



SHATTUCK MIDDLE SCHOOL
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July 2017

Dear Shattuck Middle School Students & Families,

Welcome to the 2017-2018 academic school year! We are so excited for the opportunity to work in partnership with all of our Shattuck families during the upcoming year. This letter contains information that may be useful to you throughout the school year, so for your convenience we will post this and other important information on our Shattuck website. You may view our website at www.neenah.k12.wi.us/schools/shattuck/, or by clicking <http://www.neenah.k12.wi.us/schools/shattuck/>.

Our goal at Shattuck Middle School is to provide students a rigorous and challenging education in a supportive and engaging environment. A core principle of our programming at Shattuck is built upon the belief that student-staff relationships are the foundation of the learning process. We work diligently to make personal connections with each and every one of our students through our Academy structure. Highlights of our Academy structure include:

- ✓ Majority of students are scheduled into an Academy, allowing them to travel throughout their day with the same students and experience the same set of core teachers. There are exceptions to this, of course, based on more specific course choices made by students.
- ✓ Core courses (Math, English, Science, Social Studies) scheduled for 70-minute blocks, and Encore classes for 50-minutes each.
- ✓ All students will engage in a daily 30-minute Literacy Block.
- ✓ Smaller lunch sizes and passing-time crowds.

We understand that Shattuck is a very large building. The implementation of academies has allowed us to 'make smaller' the learning environment for kids, while allowing staff to make the best connections possible with students within their assigned academies. Shattuck academy names are as follows: Quest, Velocity, Launch, Trek, Endeavor, Venture, Pursuit, Journey, and Expedition. ***Our schedule is built to maximize your student's encore requests and core academic needs. As such, no schedule changes or academy requests will be honored.*

Shattuck students are offered a wide variety of curricular and co-curricular options that enable them to develop positive relationships with other students. In addition, students' involvement in school-related activities help them build new skills, interests, and knowledge to reach high levels of success. We are proud to say that nearly 9 out of 10 of our students are engaged and involved in numerous activities, clubs, athletics, and fine arts programs. We encourage your student to try new things and stay involved throughout their years at Shattuck. This may help them have a more socially and academically successful middle school experience. You may view a list of extra and co-curricular opportunities on our website and in our handbook.

Shattuck is pleased to share with our students and families a user-friendly, electronic handbook, which is always available on our website, or by clicking:

http://www.neenah.k12.wi.us/cms_files/resources/SHparenthandbook1718.pdf

Please familiarize yourselves with the information, and use it as a reference now and throughout the school year. The handbook includes information we hope will answer questions that may arise throughout your child's time at Shattuck, including those related to grading, attendance, procedures, and expectations.

At Shattuck Middle School, administrators and counselors provide service according to students' last names. In doing so, we are able to provide consistency for you and your student throughout their two years at Shattuck, and generally offer the opportunity for families with more than one child attending Shattuck to work with and form relationships with the same counselor and administrator. Please contact your child's assigned administrator/counselor should you have any questions or concerns prior to or throughout the school year. The breakdown is as follows:

Administrator

Mr. Sonnabend (Associate Principal)
Mr. Richardson (Associate Principal)
Mrs. Phernetton (Principal)

Student Population

A- M
N-Z
All students

Counselor

Ms. Szewczyk
Ms. Lasee
Ms. Lemke-Hildreth

Student Population

A – Ha
He – O
P – Z

Registration

Please join us on either of the following dates/times for student registration:

Tuesday, August 22nd from 8:00 a.m. to 6:00 p.m.
Wednesday, August 23rd from 8:00 a.m. to 6:00 p.m.

PLEASE NOTE: Students will have their school photos taken during registration, so please plan accordingly. If students are unable to attend or have their picture taken during registration, picture make-up day is scheduled for September 18th, and retake day is October 30th. Please visit our Shattuck website for additional information and links to Network Photography ordering information. You may access the Network Photography prepay link by clicking <http://networkphoto.net>.

This year, to assist our new and incoming 7th grade students, BLAST leaders will be available during each registration date to give tours and answer questions. With the help of their BLAST peers, all students attending registration will be able to pick-up schedules and receive help navigating the building based upon their individual schedules!

If you are unable to register your child during either of the listed registration dates, or if you are unable to access our registration information online, please call the Shattuck office at 751-6850 and we will be happy to assist you.

PBIS

Is your son or daughter "*Rocket Ready?*" Shattuck is proud to engage in a PBIS (Positive Behavior Intervention & Supports) model, and was recently awarded a bronze award for our Rocket Ready program through the Wisconsin Department of Instruction! PBIS, or "Rocket Ready" is a data-driven behavior management system with a common language and universal expectations across Academies. Our students will know this as being "**ROCKET READY!**" You may hear your child talking about "Rocket Bucks" and "Rocket Fuel". Our teachers and staff are proud to teach mini-lessons, or *Rocket Fuel*, about expected school behaviors, then acknowledge those expected behaviors by providing '*Rocket Bucks*' that may later be redeemed for prizes or events at school.

Shattuck students know that being Rocket Ready means **Being Responsible, Being Respectful and Being Safe**. ODR (Office Discipline Referral) forms will be filled out when students do not choose to do what is expected, and a system of re-teaching the expected behavior as well as working with teachers and parents will be implemented.

School Lunch/Breakfast Program

Payment and other useful information, as well as breakfast and lunch menus may be downloaded by visiting NJSD's food service page at <http://www.neenah.k12.wi.us/district/foodservice.cfm>. Checks for lunch money may be made payable to "NJSD Cafeteria." Please be sure to put your child's first and last name on the memo line of your check along with his/her ID number.

**If you think your family may qualify for free or reduced lunch prices, we strongly encourage you to fill out a form and return it, confidentially, to our main office at Shattuck for processing as soon as possible. Should your child qualify for free/reduced lunch, they will continue to use the same PIN number as all students and their status will remain confidential to others. These forms are sent directly to households from our district office, or may requested by calling the Shattuck main office at 920-751-6850 or by clicking http://www.neenah.k12.wi.us/cms_files/resources/FreeReduced20172018.pdf*

Shattuck Middle School Open House

The Shattuck Middle School staff invites your family to attend our 2017 Open House on **Wednesday, August 30th from 4:30 to 6:00 p.m.** Our open house will provide you with an opportunity to become familiar with the Shattuck building and meet your child's teachers who will be located in their classrooms. Students are also welcome to bring in their school supplies and store them in their lockers so they will be ready for the first day of school on Friday, September 1st.

Supply List

The 2017-18 Shattuck supply list may be accessed by visiting the right-hand side of our webpage or by clicking http://www.neenah.k12.wi.us/cms_files/resources/ShattuckSupplyList17181.pdf

Our School Day

The first day of classes for all students is **Friday, September 1st**. Shattuck school hours are 8:00 a.m. to 3:15 p.m. Students should not arrive at school before 7:45 a.m. unless given prior permission by a staff member, and must wait in the cafeteria until dismissed for the start of the day. All students are to leave school grounds by 3:30 each afternoon unless waiting for district transportation, involved in a school-sponsored activity, or given prior permission by a staff member.

Attendance

Our Shattuck attendance line number is 920-751-6850. Please make all attendance calls for the day prior to 8:30 a.m. You may also send a note, or email our attendance clerk Ms. Kimote, at kristi.kimote@neenah.k12.wi.us regarding an upcoming absence. Please remember that a parent or guardian must make all calls, and that only the main office, not your child's teachers, can excuse or help you arrange an upcoming absence. Please refer to the NJSD or Shattuck handbooks for further information about attendance policies and procedures, and for information about Wisconsin compulsory attendance law.

Grading & Progress

Shattuck employs a school-wide, uniform grading framework called [*Grading for Learning*](#). Please take time to familiarize yourself with our policy prior to the beginning of the year. You may also review this information in our electronic family handbook under 'grading', or by visiting the right-hand side of our webpage. Should you have questions, please contact your teacher, counselor, or administrator.

We encourage you to keep up-to-date on your child's academic progress throughout the school year. You may do so by logging into the parent portal, or by visiting the district website, clicking on "For Students", then "Infinite Campus Student Portal". Then enter the district-issued username and password to retrieve information about assignments, grades, etc. If you need a username or password, please contact our district offices at 920-751-6800.

Calendar

We have many important dates coming up throughout the year. Check out our calendar link to access the Neenah Joint School District calendar which includes early dismissal and no-school dates.

http://www.neenah.k12.wi.us/cms_files/resources/calendar1718.pdf

Communication

At Shattuck, one of our main goals is to communicate as effectively as possible with our families. As a general rule, we try to avoid flooding you with information, and instead send out a weekly email “blast” at the end of each week. Should you receive something separate, it is critical information that should be read as soon as possible. Other information is posted on our website or through Schoology.

Standardized Assessment

We will contact Shattuck families using separate communications that will outline standardized testing dates and details closer to each assessment period.

PLEASE NOTE: Advanced course entrance criteria for advanced Social Studies, English, and Science courses include standardized assessment score benchmarks, so please be sure to review this information on our web page for our most up-to-date information, or contact the Shattuck guidance office at 920-751-6850, ext. 19116 with any questions.

http://www.neenah.k12.wi.us/cms_files/resources/AdvancedCourseEligibility.pdf

Technology

As you may know, we are proud to continue our building-wide technology initiative as a 1:1 student/Chromebook school. Each Shattuck student will be issued his or her own Google Chromebook to use throughout the school year. For your convenience, Shattuck has created a Chromebook handbook which may be viewed by clicking the link below; the Chromebook parent/student contract may also be accessed below. Each may also be viewed on the right side of our webpage as well.

http://www.neenah.k12.wi.us/cms_files/resources/Chromebook%20Handbook%20201617.pdf

http://www.neenah.k12.wi.us/cms_files/resources/Chromebook%20Agreement.pdf

Shattuck students are allowed to carry cell phones, *permitted they are silenced or off during the school day*, and are allowed to use their phones only during their assigned lunch period. Please remember that, should you need to reach your student during the school day, we will be happy to get them a message through the main office by calling 920-751-6850. **Please do not contact your student directly to report to the office, as it encourages violations of our behavioral expectations.** Should your child choose to violate our cell phone policy, a staff member may confiscate the phone. The phone may be picked up by a parent at a later date/time to be determined by a member of the administration. Please refer to our policy in the handbook for further information.

Illness

Should your child become ill during the school day, they must report to our nurse’s office and Shattuck will make contact with a parent/guardian. Please remind your child that they are not to use their cell phone to contact you to be picked up if they are ill - we will assess the situation, document their whereabouts, and contact you when appropriate.

Safety

Safety is a priority for all of us at Shattuck Middle School. In addition to fire and tornado drills, students participate in several crises drills throughout the school year. Students and parents will ALWAYS be told in advance of crisis drills. If you are not notified in advance, it is not a drill. Our goal is to thoroughly inform and prepare our kids to best manage any type of emergency situation that may arise including fire, intruder, lockdown, and tornado/severe weather situations. We appreciate your patience throughout the school year as we allow our students and staff time to practice our safety procedures. This may mean the school (including the main office) is closed during planned drills. Additional safety information can be found on our website.

Please note that all Shattuck exterior doors are locked during school hours, with the exception of the door to the main office. All visitors, including parents, must enter through this door while school is in session to sign-in and receive a visitor’s badge. Please remember that only those parents/guardians listed in our system will be allowed to physically pick-up students for appointments during the school day without *prior written* permission from a parent. We are unable to release a minor child to anyone other than his or her parent or

guardian. Thank you for your understanding. We appreciate your cooperation in keeping Shattuck students safe!

Appropriate Dress

Students are expected to dress appropriately for school each day, regardless of the temperature. While there is no exhaustive 'list' of what is allowed and not allowed (we expect students and families to use their best judgment and common sense), please use the following as a reminder of what is not permitted:

- Revealing, see-through, low-cut or otherwise inappropriate tops
- Short-shorts or skirts
- 'Sagging' pants or that in which undergarments are showing
- Clothing with slogans promoting tobacco, alcohol, drug use, or containing suggestive, sexual, or offensive references
- Hats, hoods, sunglasses, or any other head covering which impedes our ability to easily recognize students

The appropriateness of student dress is at the discretion of the teacher/administrator. Students will be asked to change and/or be sent home should they choose to dress inappropriately. Please refer to our handbook for further information about this policy.

Transportation/Pick-up & Drop-Off

Students riding a bus to and from school will be dropped-off and picked-up on the **East** side of the school building. This is for busses only. Please do not pick-up or drop-off your child on this side of the building as it may cause a serious safety hazard.

The **North** end of the building, or 'Circle Drive' is marked "no parking/stopping/waiting" and is for our handicapped accessible transportation and emergency vehicles only. Again, no general pick-up or drop-off is allowed at this entrance at any time as it interferes with the needs of our disabled students and their families, and may interfere with emergency responders as well.

General student drop-off and pick-up is on the **West** side of the building near the main office. This can become very congested, so we encourage you to be patient and courteous, give yourself ample time, and be cautious when driving on or around school property. Our pick-up/drop-off will remain two lanes this school year. Please be diligent about looking for students crossing both lanes to enter/exit the building and **go slowly at all times**. ***We encourage you to choose an area of our school property, but outside of the parking areas, to meet your child each day. This may save you some time by avoiding the long lines for pick-up within the lot.* Please be aware that Neenah Police Department assists us in monitoring all of our parking areas for safety, and will address anything administrators or officers deem dangerous or inappropriate.

Fees

School fees may be viewed in our **handbook** or by visiting our Shattuck webpage.

New this year, fees may be paid online by clicking <https://neenah.revtrak.net>. Users may see a box appear in the bottom right hand corner asking for an email and password for quick check out. If this happens, click on the "x" in the top right hand corner of the box or anywhere else on the screen to close the box. **DO NOT USE THIS BOX TO LOG IN AND PAY FEES.** Select the "Student Fees" icon from the icons menu. From there, parents will need to log in using their parent portal username and any currently enrolled student's birthdate for the password. Families with multiple students will need to click on each student on the left side bar and select fees for each individual student. If your student is participating in more than two extracurricular fees, only select to pay the first two activities for the year. Additional activity fees will be waived. The convenience fee will be waived until August 20. Fees may still be paid online after this date, however, there will be a \$2.00 processing fee. If you qualify for free or reduced lunch and have filled out the "Permission to Share" form, your fees will also be free or reduced. However, this may not be reflected online until they are adjusted in mid-August. If you have any questions about paying fees online, please contact Stephanie Leagjeld through the administrative business office at (920) 751-6800 or via email at stephanie.baeten@neenah.k12.wi.us.

Best wishes for the remainder of the summer. I look forward to seeing you during our registration week and at Open House. Please contact Shattuck Middle School at (920) 751-6850 with any questions or concerns you may have prior to the start of the new school year. Again, on behalf of our entire staff, we look forward to working with all of our Shattuck students and families!

Sincerely,

Stephanie Phernetton

Stephanie Phernetton
Principal
Shattuck Middle School