

2018-2019

A Passion for Excellence



HORACE MANN
Middle School
Neenah Joint School District

PARENT

HANDBOOK

School Phone Number: 751-6940

Office, ext. 0

Attendance, ext. 2

Health, ext. 14116

Guidance, ext. 14118

Principal, Jackie Muñoz-Ellmann, ext. 14101

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2018 FEES and FINES SCHEDULE

Wednesday, August 22, from 8:00 a.m. to 6:00 p.m. in the Horace Mann Cafeteria.

*Online registration is available starting in July 2018. The \$2.00 credit card fee will be waived through July 27, 2018. Otherwise, in-person, payments can be made in the office after August 22nd or by calling 751-6940 ext 0.

First Day of School: The first bell rings at 7:55 AM and students are to be in their Homeroom classroom by 8:00 a.m. **Tuesday, September 4.** All students should report to their Homeroom teacher. Lunch money deposits can be made before school in the deposit box, located outside the office or during the student's lunch period.

School Fees

Required: \$40 General 4th & 5th Grade School Fee (Reduced Fee is \$16).
\$45 General 6th Grade School Fee (Reduced Fee is \$18).
\$30 6th Grade Experience (Reduced Fee is \$15).

Optional: \$30 per activity - fee for participation in drama and wrestling. Students will be charged a maximum of \$60 per student/\$120 per family if participating in two or more of these types of activities:

- \$120 maximum per family
- \$320 maximum per family with students at both NHS & Middle School.
- \$26 yearbook subscription order until December 21, 2018.

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

* Fee amounts are subject to change.

*** Note: We request that fees be paid by check and made payable to Horace Mann Middle School for the exact amount or online using a credit card.**

In 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.

GENERAL INFORMATION

DROPPING CLASS

6th grade students are permitted to drop a music class; however, you must pick another music choice. The window to drop a class is 10 days from the start of that class. Requests after 10 days will be denied. School staff reserves the right to drop a class from a student's schedule after the 10 day window for reasons such as, academics, behavior, etc.

STUDENT SOCIALS

After school, student socials and recreation activities are held for students who attend Horace Mann School on various dates throughout the school year. Specific information regarding the dates and times of student socials will be shared through school newsletters, daily announcements, and the Horace Mann school webpage.

The following rules will apply:

- 1) Students are not allowed to leave the social until the end of the scheduled time unless their parent is present.
- 2) Our socials are intended for Horace Mann students only.
- 3) All school rules still apply. (i.e. dress, behavior, etc.)
- 4) Parents are welcome and encouraged to help chaperone school socials. Please call your child's homeroom teacher if you would like to volunteer as a chaperone for a student social.

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>

Horace Mann Daily Announcements and other school information can be found on the home page of our Horace Mann website at <http://www.neenah.k12.wi.us/schools/horacemann>

More specific information related to school events, classroom and coursework can be found on *Schoology*. Contact your child's homeroom teacher for *Schoology* account access.

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 for that student to be properly placed. All students new to the Neenah Joint School District must bring a hospital or birth certificate showing date of birth. Baptismal certificates cannot be accepted. A record of all immunizations and proof of residency, is also required.

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 Joint School District. It is the student's responsibility to take the card to each teacher and have the teacher sign it. The student should turn the card into the office before leaving. Students will be marked unexcused absent until a records request is received from another school.

CHANGE OF ADDRESS, PHONE NUMBER, OR PLACE OF EMPLOYMENT

Parents/Guardians are requested to notify the school office, in writing or by email, of a change of address, home, work phone numbers and emergency contact information. Parents/Guardians can also update this information online using **Parent Portal**. It is especially important to keep this information up to date in the event 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 Horace Mann 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 ID number on the memo line of the check.)

ARRIVING AND DEPARTING FROM SCHOOL

The first bell at Horace Mann rings at 7:55 a.m. and students are to be in their Homeroom classroom by 8:00 a.m. and the final bell rings at 3:15 p.m. Students are encouraged not to arrive to school prior to 7:30 a.m. and must leave the building by 3:30 p.m. unless directly involved with a school activity, working with a teacher, or waiting for transportation. Students eating breakfast can enter the building starting at 7:30 a.m., all other students can walk the track or walk in the gym during inclement weather.

The area around Horace Mann is extremely busy before and after school. Please drive with extreme caution around the building. Avoid U turns on Oak Street, this could be costly to you, and encourage your child to use the marked crosswalk when crossing. Students must enter the building at the front entrance (Oak Street) but can exit the building at any door. Having your child use the designated drop off spots; Calypso & Titan Houses, Higgins Avenue; Enterprise & Cosmos Houses, Campbell Street; Orion House, Oak Street, will reduce some of the gridlock on Oak Street.

BUS PASSES

Kobussen requires written parent permission from **both** families of students who request to ride on a bus with a district bus student. **Written notes from both families** should be given to the office in the morning and the non-bus student will receive a bus pass from the office. This does not guarantee transportation on the bus by the non-bus student. There has to be space available for your student to ride.

ATTENDANCE PROCEDURES AND POLICIES

1. A student absence must be PHONED in to the office at 751-6940, ext. 2. 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.
4. All final decisions pertaining to absences or tardies will be determined by administration.

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. ***For the safety of our students, students are not to leave the building without checking out in the 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/guardian OR called in by a parent/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.
3. Horace Mann has a closed campus. This means students are expected to remain within the Horace Mann 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 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 their classroom teachers and arrange to obtain assignments.
4. Teachers are not required to arrange missed work prior to a student's extended absence for vacation, etc.

COMMUNICATION WITH YOUR CHILD'S TEACHER

Parent Teacher conferences are held on October 25, from 12:30 p.m. - 8:00 p.m.; October 26, from 7:45 a.m. - 11:45 a.m. and February 20, from 4:00 p.m. - 8:00 p.m. and February 21, from 12:30 p.m. - 8:00 p.m. Students are encouraged to attend conferences with their parents. 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 by appointment.

Each teacher has his/her own private voice mail number, as well as email. Parents are also encouraged to use the Internet to access the Parent Portal in order to check your child's grades which are updated at least three times each quarter. Attendance can also be checked on this site. The email address for questions about parent portal is: campus@neenah.k12.wi.us

DRESS CODE

How students dress and groom themselves has an important effect upon their attitude toward themselves and school. The school reserves the right to send students home if their appearance does not reflect good taste, cleanliness, or is disruptive to the educational process. Further disciplinary actions may result for students who repeatedly choose not to follow the dress code.

1. Clothing should be neat, modest and clean.
2. Tank tops for both boys and girls must have straps at least one inch wide.
3. All shirts must cover the stomach and pants must be worn at the appropriate level.
4. Clothes must be appropriate for school activities, the weather, and the learning environment.
5. Shorts and skirts must be an appropriate length. (At least finger length when hands are at your sides.)
6. Undergarments may not be showing.
7. Clothes with slogans promoting alcohol, tobacco, or drug use, or containing suggestive sexual or gang-related references are not to be worn in school.
8. Coats and jackets are not to be worn to class.
9. Students must wear shoes at all times.
10. Hats, bandanas, or any head coverings should not be worn in the building.

ELECTRONICS & OTHER STUDENT VALUABLES

Due to the increased number of distractions that cell phones, iPods, electronic games, etc., have been causing, we are strongly encouraging students to leave them at home. Items such as jewelry, expensive clothing, electronic equipment, etc. are also tempting targets for theft. Students assume the responsibility for loss or damage to their clothing, equipment, books, or instruments. The school cannot be responsible for their safe-keeping 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. Electronic items may be confiscated by staff and/or administration if brought to school and used during the school day. If confiscated, the student is to inform the parents to come to school to pick up the item in the office.

LOST AND FOUND

A lost and found area is located in the cafeteria and/or main lobby. Please encourage your child to check this area if he/she is missing any personal items, school books, etc. For small or expensive items, please check the office. 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 on a quarterly basis.

VISITORS

Visitors are encouraged to make arrangements to visit our school as well as volunteer to assist with 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.

DELIVERIES

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

INCLEMENT WEATHER

It may be necessary to delay, close school or dismiss early due to severe cold temperatures, heavy snowfall or icing of the streets, as determined by the Superintendent of Schools.

All school closing information will be posted on the Neenah Joint School District website, Facebook and Twitter. Information will also be sent out via Blackboard Connect through a text message and/or email.

School closing information will also be posted on: WNAM/WOSH/WVBO/WOGB, WROE, WHBY/WAPL/WKSZ, WEMI/WEMY, WWWW, WIXX/WGEE/WLTM/WNCY/WNFL, WOZZ, WPKR/WPCK and KFIZ radio stations and TV stations WBAY-TV 2, WLUK-TV 11, WFRV-TV 5, WGBA-TV 26, and WACY-TV 32.

STUDENT PICTURES

Students should have their picture taken during the fee and fine days, *August 22*. There will be a make-up picture day on *Wednesday, October 3*, for those students who missed the earlier dates. A re-take date is to be determined (**Pictures can be ordered online**, or information is included on the website under Registration Information.) Students are not required to purchase portrait packages; however, students need to have their photograph taken for inclusion in the yearbook.

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 nurse is assigned to Horace Mann. If you need to contact the nurse, please call 751-6800 ext 10122. Students may be screened for vision and hearing by calling for an appointment.

HEALTH EMERGENCIES

If an accident occurs, first aid will be administered and if necessary, the parent/guardian will be called. **It is important to have up to date emergency number(s) on file so that they can be called in the event of an emergency.** 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 school administration. Forms are available in the school office. Please call the Health Aide at 751-6940 ext. 14116, if you have questions.

STUDENT INHALER LAW

Students with asthma are allowed to possess and use metered dose and dry powder inhalers with the ***Medication Consent Form*** being completed. A student can carry his/her inhaler at school. **To comply with the law, the school must be provided with a completed Medication Consent Form being signed from both the student's physician and the parent.**

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/guardian on the second page. If your child is younger than the recommend 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 school personnel can administer the medication. 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.

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. 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. If you have any questions, please call the health aide or school administrator.

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 Mrs. Bowman, school counselor, 751-6940 ext. 14118 or call Ms. Christensen, Student Assistance Program Resource Teacher, 751-6900, ext. 16119. Teachers and the counselor 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 Mrs. Muñoz-Ellmann, Principal, at 751-6940 ext. 14101.

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

Neenah Middle School Counseling
Promoting: “*Rigor, Relevance and Relationships*”

A Message to Parents

The Middle School Counselors join the entire staff in welcoming you and your child/children to the 2016-2017 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.

Horace Mann Middle School Counselor is:

Mrs. Amy Bowman

751-6940 ext. 14118

HORACE MANN WELLNESS EDUCATION

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.

PHYSICAL EDUCATION ATTIRE

Sixth grade students must provide Wellness Education clothing for their use in class. The department staff encourages all students to have a comfortable t-shirt and pair of shorts (NO JEAN MATERIAL) for the class. Gym shoes and socks are required and sweat shirts and sweat pants are suggested for outside activities. Sixth graders must change clothes for Wellness class, however, fourth and fifth graders will not be required to change.

HEART RATE MONITOR STRAPS

The secondary Wellness Education department is using the latest heart rate monitor technology to monitor students' heart rates during physical education class. For sanitary purposes, 6th grade students are required to purchase their own heart rate strap to 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 on-line or at school and is designed to last through high school.

LOCKS

Sixth grade students 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 unsafe behavior in or around the locker room.
4. Students should wear athletic shoes with good support and laces tied.
5. Chromebooks are not allowed in the locker room.

EVALUATION

Sixth Graders are given a letter grade and an effort grade at the end of each quarter. These letter grades are included in their 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 | 3. Playing Rubric |
| 2. Pedometers and Heart Rate Monitors | 4. Written Tests |

*Fourth and fifth grade students will be assessed using the elementary rubric/report card.

HORACE MANN EXTRACURRICULAR ACTIVITIES

Students participating in an activity off district property, 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. The below listed activities could change from year to year so watch for announcements. All activities are held at Horace Mann unless indicated. Transportation is provided **to** Shattuck, after school for students who participate in activities at Shattuck Middle School.

<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.	5-8	November-March
Battle of Books A reading opportunity for students in grades 5-8 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.	4-8	November-March
Bowling Students will learn and practice bowling skills. Teams will form. Students can compete against other Fox Valley Middle Schools. Practices are held at the Fox Valley Lanes and you are responsible for your transportation to practices and home meets. A fee is required.	5-8	February-March
Chess Club Students will learn and practice basic moves to advanced techniques and strategies. Chess Club meets once a week. After November, students will also have an opportunity to compete in chess tournaments, at a cost, against students from other schools by competing on the Junior Varsity squad at Neenah High School. Chess Club meets on Thursday from 3:15 p.m. - 4:30 p.m.	4-8	October-March
Coding Club Do you like computers? Are you interested in computer coding? Come join the Coding Club which meets Wednesday mornings from 7:30 a.m. - 8:00 a.m. in the Lit. Lounge.	4-6	All Year
Drama Opportunities for students interested in performing, creating props, working with lighting or sound systems. The middle school drama production will be held in early March. Activity Fee Required. Practices can be held at both Horace Mann and Neenah High School.	6-8	December-March
Fuel Up To Play 60 Do you like to have fun? Do you enjoy being creative? Do you like being healthy? If you answered yes to any of these questions, come and join us to help promote a "healthy you"!	4-6	All Year
Homework Club Homework Club is operated by Youth-Go. Adult personnel are at the Shattuck library on Thursdays (students can take the activity bus to Shattuck), from after school until 5:00 p.m. Get adult help with homework. You can leave when your work is completed or 5:00 p.m.; whichever, comes first!	4-8	All Year
Kindness Club Do you like to make others happy? Do you enjoy the "good feeling" you get when you do something nice? Come and join others to see what a difference you can make in someone's life. We want to put a smile on everyone's face! Meets during the lunch period.	4-6	All Year

Newspaper**6-8****All Year**

Interviewing, writing, and photographing for the quarterly student/staff newspaper. Club meets at Shattuck.

Pep Band**6-8****October - February**

Come and show off your musical talent in the Pep Band. The Pep Bands performs at Shattuck boys and girls' home basketball games! The club meets at Shattuck.

Science Club**6****All Year**

Come and enjoy the fun of hands on activities and challenges that complement the science world! The club meets at least once a month. Most meetings will be on Wednesdays from 3:20 p.m.-4:30 p.m. Some meetings will require a fee.

Student Council**4-6****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.

Wrestling**6-8****January-March**

Learn the basics, fundamentals, and match scoring of wrestling. Students compete in individual matches with other area middle schoolers. Opportunity to compete in tournaments will be provided. Students must have a physical, complete the required paperwork and pay a fee. The club meets at Shattuck.

Yearbook**5-8****All Year**

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

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

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.

BULLYING/HARASSMENT POLICY

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 relations 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.

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 necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing. All students will be provided with additional bullying policy information that was not provided in this handbook.