middle school's comprehensive guidance supports includes classroom lessons as well as individual and group supports. Guidance supports at the middle school level is dual layered, first with our Behavior/Academic Interventionist that is located in the middle school and then with the 6-12 Guidance Counselor. If the Behavior/Academic Interventionist (Jill Neville) 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.

### **HALL PASSES**

Students traveling in the halls during class time will be required to have a signed pass stating where they are from and where they are going to with the time of dismissal and teacher signature clearly stated. This includes students reporting late to school with a pass from the office and students coming from a

meeting with a staff member causing them to be late. Students have four 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.

### **HARASSMENT**

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 Neillville Schools feels strongly that all students should feel safe at school.

- A. Sexual Harassment is unwelcome behavior of a sexual nature. There are school board policies, as well as state and federal laws, which prohibit sexual harassment. Some examples include:
  - inappropriate gestures or touch
  - sexual remarks, name calling, or spreading rumors
  - sexual comments, about one's body
  - drawing or displaying offensive pictures
- B. 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.
- C. 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.
- D. 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.
- E. What You Can Do About Harassment
  1. Say Stop: Tell the harasser you do not like his/her behavior and want it stopped. BE FIRM.
  2. Tell someone: Talk to a teacher, counselor or administrator. Discuss the situation with a parent or family member.
  3. Fill out the form: Fill out a harassment complaint form from the office.
  4. 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.
  5. 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

\*detention \*parent contact \*parent conference\*suspension \*expulsion \*police referral

## **HEALTH POLICIES – HEALTH CONDITIONS, MEDICATIONS, AND IMMUNIZATIONS**

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. 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 nurse in writing 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 glucagons, 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: fieldtrips, after school activities and sports events.

### **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 to ask if any immunizations are due. If your child has received immunizations from out of state please turn a copy in to the school nurse 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.

### **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 nurse's office prior to the first day of school. This is especially important for student safety on fieldtrips. 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 nurse's office prior to the first day of school.
- **INSULIN DEPENDENT DIABETES** Bring glucagon to the nurse's 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 nurse.

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 by discretion of the school health officer.

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.

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 students file.

Middle School 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 ARE:**

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 nurse's office for prescription medication.

4. A written note from the parent must be on file in the nurse's office for all medications, stating school staff has 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 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."

Contact the school health officer, Sam Warden at 743-8753 with any health related questions.

### **HOMEROOM**

Homeroom will occur twice each day. The first homeroom period will be at the start of the school day. Attendance is mandatory for all students during this time. Announcements and pertinent school related news and information will be shared with students at this time and allow for a check-in process for students as they begin their day. The afternoon homeroom period will be used to allow students a daily checkout with a staff person. Staff members will have the ability to request students via ROOST to come to their room for academic assistance and for other school related matters that require attention. Attendance at this afternoon session is mandatory for all students that are in the building.

### **HOMEWORK & DUE DATES**

At the middle school level our programs are planned so that if each student makes wise use of his/her time the work can be completed during the school hours. This, of course, is the place for school work to be done. Homework may take the form of special projects or activities which may be completed at home. Students are regularly given twenty minutes of class time to complete daily assignments. If students or parents have questions regarding homework they should contact the classroom teacher.

The teaching staff will not penalize students by deducting points for late work. The reason for this is that doing so inaccurately changes a student's grade and no longer shows what a student has truly learned. This does not mean that due dates and deadlines for student work are "things of the past." Establishing, maintaining, and holding students accountable for due dates and deadlines is necessary to assist students in the development of skills such as organization, time management, problem solving and collaboration as well as in the development of individual responsibility and self-discipline. Establishing, maintaining, and holding students accountable for due dates and deadlines are also necessary for teachers to adequately and efficiently manage their workload. The staff has determined the following:

- The due date is the date upon which the assignment is expected to be submitted to the teacher in complete and final format.
- Missing work will be recorded with a "M" which calculates as a zero. The "0" will serve as a placeholder until the assignment is turned in or until the summative assessment for that unit

is complete (unless otherwise arranged) and then a final grade of 40% will be assigned.

- Of course, there is a good deal of teacher discretion that may be applied. In unusual circumstances, due dates may be extended and/or grading adjustments may not be necessary. Students need to be encouraged to discuss unusual or extenuating circumstances directly with teachers – learning and practicing good communication skills. However, more stringent sanctions, such as additional grade penalties for late work, are not appropriate.

### **INCOMPLETES**

"I" (Incomplete). This mark is normally used for students who have 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.

### **INTERNET/NETWORK ACCEPTABLE USE POLICY FOR STUDENTS**

Neillsville School District (NSD) provides a wide array of technology resources for the purpose of student learning. This agreement, along with the student handbook for each school, outlines 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.

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

As a NSD student I understand that my school network and email accounts are owned by the school district and are not private. NSD 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), engaging in plagiarism (using other’s words or ideas as your own).

**NETIQUETTE and RESPONSIBLE USE:**

1. I will use NSD 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 communications (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 such as MySpace and Facebook should not reflect negatively on students, staff, or on the Neillsville School District. 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 NSD 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 NSD 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 NSD 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 that consequences of my actions could include suspension of computer privileges and school disciplinary action which could include referral to law enforcement.

**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 Expectations:

1. Library procedures and expectations are posted in the Library, students are expected to read them and comply at all times.
2. All materials must be checked out before taking them from the library.
3. Students deliberately damaging materials or property may be refused the privilege to use the library, except for class required, specific research. This research will require a note from the student's teacher.
4. 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.
5. Materials will not be checked out to patrons who have not paid replacement costs.

#### Library Instruction

The media staff reads and introduces books to the younger students and instructs older students on how to use the library, including use of the online card catalog, finding books, 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**

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 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 his locker or any article in that locker, to be free from inspection if the 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.

### **LUNCH HOUR AND LUNCHROOM**

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. -During assigned lunch hours students are not to be loitering in the halls, "doing laps", and causing disturbances is not allowed as we have classes going on in all areas of the school during this time.

#### **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 any items will be removed from the lunchroom for two weeks (first offense), nine weeks (second offense) and the remainder of the year (third offense).
6. All students, who are not eligible for open campus privileges, are required to stay in school during the lunch periods and are to remain in the cafeteria until done eating.
7. Lunch numbers are not transferable.

### **MARKING SYSTEM**

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.

### **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.

## **OUT OF SCHOOL SUSPENSION**

At the discretion of the discipline officer, 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 his/her 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.

## **PARTY/DANCE RULES & REGULATIONS FOR MIDDLE SCHOOL**

Neillsville Middle School students are the only students allowed at these parties/dances. Middle School students are not allowed at 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 are to be approved by the Principal.

## **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 opportunity 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 developing of coordination of body and mind, leadership, alertness and quick response, and a healthy, hygienic and emotionally stable standard of living.

If a student must be excused from physical education, he or she must have a signed note each day or a doctor's excuse. No student shall miss more than five collective or consecutive days of Physical Education per month.

Locker rooms are provided for both boys and girls and each student is provided with an individual locker for his equipment. While in class a locker is provided for his street clothing and the lock from his athletic locker should be transferred to it. If each person will follow 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. A lock will be given to sixth graders upon entering middle school physical education. Transfer students will be given a lock on the first day of physical education. The lock is to be used throughout the sixth, seventh, and eighth grade. Any student losing their lock during that time must buy one from the Phy. Ed. teacher.

Phy. Ed. students are encouraged to wear school swimsuits; however, with a parental note sent to the Phy Ed. teacher, (calls may be made to verify notes) a student may wear their own swimsuits providing the suit is clean and modest. 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.

## **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**

- A. Permission must be obtained from the principal's office to post notices.
- B. Masking tape must be used for fastening notices.
- C. Notices may be posted for dances, sports, activities, candy sales, annual sales, etc.
- D. Maximum size for all notices except sports banners is 18" X 24".
- E. 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.

- A. The time of such activity shall be limited to periods before school begins, after dismissal, and during lunch time;
- B. The manner of conducting such activity shall be restricted to prevent undue levels of noise and use of coercion;
- C. All printed matter and petitions distributed and circulated on school property must state the name of the sponsoring organization and the name of a least one student member of such organization; and
- D. The principal or his/her 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 it disrupts the operation of the school.

### **Student Publications**

- A. All student publications shall be produced by students.
- B. Editing shall be done by student editors.
- C. The principal may review material prior to publication and may suspend publication of obscene material according to current legal standards, if it is likely to create a clear and present danger because of the commission of unlawful acts, or it disrupts the operation of the school.

## **STUDENT PROBLEMS**

Teacher makes a written referral to the Principal. The student will be asked to explain his/her behavior. The seriousness of the situation will determine the way the problem is handled. The administration

reserves the right to make rules and/or changes as they deem necessary.

1. The principal counsels student. Teacher making the referral will be informed of solution, as well as the parents.
2. As needed, all classroom teachers and Principal will have a formal conference.
3. As needed, a formal conference will be scheduled with parents, homeroom teachers, teacher making complaint, and the Principal. The Principal will be the chairman. Guidance Counselor and Psychologist may be included as needed.
4. The student and parents may appear before the District Administrator and the Board of Education for further action. Such requests must be made in writing to the District Administrator.
5. A student receiving three (3) or more referrals during any quarter may not be able to participate in the following activities:
  - a. Attend sports events
  - b. Dances
  - c. Field trips (decision of grade level teams)
  - d. Fun days
  - e. Roller skating parties
  - f. Athletic Eligibility

We want you to enjoy going to Neillsville Middle School and assure you that the school will cooperate with you to the extent that you cooperate with the school. Your teachers are ready at all times to help you in your studies and other school problems if you will just go to them for help.

### **STUDENT RECORDS**

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

### **STUDENT SURVEYS**

The school board respects the privacy rights of parents 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 schools, if the survey includes one or more of the following items:

- Political affiliations or beliefs of the student or the student's parents/guardians
- Mental and psychological problems of the student or the student's family
- Sex behavior 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 and ministers
- Religious practices, affiliations or beliefs of the student or the student's parents/guardians

- Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program

Students may be asked during a school year to take part in the following surveys: 1) student surveys of classroom teachers/courses, and 2) Youth Risk Behavior Survey (YRBS). Parents/guardians shall be given the opportunity to request that their child not participate in a survey containing the above information. If a survey containing any of the above information is funded in whole or in part by a program administered 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/guardians 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 material used as part of the educational curriculum for the student. Requests to inspect a survey or instructional material should be made to the building principal or his/her designee. Survey inspection requests should be made prior to the date in which the survey is scheduled to be administered to students. The principal or designee shall respond to such requests. This policy shall be published annually in the student and staff handbooks, which are distributed to students, parents/guardians, and faculty in the district.

### **STUDENT 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 needed for lunch or school supplies, leave it at the office for safekeeping. Do not leave it in your locker.

### **STUDENTS AT RISK**

An At-Risk student is a student that is at risk of not graduating with their class. At-Risk students may be eligible for special program modification 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. Failing 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 dropouts

### **TECHNOLOGY POLICY**

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 Neillsville School District. The device is on loan to the student, and must be used in accordance with the following policies and procedures, the Neillsville School District's Acceptable Use Policy and any applicable laws. Use of the device, as well as access to the computer network, the Internet and e-mail 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 Neillsville School District.

#### 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 Neillsville School District 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 4th-8th are not allowed to take devices home unless a Student Chromebook Take Home Agreement is completed and permission is granted.
- If the device is lost, stolen or damaged by another party, parents/guardians should immediately report the loss or theft to the Neillsville School District 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 E-mail

- Students and parents/guardians understand that the Neillsville School District 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 e-mail. This includes a student's name, age, address, phone number or school name.
- By signing the student handbook, parents/guardians and students are required to acknowledge they have read and agree to the District's Acceptable Use Policy prior to receiving Internet and e-mail access. Students should be aware that Internet access and e-mail, 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 \$10.00 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 \$25.00 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 beyond repair any of the following components, they will be charged full replacement costs for those items.

- Power module/cord
- Chromebook case
- Any device (Full Replacement Cost)

#### 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 District 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 Neillsville School District.

- 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

### **TELEPHONES**

Students are not to use the office phones except for school business with the approval of the 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 and must follow the school policy for cell phone use.

### **TORNADO PROCEDURES**

Students are to check designated areas specified for each classroom. These are posted in each classroom.

1. Go to the designated hall and sit flat on floor with knees bent up and head between 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 persons.
3. Stay completely away from any glassed in area (library, cafeteria, gym).
4. Return to scheduled class when the all clear bells are rung.

### **VISITORS**

The Board of Education and staff of the Neillsville School District encourages parents and community members to visit the school throughout the year.

In order to help assure that no unauthorized persons enter the school for wrongful intent, all visitors will be asked to report to and register at the school office, prior to visiting classrooms and other activities, to obtain a visitor's pass. Principals may establish reasonable standards for teachers to follow as a guide in dealing with visitors to the schools.

**Parents:** Are welcome to visit the school and classroom 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 building principal and teacher. Teachers should avoid discussion of individual students during class session. Parents desiring an individual conference shall make an appointment in advance.

**Students:** Shall be prohibited from bringing to class, friends and/or relatives not assigned to that classroom. An exception will be made if a student is intending on enrolling in the Neillsville School District 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 his designee, shall:**

1. Have the authority to exclude from the school premises any person(s) that he has reason to believe would be, or is, disrupting the educational program of the school.
2. Have the authority of determining 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.

### **WITHDRAWAL FROM SCHOOL**

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

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

**School District of Neillsville  
Middle School  
Handbook Acknowledgement**

Please review the student handbook online at:  
<http://www.neillsville.k12.wi.us>

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

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

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

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

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

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

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The student is to submit this completed form to their Homeroom Teacher.

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