

2012-2013



PARENT HANDBOOK

SHATTUCK MIDDLE SCHOOL PHONE NUMBERS
751-6850

Attendance Press 3

Guidance Press 4

Mrs. Stephanie Phernetton, Principal, ext. 135

Mr. Chad Buboltz, Associate Principal, ext. 141

TABLE OF CONTENTS

	Page
General Information	
Website Information, Daily Schedule, Agendas, Arriving & Departing from School	3
Attendance Procedures & Policies	3-4
Excused Absences	3
Unexcused Absences, Tardiness, Truancy	4
Leaving School During the Day, Make-Up Work	4
Athletics/Activities	5-9
Middle School Sport Contact, Forms and Offerings	5
Fall Sports Offerings, Physical Examination Information	6
Middle School Extracurricular Activities	7-9
Backpacks, Behavior Expectations	9
Bullying, Change of Address, Phone Number, or Place of Employment	10
Check Writing Policy, Communication with your Child’s Teacher, Deliveries	10
Dress Code, Electronics & Other Student Valuables, Forgery/Cheating/Plagiarism	11
Health Information	12
Health Emergencies, Medications, Student Inhalers	12
Lockers, Lost & Found, Lunch, New Student.	12
NJSD Policies	13-19
Alcohol & Other Drug Policy	13-14
Harassment, School Safety & Violence	14
Search & Seizures, Tobacco Use and/or Possession, Student Sales	15
Technology/Computer Use	16-19
NJSD Nondiscrimination Policy.	18
NJSD Grievance Procedures.	18-19
Registration Information for 2012 (Dates, Student Pictures, Fees).	19
Safety & Security, Snow Days, Telephones, Transportation, Visitors, Withdrawals.	20
Middle School Counseling	21
Middle School Wellness Education Department	22
NJSD Student Assistance Program	23

GENERAL INFORMATION

WEBSITE INFORMATION

The Neenah Joint School District and the Parent Portal can be accessed through the NJSD district website: <http://www.neenah.k12.wi.us>

The Middle School Daily Announcements and other school information can be found on the home page of the Shattuck website: Shattuck: <http://www.neenah.k12.wi.us/shattuck/>.

DAILY SCHEDULE

The school day begins at 8:00 a.m. and ends at 3:15 p.m. Students should not arrive at school before 7:45 a.m., unless a bus has dropped them off or prior arrangements have been made with a staff member. Students who ride buses and arrive prior to 7:45 a.m., should wait in the cafeteria, as they are not allowed in the hallways until after 7:45 a.m. without a pass from a teacher. Once at school, students must remain in the building at all times. Students should leave the school building by 3:30 p.m. unless they have an appointment with a teacher, are involved in a school activity, or are serving a detention.

AGENDAS

All students are issued an agenda. To maintain strong and efficient communication, the middle schools require all students to carry the assignment notebook to all classes and to record assignments for all subjects. Parents/Guardians are expected to check and sign the assignment notebook on a regular basis. Teachers are expected to check the assignment notebook for parent/guardian signatures. The cost to replace an agenda is \$5 and can be purchased in the office.

ARRIVING AND DEPARTING FROM SCHOOL

Please use either the west side (Elm St.) or east side (Reed St.) entrance to drop off and pick up your child. The circle drive (Division St.) entrance is reserved for the pick up and drop off of our handicapped students. For the safety of our students and to assist with traffic flow, please follow the guidelines listed below:

1. Pay attention to parking lot signs and arrows that indicate traffic flow direction and student drop off/pick up lanes.
2. Pull as far forward in the drop off/pick up lanes as possible.
3. Do not park or drive in the marked bus drop off and pick up area and lanes in the east parking lot.

ATTENDANCE PROCEDURES AND POLICIES

1. A student absence must be PHONED in to the Shattuck office at 751-6850, ext. 3. Calls should be made before 8:30 a.m. on the day of the absence. Only calls from PARENTS/GUARDIANS will be accepted. A phone call must be made EVERY day a student is absent unless prior arrangements have been made through the school office.
2. Failure to phone in an absence will result in an unexcused absence. Students with unexcused absences will be called to the school office when they return to school and may receive disciplinary consequences unless the matter is cleared up.
3. Upon returning to school, it is the student's responsibility to complete missing assignments.

EXCUSED ABSENCES: Students are expected to be in school every day except in cases of emergency. The following are acceptable excuses for absences or tardies to school:

1. Personal illness - The principal may require a doctor's confirmation if he/she deems it advisable.
2. Serious illness in the immediate family or quarantine of the home. This is limited to the length of the quarantine as fixed by the proper health officials.
3. Death in the immediate family or funeral for an immediate family member.

4. Absence during the school day for professional appointments - parents or guardians are encouraged to schedule medical, dental, legal and other necessary appointments outside the school day. Since this is not always possible, when a student is to be absent for part of the day:
 - a. The student shall have a statement to the effect from his/her parents.
 - b. The student may be asked to bring a signed statement from the doctor, dentist, lawyer, counselor, etc. to the effect that he/she reported for the appointment.
 - c. The student shall report back to school immediately after his/her appointment if school is still in session.
5. Observance of religious holidays.
6. Family trips that can only be taken during the school year. When such a trip is planned, please notify the main office prior to leaving. All school work that can be assigned in advance must be completed prior to the absence.
7. Court appearance or legal procedure requiring student's presence.
8. Attendance at special events approved by principal.

UNEXCUSED ABSENCES: Students who are absent from school with the consent of their parent or guardian, but whose absence does not fall under those that are considered excused, shall be unexcused. Students also have an obligation to understand the material presented during their absence. Detention may be used as a deterrent to students who have unexcused absences.

TARDINESS: Students are expected to arrive at school and be in class on time and to have all necessary materials such as books, notebooks, and pens or pencils. Students who are tardy to school in the morning should report directly to the main office. Students who are tardy to school in the morning with an acceptable excuse should report to the main office to receive an admit slip. Excessive tardiness will result in disciplinary action including suspension, or a truancy referral to Winnebago County Juvenile Intake.

TRUANCY: Truancy is an unexcused absence for all or part of the school day. Truancy has a significant impact for students who miss school, as well as for those in our community as whole. School administration may require a written excuse statement from a licensed physician, dentist, chiropractor, or others enumerated in WI Statute §118.15 (3)(a), for a continuing medical problem resulting in habitual absence from school. Students who are truant will receive disciplinary consequences. Habitual truants will be referred to the Winnebago County Juvenile Intake, according to the Wisconsin state compulsory attendance law.

LEAVING SCHOOL DURING THE SCHOOL DAY:

1. A student who becomes ill during the school day must report to the school office or send someone to the office for assistance. The school office will provide in-school assistance or arrange for the student to go home. **STUDENTS ARE NOT TO LEAVE SCHOOL WITHOUT CHECKING OUT IN THE SCHOOL OFFICE.**
2. A request to leave school grounds during school hours for medical, dental, or other appropriate reasons must be either submitted in writing and signed by a parent/guardian or phone call must be made to the school office by a parent or guardian before 8:00 a.m. The student will then be issued a **PERMIT TO LEAVE SCHOOL** pass.
3. Neenah Middle Schools have a **CLOSED CAMPUS**. This means students are expected to remain within the middle school boundaries for the entire school day, unless they have received permission to leave school grounds and have a pass from the office. All students are to eat lunch at school.

MAKE-UP WORK: All students with **EXCUSED** absences are allowed to make up work following these guidelines:

1. It is the student's responsibility to contact teachers to make arrangements for making up missing work.
2. Tests that were missed during an excused absence will be permitted to be taken at a time mutually agreed upon by the student and teacher.
3. Students who know they will be absent for two or more days at a time are encouraged to have their parent/guardian contact the guidance office and arrange to obtain assignments. Otherwise students should see their teachers about their assignments upon their return to school.

ATHLETICS/ACTIVITIES

Contact for all sports: Mr. David Cepek, 751-6850, ext. 147

Email Address: dcepek@neenah.k12.wi.us

For participation in all competitive sports, five forms must be filled out and returned to the coach. These include:

1. The WIAA physical exam form (requires a physical and a doctor's signature) or the alternate year card
2. Emergency Information Card
3. Insurance Waiver
4. Parent/Student Activity Agreement
5. Concussion Acknowledgement Waiver

NOTE: An activity fee of \$30 is required and paid prior to the first competition.

Basketball: Boys--November & December

Girls--January & February

Interscholastic basketball is offered for students who enjoy the game and have a desire to improve their basketball skills. Being part of the basketball program requires a daily commitment before or after school for practice.

Cross Country: Boys & Girls--August-October

Interscholastic cross country is offered for students who enjoy running and have a desire to improve their running skills and compete against other students. The races consist of one mile for seventh graders and one and one half miles for eighth graders. Being part of the cross country program requires a daily commitment after school during the season.

Football: Boys & Girls--August-October

Interscholastic football is offered to students who enjoy the game and have a desire to improve their skills and compete against other teams. All football equipment is provided except for football shoes. Being part of the football program requires a daily commitment after school during the season.

Spirit Squad: Boys & Girls--September-February

Spirit squad participants lead cheers at basketball games and march in the homecoming parade. Being part of the spirit squad program requires a daily commitment after school during the season.

Volleyball: Girls--August-October

Interscholastic volleyball is offered for girls who enjoy the game and have a desire to improve their volleyball skills. Being part of the volleyball program requires a daily commitment before or after school for practice.

Track: Boys & Girls--April & May

Track practices are 3:30 - 5:15 p.m. each day. Track offers a variety of distances for running from 100 meters to one mile and field events such as shot put, long jump and high jump for students to participate in during the year. All students will participate in meets.

Wrestling: Boys & Girls--February

The fundamentals of wrestling are taught during the season in which athletes compete with other middle schools. Good sportsmanship and team commitment are stressed. Practices run from 3:45-5:30 p.m. every school day. Headgear, singlets, and sweatshirts are provided for by the school.

FALL SPORTS- 2012

START OF PRACTICE AND EQUIPMENT CHECKOUT DATES

<u>SPORT</u>	<u>EQUIPMENT CHECKOUT</u>	<u>PRACTICE STARTS</u>
FOOTBALL:	August 20 9:00-11:00 a.m. OJ Gym	August 21 7:30-10:00 a.m. Shattuck Football Field
VOLLEYBALL:	Provide own equipment	August 20 Gr. 7--8-11 a.m. Gr. 8--12-3 p.m. OJ Gym
CROSS COUNTRY:	Provide own running equipment	August 20 3:30 p.m. OJ Gym

NOTE: Any student participating in sports **MUST** have the following in order to practice:

1. The WIAA physical exam form (requires a physical and a doctor's signature) or the alternate year card
2. Emergency Information Card
3. Insurance Waiver
4. Parent/Student Activity Agreement
5. Concussion Acknowledgement Waiver

These forms can be found at the Shattuck website or in the school office.

Completed forms are to be turned in to the coaches--not to the office.

PHYSICAL EXAMINATION INFORMATION

1. Physical examinations taken after April 1, 2011 are good for the remainder of that school year and the following two school years.
 2. Physical examinations taken before April 1, 2011 are good for the remainder of that school year.
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MIDDLE SCHOOL EXTRACURRICULAR ACTIVITIES

Any student participating in an activity MUST have a Parent/Student Agreement Form completed in order to participate. Students and parents will be provided with additional information about extracurricular activities throughout the school year through the daily announcements and newsletters. For more information, call the Shattuck office at 751-6850.

(Transportation is provided after school for students who participate in activities at the other middle school campus.)

The following activities are available for all students:

<u>ACTIVITY</u>	<u>GRADE</u>	<u>TIME OF YEAR</u>
Archery Students learn and practice various archery skills. Practice takes place at Horace Mann Middle School on selective dates after school hours. All equipment is provided.	6-8	November-March
Art Club Students work on various art projects. Meetings are held after school.	6-8	All Year
Battle of Books A reading opportunity for students in grades 6-8 to read a great selection of books--various topics, genres, and reading levels. A team of two to four students starts in September and works together to read a list of 20 books by March. A March quiz bowl competition is then held where each team works together to answer questions about the books.	6-8	September-March
Chess Club Students will learn and practice basic moves to advanced techniques and strategies. After November, students will also have an opportunity to compete in chess tournaments against students from other schools. 7th & 8th grade will be meeting on Tuesdays from 3:15-4:30 p.m. Horace Mann students will be on Thursdays from 3:15-4:30 p.m.	6-8	October-March
Debate The purpose of debate in middle school is to provide a competitive arena for students to discuss opposing points of view. Practice will take place after school for students interested in debate and problem solving. Tournaments are held on weekends from September-March. Activity fee required.	6-8	September-March
Destination Imagination Students work together with others on a team to solve problem scenarios by developing a performance or designing and constructing various types of apparatus. Students compete in local and state level competitions. Teams are formed and coached by community and parent volunteers.	6-8	September-March
Diversity Club The diversity/equity club is for students who want to promote harmony and acceptance in our middle schools. There are two meetings per month with outstanding cultural experiences, food, and fun.	6-8	All Year
Drama/Musical Opportunities for students interested in performing, creating props, working with lighting or sound systems. Activity Fee Required.	6-8	September-March
"Finatics" Fishing Club This club focuses on the art, science and fun of fishing for all students interested in fishing from a beginner or advanced level. The club includes monthly meetings, field trips and fishing outings. Some activities include: Friday night fishing outings, field trips to local fish hatcheries, guest speakers and interactive fishing games.	7-8	September-June

Forensics	6-8	December-March
Participating in forensics gives students an opportunity to improve their speaking and performing skills. Students may work alone or in groups on pieces that range from humorous to serious in categories such as interpretation of poetry or prose, demonstration speaking, news reporting, storytelling and many more! Students sign up weekly for individual practice times with the coaches. From time to time they attend group practice sessions to perform for others and see what the other students are doing. In February and March the team participates in two tournaments with the possibility of attending more around the state. Activity Fee Required.		
Geography Bee	6-8	April
Students complete an exam pertaining to geography topics and answer questions in a quiz show format. Students also have the opportunity to advance to school-wide and state level competitions.		
Jazz Band	6-8	All Year
The Jazz Band performs at school-sponsored activities.		
Knowledge Master Open	6-8	Fall & Spring
Students are selected for membership on the Knowledge Master team based upon their achievement on an examination involving items for all academic subjects. The KMO team competes against other teams in an international competition via the Internet.		
Math Club	6-8	November - April
Students compete a qualifying exam as a tryout for the Math Club team. The top students compete at the regional level with an opportunity to advance to state and national competition.		
Newspaper	6-8	All Year
Interviewing, writing, and photographing for the quarterly student/staff newspaper.		
Pep Band	7-8	September-March
The Pep Band performs at various home athletic events.		
Science Olympiad	6-8	January - May
Students participate in a variety of science problem-solving activities involving all science content areas. Examples of activities include: chemistry labs, vehicle construction, quiz bowl, and orienteering.		
Ski Club	6-8	Winter
Students are provided with opportunities to participate on ski trips.		
Solo & Ensemble	6-8	February-March
Students are provided with individualized instruction and an opportunity to participate in individual and small group performances.		
Spelling Bee	6-8	February
Students complete a spelling test and advance to school-wide competition based upon their test scores.		
Student Council	6-8	September-May
Student Council is a yearlong activity that provides students with opportunities to develop leadership skills. Student Council members help plan and conduct a variety of school activities and community service programs. Most meetings are held before school.		

Tennis

6-8

Intramural Fall Sport

This is a combined intramural program for all 6th, 7th and 8th grade students. This program will run from 3:30-4:45 p.m. on Monday, Wednesday and Friday on the Ivy Williams courts off Cecil Street. Information and sign-up forms will be located in the offices at both middle schools.

Wrestling Club

6-8

February-March

Students have an opportunity to develop wrestling skills.

Yearbook

6-8

All Year

Members will be involved in photographing, photo layout, and culmination of a final yearbook product.

BACKPACKS

Students may carry a backpack to and from school. During the school day, backpacks are to be kept in the students' assigned lockers.

BEHAVIOR EXPECTATIONS

Guided by the following four assumptions, we are building a program in the Neenah Middle Schools that we believe will maximize the effectiveness of our teaching opportunities:

1. No child can prevent another child from learning.
2. No child has the right to prevent a teacher from teaching.
3. No child can engage in any behavior that endangers others.
4. All children can behave appropriately.

It is important that the students, parents and school staff work together to maintain a positive, safe and orderly atmosphere, where learning is maximized. Toward that end and for the protection of students, the following general rules have been established:

1. Students will show respect and courtesy toward all students and staff.
2. Students will use appropriate language.
3. Students will show respect for school materials and school property.
4. Students will refrain from chewing gum or eating candy while in school.
5. Students will remain "drug-free" and respect the rights of others to do so.

The following actions threaten the safety of others and/or are violations of the law and therefore are not allowed:

1. Fighting
2. Destruction of property or theft.
3. Possession or use of drugs, alcohol, tobacco products, matches, lighters and other such items.
4. Harassment (sexual, verbal or physical).
5. Assault (sexual, verbal or physical).
6. Possession or use of weapons or look-alike weapons.
7. Tampering with fire extinguisher or fire alarm.
8. Throwing objects.

Expectations In The Classroom

1. Be on time and come prepared.
2. Participate constructively.
3. Leave hat, jacket, coat, backpack, and electronics in locker.
4. Follow directions and expectations of the teacher.
5. Borrow things only with permission of the owner.
6. Take care of all schoolbooks and pay fines for those that are lost or damaged.

Expectations In The Halls and Bathrooms

1. Walk on the right side of the hallway in an orderly manner, by not pushing, shoving running, or shouting.
2. Move quickly and quietly from one class to the next.

3. Use the bathroom only during passing time, break time, lunch, or with a pass.
4. Sign out and carry a pass while in the hallways or bathrooms unless it is during the normal passing time.

The majority of the disciplinary issues will be handled by classroom teachers who will inform parents/guardians when problems and/or situations arise within the classroom setting. In addition, teachers will involve counselors and administrators as necessary. Administrators may apply consequences to disciplinary issues, including detention, suspension, or recommendation to the Superintendent for expulsion.

Bullying

Bullying is deliberate or intentional behavior using word or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: Age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status. However, this type of bullying behavior need not be based on any of the legally protected characteristics. It includes, but is not limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing. Any student or staff member that believes s/he has been or is the victim of bullying should immediately report the situation to other building principal or associate principal, or the District Administrator. A student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student.

If an investigation finds that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include student discipline, including, but not limited to student and/or parent conference, reprimand, suspension, or possible expulsion.

CHANGE OF ADDRESS, PHONE NUMBER, OR PLACE OF EMPLOYMENT

Parents are requested to notify the school office, in writing, of a change of address, home and work phone numbers. This is especially important in case of a student emergency.

CHECK WRITING POLICY

The Neenah schools are not allowed to cash checks. If you provide your child with a check, it should be made out to Shattuck Middle School for the exact amount of field trip, school project, merchandise, etc. Remember, checks for lunch account deposits are to be made out to "NJSD Cafeteria." (Please be sure to write the student's first and last name on the memo line of the check.)

COMMUNICATION WITH YOUR CHILD'S TEACHER

Parent/Teacher conferences are held after the first quarter (October 10, 2012 from 4:30 p.m. to 8:30 p.m. & October 11 from 12:45 p.m. to 4:00 p.m. and October 12 from 7:45 a.m. to 11:45 a.m. and third quarter (February 28, 2012 from 12:45 p.m. to 8 p.m. & March 1, 2012 from 7:45 a.m. to 11:45 a.m. Students are encouraged to attend conferences with their parent. It is not necessary to wait until conferences to talk with your child's teachers. Other individual conferences may be initiated by either parents or teachers. These conferences are held during the teacher's team planning period or before/after school.

Each teacher has his/her own private voice mail number, as well as email. Notes to teachers can also be written in your child's agenda/assignment notebook. Parents are also encouraged to use the Internet to access the Parent Portal in order to check your child's grades, which are updated every two weeks. The email address for questions about parent portal is: campus@neenah.k12.wi.us

DELIVERIES

Please do not send flowers, balloons, food, etc. to school to recognize student birthdays or other special dates.

DRESS CODE

How students dress and groom themselves has an important effect upon their attitude toward themselves and school.

1. Clothing should be neat, modest and clean.
2. Clothes must be appropriate for school activities, the weather and the learning environment.
3. Tank tops and all other clothing must be appropriate and acceptable for a professional atmosphere, and not disrupt the learning environment.
4. Shorts and skirts must be an appropriate length.
5. All shirts must cover the stomach. Undergarments must be worn.
6. Clothes with slogans promoting alcohol, tobacco, or drug use, or containing suggestive sexual or offensive references are not to be worn in school.
7. Coats and jackets are not to be worn to class.
8. Students must wear shoes at all times.
9. Hats are not to be worn in the building.

The school reserves the right to send students home if their appearance is not deemed appropriate, or is disruptive to the educational process. Further actions may result for students who repeatedly choose to disregard the dress expectations.

ELECTRONICS & OTHER STUDENT VALUABLES

Students assume the responsibility for loss or damage to their clothing, equipment, books, or instruments. Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like are tempting targets for theft or extortion. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables. All electronics (including cell phones) must be turned off and kept in the locker during the school day. Items may be confiscated by staff and/or administration if brought to school and used during the school day. If parents need to get a message to students during the school day, they can call the main office and a message will be delivered.

EXTRACURRICULAR GROUPS & POLICIES

Students are encouraged to participate in the wide range of clubs and activities that are available at the middle school level. GET INVOLVED AND HAVE FUN!

The following rules apply to students who desire to participate in school-sponsored activities:

1. The student cannot have more than one failure or incomplete during a grading period for eligibility.
2. Except in cases of family emergency, students participating in afternoon or evening activities must be in class all day on the day of the activity. If a student misses school because of illness or is absent without the school's approval, the student will be excluded from participating in afternoon or evening activities of that day. If the absence is UNEXCUSED, the student may be excluded from participation in Saturday or Sunday performances as well.

Any student whose habits and/or conduct make the student unqualified to represent the ideals, principles, and standards of our school may be suspended from further participation by the administration for whatever period of time deemed appropriate for the misconduct. Students who participate in interscholastic athletics must abide by training rules as set up by the Neenah Joint School District. For additional information refer to the Good Conduct Policy and Rules letter which can be obtained in the school office.

FORGERY/CHEATING/PLAGIARISM

Forgery of excuses or anything used at school is a form of lying and is not acceptable. Cheating is the copying from another's work or using any method not allowed by the teacher to assist with an assignment or exam. Plagiarism is extensive use of words or ideas from outside sources without documenting those sources. Consequences for forgery, cheating, and plagiarism are at the discretion of the teacher and may range from an "F" on the work to a parent/student/teacher conference with an office referral filed.

HEALTH INFORMATION

Health/Emergency Information is completed yearly by parents of all students as a means of informing school personnel of student health concerns. A school nurse visits each school on a scheduled basis. If you need to contact the nurse, please call your child's school or the Neenah Department of Public Health at 886-6156. Students may be screened for vision and hearing at the Neenah Department of Public Health.

HEALTH EMERGENCIES: If an accident occurs, first aid will be administered and if necessary, the parent will be called. It is important to leave an emergency number that can be called in case of an accident. A child with a major health problem such as asthma, heart problems, diabetes, bee sting allergy, seizure disorder, etc., is to have a "Health Management and Emergency Plan" completed yearly and filed with the school administration. Forms are available in the school office. Please call the Health Aide at 751-6850 ext. 137 if you have questions.

MEDICATIONS: Students taking daily medications prescribed by a physician are to take these at home if possible. If the student requires medication in the school setting, the Parent/Guardian Medication Consent Form and the Physician Order for Medication Administration Form must be completed and are available from the health aide in the office. All medication must be in properly labeled bottles and turned in to the office, as students are not allowed to carry medication during the school day.

STUDENT INHALER LAW: Students with asthma are allowed to possess and use metered dose and dry powder inhalers with written permission. A child can carry his/her inhaler at school. To comply with the law, the school must be provided with written permission from the child's physician and the parent.

LOCKERS

Each student is assigned his/her own locker. Because students will have classes in many rooms, some of their books and personal belongings will be kept in a locker. The locker is for the protection of their possessions. Students should remember the following:

1. Locker combinations must not be given to any other students. Lockers are not to be shared unless the student is given prior permission. This includes physical education lockers.
2. Locker combinations and contents are the students' responsibility. The school system is not responsible for items damaged, lost or stolen.
3. Before leaving a locker, the student should check to see that it is tightly closed and locked. Tug the lock to make sure it is locked and then turn the dial.

Since lockers are a permanent part of the building, students are expected to keep them neat and in good, usable condition. The school reserves the right to inspect lockers at any time, with or without notice to students or their parents. Students are responsible for repair of any locks or lockers that they deliberately damage.

LOST AND FOUND

A lost and found area is located in the cafeteria. Please encourage your child to check this area if he/she is missing any personal items, school books, etc. Parents are also encouraged to check the lost and found area when visiting the school and during parent teacher conferences. Unclaimed items will be given to charity.

LUNCH

Students may bring a lunch from home or purchase a lunch at school.

Students should follow the following cafeteria guidelines:

1. Eat only during assigned lunch hour.
2. Enter and exit the cafeteria in an orderly manner.
3. Eat in a courteous manner and remain seated.
4. Don't ask other students for food.
5. Leave table and eating area clean and return tray to proper area.
6. Keep all food, beverages, and eating utensils in the cafeteria.
7. Follow all directions of cafeteria supervisors.

8. Place recyclable material in appropriate container.
9. Bring coats/jackets to the cafeteria. Students will not be permitted to return to their lockers.
10. Leave only after being dismissed by a supervisor.
11. Keep the noise level down.

Beverages, other than water bottles/containers, are not allowed in the hallways. Students are not allowed to keep open containers in their lockers for the purpose of consuming the beverage between classes.

NEW STUDENTS

Any student moving into the Neenah system and having attended another school will be expected to present records or a signed release from the last school attended in order that the student may be properly placed. All students new to the Neenah schools must bring a hospital or birth certificate showing date of birth. Baptismal certificates cannot be accepted. Also required is a record of all immunizations.

NJSD POLICIES

Alcohol & Other Drug Policy - Board Policy 543

The goal of this policy is to promote the maximum level of learning success for all students by working with them, their parents and the community so that all schools will be totally free of the harmful effects of alcohol and other drugs. This policy is designed to convey a strong message of “zero tolerance” in its clear prohibition an intoxicant, mood altering substance, look-alike substance or drug paraphernalia; transferring or selling any of these items, including prescription medications; or using a two-way communication device to facilitate the transfer or sale of these items.

543.1 Being Under the Influence

Students are prohibited from being present on school property; not on school property, but under school supervision; at a school sponsored event; or going to or from one school or school event to another in a condition which school authorities have reasonable suspicion to believe results from the use of an intoxicant, a mood-altering substance, or look-alike substance.

For the purpose of this policy, the following definitions are set forth:

1. Intoxicant - any beverage that may be legally sold as alcohol. This includes, but is not limited to, fermented malt beverages, intoxicating liquor, or wine.
2. Mood-altering substance - (a) a controlled substance under Chapter 961, Wisconsin Statutes, or (b) inhalants such as nitrous oxide or other volatile substances including, but not limited to paint thinner, paints, aerosols.
3. Look-alike substance - a substance which is of a nature, appearance, or effect that will allow a person to display, sell, distribute or use the look-alike substance as if it were a controlled substance.

Violation of Policy 543.1 will result in the following disciplinary actions:

A. First Violation: The student shall be suspended from school for one to five days, based on the judgment of the school administrator. The student shall also be required to participate in and complete Insight Group sessions or consult with a person certified to conduct chemical dependency assessments and to follow through on any recommendations.

B. Second Violation: The student shall be suspended from school for five days. The student shall be required to participate in and complete an Intervention Group or similar sessions, or consult with a person certified to conduct chemical dependency assessments and to follow through on any recommendations made. Failure to attend and complete the Intervention sessions or obtain the independent chemical dependency assessment may result in the administrator taking further disciplinary action as deemed necessary.

C. Third Violation: The student shall be suspended from school for five days or, pending an expulsion hearing, up to fifteen days. (For students with Special Education needs, the suspension pending an expulsion hearing may not exceed ten days.) A recommendation to the Superintendent for expulsion may be made pursuant to Section 120.12 (1)(c), Wis. Stats.

543.2 Possession and/or Transfer

A student will be in violation of this policy if there is reasonable suspicion to believe that he or she, while on school property; not on school property, but under school supervision; or at a school-sponsored event; or going to or from one school or school event to another, has possessed an intoxicant, mood-altering substance, look-alike substance or drug paraphernalia; or has been involved with the transfer or sale of an intoxicant, mood-altering substance, look-alike substance or drug paraphernalia; or has used or possessed a two-way communication device to facilitate the transfer or sale of an intoxicant, mood-altering substance, look-alike substance, or drug paraphernalia.

For the purpose of this policy, the prohibited items are defined in Section 543.1 and as follows:

1. Drug Paraphernalia - any equipment, products, and materials that are used or solely intended for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance. Drug paraphernalia also includes all of the equipment, products, and materials as additionally defined in Section 961.571 of the Wisconsin Statutes.

If the administrator feels there is reason to believe that the student has engaged in one or more of these prohibited activities, the administrator shall suspend the student and may recommend to the Superintendent that the student be expelled by the Board pursuant to Section 120.13 (1)(c), Wis. Stats.

Harassment - Board Policy 256

In the Neenah Schools, it is required that all staff and students maintain a work and learning environment free from all forms of harassment and to insist that all employees and students are to be treated with dignity, respect, and courtesy. Board Policy 256 prohibits any form of harassment (disparaging comments, gestures, threats, intimidation, or conduct relating to another person's sex, race, religion, creed, ethnic background, sexual orientation, pregnancy, parental status, marital status, or physical, learning, emotional or mental disability). Any incidents of harassment should be reported to the school's administration. Also prohibited is any retaliation against a student or employee who reports such harassment. Violators of this policy will be subject to disciplinary consequences.

School Safety & Violence- Board Policy 590

All students and employees of the district have the unqualified right to attend and work in schools that are safe and secure. No student may possess a weapon (or look-alike weapon) on school premises, on school grounds before, during or after school or at any school-sponsored activity. Students in violation of this policy are subject to the provision in sections 948.605 and 948.61, Wisconsin Statutes. In addition to legal action, students will be subject to suspension and/or expulsion.

The term weapon includes firearms, loaded or unloaded; knives; razors; martial arts equipment, metal buckles, chain links, pepper spray, or any other objects as listed in Section 948.60, Wisconsin Statutes which, by the way they are used, are capable of causing bodily harm.

A student possessing a firearm while at school or under the supervision of a school authority will be expelled from school for a period of not less than one year. The Board may modify this requirement on a case-by-case basis.

All schools and students are to be kept free from the harmful influence of any groups which engage in drug use, criminal conduct, intimidating or disruptive behavior. Gangs are defined as groups of three or more people with a common name or identifying sign, apparel, mark or symbol, who claim turf or territory, who associate on a regular basis and who engage in anti-social or criminal acts. The presence of any apparel, colors, accessories or objects of grooming which denote gang membership is prohibited.

Any visitors not following district guidelines or directions of administrators or staff members will be considered trespassers, will be asked to leave the premises and, if necessary, will be reported to the appropriate building administrator and/or law enforcement officials.

Students' behavior that seriously disrupts the educational program and/or has the potential to cause physical or psychological harm to other students, staff members, or themselves will not be tolerated and will be dealt with strictly via established disciplinary procedures.

Search & Seizures - Board Policy 526

School lockers, desks, storage cabinets and other furniture and furnishings and equipment are public property and school authorities may make reasonable regulations regarding their use. Students have the right to privacy in their assigned lockers, desks and storage cabinets consistent with the rules that have been established. No unannounced inspection of assigned lockers, desks, or storage cabinet shall take place unless there is reasonable suspicion to believe that prohibited articles are kept therein. One of the ways in which reasonable suspicion can be established is to have a student locker identified by a drug-detecting dog. If an inspection takes place, the student, or his parent, or a responsible third party shall be present. Ordinarily, a student's assigned locker, desk or storage cabinet should not be opened without his or her prior knowledge and consent except in conformity with the spirit of the Fourth Amendment. Exceptions may be made in cases involving a clear danger to health or safety.

Tobacco Use and/or Possession - Board Policy 545

Use and possession of tobacco products are in conflict with the school district's promotion of good personal health and safety habits in students.

No students may use or possess tobacco products in any school, on any school grounds, or at any school-sponsored function or going to or from one school site or school event to another. For the purpose of this policy, use and possession will result in the same disciplinary action and will be equal in terms of the three-step progressive disciplinary plan outlined below.

Discipline resulting from tobacco rule violations shall become more stringent with each successive violation during one school year. Violation of this policy will result in the following disciplinary actions:

- A. First Violation: The student will be suspended for one day and referred to the Police School Liaison Officer, the Student Assistance Program and a Counselor. The student's parent/guardian will be required to attend the re-admittance conference. The student must participate in an educational activity focusing on assisting the student to quit smoking and designed to help the student understand the health risks associated with the use of tobacco products. Failure to comply with this requirement will result in further disciplinary action.
- B. Second Violation: The student will be suspended for three days and referred to the Police School Liaison Officer, the Student Assistance Program and a Counselor. The student and the student's parent/guardian will be required to attend the re-admittance conference. The student will be required to participate in an educational activity regarding the use of tobacco products different from the activity completed following the first offense. This activity will be monitored by the health teacher and/or other individuals designed by the building administrator. Failure to comply with this requirement will result in further disciplinary action.
- C. Third Violation: The student will be suspended for up to five days and referred to the Police School Liaison Officer, the Student Assistance Program and a Counselor. A recommendation for expulsion may be made by the building administrator to the Superintendent for possible action by the Board of Education, pursuant to Sec. 120.13 (1)(c), Wis. Stats.

STUDENT SALES

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

TECHNOLOGY/COMPUTER USE

The use of the school network and Internet is a privilege granted only if students and their parents have read and signed the STUDENT ACCEPTABLE USE PROCEDURES INTERNET/LOCAL NETWORK ACCESS form. Inappropriate use or vandalism may result in loss of that privilege as well as disciplinary action. The Neenah Joint School District may monitor computer activities and access any records that have been electronically stored. Proper network etiquette and appropriate language while using electronic communication is expected. Internet and local network accounts are to be used only by the owner of the account for the authorized purpose. ID numbers and passwords are not to be shared.

Acceptable Use Procedures for Computer Network/Internet Access in the Neenah Joint School District Intent

The Neenah Joint School District (NJSD) provides access to computer and AV equipment as well as access to a local area network and the Internet for staff and students. This is done to promote educational excellence in schools by providing resource sharing, innovation, and communication. These procedures are intended to cover equipment, software, networks, Internet and other technologies owned or used by the Neenah Joint School District.

Responsibility

Some of the information that can be found on the Internet is inappropriate for access and use on a school network. By using technology protection measures, the Neenah Joint School District will strive to keep staff and students from accessing such information. The online activities of all users are monitored by staff members and/or the system administrators. It must be understood that the user is responsible for his/her own actions. These guidelines are provided so users can be aware of their responsibilities. The use of NJSD computers and peripherals, and access to the computer network and Internet, is a privilege and not a right. Inappropriate use will result in cancellation of those privileges and may require additional disciplinary action. Teachers and other staff members also have responsibilities and must exercise good judgment when assigning students to use the Internet. Teachers must provide specific objectives and search methods before the class begins the assignment. Close supervision of students by instructional staff is essential in classrooms, media centers and computer labs. A signed Acceptable Use Procedures Agreement must be on file with the district before any student is allowed access to the computer network/internet. There should be no expectation of privacy for any use of the District network.

Terms and Conditions of Use

The following procedures have been written to correspond with the state law governing computerized communication systems (1995 Wisconsin Act 353, effective June 7, 1996).

1. Acceptable Use:

1.1 The computer network system is owned by and has been established by the Neenah Joint School District for limited educational purposes, which includes classroom activities, communication, resource sharing, professional development and self-discovery activities.

1.2 The Neenah Joint School District network and e-mail system were designed for educational use by staff and students. If personal messages are sent, there should be no expectation of privacy.

1.3 The use of any computer account must be in support of education and research and be consistent with the educational objectives of the Neenah Joint School District.

2. Unacceptable Use - Unacceptable use includes but is not limited to:

2.1 transmitting of any material in violation of any national or state regulations.

2.2 illegal copying, downloading, and uploading of copyrighted material. This includes but is not limited to music, videos, and software.

2.3 using the computer network or NJSD equipment to operate a personal business.

2.4 using or sending harassing, abusive, threatening, obscene, profane or otherwise offensive messages or material.

2.5 sending, viewing, displaying or printing offensive messages, pictures or other media.

2.6 using the network to promote political, religious, or controversial viewpoints.

2.7 gaining unauthorized access to the documents or files of other users.

2.8 introducing software viruses, or gaining access to, or in any way disrupting file servers/network operating software.

2.9 using network/computer resources indiscriminately and/or excessively to do the following:

2.9.1 printing

2.9.2 loading personal recreational software on school computers

2.9.3 loading any software not specifically authorized by a member of the NJSD computer staff

2.9.4 attaching of any personal computer or peripheral device to NJSD equipment without specific authorization to do so by an administrator and NJSD computer technician.

3. E-mail

Staff and students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

3.1 Student e-mail usage is at the discretion of the building administrator.

3.2 Be polite.

3.3 Use appropriate language.

3.4 Use appropriate grammar and spelling.

3.5 For personal protection, staff members should use discretion before giving out their address or phone number. Students should never give out any personal information on the Internet, or via e-mail.

3.6 Use the network in ways that do not disrupt other users.

3.7 Do not send copyrighted material or intellectual property via e-mail unless permission is granted in advance.

3.8 Do not read, delete, forge, copy or modify the electronic mail of other users

4. Security

Security on any computer system is a high priority. The security of the NJSD computer network is dependent upon the cooperation of all users.

4.1 Do not use another individual's account or password.

4.2 Do not give your password to anyone else.

4.3 Do not attempt to log onto the local network or any computer as a system administrator.

4.4 Do not allow another individual to use your computer account by logging in for them.

4.5 Log off of any computer that will be left unattended.

4.6 Any user identified as a security risk or having a history of problems may be denied access to the computer network and/or Internet.

5. Vandalism

Vandalism will result in cancellation of privileges and may require additional disciplinary action.

5.1 Vandalism is defined as any malicious attempt to modify, damage or destroy data, software, operating systems or equipment. This includes, but is not limited to, the loading or creation of computer viruses, and sending computer viruses via e-mail or other electronic means.

5.2 Creating files related to and/or documentation on computer hacking is strictly prohibited.

6. Administrative Procedures

6.1 Each building principal will provide students and staff members with a copy of these procedures and an explanation or discussion, as needed, to ensure their understanding.

6.2 Each student and parent/guardian will be required to acknowledge receipt and understanding of these guidelines by signing an appropriate form.

6.3 School administrators reserve the right to terminate network access and to review such cases for reinstatement of user privileges.

6.4 E-mail will be automatically deleted from our system unless an individual user chooses to save specific e-mail messages beyond our system's normal expiration period of 28 days.

Disclaimer

The Neenah Joint School District provides no warranties of any kind, whether expressed or implied, for the service it is providing.

• The NJSD will not be responsible for any damages suffered by the user. This includes, but is not limited to,

loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by equipment failure or human error.

- The NJSD is not responsible for any costs, liabilities or damages caused by the user. Sending credit card, bank account or Social Security numbers on the Internet is done at the user's risk.
- Use of any information obtained via the Internet is done at the user's risk.
- The NJSD specifically denies any responsibility for the accuracy, appropriateness or quality of information obtained through its services.
- The NJSD is not responsible for any costs, liabilities or damages to any personally owned equipment connected to the District's network.

NOTICE OF NONDISCRIMINATION POLICY

It is the policy of the Neenah Joint School District that no person shall, on the basis of race, color, national origin, sex, age, or handicap, be excluded from participation in, be denied the benefits of, or be subjected to, discrimination under any program or activity and in employment.

All vocational education programs follow the district's policies of nondiscrimination on the basis of race, color, national origin, sex, age, or handicap. In addition, arrangements can be made to ensure that the lack of English language skills is not a barrier to admission or participation.

Any questions concerning Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex and inquiries related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap, should be directed to: Victoria Holt, Director of Human Resources, Neenah Joint School District, 410 South Commercial Street, Neenah, Wisconsin 54956

GRIEVANCE PROCEDURES FOR TITLE VI, IX, AND SECTION 504

255.1 The Board of Education shall continue its policy of nondiscrimination as it relates to Title VI and Title IX of the Civil Rights Act of 1964 as amended, and Section 504 of the Rehabilitation Act of 1973, as amended.

255.2 Any student or employee who believes that he or she has been discriminated against by the Neenah Joint School District under the terms of Title VI, Title IX of the Civil Rights Act of 1964, as amended, or Section 504 of the Rehabilitation Act of 1973, as amended, on the basis of race, color, national origin, sex or handicap, may file a complaint with the Superintendent of Schools at 410 South Commercial Street, Neenah, Wisconsin.

255.3 The person who believes that he or she has a valid basis for complaint relating to race, color, national origin, sex or handicap, shall discuss the concern with the Local Title VI coordinator, the Local Title IX Coordinator or the Local Section 504 Coordinator, respectively, who shall in turn investigate the complaint and reply to the complainant in writing within two (2) business days. If this reply is not acceptable to the complainant, he or she may initiate formal procedures according to the following steps.

1. A written statement of the grievance shall be prepared by the complainant and signed. This grievance shall be presented to the Local Coordinator within five (5) business days of receipt of the written reply to the informal complaint. The Coordinator shall further investigate the allegations of the grievance and reply in writing to the complainant within five (5) business days by certified mail.
2. If the complainant wishes to appeal the decision of the Local Coordinator, he or she may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Local Coordinator's response to the grievance. The Superintendent shall meet with all parties involved, formulate a decision for resolution, and respond in writing to the grievance within ten (10) business days by certified mail.
3. If the complainant remains unsatisfied, he or she may appeal through a signed, written statement to the Board of Education within five (5) business days of his or her receipt of the Superintendent's response. In an attempt to resolve the grievance, the Board of Education shall meet with the grievant and his or her

representative within fifteen (15) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent by the Board Secretary to the grievant within ten (10) business days of this meeting by certified mail.

4. If the grievance has not been settled under Step 3, complainant may contact the Office for Civil Rights, U.S. Department of Education, Washington, D.C. 20201 and/or the State of Wisconsin, Department of Industry, Labor and Human Relations, Equal Rights Division, 819 North Sixth Street, Milwaukee, Wisconsin 53202.
5. Any complaint submitted under this procedure shall be filed at Step 1 within twenty (20) business days after the complainant became aware, or reasonably should have become aware, of the alleged discriminatory act. If the complaint is not submitted within that time, the complainant shall not be considered. Failure by the complainant to appeal the complaint from Step 1 to Step 2 within twenty (20) days shall also bar the complaint.

2012 REGISTRATION SCHEDULE for Seventh and Eighth Grade Students

Tuesday, August 21, from 8:00 a.m. to 6:00 p.m., or
Wednesday, August 22, from 8:00 a.m. to 6:00 p.m., or
Thursday, August 23, from 8:00 a.m. to 12:00 p.m. (noon)

*If you are unable to register your seventh or eighth grade child during any of the listed registration dates, school fees and fines may be paid in the office on the first day of school.

Student Pictures: Students should have their picture taken during registration. There will be a make-up picture day on Monday, September 17 from 8-10:30 a.m. and a re-take day on Tuesday, October 16 from 8-10:30 a.m. Students are not required to purchase portrait packages; however, students need to have their photograph taken for inclusion in the yearbook.

School Fees

Required: \$45 General School Fee and the total amount of any outstanding fines from the previous years. (Reduced Fee is \$18.)

Optional: \$30 per activity - fee for participation in athletics, debate, drama and forensics. Students will be charged a maximum of \$60 if participating in two or more of these types of activities:

- \$120 maximum per family
- \$320 maximum per family with students at NHS & Middle School.
- \$20 yearbook (if purchased before 12/21/12).
- \$16 heart rate strap monitor
- \$75 music instrument rental fee--\$150 maximum per family

*Optional fees will not be accepted until General School Fees and outstanding fines have been paid.

* **Note:** We request that fees be paid by cash or check and the check be made payable to Shattuck Middle School for the correct amount. If sending a check with your child, please include a note indicating what fees are to be paid. Remember that outstanding fines must also be paid at this time. Parents and students will be provided with a receipt for fees paid.

In those situations where a financial hardship exists, students may be eligible for a reduction or waiver of school fees utilizing the same criteria established for free or reduced meals if the agreement form is signed.

SAFETY & SECURITY

Emergency exits are posted in every classroom or workspace. Fire, tornado, and crisis lockdown drills are held at regular intervals throughout the year. These drills are required by law and are an important safety precaution. Students are expected to cooperate by evacuating the building, and moving to a safe area or assigned shelter area as quickly and quietly as possible. Visitors within the building must also participate with the students and staff during drills. The office may be periodically unavailable during crisis drills.

Visitors to the school are required to check in the main office to obtain a visitor's badge and permission to access the school.

A Neenah police officer (PSLO) is available to assist our middle school students and families. This officer is available in the Shattuck guidance office, or by dialing 920-751-6850, ext 128.

SNOW DAYS

In case it is necessary to close the schools or delay the start of a school day such information is reported by the following radio stations: WNAM/WOSH/WVBO/WOGB, WROE, WHBY/WAPL/WKSZ, WEMI/WEMY, WWWW, WIXX/WGEE/WLTM/WNCY/WNFL, WOZZ, WPKR/WPCK and KFIZ and TV stations WBAY-TV 2, WLUK-TV 11, WFRV-TV 5, WGBA-TV 26, and WACY-TV 32.

TELEPHONES

Telephone messages cannot be delivered to students except in cases of extreme importance or in an emergency. Students should only use the telephone in the main office for emergency reasons.

TRANSPORTATION

Bicycle Regulations - Students riding bicycles to school are expected to observe the rules of courtesy and safety, and not ride bikes on school grounds. Bicycles must be parked in the racks provided. All bicycles should be kept locked while on campus. The school is not responsible for theft of parts or damage to bicycles parked at the school. Skateboards, scooters, or roller blades cannot be used on school grounds.

Bus Regulations - Transportation service is provided for eligible students as prescribed by various state statutes, board policy and administrative procedures. Providing safe and pleasant transportation to and from school is the primary concern of the school bus program. The school bus ride is an extension of the school day; therefore, students are governed by the Student Code of Conduct and general rules of respect and courtesy. Riding the school bus is a privilege which can be revoked if students show improper conduct on the bus. Each year students are given a copy of bus rules and regulations and consequences for violation of rules. The rules and consequences should be read thoroughly and discussed with parents/guardians. Students who come to school on the bus should return home on that same bus, unless they have a note from a parent/guardian and permission from the office in a form of a BUS PASS. Students must request this pass in the office before school begins in the morning.

VISITORS

Parents are encouraged to make prior arrangements to visit our school as well as volunteer to assist in school projects. All visitors to the building must report to the main office to sign in and to obtain a visitor's badge. Students from other schools will not be permitted to attend classes with their friends. Students may be called to the office in the event of an emergency at the discretion of the principal or designee.

WITHDRAWALS

Upon notification by the parents of the date, new address, and name of school to which the student will be going, a transfer card will be provided to each student leaving the Neenah Schools

Neenah Middle School Counseling

A Message to Parents

The Middle School Counselors join the entire staff in welcoming you and your child/children to the 2012-13 academic year. We are looking forward to becoming partners with the parents of our students as we work to create a safe supportive system for the students in their journey through this exciting and sometimes turbulent time of their lives.

Student learning and individual student success are the ultimate goals of our school counseling program. Rigor, relevance and relationships are at the heart of student achievement, our counseling program, and successful schools. Our school counseling program's design, delivery system, and content focuses on enhancing the ability of all students to utilize the educational opportunities available to them, and includes state and national standards for our guidance curriculum, individual planning, responsive services and system support.

Our school counseling program addresses three domains: academic development, personal/social growth, and career development. As a comprehensive school counseling program, we focus on what all students should know, understand, and be able to do within these domains in order to develop into contributing members of our society. Our school counseling program provides and supports the delivery of specific skills and information in a proactive, preventive manner to ensure that all students have the opportunity to achieve school success. Additionally, our school counseling program serves to provide intervention and referral services for those students who are experiencing difficulties in their lives which interfere with their academic achievement.

The school counselors are well prepared to guide students during these adolescent years and are prepared to effectively consult with their parents. Since one of the primary developmental tasks of this age group is to learn how to function independently, we do not notify parents every time a contact is made between a student and his/her counselor. We consider open communication between students and their parents to be of utmost importance and encourage this as we work with students.

Attention 8th Grade Parents: "Education and Career Planning Conferences" ("ECP conferences"), will begin in late October, 2012. Parents of all 8th grade students are asked to sign up and schedule their appointments for their Education and Career Planning Conference when they register for school on August 21, 22, & 23, 2012.

We ask that you contact us with your questions, concerns or suggestions and that you encourage your son/daughter to do the same. You are invited to schedule an appointment with your child's counselor before, during or after school hours, to discuss academic development, personal/social growth, and career development. We are committed to providing you and your child with the best possible services!

Students are assigned to a counselor based on the first letter of their last name.
Counselor-student assignments are as follows:

(A-Ha) Mr. Bill Richardson, Dept. Chairman . . 751-6850 ext. 125

(He-O) Mrs. Jamie Lasee 751-6850 ext. 127

(P-Z) Mrs. Tracee Lemke-Hildreth 751-6850 ext. 124

MIDDLE SCHOOL WELLNESS EDUCATION DEPARTMENT

PARTICIPATION: Students are required to participate in wellness education classes on a regular basis unless they are excused in writing by a physician. A note of excuse from home may be honored for a one day illness or injury. Wellness class meets for 46 minutes every other day for the entire school year.

HEART RATE MONITOR STRAPS: The secondary wellness education department is using the latest heart rate monitor technology to monitor their students' heart rate during wellness education class. For sanitary purposes, students are required to purchase their own individual strap which can be used during their class. The heart rate monitor strap is placed against their skin around the chest. The cost of the strap is \$16 and can be purchased during registration.

UNIFORMS: Students must provide a wellness education uniform for their use in class. The department staff urges all students to get the standard Neenah wellness uniform. These can be purchased at Krueger Hardware in Neenah. Gym shoes and sweat socks are required and sweat shirts and sweat pants are suggested for outside activities. If a student has a financial problem regarding a uniform, the parent or guardian is requested to contact the Shattuck wellness education department by calling 751-6850, ext. 147 for boys and ext. 146 for girls.

LOCKS: Each student will be issued his/her own school lock and locker for gym class use only. If a lock is lost, a fine card will be issued. The replacement fee for a lost lock is \$6.

DEPARTMENT SAFETY POLICIES

1. No gum, candy, or soda.
2. Any jewelry the instructor feels is inappropriate for safety reasons must be removed.
3. No fooling around in the locker room.
4. Gym shoes with good support and laces tied.

SHOWERS: Showers are available and encouraged for use after wellness classes. Students need to provide their own towel(s).

EVALUATION: Students are given a letter grade and an effort grade at the end of each quarter. These letter grades are included in the grade point average.

Mid-quarter reports are issued at the discretion of the teacher. The letter grade is determined by the following criteria:

1. Daily participation and attitude
2. Pedometers and Heart Rate Monitors
3. Playing Rubric
4. Written Tests

**Neenah Joint School District
STUDENT ASSISTANCE PROGRAM**

The STUDENT ASSISTANCE PROGRAM (SAP) provides early identification and intervention with students having drug or alcohol problems that often impede success in school. SAP combines the efforts of guidance counselors, volunteers, administrators and educational assistants. The broad base of concerned adults helps to facilitate identification of students exhibiting healthy school climate and provides faculty, students and parents with information concerning strategies to address alcohol, tobacco and other drug abuse.

The following care groups are available:

CONCERNED PERSONS groups provide a supportive setting for students to discuss and cope with alcohol, drug, and/or tobacco concerns that are directly affecting them or others close to them.

TOBACCO EDUCATION groups are designed to provide the knowledge and skills that will assist students in not starting to smoke, a level one group, or assist students to stop smoking, a level two group.

RECOVERY GROUPS provide a supportive environment for students in their decision to remain chemically free, following completion of a treatment program.

In addition, if you are concerned that your child may be at-risk for concerns that include drug or alcohol use, it may be appropriate to directly contact your child's school counselor or call Ms. Vicki Bayer, Student Assistance Program Resource Teacher, 751-6900, ext. 291. Teachers and counselors often recommend and engage students in a wide range of topical groups. As a parent or guardian, you may request that your child not participate in any groups by notifying the principal.

If you would like to register your child for SAP, please contact your child's school counselor for more information.