



Neenah High School

Student Handbook

School Contacts:

NHS Receptionist 751-6900 ext.16700

Attendance Office 751-6900 ext.16111 or ext.16112

Mr. Brian Wunderlich, Principal - ext.16100

Mr. Timothy Kachur, Associate Principal - ext.16108

Mr. Michael O'Neill, Associate Principal - ext.16106

Mr. William Richardson, Associate Principal - ext. 16104

Mr. Kyle Popp, Associate Principal - ext. 16106

Mr. Mike Elkin, Athletics and Activities Director - ext.16125

It is the policy of the Neenah Joint School District that no person shall be discriminated against on the basis of sex, color, race, religion, national origin, ancestry, creed, sexual orientation, pregnancy, marital or parental status, or physical, mental, emotional, or learning disability.

All vocational education programs follow the District's policies of non-discrimination on the basis of sex, color, race, religion, national origin, ancestry, creed, sexual orientation, pregnancy, marital or parental status, or physical, mental, emotional or learning disability. In addition, arrangements can be made to insure that 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 about Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap, should be directed to:

Jami Hintz

Assistant District Administrator of Human Resources/Instructional Support Services

Neenah Joint School District

410 South Commercial Street

Neenah, Wisconsin 54956

(920)751-6800

The Neenah Joint School District celebrates diversity and teaches tolerance and respect for each individual regardless of age, religion, creed, gender, ethnicity, sexual orientation, or disability. Students are encouraged to recognize the diversity apparent in our society.

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WELCOME INFORMATION

Welcome Students

The Neenah High School educational program is based on the philosophy that you should be provided the opportunities to build ownership, agency and responsibility throughout your freshman, sophomore, junior and senior years. Striving for academic excellence, expressing concern and care for fellow students and developing self-responsibility are primary objectives in our program. We hold high expectations for you, demand your very best, and challenge you to become a contributing member of our school community. As a staff we are dedicated to working with you to make your high school experience meaningful and memorable. --NHS Staff

NHS Mission: Our Purpose

All Neenah High School Graduates will be "Future Ready." We will champion students to unlock their potential and achieve their goals. We will promote respect, responsibility, curiosity, along with a lifelong passion for excellence, in all aspects of learning.

Vision: Our Desired Reality

Our school's purpose is to have all NHS graduates "Future Ready". This means that students will be Life-Long Learners, Workers, Engagers and Contributors. Desired student outcomes include: creative and critical thinkers, problem solvers, innovators, self-evaluators, goal & data driven, collaborators, communicators, and contributing, responsible citizens.

1. In our learning community, everyone will feel a sense of belonging, will feel emotionally and physically safe, and will know people care.
3. There will be on-going, proactive communication among students, parents, staff, and community members.
4. Program and policy changes will be influenced by data based on student and staff needs.

Guiding Principles

All students will demonstrate Career and College Readiness skills of Respect, Responsibility and Curiosity. Students and staff will embrace and seek opportunities to "Champion" self and others.

Neenah High School Pep Song:

“Go Neenah, win that game. Keep your spotless fame.
We will cheer you all the while, as you fight and fight. Rah! Rah!
We’ll cheer ‘till echoes loud resound for our joys are all profound.
Then we’ll sing to alma mater, Neenah High.”

GENERAL INFORMATION

Announcements

Announcements that may affect the majority of the school community are distributed daily via Schoology. Every Tuesday a special video announcement will be shared during mod 1. If you would like to place an announcement, please have your activity advisor or administrator approve your announcement and submit it to the receptionist at Door 3. Daily announcements can also be found on the television monitors throughout the school. Listen and watch carefully to daily announcements as the information may affect you.

Attendance Policy

For a more detailed explanation of attendance expectations, please refer to the Neenah Joint School District Website. (Board Policy) Regular attendance at school is very important. Every attempt should be made to schedule vacations and appointments outside of the school day.

Whenever you are absent from school, the absence must be verified by a call from a parent/guardian. A parent or guardian must call and excuse an unexcused tardy by 4:00 p.m. the following day or an unexcused absence by 4:00 p.m. of the third day following the absence, or the absence will remain unexcused. Students who are unexcused, even for one period, cannot participate in after school activities that day. With our computerized attendance system, parents will be notified of an absence on the same day the absence occurs. The school administration reserves the right to make the final decision in all attendance situations. Continued unexcused tardies and absences may result in administrative consequences.

Leaving During School Day

If you leave during the school day, you must check out through the Attendance Office or you will be considered unexcused. Parent contact must be made before a student can be dismissed. If

you must leave school during the day due to illness, you must go to the Health Room and gain parental permission to go home. If you should return to school the same day, you must check in at the Attendance Office.

Neenah High School has a closed campus and a closed lunch schedule for freshman and sophomores. Juniors and Seniors may leave the building for lunch and must have their ID card to re-enter the building. A student may be permitted to leave the campus for specified class activities if the student has a signed parental permission on file with the school and has the permission of the teacher of the class. Students who violate this policy will be subject to disciplinary consequences.

Types Of Absences

Excused Absences

As required under State law, a student shall be excused from school for the following reasons:

- The student is temporarily not in proper physical or mental condition to attend a school program.
- To enable the student to obtain religious instruction outside the school during the required school period (see Policy 5223 – Absences for Religious Instruction).
- The student has been excused by his/her parent or guardian before the absence for any or no reason. A student may not be excused for more than ten (10) days per school year under this paragraph and must complete any coursework missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following: Student illness (physical or mental), Professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside of the school day, To attend the funeral of a relative, Attendance at special events of educational value such as college visits, job fairs, etc., Vacations (with completed Planned Absence Form), Observance of a religious holiday consistent with the student's creed or belief.
- The student has been suspended or expelled.
- Approved school activities during class time.
- The Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.
- The Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail, and the student and his/her parent or guardian agree that the student will continue to participate in such a program.

- The student is a “child at risk” as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State law.
- A student may be excused from school, as determined by the School Attendance Officer, or his/her designee, for the following reasons: A quarantine imposed by a public health officer or Board of Education’s Communicable Disease Policy. An emergency in the family or other crisis that requires the absence of the student because of family responsibilities. Special circumstances that show good cause and which are approved by the school attendance officer or designee.

Unexcused Absences

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The District Administrator shall develop a Truancy Plan to address unexcused absences.

- A. A student is considered absent if he/she misses fifteen minutes or more of a class period. If conditions stated above are not met, the student will be considered unexcused.
- B. Administration will follow the truancy process for students defined by the State as habitual truants. Consequences may include a truancy fine and/or referral to Winnebago County Human Services.
- C. Students with unexcused absences that do not meet the definition of habitual truancy may receive administrative consequences.
- D. Students should not expect to receive full credit for work that is missed during an unexcused absence.

Absence for School Related Activities

From time to time, you may miss class due to participation in a school activity, field trip, etc. Even though the advisor sends a notice to the faculty, you are obligated to inform, in advance, each teacher whose class will be missed and to make arrangements for make-up work.

Homework Assignments and Exams for Absent Students

In the event of a student illness or other excused absence, parents/students should check the Portal to keep up with work, and request assignments. Parents/students should communicate directly with the teacher(s), to make this request. Requests require at least 24 hours to process and should be made only if the student will be absent for two or more days. Parents must make their own arrangements to pick up materials from the student’s locker.

Some students may also take exams in Special Education Resource Rooms. Students must have a pass in order to take the make-up exams during the school day.

Falsified Calls

Any student falsifying an attendance call will be subject to administrative consequences, and a parent or guardian will be notified.

Tardiness

Be on time --it's habit forming. Chronic tardiness exhibits a lack of responsibility on your part and may require remedial action. If you are tardy to school, report directly to your class. A parent/guardian must clear the unexcused tardy by 4:00 p.m. of the following school day, or it will remain unexcused. Three or more unexcused tardies may result in teacher or administrative consequences.

Junior/Senior Release

All junior and senior students will begin the school year with release during their assigned lunch and periods in which they have no scheduled classes. This means that they will have the privilege of leaving school grounds or remaining in designated areas at NHS during their free periods.

Expectations of release:

- Students will not engage in behaviors at school that result in discipline referrals.
- Students will not be truant.
- Students remaining at NHS for their release time will be in one of the following designated areas (cafeteria, Mercury or Apollo Commons, Math Lab, or library) and follow all applicable school expectations.
- Students may use release time to meet with an assigned instructor. Students will be responsible for getting a signed pass from their instructor.
- Students choosing to leave school grounds for release will re-enter through door #3 or door #6, check in with their student ID, and remain in the designated waiting area until the bell rings to dismiss students to their next period.

Grades will be checked at 9 weeks during each semester. Students receiving a minimum of one letter grade F or an Incomplete will lose their release privileges and will be assigned to a directed study hall for the remainder of the semester. Student may also have release privileges revoked per teacher requests, should there be grade concerns prior to the 9-week grade check

- Students that are truant from their assigned study hall will lose the opportunity to regain release privileges for the remainder of the current semester and be subject to administrative consequences.
- Students can verbally request reinstatement of release privileges if they have no letter grade F's or Incompletes at subsequent grade checks. This request must be made in the Counseling Office.

At the end of a 9 week grade period, if a Junior or Senior has earned proficient grades and has demonstrated proficient Career and College Readiness skills, the junior or senior may request release from the second portion (last 40 minutes) of his/her A.A.C.P. period.

*Administration reserves the right to revoke release privileges

**Students may not have more than two releases during any given semester.

Care of Building and Grounds

Neenah High School prides itself on the appearance of the school and adjacent school grounds. As a student, you are expected to exercise personal responsibility in maintaining a clean school environment.

Tutorials and Directed Study Halls

Neenah High School has Tutorials each hour of the school day. During Tutorial, students are given time to work on assigned work from their respective classes. Students are expected to bring materials to their Tutorials that aim to enhance achievement in their classes. This might mean homework, a book to read, or projects assigned in classes. Students who have not achieved at an acceptable level in their classes may be assigned to a Directed Study Hall. (See below.) The atmosphere is one of learning, and students should be respectful of others in their tutorial.

If students want to use the library during Tutorial they may report directly to the library and sign in with their student ID. During Tutorial, if the need arises for assistance in another subject area, or if they need to go to the library for a few minutes, the student may ask his/her tutorial teacher for a pass to seek assistance. Students may return to their assigned tutorial with a signed pass. For accurate attendance purposes, it is imperative that teachers fill in the student passes completely and that students submit their passes to their tutorial teachers.

Directed Study Halls

These smaller classes are aimed at providing students with personalized attention so that they may work to achieve at a high level in their classrooms. Students who have been assigned to a Directed Study must report to their assigned location daily. The instructor assigned to the Directed Study will support learning. Students are assigned to Directed Study Halls upon the recommendation of parents, teachers, counselors or administrators. Students with Junior or Senior Release may be enrolled in a Directed Study Hall after grades are checked at 9 weeks during each semester. Students receiving a minimum of one letter grade F or an Incomplete will lose their release privileges and will be assigned to a directed study hall for the remainder of the semester. Students may also have release privileges revoked per teacher requests, should there be grade concerns prior to the 9-week grade check. Students that are truant from their directed study hall will lose the opportunity to regain release privileges for the remainder of the current semester and be subject to administrative consequences. Students can verbally request reinstatement of release privileges if they have no letter grade F's or Incompletes at subsequent grade checks. This request must be made in the Counseling Office.

Dress and Grooming

All students are expected to dress and groom themselves neatly in clothes that are suitable for school activities. The school reserves the right to send students home if their appearance does not reflect good taste and cleanliness, or if it is disruptive to the educational process.

During school hours (7:30 a.m. to 4:00 p.m.), students are NOT allowed to wear:

1. Coats (unless approved by administration)
2. Inappropriately short skirts and shorts

3. Tube tops, halter tops and backless tops
4. Clothing or other attire with inappropriate text or images, including those that may degrade or devalue others. Examples of inappropriate text or images may include:
 - a. Confederate Flag
 - b. Alcohol, drug or tobacco references
 - c. Suggestive sexual references
5. Chains or spikes
6. Any apparel, color, accessory or object which denotes gang membership

Student MUST wear clothing that covers their:

1. Feet
2. Undergarments
3. Stomach
4. Chest
5. Back
6. Buttocks
7. Shoulders
8. Cleavage

A student may be asked to turn shirts inside out or to put on a school issued garment to comply with our policy. The garment must be washed and returned. The school reserves the right to send students home to change clothing.

Graduation Requirements and Participation

Students have the primary responsibility to ensure that they are meeting all graduation requirements. To participate in the graduation ceremony, students must earn 19 credits by the end of semester one of their senior year. Students in the class of 2016 and beyond will have to earn 22.5 credits by the end of semester one of their senior year to participate in the graduation ceremonies. If a senior is eligible to participate in the commencement ceremony, yet fails a second semester course, he/she will be allowed to participate in the ceremony; however, to receive his/her diploma, he/she must remediate the failed course(s). The diploma will be withheld until verification of the completed grade. An unpaid fine may result in the loss of eligibility to participate in the commencement program, and the school reserves the right to withhold the student's diploma until the fine is paid.

Student ID Cards

A free identification card will be issued to every student, and students must carry their ID card during school hours. Refusal to identify oneself or to produce an ID card is grounds for immediate suspension from Neenah High School. Students must have their cards for checking out materials from the resource centers and the media centers, for leaving a study area to go to a different location, for admission to dances, and for personal identification when necessary upon staff request. Staff will refer students to the appropriate administrator if they are not in possession of their identification card. Administrative consequence(s) may occur if the student does not have an ID with them. Students are responsible for replacing lost identification cards; new cards may be purchased for \$5.00 in the Main Office.

Illness and Injury

A health nurse is available in the Health Office where first aid can be given. Please be sure that any injuries occurring on school property or during a school sponsored event are reported to the adult in charge and to the Health Office. Note: The Health Office does not provide wheelchairs and/or crutches for long term use. If you feel sick, report to the Health Office with a pass from the teacher whose class you are missing. The health nurse will assist you, and if necessary, contact your parents. Do not leave school without contacting the Health Office and do not miss a class due to illness or injury without reporting to the health nurse.

Medication

Students may carry OTC's (over the counter medication) if they and their parent or guardian have signed the OTC agreement. This form must be on file in the health office. Prescription medications must be kept in the health office except for emergency medications such as Epinephrine, glucagon, and inhalers. The health office does NOT provide medication such as Ibuprofen or Tylenol, students must bring their own OTC's and prescription medications.

Health Conditions

Please report any new health conditions to the health nurse. Please complete a health condition form if you have a medical condition that we should be aware of in case of an emergency.

Health forms can be found on the school website or you can obtain one from the health office. Please inform your teachers and extracurricular staff of your health condition and let them know you have a plan. Report any NEW immunizations to the health assistant.

Latex Allergies and Balloon Deliveries

Please be aware that balloons may not be delivered to NHS. The purpose of this policy is to insure that a student with a latex allergy is not exposed to latex. A reaction to latex can be triggered by airborne particles as well as physical contact. Local stores and florists have been contacted to assist us in the management of this policy.

Lockers / Combinations

Students are reminded that lockers are the property of the Neenah Joint School District. They are to be used to contain clothing and school-related materials. **Lockers are not to be shared with other students due to theft and possession rules.** Lockers have a "low expectation of privacy" due to maintenance and safety concerns. Lockers may be examined by an administrator when they believe that items dangerous to the well-being of the individual and/or student body may be located there. Locker combinations are changed on a yearly basis for the protection of students. With an ID, students can obtain their locker information from any office.

Lost and Found

Lost and found items should be turned in to Door 3 supervisor. These items are kept for 30 days and then disposed of or donated.

Student Lunch

Neenah High School has a closed lunch policy and all freshman and sophomore students must remain in the building during the lunch periods. Students cannot have food delivered to NHS during the school day without staff approval. Students are not allowed to purchase fast-food items and have them delivered to the NHS lunchroom. Students are responsible for the cleanup of their table after their lunch period.

Seniors and Juniors are allowed off campus privileges (Junior or Senior Release) for lunch. The only other students allowed off campus during lunch are students involved in a school supervised activity or students with a pass. Note that Juniors and Seniors who choose to eat lunch at school must eat in the cafeteria or the patio (when accessible). Food may not be eaten in halls or study areas.

Hall Passes

Any student traveling throughout the building during class time must carry an appropriate pass. Students found in the hallway without a pass are subject to disciplinary action.

Posters and Advertisements

All announcements, posters or other wall hangings must be approved by Administration in the Athletic/Activities office. Nothing can be posted on the television monitors, ceiling, wall, windows, or floors without prior approval. Individuals and groups who post information are responsible for timely removal of the items at the conclusion of the event.

Schedule Changes

Students and their parents are asked to carefully and thoughtfully plan the student's program for each year. If students realistically consider their abilities, interests, and goals in choosing courses, making program changes should not be necessary. Careful planning and good decision-making will keep program changes to a minimum.

Students may be allowed to DROP a course without penalty during the first ten days of each semester for an appropriate reason listed below. After those ten days, any course dropped will result in a grade of FW (Failure Withdrawal). This grade is computed as an F in the student's grade point average. Students may ADD a course during the first three days of each semester if class sizes permit.

Students should review their schedules when available online. If a problem exists, the student should go to the Counseling office to make an appointment with their counselor. Students will have three school days to add a class. Students will have ten school days to drop a class. Schedule revisions will only be supported for approved reasons outlined in the *NHS Course Description and Program Guide* but not to the detriment of class sizes. Counselors and Administration will work to insure reasonable class sizes.

When students have completed the course selection sheet during the registration process, they have contracted to pursue the chosen courses to completion. Students are under obligation to continue with all of their selected courses.

We realize that planning a schedule for the next school year is a difficult task and situations may occur requiring a schedule adjustment. Since schedule adjustments can have serious effects on class size, teacher assignments and the overall master schedule, they need to be minimized.

We must make every effort to maintain balanced class sizes and to uphold appropriate class sizes. Please note that students will receive their schedules for the next school year during the week of Registration in August. This practice allows for necessary balancing over the summer months. Students in need of any schedule corrections should make an appointment in the Counseling office to see their counselor the week after registration.

Adjustments to schedules will generally not be granted under certain circumstances such as the following:

- *The student does not like the course, the teacher, or does not know anyone in the class.*
- *The student wants to drop a course required for graduation.*
- *The student's request will drop the number of classes on his/her schedule below the total number required (4 per semester).*
- *The student is unhappy with the course workload.*
- *The student does not like the time of day the course is scheduled.*

School Closing

An announcement about school cancellations will be sent via text message and e-mail to all parents and staff members through the District's messaging service. An announcement will also be posted on the District website, Facebook page, and Twitter feed. Local radio and television stations will be contacted to broadcast any school closing announcements. The Superintendent reserves the right to make the final decision for school closings.

Solicitations by Students

According to School Board Policy 5830, "Fund-raising by approved school organizations, those whose funds are managed by the District, may be permitted in school by the principal. Such fund-raising off school grounds may be permitted by the District Administrator."

Student Parking

Students are welcome to drive a car, motorcycle, or bicycle to school at any time with the following regulations:

1. *Student parking is prohibited in the visitor stalls adjacent to the front entrance of the entire building, in the faculty parking lots, and in the reserved and handicapped stalls.* Violators will receive a parking ticket, possible school disciplinary consequences and/or vehicle towed.
2. Students may park their cars in parking lots B, D, E and G on campus, and Memorial Park off campus. Lot B is an assigned parking lot. If you do not have an assigned parking spot, do not park in lot "B". You will be ticketed. **Students must have a valid NHS parking sticker to park in any of our school lots or Memorial Park.**
3. Students may not eat lunches, smoke, drink, or loiter in cars while on school grounds.
4. Bicycles are to be parked in the bicycle racks located adjacent to the buildings. Bicycles are not allowed in the building.
5. Speeding, spinning of wheels, or other displays of poor judgment in vehicles driven on or adjacent to school property will not be tolerated and will result in the loss of privileges to operate a motor vehicle on school property and may also result in legal consequences.
6. Students parking in school lots should observe the yellow lines.
7. Motorcycles should be parked in the spaces adjacent to the driveways reserved for them.
8. During the school day students are not to drive cars or motorcycles behind the Armstrong Building leading to the field house/receiving areas.

9. Parking permits will be issued at registration and during the school year to those who purchase them.
10. Parking on plowed snow banks or creating a hazard by illegal parking will result in a parking ticket by Neenah Police and/or vehicle towed.
11. ***Purchasing a parking sticker allows students the opportunity to park in school lots; however, administration reserves the right to change student parking regulations at any time.**

Student Publications

Any student who would like to distribute an article, newsletter, essay, pamphlet, etc. is urged to join the Satellite (school newspaper). If a student does produce a publication, the publication must be made without the use of school materials and equipment. In addition, Administration approval must be obtained prior to distributing such publications.

Student Transportation (Board Policy 8600)

The Neenah Joint School District shall provide transportation for students per Neenah School Board Policy. To handle the cases of misconduct by bus riders, the following procedures will be followed when the bus driver completes a misconduct report detailing the incident.

First offense - the school official will inform the parent or guardian of the offense and discuss what disciplinary measures the parents or guardian and school office deem necessary to correct the situation. Loss of transportation may occur.

Second offense - the school official will inform the parent of the offense, and the student will be denied transportation for a month.

Third offense - the school official will inform the parent of the offense, and the student will be denied transportation for the balance of the school year.

Visitor Passes

Parents/guardians of the NHS student must call an Administrator **one week in advance** to obtain permission for their son/daughter to bring a visitor. Administration has the right to deny visiting privileges. Visitors will not be permitted the first two weeks and the last two weeks of each semester. Visitors of staff must be cleared ahead of time by the Armstrong Office. The Receptionist at door 3 is notified of all approved visitors and will have a visitor nametag ready, allowing entrance.

Work Permits

Students **under the age of 16** must obtain a work permit for each new job they acquire. **During the school year** permits are available at Neenah High School. Students should bring all of the following information to the main office:

Birth Certificate, Social Security Card, \$10.00, Parental permission, Signed letter from the employer stating the job title.

During the entire year (**including summer**), a work permit can be obtained from the Neenah Park and Recreation Department in City Hall (211 Walnut St. in downtown Neenah).

ACADEMIC EXPECTATIONS and GRADING

Academic Honesty Policy

Neenah High School believes honesty and integrity promote a healthy and full approach to learning. Honesty and integrity create an environment of trust where learning can be maximized. When this occurs, we can create a culture that supports learners in their efforts to prepare themselves for a future of curiosity and personal growth. Academic honesty allows all members of our learning community to contribute to the potential of others while realizing their own potential. Neenah High School recognizes the existence of academic dishonesty. The policy detailed below addresses those instances.

At Neenah High School, we believe that academic dishonesty is...

- Representing the work of others as your own. This may be a peer's work, an expert's work, or work that has been taken from another party.
- Defined by the Neenah High School student handbook as "intentional plagiarism," "technical plagiarism," or "cheating."
- A violation that represents student behavior and NOT a reflection of what a student has learned
- Identified by Neenah High School staff members

As a result of these beliefs, Neenah High School will support the following guidelines:

- As an *academic consequence*, the student who has violated the academic honesty policy will be required to complete a retake of the assessment in question. This retake will be assigned at a time/date to be determined by the teacher and will follow the classroom retake policy. An academic penalty will not be assigned to the retake. However, the full value of the retake will not exceed the full value of retakes in general for the course (i.e. 80% of total value for re-takes). This replacement assessment might not be the same assessment that was originally provided.
- The *behavioral consequences* will increase in severity with each instance of academic dishonesty. The consequences are as follows:
 - 1st occurrence: The incident will be documented in the school's student management system (Infinite Campus). Additional consequences may be applied in accordance with the course syllabus as determined by the instructor.
 - 2nd occurrence: The incident will be documented, referred to an administrator and behavioral consequences will be applied. These may include, but are not limited to: detention, loss of privileges (i.e. National Honor Society, LAUNCH, Academic Honors, parking, Junior/Senior Release), Extracurricular Code violation.
 - 3rd occurrence: The incident will be documented, referred to an administrator and behavioral consequences will be applied. These may include, but are not limited to: detention, loss of privileges (i.e. National Honor Society, LAUNCH, Academic Honors, parking), Extracurricular Code violation. Additionally, Neenah High School staff will not submit letters of recommendation on students' behalf for post-secondary opportunities, employment, scholarships, or other honors or awards.

** Please note that these consequences are cumulative across the student's experience at Neenah High School (i.e. if a violation occurs in 9th grade and again in 11th grade, the student would receive a violation of the 2nd occurrence in the 11th grade)

CURRICULUM AND GRADING

Learning and Curriculum Standards

At the Neenah Joint School District, we fundamentally believe that all students can learn. Students learn best from teachers that use research-based instructional strategies and assessment tools to inform instruction. We believe students must also be engaged in rigorous and relevant activities that are presented by an engaging and personable teacher. We believe that a school culture must manifest a pervasive attitude of "a passion for excellence for every student, in every classroom, and every day."

We believe a successful education formula consists of two variables. The art of education added to the science of education equals personal growth and self-fulfillment for both a student and a teacher. We define the art of education as the personal connections between adults and students that is motivating, inspiring and supported with appreciation for each other. The science of education is knowing what students should learn, planning how they are going to learn and assessing their learning.

To learn more about our school district's K-12 Learning and Curriculum Standards, visit our district Academic Services Pages.

The Neenah Joint School District curriculum is aligned to meet Wisconsin Academic Standards and can be found using this link: <http://dpi.wi.gov/standards>. English/Language Arts and mathematics courses will continue to follow Common Core State Standards in grades K-12, which were officially adopted by the State of Wisconsin in June, 2010, and can be found embedded within the Wisconsin Academic Standards.

Social studies courses in grades 6-12 are aligned to College, Career and Civic Life (C3) Framework for Social Studies. The C3 Framework for Social Studies can be found using this link: <http://www.socialstudies.org/system/files/c3/C3-Framework-for-Social-Studies.pdf>

Finally, Human Growth and Development curriculum is aligned to the National Sexuality Education Standards and can be located using the following link: <http://www.futureofsexed.org/documents/josh-fose-standards-web.pdf>

(These links are all available on the District website by searching for "Academic Services")

Assessment Practices and Target-Based Grading

What is target-based learning and grading (TBLG)?

Target-based learning and grading is an instructional process that connects specific learning targets with instruction and assessment. Research has found that positive achievement occurs for all students when educators intentionally:

- Create and communicate a strong connection between learning targets, classroom learning activities, and classroom assessments
- Provide specific and ongoing feedback related to a student's progress

- Implement learning and grading practices which recognize that students learn at different rates and in different ways While teachers have been piloting this shift in assessment practices for some time, full implementation of these practices will occur in the fall of 2019 at Horace Mann, Shattuck, and Neenah High School. Using a target-based learning and grading approach, students and parents will notice several shifts in how students are learning, being assessed, and receiving feedback at the middle and high school level.

The use of specific learning targets

Student learning and assessment will be focused on specific learning targets. A learning target is an “I can” statement that clearly defines what a student knows and can do with content or skills delivered in the classroom. Examples of learning targets are:

- I can find the area of a triangle.
- I can differentiate between income and expense.
- I can provide a summary of a text without stating a personal opinion or judgements.

Over the past three years, NJSD staff have been creating learning targets that are aligned with standards in each curricular area. Student learning and assessment is designed around those learning targets in each course. This approach provides instructors with the opportunity to ground their professional judgement in specific learning targets creating an environment in which student assessment grades are more reliable and reflective of what students know and can do with course material and skills. This approach also promotes greater reliability and consistency among evaluators.

Neenah Joint School District proficiency scale

Students will receive ongoing feedback related to or connected with each learning target throughout the duration of the course. Some targets may be addressed one time while others will be addressed multiple times throughout a course. This feedback will let students know how deeply they have learned each target, including if more growth is needed. For each learning target, students will receive feedback using a three level scale. Proficient means that the student demonstrates and applies a comprehensive understanding of the learning target at that point in the school year. Developing means that the student demonstrates and/or applies a partial understanding of the learning target at that point in the school year. Beginning means that the student demonstrates minimal understanding of the learning target at that point in the school year.

Proficient (3)

Student demonstrates and applies a comprehensive understanding of concepts and skills at this point in the school year.

Developing (2)

Student demonstrates and/or applies a partial understanding of concepts and skills at this point in the school year.

Beginning (1)

Student demonstrates a minimal understanding of concepts and skills at this point in the school year.

How are grades calculated using learning targets?

Based on the evidence provided from formative and summative assessments, a student's growth toward proficiency on each learning target will be assessed as proficient, developing, or beginning. In the past, grades were determined using a point system. In TBLG, grades are determined by the assessment of each learning target. More specifically, the percentage of targets on which students have achieved proficiency, or comprehensive understanding of concepts or skills. At the end of a grading period, using the rating on each learning target, a letter grade will be calculated as follows:

$$\frac{(\text{Green Targets} \times 3) + (\text{Yellow Targets} \times 2) + (\text{Red Targets} \times 1)}{\text{Total Targets}}$$

Target Average Range	Letter Grade
2.85 – 3.00	A
2.77 – 2.84	A-
2.70 - 2.76	B+
2.55 – 2.69	B
2.47 – 2.54	B-
2.40 - 2.46	C+
2.25 – 2.39	C
2.17 – 2.24	C-
2.10 – 2.16	D+
2.00 – 2.09	D
Less than or = 1.99	F

Reassessment

Students will have multiple opportunities during the course to demonstrate their level of proficiency relative to specific learning targets and receive ongoing feedback to help them improve through reassessment. These opportunities exist for students to take a summative assessment or part of a summative assessment a second time (or more) to demonstrate proficiency on that learning target. Instructors may choose to approach these opportunities in many ways. Teachers may choose to use an assessment given later in the semester to give a student an opportunity to show his/her growth toward proficiency. These opportunities may not be the exact same test, project, essay, or other form of assessment. In order for reassessment to be effective, it is typically necessary for students to engage in additional learning opportunities to practice a skill on which they will be reassessed. This will help to assure that students have demonstrated appropriate skill enhancement in order to exhibit growth toward proficiency. It is not a requirement that instructors provide “unlimited retake” opportunities. Rather, opportunities for reassessment are intended to ensure that a student has a chance to meet proficiency in a

way that meets his/her needs. The process of reassessment is an opportunity to demonstrate proficiency and growth and should not be abused by students. It is the expectation that students complete formative work to support the learning process. Teachers will communicate with students and parents when this privilege is being abused and will determine the course of action resulting from a student's failure to fully engage in the learning process.

Monitoring in-progress Grades

The Parent Portal in Infinite Campus (IC) will communicate consistent, in-progress grades throughout a term. Students and parents will be able to monitor progress related to each learning target in addition to monitoring a student's overall grade. This provides our students and parents with more detail relative to a student's areas of strength and areas for growth.

Guidance for Missing Assessments

The strong alignment between course learning targets and course assessments is the strength of TBLG. Therefore, it is expected that students enrolled in a course will complete all the assessments associated with that course to determine both proficiency on each learning target and a final course grade. There are extenuating circumstances where a teacher could exempt a student from an assessment, however, this would be a rare occurrence and determined by the teacher on an individual basis. Most students are prepared and present to complete an assessment on the scheduled date. There are situations, however, when students are absent or are not prepared on assessment day. To help manage these situations, the following teacher practice is recommended and will be supported by administration:

- Ensure students are ready to participate in an assessment before it is given
- Assessments are completed in the order that they are assigned (a missing assessment should be completed by a student before the next assessment is taken)
- A course grade of incomplete will be earned at semester grading time if there are any missing assessments. When a semester grade is incomplete, the student will have ten school days to complete the missing assessments before a final course grade is issued.

When a student is missing an assessment in the gradebook

There are a variety of reasons why a student may miss an assessment. When assessment scores are entered into the IC gradebook and a student has not yet taken the assessment, instructors will record it in the gradebook as follows:

- The instructor will enter red for each target measured on the missing assessment
- The instructor will place a "flag" on each target and missing assessment
- The instructor will work with the student to complete the assessment as soon as the student is ready and before the next assessment is given. When new scores on the targets are available from the completed assessment, the instructor will update the IC gradebook with the new scores (replace the reds with the new scores for each target and remove the missing designation for each target). Upon completion of the assessment, the new grade will be posted to the IC gradebook.

Dual enrollment course at Neenah High School

Neenah High School continues to offer a wide range of dual enrollment courses to all students. These courses are courses offered through post-secondary institutions of learning such as the University of Wisconsin-Oshkosh, Fox Valley Technical College among others and are taught by

Neenah High School teachers. As these courses are governed by course policies at the post-secondary institution, some may be required to use a traditional grading structure and not a TBLG approach. Neenah High School teachers will work with instructors from the post-secondary institutions as it relates to course assessment policies. These policies will be communicated to parents/guardians through course syllabi.

BEHAVIORAL POLICIES AND RULES

NHS School Safety Policy

Neenah High School staff work hard to create a safe learning environment for all. To insure the safety of all of our students and staff, the following expectations are put into place. Violation of any of these expectations will result in administrative consequence which may include suspension and expulsion.

1. Students must carry school identification with them at all times. Identification must be shown when asked.
2. Students must be in their designated areas based upon their schedule. For safety reasons, students must not be in the hallways or any other area other than with their class during class time, unless they have a pass from a teacher.
3. Students should report any suspicious concerns to a teacher or administrator immediately.
4. Students may only enter Door 3 once the school day has begun. **Propping** open any other door, **entering** any other door, or **opening** any door for someone else to enter the building is a serious violation of school policy.

School Safety and 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, on school vehicles, and at school-related events.

Student conduct on or adjacent to school premises, on 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.

Student conduct in the classroom shall be governed by the rules and provisions of the Code of Classroom Conduct developed for each school in consultation with a committee of School District residents that consists of parents, students, members of the School Board, school administrators, teachers, pupil services professionals, and other residents of the School District

who are appointed to the committee by the School Board. Each school's Code of Classroom Conduct shall be adopted by the School Board.

(Board Policy 5772):

The Board of Education 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.

(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. Membership in the organization or operation of any high school fraternity, sorority, or any other secret society as described by law is prohibited throughout the School District. In particular, 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.

(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. "Menacing" includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

Behavioral Expectations

Neenah High School maintains four primary behavioral expectations for all students and staff:

1. **Be Respectful.** Talk and respond appropriately to staff and classmates.
2. **Be Responsible.** Have materials ready, keep workspaces neat, stay on task.
3. **Be Safe.** Keep hands, feet and other objects to yourself.
4. **Celebrate Success.** Use positive language when working with students and staff.

An integral part of maintaining a safe school environment requires specific rules and regulations. The following is a sampling of behaviors that would be in violation of our school's expectations. This by no means should 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. Following the four expectations above will insure that you will not be in violation of school expectations.

To uphold school policies, Neenah High School 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 verbal
5. and/or physical conduct
6. Willful destruction or vandalism of school property; littering
7. Stealing
8. Unexcused absences and tardies
9. Hazing, harassment and/or bullying of another student or staff member
10. Using foul, obscene, and/or abusive language
11. Wearing inappropriate attire (see Dress and Grooming)
12. Possessing obscene materials
13. Violating state, federal, county, local and/or school and district policies and ordinances
14. Disrespectful or insubordinate behavior toward staff
15. Inappropriate use of social media and/or technology
16. Gambling on school grounds or at school events
17. Participation in the unauthorized selling of candy, other edibles, or other items during the school day
18. Use of laser pens/pointers on school grounds or at school events
19. Public displays of affection
20. Running in the hallways during school hours (7:30 a.m. to 4:00 p.m.); using skateboards, bicycles or similar items in the hallways at any time
21. Producing or posting unauthorized comments, newsletters, papers, or internet pages or publications relating to Neenah High School, staff members, or other students
22. Using electronics (cell phones, iPads, etc) during instruction time, without teacher approval

Food and Beverage Policy

Food and beverage are not allowed in Pickard Auditorium, computer labs and lecture pits. All food must be eaten in the cafeteria or the patio when accessible, unless otherwise approved by staff. Students cannot have food delivered to NHS during the school day without staff approval. Junior and Senior Release students are not allowed to purchase fast-food items and have them delivered to the NHS lunchroom. Teachers have the discretion to allow healthy food and beverage in their classrooms and supervised areas. Students are encouraged to use spill proof containers.

School Event Expectations

Attendance at State Events: Students who are not participating in the event but wish to be excused from school to attend the event must have one day prior approval.

Spectator Behavior: Students' responsibility for good behavior is vital because of their frequent role as spectators and their tremendous support for school sponsored events. As students and

spectators of Neenah High School, students should follow the guidelines below. Failure to follow these guidelines can result in school disciplinary measures and loss of privilege to attend future events.

1. Stand, remove head wear, and face the flag during the playing of the "Star Spangled Banner." To do otherwise is disrespectful to the country.
2. Know and demonstrate the fundamentals of sportsmanship when attending sporting events:
 - a. Participate and be respectful during school cheers.
 - b. Censure fellow students whose behavior is inappropriate.
 - c. Respect the property of the school and the authority of school officials.
 - d. Do not heckle, jeer, or distract members of the opposing team.
 - e. Never criticize the players or coaches for the loss of a game.
 - f. Avoid profane language and obnoxious behavior.

Dance Regulations

All dances are for Neenah High School students. Students will not be permitted into the dance without an official Neenah ID Card. If you plan to bring a friend to the dance, then you must obtain a Guest Pass from the Activities Director's office prior to the day of the dance. Students will not be admitted to a dance after 10:30 p.m., and you may not re-enter if you choose to leave. Headwear and illuminated articles are not permitted. All school rules apply at dances.

Harassment Policy (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.

Bullying Policy (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. "Menacing" includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

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 intoxicants and other drugs. This policy is also designed to assist students, parents, and employees in understanding that intoxicants and other drugs are, unfortunately, a part of our culture and that a common procedure is available to deal with the problems which may be created by their use. This policy is designed to convey a strong message of "zero tolerance."

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:

- A. **First Violation:** The student shall be suspended from school for one to five days. Upon return to school the student shall meet with an administrator, the parent/guardian, a counselor or SAP (Student Assistance Program) representative to determine the most appropriate support options. Support options include, but are not limited to, individual school counseling, group counseling, AODA (Alcohol & Other Drug Abuse) assessment, community-based individual or family counseling, or excusal from school pursuant to Sec. 18.15 (3)(a), Wis. Stats, and (Board Policy 5530).
- B. **Second Violation:** The student shall be suspended from school for five days. Upon return to school the student shall meet with an administrator, the parent/guardian, a counselor, or SAP (Student Assistance Program) representative to determine the most appropriate support options. Support options include, but are not limited to, individual school counseling; group counseling; AODA (Alcohol & Other Drug Abuse) assessment; community-based individual or family counseling; or excusal from school pursuant to Sec. 18.15(3)(a), Wis. Stats, and (Board Policy 5530).
- C. **Third Violation:** The student shall be suspended from school for five days or, pending an expulsion hearing, up to fifteen days. A recommendation to the Board for expulsion of the student may be made by the administrator pursuant to Section 120.12 (1). 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, prescription medication 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. Recommendation for expulsion may be made after a first offense.

Smoking - Tobacco Use / Possession (Board Policy 5512)

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. In addition, students less than eighteen (18) years of age are generally prohibited by law from purchasing or possessing cigarettes and other tobacco products. For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. Accordingly, the Board prohibits students from using or possessing tobacco in any form on District premises, in District vehicles, within any indoor facility owned or while leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events.

Violations of this policy will result in the following disciplinary action:

1. First Violation: Student shall be suspended for one day and referred to the PSLO (Police School Liaison Officer) and a counselor. The student's parent/guardian will be required to attend the readmit conference. In addition, the student shall be required to participate in an educational activity. Failure to comply with this requirement will result in further disciplinary action.
2. Second Violation: Student shall be suspended for three days and referred to the PSLO (Police School Liaison Officer) and a counselor. The student's parent/guardian will be required to attend the re-admittance conference. In addition, the student shall be required to participate in an educational activity. Failure to comply with this requirement will result in further disciplinary action. The student's schedule will be modified as appropriate to minimize the necessity for the student to leave the school building and/or campus.
3. Third Violation: Student will be suspended for up to five days and referred to the PSLO (Police School Liaison Officer), and a counselor. Moreover, the building administrator may make a recommendation for expulsion to the Superintendent.

Search and Seizures (Board Policy 5771)

Authorized school personnel may conduct a search of a student, locker, book bag, student possessions, or automobile if they have reasonable suspicion for a search. A student who requests parking privileges gives implied consent for a search (*Anders v Fort Wayne Community Schools*). 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 associate 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

Respecting Our Neighbors

Neighborhood concerns have been brought to our attention specific to high school students smoking, loitering, littering, and driving recklessly. Students observed in these situations on adjacent properties during the school day may be subject to administrative and/or legal consequences. The school day is defined from the arrival of the first bus before school until the departure of the last bus after school.

Discipline and Penalties For Violation Of School Rules

Violation of any school policy, rule, or expectation can result in any of the following:

1. Conference with the student
2. Contact via email or phone to parent/guardian by school staff, teacher, counselor, or administrator
3. Conference with the parent/guardian
4. Structure in an assigned area during a student's lunch period/activity period
5. Exclusion from particular school activities or school areas (EX: school library)
6. Loss of district transportation
7. Restorative justice
8. Detention (teacher or administrator)
9. In-school suspension for specific class periods or the entire day
10. Out-of-school suspension up to five days
11. Expulsion from school up to age 21

Detention

Teacher assigned detentions must be served under the direction and rules of the instructor. Failure to serve a teacher detention will result in administrative consequences. If you are assigned an administrative detention, you are to report to the room/office assigned by the designated administrator on the date specified. Failure to serve or showing up late will result in additional and/or other disciplinary action.

1. Be on time. Under no circumstances will students be let out early.
2. NHS Dress and Grooming policy must be followed.
3. Sleeping, talking, eating, passing notes, and use of electronics (cellphones, etc.) are not permitted.
4. Students are not allowed to go to the bathroom (unless an absolute emergency).
5. Any student who does not follow the above rules may be asked to leave and face future consequences to be determined by an administrator.

Grievance Procedure for Students

Definition: A grievance may be defined as any request, complaint, or dispute that arises between students, between a student and a staff member, or between a student and the school. Grievances should be settled as promptly and as close to the point of origin as possible.

STAGE ONE--Grievances may be taken up with faculty, counselors, administration, or when appropriate with the Student Council.

STAGE TWO--If a grievance is not settled to the mutual satisfaction of the parties concerned, within five (5) school days, then the grievance shall be reduced to writing. The grievance may then be submitted to the principal in a further effort to clarify and resolve the grievance.

STAGE THREE--If the grievance is not settled to the mutual satisfaction of the parties concerned within five (5) school days, then the grievance may be submitted to the Superintendent of Schools (or an administrator designated by him/her) in a further effort to resolve the grievance.

STAGE FOUR--If the grievance is not settled to the mutual satisfaction of the parties concerned within ten (10) school days, then the grievance may be submitted to the Board of Education for final determination. The parties to the grievance are obligated to accept the decision of the Board of Education as binding and final. The responsibility to initiate the above stages belongs to the aggrieved.

TECHNOLOGY POLICY AND RULES

NHS Wireless Communication Devices

“Wireless Communications Devices,” including but not limited to, cell phones, personally owned tablets, laptops and other personally owned electronic devices, may only be used before school, during passing times, during lunch, and after school hours, UNLESS the classroom teacher has specifically given the student permission. Use of devices assigned to students by NHS as part of a school sponsored one-to-one or other information access program is at the discretion of the classroom teacher.

During class time all electronic devices must be set to silent or off, and MUST be put away. In case of an emergency, students may ask permission to be sent to an office, or to step out into the hallway to use their phone or other device.

School personnel have the authority to detain and search, or authorize the search of, any student upon reasonable suspicion of inappropriate use of a wireless communication device.

School personnel have the authority to confiscate or to remove the wireless communication device from the student’s possession.

Repeated violation of the school Wireless Communication Device Policy may result in administrative consequences, which may include detention, suspension, parental pick up of confiscated device and/or expulsion.

Parents should become familiar with the school schedule, and understand that text and voice messages can only be responded to before school, during passing time, during lunch, and after school. If an emergency arises and parents need to contact their student during class time, parents may also call the receptionist to leave a message for their student.

NJSD Network/Internet Acceptable Use And Safety Policy

Neenah Joint School District (NJSD) provides a wide array of technology resources for student use. This agreement, along with the student handbook for each school, outlines appropriate use and prohibited activities when using technology resources. Every student is expected to follow all guidelines stated below, as well as those given orally by the staff, and to demonstrate good citizenship and ethical behavior at all times.

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

I will use computers in conformity with laws of the United States and the State of Wisconsin. Violations include, but are not limited to, the following:

“Hacking” or attempting to access computer systems without authorization, sending harassing email, cyber stalking others, viewing or sending child pornography, vandalism, and/or unauthorized tampering with computer systems, publicly defaming people through the published material on the Internet, email, copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), or engaging in plagiarism (using another's words or ideas as your own).

Netiquette and Responsible Use Policy

1. I understand that passwords are private. I will not allow others to use my account name and password, or try to use that of others.
2. I will be polite and use appropriate language in my email messages, online postings, and other digital communications with others. I will not use profanity, vulgarities or any other inappropriate language as determined by school administrators.
3. I will use e-mail and other means of communications (e.g. blogs, wikis, chat, instant-messaging, discussion boards, etc.) responsibly. I will not use computers, cell phones, personal digital devices or the Internet to send or post hate or harassing mail, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors either at school or at home.
4. I understand that I am an Ambassador for the school in all my online activities. I understand that what I do on social networking websites such as Twitter, Instagram, Snapchat and Facebook should not reflect negatively on my fellow students, teachers, or on Neenah Joint School District. I understand that I will be held responsible for how I represent myself and my school on the Internet.
5. I understand that masquerading, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out e-mail, creating accounts, or

posting messages or other online content (e.g. text, images, audio or video) in someone else's name as a joke.

6. I will use NJSD computer resources responsibly. I will not retrieve, save, or display hate-based, offensive or sexually explicit material using any school computer resources or personal digital devices. I am responsible for not pursuing material that could be considered offensive.
7. I will use NJSD technology resources productively and responsibly for school-related purposes. I will not use any technology resource in such a way that would disrupt the activities of other users.
8. I will not attempt to bypass security settings or Internet filters, or interfere with the operation of the network by installing illegal software, shareware, or freeware on school computers.
9. I understand that vandalism is prohibited. This includes but is not limited to modifying or destroying equipment, programs, files, or settings on any computer or other technology resource.
10. I will respect the intellectual property of other users and information providers. I will obey copyright guidelines. I will not plagiarize or use other's work without proper citation and permission.
11. I will not use or access files, software, or other resources owned by others without the owner's permission. I will use only those school network directories that are designated for my use or for the purpose designated by my teacher.
12. I will follow all guidelines set forth by NJSD and/or my teachers when publishing schoolwork online (e.g. to a website, blog, wiki, discussion board, podcasting or video server).
13. I understand the Internet is a source for information that is both true and false; and that the school is not responsible for inaccurate information obtained from the Internet.
14. I understand that ALL information created, and digital activities occurring with any device while on NJSD grounds, using the NJSD Network inside or outside the buildings, or using a school issued device on OR off school grounds is the property of NJSD and is subject to this policy and the Responsible Use and Safety Policy.
15. I understand that NJSD administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.
16. I agree to abide by all Internet safety guidelines that are provided by the school and to complete all assignments related to Internet safety.

Chromebook Acceptable Use and Safety Policy

- The Parent/Guardian and Student agree to comply with the NJSD Student & Staff Network and Internet Responsible Use and Safety policy as a condition of using District Chromebooks and District provided Internet access. The terms of the Responsible Use and Safety Policy are incorporated by reference in this Agreement.
- Student use of "proxy" websites to access sites blocked by the District content filters are not allowed as a part of the Responsible Use and Safety Policy. Student use of "proxy" websites is a deliberate effort to circumvent content filtering software. Students using "proxy" websites for any reason, or otherwise purposely bypassing District content filters will be disciplined accordingly. This can include but is not limited to revocation of network

access privileges, confiscation of student Chromebook and other school discipline procedures.

- Other student expectations include, but are not limited to the following:
 - Taking full responsibility for the general care of the Chromebook.
 - Never leaving the Chromebook unattended.
 - Never loaning out the Chromebook to other individuals.
 - Knowing where the Chromebook is at all times.
 - Arriving daily at school with a charged Chromebook.
 - Keeping food and beverages away from the Chromebook.
 - Not disassembling any part of the Chromebook or attempting any repairs myself.
 - Protecting the Chromebook by storing it and transporting it securely and safely.
 - Using the Chromebook in ways that are appropriate, meet NHS expectations, and are educational.
 - Refraining from downloading or installing apps other than those approved by the district.
 - Not placing inappropriate or impermissible decorations (stickers, markings, etc.) on the Chromebook.
 - Not disabling, tampering with, altering or otherwise rendering nonfunctional any district or manufacturer software or apps installed on the Chromebook, including but not limited to any firewalls or other protective services.
 - Accessing the Internet at school only through the District's WIFI network and not using other services or Internet access capabilities.
 - Being personally responsible for all damage or loss caused by accident, neglect, or abuse.

CONSEQUENCES FOR VIOLATION OF THIS AGREEMENT:

I understand and will abide by the above Responsible Use Agreement. Should I commit a violation, I understand that consequences of my actions could include suspension of computer privileges and school disciplinary action, which could include referral to law enforcement.

Students will be required to agree to the above terms every time they log into the Neenah Joint School computer network system by typing their name and password into the correct input boxes, then pressing the return key to accept the terms.

Procedures for Student E-Mail

Two methods can be used to access your school provided email account.

1. Login to a school computer and use the e-mail program.
2. Use any internet-connected computer and access your e-mail application.
3. Use your own internet-connected device and access your e-mail by downloading and installing the email program.

To use email at school to access your email, login to a school computer using your student ID number and the password you were assigned by computer services. If you have forgotten your password, please check in with one of the Technology offices (Conant or Armstrong) or ask your classroom teacher for assistance. Once logged into the computer, find the icon for email and use it to launch the program. Use your Student ID number as the User ID and your computer password as the Password.

To use email at home through a web browser, type the following into any web browser's URL window.

<http://www.neenah.k12.wi.us/login>

Use your Student ID number as the User ID and your computer password as the Password.

Acceptable Use Procedures for Student E-Mail

The Neenah Joint School District network and e-mail system were designed for educational use by staff and students. If personal messages are sent, students should not expect privacy including using personal devices on the district network. Unacceptable use of student e-mail may result in the loss of e-mail privileges and or other administrative consequences.

Unacceptable use includes, but is not limited to the following: sending harassing, abusive, threatening, obscene, profane or otherwise offensive messages or material, promoting political, religious, or controversial viewpoints, or introducing software viruses. For security purposes students should not let others use their e-mail account and should not share their password with anyone. Students should not let others use their computer account and should log off of any computer that will be left unattended.

CO-CURRICULAR CODE OF CONDUCT

The Neenah Joint School District sponsors and encourages student participation in co-curricular activities as a means of providing opportunities for personal growth, skill development, socialization, creativity and competitive experiences. The value of supplemental activities is important to the total educational process. It is the position of the Neenah Joint School District that involvement in co-curricular activities is a privilege with accompanying responsibilities and expectations. It is the interest of the school and community that equitable standards for participation be established and administered.

It is also recognized that there are various types of co-curricular involvement. For a list of all co-curricular activities that fall under the Neenah Joint School District Code of Conduct Rules see www.neenah.k12.wi.us/nhs. Consequently, standards for participation are to be equitably established and carefully defined with regard to the type of activity. These standards should include consideration of academic performance, personal behavior and mood-altering chemical involvement. It is the belief of the Neenah Joint School District that adherence to the standards established in this document will promote the growth of a responsible member of the community.

****The Board of Education Reserves the Right to Change or Revise these Codes at Any Time.****

GOALS

The co-curricular activity program is an integral part of the educational curriculum. It provides opportunities for learning experiences difficult to duplicate in regular school activities.

Co-curricular participation has the following major objectives.

1. To teach attitudes of responsibility and cooperation
2. To help students realize that participation in co-curricular activities is a privilege with accompanying responsibilities.
3. To provide activities that help to create school unity.

4. To provide activities for learning self-discipline, loyalty, team play, personal pride, pride in the organization, respect for the rights of others, leadership, and the will to be successful.
5. To provide students with opportunities for competition and participation.
6. To place the unit, team, squad, class and school above individual desires.
7. To accept responsibility in setting a good example for teammates, peers, younger students, fans and school community.

DETERMINING EXPANSION/REDUCTION OF CO-CURRICULAR PROGRAM

The methods used in determining recommendations to the Board of Education for additions or deletions to the co-curricular program should include a comprehensive examination of the number of participants, opportunities to compete, financial resources, physical facilities (fields, courts, locker rooms, etc.), patterns of growth, and school/community support. These factors should include an annual review of the yearly participation summary (7-12), end-of-the-year activities summary (7-12), coach/ parent/ student/athletic dialogue and ongoing discussions in the advisor/advisee program. When all the information gathered from these sources indicates a need for additions or reductions in the co-curricular program, the high school/middle school administration will formulate recommendations to be presented to the Board for approval.

ELIGIBILITY RULES

To retain eligibility for participation in Neenah Joint School District co-curricular activities, students must conduct themselves as good citizens, both in and out of school, at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community. **The Eligibility and Code of Conduct Rules are in effect on a year-round (12 month) basis. Consequences will be immediately applied or enforced at the start of the student's next activity if that student is not involved in an activity at the time of the violation.**

ACADEMIC: The student must be enrolled as a full-time student in the Neenah Joint School District. A student must pass five courses and may not have more than one failure to be eligible to participate in co-curricular activities.

Ineligible students will be prohibited from competition or performance for 15 scheduled school days during this period of academic ineligibility. In addition, the student may be prohibited from practice at the discretion of the coach or activities director. Ineligible students may not miss class to attend a practice or an event.

Incompletes shall count as failures until made up. Eligibility for any 15-day period shall be determined by the last grade reporting period. Second semester grades can be made up in summer school.

ATHLETICS: Athletes need to have a signed student and parent WIAA Guidelines H.S. Eligibility Information Bulletin.

ATTENDANCE: Students appearing as unexcused from class or study hall will be ineligible to practice, perform, or compete in any activity on the day of the unexcused absence. A student must be in school all day on the day of a practice/contest/performance to be eligible to practice/compete/perform. Excused absences (doctor/dental appointments, family emergencies, etc.) should be pre-approved by the Activities Director or an administrator.

A student, when he or she joins an activity, is expected to dedicate the time specified for practice by the Coach/Advisor. Regular attendance at practice sessions/events is required. At the discretion of each Coach/Advisor, when a student is absent due to being on vacation with his/her family, and/or is in a conflicting school event/activity, the student may receive a consequence, if any, that will not exceed one-half (1/2) of the First Offense consequence (12.5%). Participants and their parents are highly encouraged to speak with their Coach/Advisor as soon as possible if there are plans for the student to miss any part of the season.

CO-CURRICULAR CODE MEETING: The parent/guardian and student must attend the mandatory Co-Curricular Code Meeting each year of participation. All participants and a parent/guardian must return a signed Neenah High School Co-Curricular Code of Conduct Commitment Form prior to starting the activity.

DRESS: Every co-curricular participant is expected to maintain appropriate standards of dress and grooming while representing their school or team.

EMERGENCY MEDICAL FORM: An emergency medical form must be completed each year.

EQUIPMENT: Each student is responsible for the school equipment issued to him/her. All lost equipment must be paid for by the student to whom it was issued prior to any involvement in another school activity. Any student possessing school equipment not issued to that student faces disciplinary action which may prevent his/her further involvement in any Neenah Joint School District student activity.

INJURY DURING ACTIVITY OR CONTEST: Any student who is injured during an activity or contest shall report the injury to the Coach/Advisor or Athletic Trainer at once.

QUITTING/DROPPED FROM TEAM: Students who are dropped from one activity for disciplinary reasons, or who quit, shall not be eligible to compete in another activity for that particular season without mutual agreement of Coach/Advisor. However, any student who is cut may compete in another activity during that season.

TRANSPORTATION: A student who travels to an out-of-town activity with a school group must return with the group. The only exception to this rule is if parents or guardians are present at the out-of-town site, they may request that their son/daughter return with them. This request must be made in person by the parent or guardian to the Coach/Advisor. The request must include written permission releasing the Neenah Joint School District of responsibility for transportation.

OTHER: If the number of students trying out for an activity is more than the facilities and equipment can accommodate, selection will be made on the basis of ability shown. The middle schools will encourage participation of as many students as possible in an activity.

CODE OF CONDUCT RULES

Any student who, after a hearing at which the student shall be confronted with an allegation, the basis of the allegation, and given an opportunity to tell his/her side, is found to have violated the Neenah Joint School District's Code of Conduct Rule will be deemed ineligible for a period as

described below. A student may lose eligibility under the Code of Conduct Rule for any of the following behaviors:

Chemical Health Behavior:

Possession, use, or purchase of tobacco products, regardless of the student's age. This includes e-cigarettes.

Possession, use, or purchase of alcoholic beverages, including beer and wine, regardless of the student's age per Code of Conduct Rule #14.

Possession, use, purchase, or attempted sale/purchase of illegal drugs, look-a-like drugs, or mood-altering substances, or the unauthorized possession, use, purchase, or attempted sale/purchase of unlawful drugs, drug paraphernalia or mood-altering substances. Again, this includes e-cigarettes. Unlawful or school violation by possession, use, purchase, or attempted sale/purchase of prescription medication.

Possession, use, or purchase of any WIAA performance-enhancing and banned substances by student athletes.

Being in attendance at a function or party where the student knows, or has reason to know, that alcohol or other drugs are being consumed illegally by minors and fails to leave despite having a reasonable opportunity to do so (also referred to as the "Mere Presence Rule").

Any student who has a gathering at his/her home/property where alcohol or drugs are being used

will be given a penalty at the next highest level at which he/she would normally be suspended.

Example: If a student hosts a party, and it is his/her first violation, since the party was at his/her

home/property, he/she would be given a violation as their second offense. NOTE: A student

who hosts a party may not use the "Admission Prior to Determination" reduction.

Criminal and other Inappropriate Behavior:

1. Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing violations).
2. Excessively inappropriate or offensive conduct such as assaulting staff or students, or gross insubordination (talking back or refusing to cooperate with adults/authorities).
NOTE: This includes group conduct.
3. Hazing is not permitted. No co-curricular participant shall stage any type of initiation ceremony or hazing for co-curricular participants at any time and on any level.
4. Harassment and/or Bullying is not allowed per School Board Policy.

Electronic Device/Internet Behavior:

1. Students will not represent themselves or others inappropriately or unlawfully on the Internet or any other form of electronic device. This would include blog sites, instant messages, social networking, texting, etc.
2. Any identifiable image, photo or video which implicates a co-curricular participant to have been in possession or presence of alcohol and/or drugs or portrays actual use, or out of character behavior or crime, shall be confirmation of a violation of the Code of Conduct.

Other:

1. The Administration will consider the complete set of factual circumstances for each situation and assign appropriate consequences based upon the nature and extent of the violation of the Code of Conduct.
2. Any situation or problem that may arise that is not specifically covered above may be reviewed by the Administration.

If a Neenah Joint School District Administrator or Activities Director has a reasonable suspicion that a specific co-curricular participant may have violated the district's code of conduct, he/she may question that student about a possible violation. In responding to any such questioning about his/her personal actions, it is expected that the student shall answer truthfully. Also during the questioning process, a student may not attempt to mislead or misrepresent himself/herself which may impede the investigation.

PROCESS FOR DETERMINING VIOLATION(S) OF CODE OF CONDUCT RULES

Any student reported for a violation of any of the eligibility or Code of Conduct rules shall have a fair hearing, and the following process shall be used:

1. Violations of the Code of Conduct Rule will be deemed authentic based upon the word of an authorized adult, which is defined as a coach, sponsor, administrator, teacher, police officer, the student's parent or guardian, or by the admission of the student.
2. The building administrator and/or designee who may include the Assistant Principal, Activities Director, or Coach/Advisor will meet with the student to determine rule violations.
3. An attempt will be made to contact a parent/guardian concerning the penalty established.
4. The student and parent/guardian will be informed, in writing, of the nature of the offense and the penalty deemed appropriate by the administrator or designee.
5. The parent/guardian may appeal the penalty decision. This written appeal is to be sent to the Principal within seven (7) school days of the parent/guardian receiving the notice of the penalty. The Principal will refer the appeal to the Co-Curricular Council. The Co-Curricular Council will be designated and chaired by the Principal or his/her designee who also will serve as a non-voting member. There will be separate councils at Horace Mann, Shattuck, and Neenah High School. These Councils will deal with appeals from any co-curricular activity. The Co-Curricular Council will consist of five members each having one vote. Length of term for all Representatives will be one year. The members are two Representatives from the athletic area; one Representative from the music area; one At-Large Activity Sponsor; and one Teacher-At-Large.
6. The student, and/or parent/guardian may appeal the decision of the Co-Curricular Council by following the grievance procedures outlined in Section 523.5 of the Neenah Joint School District Board of Education Policies.

PENALTIES FOR VIOLATION OF CODE OF CONDUCT RULE

First Offense within the Student's Middle School/High School Career: 25% of the regular scheduled events (to include the first WIAA playoff contest). If the suspension is not completed when a season ends, the remainder of the suspension will be served during the next season in which the student participates. Those students subjected to a penalty because of a drug or

alcohol related offense are required to complete a chemical assessment offered by the Student Assistance Program.

Second Offense within the Student's Middle School/High School Career: 50% of the regularly scheduled events (to include the first WIAA playoff contest). If the suspension is not completed when a season ends, the remainder of the suspension will be served during the next season in which the student participates. Those students subjected to a penalty because of a second offense related to the use of drugs or alcohol are required to have a chemical assessment and to be involved in an AODA support group as determined by the building administrator.

Third or More Offense(s) within the Student's Middle School/High School Career: Calendar-year suspension. (Twelve months from the date of penalty). Those students subjected to a penalty because of a third offense relating to chemical misuse are required to have a chemical assessment and to successfully complete a prescribed program as deemed appropriate by the building administrator prior to further participation.

Severity Clause: Any student who supplies alcoholic beverages, controlled substances, and/or unlawfully possesses or uses a weapon will receive at least a one-year suspension from participation in Neenah Joint School District activities. A student who is convicted of a felony or a Class A misdemeanor will not be permitted to participate in any activity for a minimum of one calendar year from the date of conviction. The Neenah School District expressly reserves the right to impose a penalty for a student who is charged with a criminal act as it deems appropriate for each individual situation and/or case regardless of whether it is the first, second or third offense.

Mere Presence Consequences: A student who violates the "Mere Presence" provision of this policy shall serve no more than one-half of the established penalty for the first, second, and third/subsequent violations. The following list outlines what a student could do if he/she finds him or herself in a situation where alcohol and/or other drugs are being consumed illegally by minors:

1. Leave immediately! An intention to leave is not a defense, nor is being the "designated driver";
2. Stay and risk the loss of eligibility for co-curricular activities.

Admission Prior to Determination (Self-Reporting a Violation): Students in activities who turn themselves in to school authorities and/or a coach or advisor within 24 hours, or by the next school day and, who do not attempt to deceive or mislead school officials shall receive a 15% suspension from all activities. Any student involved in a co-curricular code violation for which there is a police citation, report or involvement of a police department may not self-refer under this honesty reduction policy. This reduction is available for first offenses only. This reduction is not available for second, third, or subsequent offenses.

Limited Schedule: For those activities with a limited schedule of events, a violation may result in exclusion from that activity. Administrative discretion regarding specific penalties may be applied to situations in which students are participating in only one event. The District expressly reserves the right to impose any penalty it deems appropriate for each individual situation and/or case.

Special circumstances that may affect penalties for violations:

1. If the student is eligible for, and currently in a co-curricular activity, the period of ineligibility will begin immediately upon a violation being established. If the student is not currently in a co-curricular activity, or if the penalty goes beyond the season or time period of the activity, the penalty will be carried over to the student's next co-curricular activity participation.
2. If a student drops out of an activity prior to completion of an ineligibility period, the full penalty or the remainder of the penalty, based on the administration's discretion, will begin when the student seeks to participate in a co-curricular activity.
3. An ineligible student shall attend all practices or rehearsals, but may not "suit up" or perform/participate.
4. If a student violates the Code of Conduct Rule while ineligible due to an earlier violation, the penalty for the subsequent offense will begin at the completion of the earlier penalty.
5. A student who is released from incarceration (under the Huber Law, electronic monitoring program, or any other program that releases a student from incarceration to attend school) may not participate in activities which are subject to regulation under the Good Conduct Rule. When a student is released from incarceration, he/she will not be eligible to participate in any activity until the next full season begins.
6. Coaches/Advisors have the right to enforce penalties in addition to those imposed by the administrator involved. The administrator will make parents/guardians aware of this possibility.
7. The minimum penalty for violations of the Neenah Joint School District Code of Conduct, which occur after a school begins WIAA tournament competition, is immediate disqualification of the student for the remainder of the total WIAA tournament series in that sport. (WIAA policy).

Grievance Procedure For Students (Board Policy 523)

- a. Definition: a grievance may be defined as any request, complaint, controversy, or dispute
- b. arising between students, between a student and a staff member, or between a student and the school.
- c. Grievances should be settled as promptly and as close to the point of origin as possible.
- d. **STAGE ONE** – Grievances may be taken up with faculty, counselors, or administration, or (where appropriate) with the Student Council.
- e. **STAGE TWO** – If a grievance is not settled to the mutual satisfaction of the parties concerned within five (5) school days, then the grievance shall be reduced to writing. The grievance may then be submitted to the principal in a further effort to clarify and resolve the grievance.
- f. **STAGE THREE** – If the grievance is not settled to the mutual satisfaction of the parties concerned within five (5) school days, then the grievance may be submitted to the Superintendent or a designated administrator in a further effort to resolve the grievance.
- g. **STAGE FOUR** – If the grievance is not settled to the mutual satisfaction of the parties concerned within ten (10) school days, then the grievance may be submitted to the Board for final determination. The parties to the grievance are obligated to accept the decision of the Board as binding and final. It is the responsibility of the aggrieved to initiate the above stage.

GUIDANCE RESOURCES

Counseling Services

Neenah High School offers full-time counseling services. The door is open to all students and parents to schedule an appointment with a counselor. The purpose of the counseling program is to provide assistance to students, families, and teachers and to assist in making the educational process as effective as possible. Secondary counseling services include academic counseling, personal counseling, crisis intervention, program and career exploration, and post-graduate planning. As a part of personal counseling or crisis intervention, your child may be asked to complete a Reynolds Adolescent Depression Scale (RADS) by his/her school counselor as one way to assess concerns regarding symptoms of depression and its severity. This scale will be scored and interpreted by a school psychologist. The results will be forwarded back to the referring school counselor. If you would like to review the Reynolds Adolescent Depression Scale, please make an appointment with your child's counselor. You may also opt your child out of this potential assessment by contacting the counseling office.

School Counseling Individual and Group Sessions

Individual and small group sessions are part of the Responsive Services component of our comprehensive school counseling model that is mandated by DPI (Standard "e"), and as such can be made available as need arises for students in our school. Therefore, if you should wish for your child to refrain from participation in individual or group sessions with school counselors, please indicate your desire by contacting our counseling office. Otherwise, it will be assumed that your child may take advantage of the full scope of our comprehensive school-counseling model as it has been designed and as requests or referrals are made on his/her behalf.

NCAA (National Collegiate Athletic Association)

Do you plan to be a college athlete? Did you know that the NCAA has specific requirements for incoming college athletes? Requirements must be met in order for a student to be able to practice, play and receive a scholarship at a NCAA Division I or II College or university. For further information and resources, you can explore the NCAA website for college-bound student-athletes here: http://web1.ncaa.org/ECWR2/NCAA_EMS/NCAA.jsp

Most importantly, if you are a prospective college athlete, whether you are in grades 9, 10, 11, or 12, please inform:

- Your Neenah High School counselor
- Your Neenah High School coach
- The Neenah High School Activities Office

Student Assistant Program (S.A.P.)

In an effort to promote a healthy school environment, the Student Assistant Program works in several ways. It provides a prevention element by educating students to make good decisions about the use of alcohol and drug abuse and provides an early identification and intervention with students having chemical abuse or misuse problems that can impede their success in school. For more information, please contact your school counselor.

Counselor Assignments

Beth Altekruise	M, N, P
Marcy Bauman	F, I, J, L, T
Christine Christensen (S.A.P.)	E, K
Kristin Mahoney	G, H, W, V
Emily Hennes	D, O, Q, U, X, Z
Natalie Shea	R, S
Felicia Torres	A, B, C, Y

NHS SCHEDULE 2019 - 2020		
DAY - 1		
10 minute passing, 90 minute classes		
PERIOD	TIME	
Teacher Office Hrs.	7:40 – 8:00	
1	8:00 – 9:40	
2	9:50 – 11:20	
A Closer Look at Mod 3		
3A LUNCH 30 minutes 11:30 – 12:00	3B CLASS 45 minutes 11:30 – 12:15	3C CLASS 90 minutes 11:30 – 1:00
	3B LUNCH 30 minutes 12:15 – 12:45	
3A CLASS 90 minutes 12:10 – 1:40	3B CLASS 45 minutes 12:55 – 1:40	3C LUNCH 30 minutes 1:10 – 1:40
4	1:50 – 3:22	

NHS SCHEDULE 2019 - 2020		
DAY - 2		
10 minute passing, 90 minute classes		
PERIOD	TIME	
Teacher Office Hrs.	7:40 – 8:00	
1	8:00 – 9:40	
2	9:50 – 11:20	
A Closer Look at Mod 3		
3A LUNCH 30 minutes 11:30 – 12:00	3B CLASS 45 minutes 11:30 – 12:15	3C CLASS 90 minutes 11:30 – 1:00
	3B LUNCH 30 minutes 12:15 – 12:45	
3A CLASS 90 minutes 12:10 – 1:40	3B CLASS 45 minutes 12:55 – 1:40	3C LUNCH 30 minutes 1:10 – 1:40
AACP	1:50 – 3:22	

2019-2020 Bell Schedules