

**2023-2024**



*Neenah Joint School District*

# **Parent and Student Handbook**

**School Phone Number: 920.751.6850**

**Main Office ext. 19100**

**Armstrong Office(Grades 7&8) ext. 19102**

**Conant Office(Grades 5&6) office ext. 19106**

Welcome to Neenah Middle School!

As a middle school parent, you are in the midst of guiding your child through a very unique and special time in their life! You will provide assistance for your child as they make many decisions over the next few years. Decision-making is a major part of growing up. We are proud of our school and the opportunities that await your child as they journey through this phase in their life!

There are three key components of a high performing middle school: a rigorous academic program that encourages students to exceed; a strong family oriented community that ensures every student makes new friends and knows they have support from the staff; and finally, a diverse curriculum that allows students to explore, discover, problem solve, and develop into an individual that is well rounded and independent.

In Neenah, we are proud to offer a wide variety of learning and extra-curricular opportunities for our middle school students. We continue to expand our curriculum and create more options to meet the needs of every unique student. Middle school offers students the ability to explore a variety of electives in art, business, information technology, family and consumer science, music, technology, engineering, and world language. In addition, there are a variety of activities, clubs and sports to engage your child.

We hope you will find many opportunities to both challenge your child academically and socially. We look forward to working with your family this year!

Sincerely,

Jackie Muñoz-Ellmann  
Principal



Dave Sonnabend  
Associate Principal



Jennifer Koenecke  
Associate Principal



Curtis Bartlett  
Associate Principal



Braden Frederickson  
Associate Principal



## Middle School Support Staff

### Student Services



Amanda Miller  
5th/6th grade



Amy Bowman  
5th/6th grade



Alyssa Breider  
7th/8th grade



Jamie Lasee  
7th/8th grade



Tracee Lemke-Hildreth  
7th/8th grade



Kristy Hooyman  
Psychologist



Kassidy Urbanek  
Social Worker

### Office Staff



Susan Benner  
Administrative Assistant  
counseling office



Maya Allwardt  
Administrative Assistant  
5th/6th



Cami Czech  
Administrative Assistant  
5th-8th

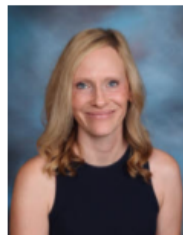


Emily Babcock  
Data Clerk/Scheduler

### Health Office Staff



Jenn Ross  
Health Assistant



Amy Steinbach  
Health Assistant



Diane Gardner  
Attendance Clerk



Christy Barnish  
Attendance Clerk

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Message from the District Administrator:

I am excited to welcome you to the 2023-2024 school year and look forward to a year of learning with your students. The learning partnership we establish significantly impacts the success of your student. Throughout the course of the school year, I encourage you to consider three things that will immediately support your student including: 1. Be involved, or to continue to be active at school on behalf of your child whenever possible. When children see parents/guardians united with our staff, it reinforces a healthy and desired partnership. 2. Create an extended learning environment at home by inquiring about specific assignments or projects your child has worked on or completed. Please contact your student's teacher or principal if you have any questions as communication between school and home remains important to us! 3. Please read with your child at least twenty (20) minutes a day. Reading inspires learning. It is a way that all children can increase their learning and prepare for advanced coursework in future years. Thank you for entrusting our staff to support your child and to be partners with you in his/her learning. I look forward to a year of memorable and lasting experiences.

Sincerely,

Dr. Mary Pfeiffer District Administrator

## **Important Information**

### **Important Dates**

August 21st and 22nd: Moving on Up for incoming 5th and 6th graders. Information has been sent home regarding these dates. For more information contact Amy Bowman at abowman@neenah.k12.wi.us. Moving on Up will help students learn to navigate the hallways, learn the routines and procedures of the school (i.e., lunch, where to go before and after school), and discover what opportunities are available for athletics and activities.

August 23rd, 9:00- 6:00: Forms and Fees/Open School for tours. Students and parents are welcome to walk the halls and find their classrooms. Students should be accompanied by an adult. Please note that classroom spaces will be locked and our offices will be closed during this time, as staff are not scheduled to be in the building on those days.

\*\*Please note that parts of the building may be unavailable due to construction.

### **Picture Days**

5th and 6th grade: August 21st: 9:00 - 6:00 in the cafeteria.

7th and 8th grade: August 23rd: 9:00 - 6:00 in the cafeteria.

You can find a printable order form as well as an online pre-pay version of the photography order form on the Network website.

### **Make-up/Re-take day: October 6th**

### **School Fees**

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

Optional: \$30 per activity fee for participation in athletics, drama and forensics (Reduced fee is \$12). 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 and Middle School

\*\$16 heart rate monitor strap - 6th grade only

\*\$80 music instrument rental fee - \$160 maximum per family

\*\*Fee amounts are subject to change

\*\*\*Note: Fees may be paid online. If paying in person, we request that fees be paid by cash or check and the check be made payable to Neenah Middle School for the correct amount.

**Remember that outstanding fees/fines must also be paid at this time.** 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 **permission to share information form** is signed.

## **Teams and Rocket Ready**

### **Teams at Neenah Middle School**

Our students are clustered into smaller groupings called teams. We know that by utilizing a team structure we are creating smaller learning communities for our students, while allowing staff to make the best connections possible with students within their assigned teams.

**Grade 5:** Explorer, Horizon, Orion, Phoenix, Discovery

**Grade 6:** Enterprise, Calypso, Titan, Cosmos, Galaxy

**Grade 7:** Quest, Trek, Journey, Venture

**Grade 8:** Launch, Pursuit, Expedition, Endeavor

### **Let's Get Rocket Ready**

Neenah Middle School is a PBIS (Positive Behavior Intervention and Supports) school. We want our students to be "Rocket Ready" at all times. Rocket Ready means being respectful, responsible and safe while at school. You may hear your child talking about earning digital *Rocket Bucks*. Throughout the year students will be taught lessons (Rocket Fuel) regarding common language, expectations and behaviors. Teachers will acknowledge these behaviors with *Rocket Bucks* through our digital acknowledgement system called PBIS Rewards when they recognize students following our expectations.

Students will have access to their own PBIS account and can use their *Rocket Bucks* to enter raffles throughout the year. Parents/guardians have access to the account as well to check their student's balance and see comments made by staff members.

### **Stay Connected**

To stay connected throughout the year, please refer to the district calendar found on the school website. Also, take a look at our emailed weekly newsletter for important dates, information and resources.

Another useful resource is Infinite Campus and the Parent Portal. To stay connected to see what your child is doing in their classes, please make sure that you have an account created. If you need a district issued username/password contact the district office (920)751-6800 or email [campus@neenah.k12.wi.us](mailto:campus@neenah.k12.wi.us).

You can use email, voicemail or Canvas to connect with your child's teachers directly.

### **Extracurriculars**

Students are encouraged to get involved in the many extracurricular groups and activities offered. Please keep in mind that in order to continue to participate in school-sponsored activities students cannot have more than one failure or incomplete during a grading period. Students must also be in attendance at school in order to participate in an afternoon or evening activity. For additional information please check out the school website under the activities tab.

## Behavioral Expectations

Neenah Middle School maintains behavioral expectations for all students and staff. The following are examples of behaviors that would be in violation of our school's expectations. This should in no way be considered a complete list. Administration has the right to determine whether the act is a violation of school expectations, as well as what the consequence will be.

Neenah students will refrain from:

1. Possessing, selling, using, or being under the influence of drugs/alcohol.
2. Smoking on school grounds (tobacco and e-cigarettes)
3. Physical or verbal acts or threats
4. Performing acts that may endanger others or cause disruptions; including fighting or unsafe and/or physical conduct
5. Willful destruction or vandalism of school property; littering
6. Stealing
7. Unexcused absences and tardies
8. Hazing, harassment and/or bullying of another student or staff member
9. Using foul, obscene, and/or abusive language
10. Wearing inappropriate attire
11. Possessing obscene materials
12. Violating state, federal, county, local and/or school and district policies and ordinances
13. Disrespectful or insubordinate behavior toward staff
14. Inappropriate use of social media and/or technology
15. Gambling on school grounds or at school events
16. Participation in the unauthorized selling of candy, other edibles, or other items during the school day
17. Use of laser pens/pointers on school grounds or at school events
18. Public displays of affection
19. Running in the hallways during school hours; using skateboards or similar items in the hallways at any time
20. Producing or posting unauthorized comments, newsletters, papers, or internet pages or publications relating to Neenah Middle School, staff members, or other students
21. Using electronics during instruction time, without teacher approval
22. Forgery of anything used at a school, cheating from another's work, or plagiarizing extensive use of words or ideas from an outside source without documentation will result in consequences determined by the teacher/administrator.



## **Attendance**

*Wisconsin School Law [WI 118.16] requires that students attend school regularly and punctually unless there is illness or other legitimate reasons. Any absence must be considered important by parents, teachers, and administrators. To maximize learning, absences must be kept to a minimum.*

For a detailed explanation of attendance expectations, please refer to the NJSD website under Board Policies - Board Policy 5200

**Absences:** An absence is defined as not being present for 10 or more minutes of instructional time, regardless of when in the school day it occurs. Parents must call the school office to inform school personnel of your child's absence.

**Excused Absences:** A student shall be coded with an excused absence from school for the following reasons when prior notice is provided to the school's Attendance Office:

- *Student illness*
- *Appointment that cannot be made outside of school hours*
- *A death in the immediate family or funerals for relatives or close friends*
- *Religious instruction or holidays*
- *Attendance at special events of educational value*

Please phone the Neenah Middle School Office directly at (920) 751-6850 option 3. Only calls from parents or guardians will be accepted. Please call for each day your child will be absent. If we have not received contact from you, your child will be marked 'unexcused.' Excessive unexcused absences could result in disciplinary action. Please contact the counseling office if your child will be missing more than two days and we will help make arrangements for homework.

### **Truancy**

Truancy results in significant consequences for students who miss school. Truancy is an absence for all or part of the school day in excess of ten days. 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 any continuing medical problem that causes 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. A parent or guardian must pick them up.
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 or guardian OR called in by a parent or guardian to the school office before 8:00 a.m. The student will then be issued a PERMIT TO LEAVE SCHOOL pass. It is the student's responsibility to leave the classroom at the time on the pass. Students must stay inside the main office vestibule until their ride arrives and should only exit out the main doors.

## **General Information**

### **Cell phone/Technology use**

Students are able to bring a cell phone and other personal technology (referred to as a wireless communication device) to school, however, they must be turned off from the start of the school day at 8:00 am to the end of school at 3:15 pm; which includes passing times and lunch. Neenah Middle School is not responsible for the loss or damage of any personal items. Should your child choose to violate our wireless communication device policy, a staff member may confiscate the device. The device may be picked up in the main office by a parent/guardian as determined by administration. Refer to board policy 5136.

### **Backpacks at school**

It will be expected that students use their locker during the school day. Extra school supplies, backpacks, lunches, practice equipment, instruments, etc. should be secured in lockers. Students may carry personal hygiene items with them during the school day.

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### **School Day Hours**

School begins at 8:00am and ends at 3:15pm. Students are welcome to arrive at school at 7:45am. If bus students arrive earlier, they will be directed to their first classroom.

### **Drop-off/Pick-up**

Neenah Middle School Transportation Information 2023-2024. Click [here](#).

### **Traffic Safety**

#### Walking To and From School

Your child's safety is a priority of the school. Encourage your child to:

- Start for school early enough to arrive at the school no more than ten minutes before the regular bell.
- Walk on the sidewalk. If there is no sidewalk, walk on the left side of the road facing oncoming traffic.
- Cross only at intersections.
- Obey crossing guards and traffic signals.
- Refuse to enter or approach strange automobiles.
- Proceed directly to school or home before beginning to play.

#### Bicycles

- Register your child's bike with the Neenah Police Department or township police.
- Park your bike in the bicycle rack at your school. Use a bicycle lock.
- Wear a helmet.
- At intersections, stop, look all directions, and walk your bike across the street.
- Give the right-of-way to all pedestrians.
- Do not double-ride.

## **Dress Code**

How students dress and groom themselves has an important effect on their attitude toward themselves and school. Clothing must be appropriate for a professional atmosphere and not disruptive to the learning environment. The school reserves the right to ask a student to change or send students home if their appearance is not deemed appropriate. Further action may result for students who repeatedly choose to disregard the dress expectations.

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:

-Pants or that in which undergarments are showing. Clothing with slogans promoting tobacco, alcohol, drug use, containing suggestive, sexual, or offensive references, depicting violence of any type, or containing offensive references especially those deemed offensive on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.

-The Neenah Joint School District prioritizes a safe learning environment. It is important that our student dress does not compromise the safety of our learning environment for any of our students or staff. If a student's attire creates a learning environment that is deemed unsafe for students or staff, the student may be asked to change the clothing that is creating a disruption to the safe learning environment.

## **Safety Drills**

All schools conduct safety drills regularly during the school year. Examples of safety drills include lockdown, fire, severe weather and secure schools.

## **Electronics/Valuables**

Students assume the responsibility for loss or damage of 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.

## **Change of Address, Phone Number, or Place of Employment**

Parents/guardians need to have updated demographic information (address, home, work phone numbers and emergency contact information) in Infinite Campus Parent Portal. School sites are not able to make these changes for families. It is critically important that this information is kept up to date in the event of a student or school emergency.

### **Can my child ride the bus?**

Kobussen Bus services works with the Neenah School District. Contact Kobussen directly to see if your child is eligible for district busing at (920) 722-8572.

### **Bus Passes**

Kobussen requires written or verbal parent permission from both families of students who request to ride on a bus with a district bus student. Written notes should be given to the office in the morning and the non-bus student will receive a bus pass from the office.

### **Visitors**

All visitors must report to the mail office to sign in. Please bring an ID in order to receive a visitors badge which is required to be in the building. All persons wishing to volunteer must have prior approval from the principal in addition to passing a background check. Students from other schools will not be permitted to attend school with their friends or family.

### **Inclement Weather/School Cancellations**

An announcement about school cancellations will be sent via text message and email to all parents/guardians through the District's messaging service. An announcement will also be posted on the District website as well as Facebook. Please be sure that all contact information in your parent portal is up to date and accurate in order to receive this information.

### **Field Trips**

You will be advised when field trips are scheduled. Annually at registration, parents are asked to sign permission for children to participate in field trips. A charge may be requested for field trips where bus transportation and admission fees are required.

### **School Lunch**

Useful information including downloadable breakfast and lunch menus may be accessed here: [food service webpage](#).

\*\*Food deliveries to the office from outside vendors (i.e. Jimmy Johns) are not permitted and will not be accepted. The use of food delivery apps is prohibited during school hours.

## **HEALTH INFORMATION**

### **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 condition such as asthma, heart disorders, diabetes, bee sting/peanut allergy, seizure disorder, etc., is to have a "Health Management and Emergency Plan" completed yearly and filed with the school nurse. Forms are available in the school office or on the district website. For significant health emergencies, Emergency Medical Services (9-1-1) will be called.

### **Medication Administration at School**

Medication should be given at home whenever possible. Parents should check with their physician first to attempt to arrange times of administration that are outside of school hours. No medication shall be administered by school employees until a "Medication Consent Form" is completed and returned to the school. For over the counter medications (OTC's), such as pain relievers, antihistamines, and cold medications, the top portion of the consent form must be completed and signed by the parent. If your child is younger than the recommended age for the dosage or if you are requiring more dosage than what is recommended on the medication container, a physician will have to sign the form before a school employee can administer it. If your child will require over the counter medication for more than 10 consecutive school days, a physician's signature will be required. Substances that are not FDA approved (i.e. natural products, essential oils, food supplements) will require the written instruction of a practitioner and the written consent of the parent. For prescription medication, along with the top portion, the "Physician's Order for Medication Administration" section must also be completed and signed by a physician. A new form will be required if there is a change in dosage or if a new medication is started. Medication forms are available in the school office or on the district website. Any prescription medication to be administered must be brought to the school in a pharmacy labeled container which includes the child's full name, name of medication and dosage, time and quantity to be given, and the physician's name. OTC's must be in their original container with your child's name printed on the container. Medications in any other type of container will not be accepted. It is advisable that parents deliver medication to the school and inform the health aide and/or school nurse of the need for its administration. A student may not take medication on his/her own at school. The exception to this is if a middle school or high school student has a signed agreement over the counter release signed. This allows the student to carry and self administer over the counter medications. These provisions are necessary for the safety and protection of the student on medication, other students, and school personnel. Any medications left in the school office through the summer will be discarded after 5 business days after the last day of school.

### **Student Inhaler Law**

Wisconsin Statute 118.291 allows students with asthma to carry and use inhalers with proper forms completed at school. A physician signature is required on the form explaining the protocol for use during school and or after school hours as needed. This form can be found on the school website.

## **ILLNESS**

### **Too Sick for School...**

Below are guidelines to help parents and school districts determine when to keep children/students home from school. The recommendations are based on guidelines provided by the Centers for Disease Control and Prevention and state public health professionals. They were developed to help prevent the spread of potentially contagious disease. Home is the best place for a child who is ill. If your child is sick with a diagnosed communicable disease, please notify the school as soon as possible. This notification will greatly assist others who, due to medical reasons and/or treatments, have weakened immune systems and may require immediate and specialized care.

**Fevers:** Keep your child home when he/she has a temperature of 100.4 degrees Fahrenheit or higher. Children may return to school once they are fever free for 24 hours without the use of fever reducing medications.

**Rash/skin:** Any new or unknown rash may return after the rash goes away or clearance given by a health care provider. Drainage from a sore that cannot be contained within a bandage OR sores are increasing in size OR new sores are developing day-to-day.

**Vomiting/Diarrhea:** Any unexplained vomiting episode. May return 24 hours after the last episode. Diarrhea = three or more unexplained episodes of watery or loose stool in 24 hours OR sudden onset of loose stools. May return 24 hours after the last episode.

**Cough:** Serious, sustained coughing, shortness of breath, or difficulty breathing. **Other:** Symptoms that prevent the student from active participation in usual school activities OR student is requiring more care than school can safely provide.

**Other:** Symptoms that prevent the student from active participation in usual school activities OR student is requiring more care than school can safely provide.

**Communicable Disease:** The school district will reference the Wisconsin Childhood Communicable Diseases chart for when students are able to safely be at school and/or how long they should remain at home based on their diagnosis from a health care provider.

[WI Communicable Disease Chart](#)

### **Physical Examinations**

The Board of Education recommends that students have physical examinations, a dental evaluation and vision screening before entering kindergarten and freshman year. The family physician and optometrist or ophthalmologist should do this examination at the parents' expense. Parents of all students should complete health information yearly as a means of informing school personnel of current student health concerns. Forms can be found on the district website. The district contracts three school nurses, which are assigned schools within the district. If you wish to contact a nurse regarding your child's health, please contact your child's school.

## **Screenings**

Vision: 1st, 3rd, and 5th grade students are screened yearly and any other student upon request of teacher or parent.

Hearing: Kindergarten students are screened yearly and any other student upon request of teacher or parent.

Dental: Tri-County Dental provides dental screening for all 3rd grade students. Grades K-6 who receive free or reduced cost for hot lunch or who are classified as low-income or on Medicaid will be eligible for free dental care by registering with their school office.

NOTE: If you wish NOT to have your child participate in these free screenings, please contact the District Nurses office at (920) 751-6900 EXT: 16133 and specify your child's name, and which screenings you DO NOT want them to participate in.

School Restrictions If your child is not to be involved in physical education or recess for more than one day, a note from the doctor is required stating the nature of the condition and how the child's activity must be restricted. If assisted devices are needed for ambulation then a doctor's note must be provided. (i.e crutches, boots, medical scooter)

If your child needs accommodations or will miss multiple days of school for a health condition please contact the District Nurse.

## **Immunizations**

The Wisconsin student immunization law requires all students to be immunized. A student immunization record must be completed and signed at the time of your child's initial registration to Neenah Joint School District. Immunizations are available from your primary care doctor or local health departments. City of Neenah residents should call the health department at 1-800-250-3110 with any questions for eligibility for immunizations. Student's who are not immunized or behind on immunizations must have a signed waiver on file.

[Immunization Record/Waiver](#)

## **NJSD BOARD POLICIES**

### **Alcohol & Other Drug Policy - Board Policy 5530**

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.

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. Violation of (Board Policy 5530) will result in the following disciplinary actions:

**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

**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.

**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.

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 as defined in (Board Policy 5530); or has used or possessed a two-way communication device to facilitate the transfer or sale of any of these items.



The school reserves the right to test students that school authorities reasonably suspect of being under the influence of an intoxicant, a mood-altering substance, or look-alike substance. The school reserves the right to test students that school authorities reasonably suspect of being under the influence of an intoxicant, a mood altering substance, or look-alike substance. Recommendation for expulsion may be made after a first offense.

### **Tobacco Use and/or Possession - Board Policy 5512**

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:

**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.

**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.

**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.

## **Search and Seizures**

**Board Policy 5771** - Authorized school personnel may conduct a search of a student, locker, book bag, student possessions if they have reasonable suspicion for a search. School lockers, desks, storage cabinets, other furniture, and furnishings and equipment are public property, and school authorities may make reasonable regulations regarding their use. Inspections of assigned lockers desks or storage cabinets shall take place when school officials have reasonable suspicion to believe that prohibited articles are kept inside. One of the ways in which reasonable suspicion can be established is to have a student locker identified by a drug-detecting dog. Lockers may be searched by the district administrator, the principal, the associated principals or any school employee designated by the district administrator or principal, a police-school liaison officer, or a law enforcement or other agency official at the request of or in conjunction with school authorities (Board Policy 5771). A teacher or administrator may conduct a search of a student's person, purse, duffel bag, or similar articles if the search is based on reasonable suspicion, on personal observation, or reliable third party information. In deciding whether a search is appropriate, the student's age, history and school record, the prevalence and seriousness of the problem in the school to which the search is directed, the need to conduct the search without delay, the reliability of the information used as a justification for the search, and the teacher's or administrator's prior experience with the student.

## **School Safety & Violence**

**Board Policy 5500** - Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District. The District Administrator shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, in school vehicles, and at school-related events. Student conduct on or adjacent to school premises, in school vehicles, and at school-related events and activities shall be governed by the rules and provisions of the Student Code of Classroom Conduct. In addition, student conduct on internet-based social media outlets, such as FaceBook, Twitter, MySpace, YouTube, etc. when such conduct forms a sufficient connection to school or staff, is governed by the Code of Conduct.

**Board Policy 5610** - The Neenah Joint School District is committed to a safe environment for all of its students and staff. Threats to cause harm or destroy school property will be vigorously investigated. Any words or language that someone may reasonably interpret as a serious purpose to inflict harm or destroy property will be investigated as a threat by school administration and/or law enforcement.

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If it is determined through the course of the investigation that a student knowingly conveyed or caused to be conveyed any threat or false information regarding an alleged attempt to destroy school property; engaged in conduct while at school, while under the supervision of a school authority that endangered the property, health, or safety of others at school or under the supervision of a school authority or endangered the property, health, or safety of an employee or Board member of the school district, disciplinary action will be considered up to possible expulsion pursuant to Board Policy 5610.

**Board Policy 5772** - The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school- sponsored event, or in a District vehicle, to the extent permitted by law. A student who is the holder of a concealed carry permit license issued or recognized by the State of Wisconsin may not, by virtue of Wis. Stat. 948.605(2)(b)1r, possess a concealed weapon anywhere in or on school grounds, including parking areas.

**Board Policy 5840** - It is the policy of the Board of Education that student groups be recognized as authorized school organizations only if they are approved by the school administration, sponsored by school-approved personnel, composed of members of the current student body, hold the majority of their meetings at school, and have established aims which are educational in nature. The Board will not tolerate any type of gang or gang-related activity to occur on District property or while students are under the auspices of the Board.

**Harassment – Board Policy 5517**

The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students. Harassment means behavior toward a student or group of students based, in whole or in part, on their sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or any other characteristic protected under State, Federal, or local law, which substantially interferes with the student's school or academic performance or creates an intimidating, hostile, or offensive school environment. Harassment may occur employee-to-employee student- to-student, student-to-employee, employee-to-student, male-to-female, female-to- male, male-to-male, or female-to-female. Consequences include police interaction.

**Board Policy 5517.01** - The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students and staff. The Board encourages the promotion of positive interpersonal relationships among members of the school community. Bullying toward a student or staff member, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school- related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school- approved or school- related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business.

## **School Attendance**

**Board Policy 5200** - For a detailed explanation of attendance expectations, please refer to the NJSD website under Board Policies.

### **Medical Absence Verification Request**

#### **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. (see page 15)

### **Formal Procedure for Filing a Grievance**

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.