



**New Holstein
Middle School
2024-2025**

If you are a student or parent of a student in our middle school, this handbook is for you!

You can use it to help:

Understand Policies

This handbook provides outlines to important educational policies that must be handled within the classroom.

Develop an Understanding

Refer to this handbook, if there is a question or concern regarding any situation at New Holstein Middle School. If you have further questions, please contact the building administration.

Effectively Assist Your Student

The middle school years are times of big physical and emotional changes in your student. Use the policies outlined to make the classroom experience a positive one for all students.



School Colors

Cardinal Red and White

School Mascot

Husky

PBIS/Husky Way Mission Statement

The New Holstein Middle School's mission is to create and promote a school climate where every individual can achieve social, emotional, and academic success. This will be accomplished by treating each other with respect, taking responsibility for our actions, and striving for a safe, positive learning community.

Middle Schools Are Special

The New Holstein Middle School contains characteristics of both elementary and high school, yet it is not completely like either. The goal of the middle school is to help students make the transition from the self-contained classrooms of the elementary to the departmentalization of the high school. In addition, the middle school focuses on the mastery of a student's academic and social behaviors in order to provide them with the necessary skills to be successful in high school, their career, and life. To achieve these goals, teachers provide a variety of educational and social activities for the students. These are designed with adolescents in mind.

Middle School Expectations

As a New Holstein Middle School student, you will be expected to:

1. Respect staff, fellow students, and visitors
2. Respect individual and school property
3. Take responsibility for your own actions
4. Allow teachers the right to teach and students the right to learn
5. Use common courtesies such as please, thank you, hello, excuse me, etc..
6. Take pride in yourself, your work, your school, and your community
7. Come to school and class on time, with proper materials ready to do the best work you can do
8. Provide an atmosphere free of harassment and aggressive behavior



Middle School Faculty/Staff Roster

Nett, Dan	Superintendent
Jacobson, Dr. Amanda	Middle School Principal / ELL Coordinator
Pritchard, Mary	Elementary Principal / Summer School Coordinator
Morales, Jennifer	Elementary Assistant Principal
Olig, Doug	High School Principal
Verhagen, Lori	Director of Curriculum & Instruction
Vinney, Megan	Director of Special Education/ MS Special Education
<hr/>	
Belisle, Dale	8-12 th Grade Technical Education
Brandes, Hayley	6-8 th Grade Special Education
Compton, Sienna	8 th Grade Social Studies
Fiedler, Nicole	7 th grade ELA
Firman, Amy	6-8 th Grade Guidance Counselor
Haupt, Jody	7 th Grade Spanish
Heinbuch, Joseph	8-12 th Grade Agricultural Education
Hoerth, Jason	6-8 th Grade Physical Education/ Athletic Director
Knoener, Rita	6 th Grade Social Studies/ 6 th grade Coding
Laabs, Nathan	8 th Grade Science
Lahm, Lori	6 th Grade Science/ 6 th grade PLTW
Lau, Megan	5-12 th Band
Meyer, Timothy	8-12 th Grade Technical Education
Mueller, Dale	7-12 th Grade Health Education
Puetz, Courtney	7 th Grade Math/7 th Grade Spanish
Peotter, Joel	8 th Grade PLTW
Rupp, Sara	8 th Grade Math/ Algebra
Schaal, Samantha	7 th Grade Science/ 7 th Grade PLTW
Schultz, Brenda	MS Administrative Assistant
Simon, Danielle	6 th Grade ELA
Skinkis, Rachel	6 th Grade Math
Steinmetz, Nicole	6-8 th Grade Art
Tomchek, Heather	7 th Grade Social Studies
Thompson, Corbin	8 th Grade English Language Arts
Tschudy, Jason	6-8 th Grade Special Education
Vanderlinden, Maria	Pre K – 12 School Nurse
Williamson, Amber	6-12 th Grade Choral Music

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GRADING AND RELATED INFORMATION

ACADEMIC STANDARDS (PROMOTION/RETENTION)

Students are expected to perform according to their best ability. It is necessary that, in each class, you put forth your best effort. Sixth grade classes are a prerequisite to seventh, and so forth. It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development. (Board Policy 5410)

A student will be promoted to the succeeding grade level when she/he has:

- a. completed the course requirements at the presently assigned grade;
- b. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- c. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- d. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

Summer School Remediation • As a means for ensuring every student has the opportunity to gain mastery in a subject area, any student who has a failing average in a subject for the school year can be required to attend remedial summer school. Prior to attending summer school, the student, parents and staff will meet to develop a CARES plan. It is up to the student to follow the plan and put in the academic effort required to be successful.

Promotion from Grade 8 • The Board directs the District Administrator to prepare a list of specific criteria for promoting students from 8th grade. The criteria shall include the student's academic performance; the recommendations of teachers which shall be based solely on the student's academic performance; and any other academic criteria recommended for Board consideration.

ACADEMIC HONESTY

Cheating or academic dishonesty is never a good choice and can occur in different ways. Copying, plagiarizing and allowing someone to copy your work are some of the more common methods. If a student is caught cheating, a parent will be contacted, and a detention will be issued. The student will be expected to stay after school each night until the assignment is completed as instructed. A second offense will result in a zero, a call home and a suspension. All acts of cheating will be noted in the student's record file. Please make wise decisions. (BOE Policy 5505)

Plagiarism • Plagiarism involves using all or part of another person's ideas, works, or research and presenting it as one's own by not properly crediting the author. If you use another's exact words, enclose the words in quotation marks and credit the source. If you

are unsure about the proper way to credit the source, ask your teacher. Plagiarism is taken very seriously and will result in the student being expected to redo the assignment by a due date set by the teacher, with a possible reduction in the overall grade due to the student's failure to meet academic honesty requirements. This would also include AI generated materials.

ACCELERATION IN MATHEMATICS

The New Holstein Middle School recognizes the need for educational alternatives for students. This recognition includes consideration of the fact that some students may be candidates for acceleration because they are able to demonstrate advanced proficiency in the subject matter.

At the end of a school year, educators will conduct a comprehensive evaluation of all students to determine academic skill levels, and social-emotional adjustment. Students will be given the appropriate CPM Mathematics Readiness test at the end of each school year to evaluate their proficiency of grade level standards. Student who score 70% or higher on the CPM Mathematics Readiness test and score Proficient or Advanced on the most recent Forward Exam will be considered for placement in advanced mathematics coursework the following school year. If additional data is required in making an accurate determination of placement, staff may also consider the most recent I-Ready data, teacher recommendation, and/or other recent data points as needed.

STUDENT SUCCESS TEAM (SST PROGRAM)

The SST program monitors all students' progress to ensure that they meet specified screening criteria in academic, physical, and social-emotional-behavioral areas. The SST will work to identify students in need, behaviorally or academically. If a student is not reaching expectations in the core academic areas, it is the job of the SST team to work with parents, staff, and the student to create a plan for improvement in order to provide the student with positive learning opportunities. The SST, along with parents and the student, will work together to meet student needs.

GRADING PRACTICES (Target Based Grading)

Like any educational institution, we are always looking for the best way to collect data on student learning and share that information with students and parents. It is our goal for grades to be a reflection of what a student has learned, not how they behave. In order to meet that goal, we have adapted the concept of *Target Based Grading* to better meet the needs of our students and make grades more reflective of the learning happening in our classrooms every day.

- a. **Homework** • Homework is practice, clear and simple. Teachers have been evaluating their homework practices to make sure it is purposeful and addresses the learning required. With that in mind, when a teacher assigns homework it is expected to be done

in order to practice learning. No one can master anything without practice, and learning at school is no exception. Students who fail to turn in work or put in best effort will be given an I (Incomplete) as the teacher does not have enough evidence of student learning to assign a grade; students who fail to turn in homework do so as a choice, not because they weren't given ample opportunity to get help and finish the practice work. (BOE Policy 5200)

Homework Purpose

- To promote good study habits
- To develop self-direction and responsibility for working
- To aide in mastery of a skill
- To initiate creativeness
- To stimulate learning
- To reinforce knowledge
- To inform parents of the work going on in the classroom and provide an avenue of cooperation

Teacher Responsibilities

- Make the purpose of the assignment clear
- Provide direction that will enable students to proceed on their own
- Be aware of other demands on a student's time
- Evaluate and review all homework
- Communicate to the student, at the beginning of the course, the method of evaluation of homework and its impact on the grade
- Use homework as a learning tool, not as busy work
- Provide alternate procedures for student to get help or make up missed assignments
- Provide homework feedback and enter scores in Skyward within one week of the homework due date (could be longer for more in depth projects)

Student Responsibilities

- Budget time to complete assignments on time
- Arrange to make up missed assignments by contacting the teacher upon return to school
- Ask for further explanation if original directions are not completely understood.
- Initiate the request for help when needed.
- Be familiar with each teacher's method of evaluation and requirements for homework.

Parent Responsibilities

- Become familiar with the school's philosophy and guidelines

- Communicate with the teacher when problems occur (via email or phone call)
- Encourage and seek to motivate your student to fulfill his/her homework responsibilities
- Provide an area where homework can be completed
- Avoid distractions during homework/study time
- Help your child with homework tasks and show your interest in successful completion. Do not do the work for your child!
- Check Skyward on a regular basis to monitor progress and establish communication with the teacher.

b. Assessments • There are two categories for grading: formative and summative.

- **Formative assessments** help the teacher monitor student learning that has happened at that point in the lesson or unit of study and gives them feedback on how to direct further instruction. While each teacher will define which assignments are formative assessments, these are often classified as “homework”, quizzes, learning checks, exit tickets, and others.
 - » *Not all student work is graded. There will be assignments that are designed for practice or review, which are not counted as part of a quarter cumulative grade.*
- **Summative assessments** measure the overall level of learning of the courses’ learning target or outcome. These measure the student’s level of mastery of the course content and skills. While each teacher will define their own summative assessments, these are often classified as exams, tests, projects, labs, and others.

c. Retakes • Students are allowed to retake any summative assessment in order to demonstrate improved mastery, and by extension improve their grade. Students will receive the higher of the two scores. At the beginning of the school year, each teacher will share with students a retake form with the steps and procedures required before a student can retake an assessment. It is important that students take the time and effort to master missed material before re-attempting an assessment. Students who receive an I or less than a 2 on a summative assessment are required to retake the assessment within a week of the original assessment or at a date arranged with the teacher not to exceed two weeks from the initial assessment.

d. Work Habits (Behaviors) • Students will receive two grades on each report card. One will be their academic grade that reflects academic knowledge in each content area; the other will be a *work habits grade* that reflects how well your student uses academic behaviors to aid in successful learning. We are working hard to make grades reflective of actual learning and reduce grade inflation. A copy of the Work Habit’s rubric can be found at the end of this handbook, Appendix F.

GRADING PERIODS

Summative grades will be calculated at the end of each semester indicating a student's overall grade for each course of study for that portion of the academic term. **Parents and students are encouraged to check student progress online regularly.** When a student is likely to receive an Incomplete or a 1, the parents will be notified in advance of the end of the grading period to the extent possible. **Student can only drop or add classes at semester**, unless it is a quarter course such as enrichment.

PROFICIENCY CRITERIA (ASSESSED BY TARGET)

A report card will be issued for each nine week period. Report Cards will not be mailed home, but are available for parents to view in Family Access via Skyward. The criteria for middle school grades are as follows (Board Policy 5421):

3 Proficient	2 Approaching	1 Needs Support	I Incomplete
<p>Student has demonstrated full evidence of learning and application in relation to the proficiency target at this point in the school year.</p> <p>Evidence gathered indicates consistent understanding and application.</p>	<p>Student has demonstrated partial evidence of learning and application in relation to the proficiency target at this point in the school year.</p> <p>Evidence gathered indicates progress is being made with identified gaps in understanding or application.</p>	<p>Student has demonstrated limited evidence of learning and application in relation to the proficiency target at this point in the school year.</p> <p>Evidence gathered indicates large gaps in understanding or application.</p>	<p>Student has not provided any evidence of learning and/or application in relation to the proficiency target at this point in the school year.</p>

Incompletes • At the end of the semester, a grade of "I" may be recorded by a teacher to indicate incomplete work on the part of the student. If the work remaining is not made up to the satisfaction of the teacher within two weeks following the end of the semester, the missing work will be recorded as a 1 and the resulting grade will be reported.

GRADE CONVERSION SCALE

At report card time, a student will be given an overall grade on their report card for each of their classes. In order to help parents better understand their student's target based grades, we have created the following conversion chart below.

Letter Grade	Grade Points	Scale Score Average
A	4	2.85 - 3.00
A/B	3.5	2.71 - 2.84
B	3	2.57 - 2.70
B/C	2.5	2.43 - 2.56
C	2	2.29 - 2.42
C/D	1.5	2.15 - 2.28
D	1	2.00 - 2.14
F	0	0.00 - 1.99

HUSKY TIME

Husky Time is time set aside in the school day for Response to Intervention (RTI) programming or enrichment. As outlined in our RTI/CARES handbook, students who are in need of assistance will be identified using a variety of data points. Students who are in need of additional assistance in the areas of math and ELA will receive specific and targeted intervention to help them move toward grade level proficiency. Students who are at grade level proficiency will take part in enrichment courses to help them practice their academic skills and provide additional learning experiences. Students will be progress monitored every 4-6 weeks in order to determine that placements are the most accurate and student needs are continually being met.

PARENT TEACHER CONFERENCES

Parent Teacher Conferences are held twice a year and are a great way for parents and teachers to work together to help students be successful, both in and out of school. Conferences at the middle school level are scheduled, student-led conferences in the Fall and unscheduled, first come, first served basis in the Spring. As always, attendance is voluntary but encouraged.

ATTENDANCE

School requires all students to attend school regularly in accordance with Wisconsin law. The New Holstein Middle School's educational programming is based on the presence of a student and requires the continuous attendance of a student for all instruction and classroom participation. Accordingly, the state of Wisconsin and the New Holstein School Board (Board Policies 5200, 5223) support regular attendance.

DEFINITIONS

a. Wisconsin Statute Compulsory School Attendance • State statute ([s.118.15](#)) requires school attendance of a child ages six to 18 unless he/she: (1) is excused, (2) has graduated, or (3) is enrolled in an alternative education program. The law further requires that any person having under his/her control a child between the ages of six and 18 shall require the child to attend school regularly during the full period and hours that school is in session until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age.

- It is the responsibility of the parent to provide reasons for their child's absence.
- **It is the responsibility of the school principal to determine whether the absence is acceptable (excused) or not acceptable (unexcused).**
- Students and/or parents who violate Wisconsin Statutes will be referred to the courts system and or human services for review.
- **In the State of Wisconsin, five unexcused absences (whether they be entire days or only part of days) in one semester is considered truancy.**

b. Attendance • There are four types of student absences:

- **Exempt Absence**

Students who are absent for part or all of the school day due to a court appearance, documented medical appointment, school function, and/or immediate family funeral (limited). These are absences that do not count against the 10 allowed parent excused days.

- **Pre-Approved Absence**

Students who know they will be absent for all or part of a school day must notify the office at least 24 hours before the date of their absence. Pre-approved absences count towards the 10 allowed parent excused days. Pre- Approved absences must not exceed 10 school days.

- **Excused Absence**

This type of school absence is primarily due to an unforeseen circumstance and does not require pre-approval to be excused. These include, but are not limited to, illness or injury without a doctor's excuse, emergency medical or dental appointments, extreme weather conditions or a vacation. Phone calls from a parent excusing an absence must be received in the office by 8:30am or it will be considered unexcused. Excused absences count toward the 10 allowed parent excused days.

- **Unexcused Absence**

This includes, but is not limited to, tardiness, reporting late to school without an excuse that falls into one of the above categories, truancy/skipping, oversleeping, car trouble, and/or failure to notify the office of the absence in accordance with school policy.

BEGINNING OF THE DAY

Students are to arrive at school in the morning at a reasonable time. Those who do not ride the bus to school should not arrive earlier than 7:15 A.M. Students arriving prior to the start of the school day must stay in the Commons area of the Middle School. Only those students who use our breakfast program are allowed to enter the cafeteria.

Reporting an absence • All student absences must be reported to the school office by a parent or guardian (898-4769) by 8:30 am on the day of the absence. Failure to contact the office within 24 hours of the student's absence (parent initiated) will result in the absence being unexcused, and the appropriate disciplinary action will be taken.

Before you report to your assigned first hour class each morning, you should take care of paying for lunch, using the restrooms, getting bus passes or any other business you may have. By 7:55 A.M. students need to be in their first hour class prepared and ready to learn.

TARDY POLICY

Tardiness interferes with instruction and student learning. Students are expected to be on time for all classes. Students who are late for an individual class 3 or more times in a quarter will be given a detention by the teacher. Any further tardies for that class will be referred to and handled by the office.

Beginning of the school day tardy policy • If you arrive after the start of the school day you will be considered tardy and must obtain a pass from the office to enter your class.

PERMISSION TO LEAVE SCHOOL EARLY

In all situations, students must obtain a permit to leave the building from the office before leaving the school. **Students are not to contact parents on devices other than the phone provided in the office.** Students who need to be dismissed before the end of the school day must bring a note from a parent/guardian requesting dismissal (that includes a reason for the absence) or a parent/guardian must telephone the school by 8:30am. Students must sign out in the office before leaving and a parent must come into the office to pick up their student.

Upon returning to school from an appointment or arriving to school late, students must sign in at the school office. Students who leave campus leave at their own risk. Parents/guardians assume responsibility and liability for the time their child is off-campus during the school day unless the child is on a board approved, school- sponsored field trip.

MAKE UP WORK (ABSENCE)

All students with excused absences will be given the opportunity to make up work missed in accordance with the following guidelines:

1. It is the student's responsibility to contact the teacher to make arrangements for making up work missed during their absence from school. (see procedure below)
2. Students who miss classes will be given the opportunity, whenever possible, to make up work missed when they return to school. Any class work assigned to the student on the yellow absence form will be expected to be completed and turned in when they return.
3. Teachers will be asked to grant the number of days absent for makeup time of any classwork not given prior to departure. This provision applies to all work assigned during the absence.
4. Examinations missed during an excused absence will be permitted to be taken at a time determined by the teacher. If a student had knowledge of an examination or project due date prior to the absence, the teacher can expect to administer the examination/project upon the students return.

Failure to obtain make up work from the teachers upon returning to school is no excuse for not doing work missed. Failure to make up work missed could result in failure of classes.

Procedure for a Pre-Excused Absence • Students who have a planned, excused absence must provide notification from their parent/guardian at least 24 hours before departure to the middle school office outlining the reason and duration of the excused absence. Students will be given a yellow absence form to be filled out by each of the student's teachers (core + specials). The student must turn the yellow sheet into the office prior to departure and a copy will be given to the student for reference. All homework listed on this form must be completed and turned into the teacher upon return, unless other arrangements have been made with the teacher and noted on the form.

TRUANCY

Truancy means any absence of part or all of one or more school days during which the school attendance officer, principal or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student, and also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law.

HABITUAL TRUANT

A *habitual truant* is defined as a student who is absent from school without an acceptable excuse for part of or all of five or more days on which school is held during a school semester or 10 days throughout the year.

STUDENT BEHAVIOR AND CONDUCT

The District is committed to maintaining an orderly academic climate. Teachers are expected to create a positive learning climate for students in their classrooms and to maintain proper order. Students are expected to behave in the classroom in such a manner that allows teachers to effectively carry out their lesson plans and students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the Board, administration and their classroom teachers.

Student behavior that is dangerous, disruptive or unruly or that interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement as outlined below. In addition, the student may be subject to disciplinary action in accordance with established Board policies and school rules.

ALTERNATIVE PLACEMENT PROCESS

When a *student* becomes a chronic discipline problem, it may become necessary to educate a student in an alternative environment. This could mean in a separate environment within the school, at home, online, or at an off-campus site. Administrative discretion about placement will be determined on a case by case basis.

APPROPRIATE LANGUAGE

Using swear words, gestures, religious, racial, and sexual slurs as well as other hate words are not allowed. If you are upset with someone, cool down before you say something that can get you into trouble. Adults have to do this every day. If you want to be treated like an adult, you have to act like one. Your binders and belongings may not display inappropriate words or gestures.

Words that sound like swear words or gestures that appear unacceptable are also not allowed. If we cannot tell the difference or feel that you are simply using a "sounds-a-like", it will be treated the same as profanity. Be respectful of others and learn to express yourself in a socially acceptable way, especially when you are angry.

ASSEMBLIES

We ask that students move quickly to the assigned meeting place and take seats for the assembly programs with their assigned groups and seating area. Student who do not follow proper behavior will be removed from the assembly and will not be allowed to attend the next assembly. A second removal from an assembly will result in the denial of assembly privileges for the remainder of the year.

CODE OF CONDUCT IN VIRTUAL CLASSROOMS

Students engaged in classes conducted in a virtual/online environment are considered, for conduct purposes, to be in attendance at school. Policies, rules, and expectations for student conduct while at school, or under the supervision of school authorities while at a school-sponsored activity, also apply to students when engaged in online learning activities. (BOE policy 5500.01)

Conduct that is not permitted at school is also not permitted during online learning in a virtual classroom setting. This includes, but is not limited to, the following prohibited behaviors:

- A. Use or display of a weapon;
- B. Use or display of tobacco or related products such as electronic/vaping instruments;
- C. Use or display of alcohol or illegal drugs;
- D. Dress or attire in violation of the student dress code;
- E. Language or gestures in violation of the student code of conduct;
- F. Display, including as a background, of images or artifacts in violation of nondiscrimination policies or otherwise inappropriate;
- G. Use of cell phones unless authorized by the teacher as part of class activities, including use of cell phone or any other recording device to record or photograph class;
- H. Leaving the virtual classroom during class without the teacher's permission.

DEFIANCE

During the middle school years, student will try out new behaviors. One of them might be to challenge authority. Part of being responsible is doing things that may not be your favorite thing to do. Doing what you don't like demonstrates character and is being respectful. Challenging authority by defiance will only get you in trouble. If you are being asked to do something you feel is wrong, choose the right time and right way to express your concern. This usually means asking the teacher when and where the proper time and place would be. This allows the teacher to give you their full attention in a private setting. The right way means keeping an open-mind and not accusing or losing your temper. If you feel you were not heard, talk to your parents, a counselor, or the Principal. Again, simply defying authority will make the problem worse.

DETENTIONS

A teacher or principal may assign a detention for inappropriate behavior. These detentions will be served during lunch period based on availability of supervision, but could be served after school if behaviors continue. If a student has an after school activity or sporting event, the student must serve the detention prior to participation in the after school event/sport.

DO THE RIGHT THING

In the middle of all these do's and don'ts, we wanted you to be aware of one big DO. *Do the right thing.* Sometimes it's hard to know what that is. The tough part for staff members, is when we see good kids (and that's all of you) do the wrong thing. Some of you get pulled in by friends, sometimes you don't think before you act, and sometimes you just make a poor choice. Walk away when you see friends doing the wrong thing. If it's serious, report it to staff members or see the Principal right away. Friends should not let someone hurt someone else or themselves. If someone is in danger from themselves or others, **REPORT IT!** We want you to know that we believe that all of you can *do the right thing*. Here are some examples of doing the right thing:

- Reporting anyone who is getting ready to fight
- Telling an adult if someone has something dangerous at school
- Turning in something that doesn't belong to you
- Reporting anything that might be drugs at school
- Telling an adult if someone is threatening to hurt themselves

Not wanting to be a snitch doesn't absolve you from your responsibility to alert an adult. Failing to report an incident can result in someone or the school being hurt.

EXPULSIONS

New Holstein School Board policy and state law allows for the expulsion of a student from school when deemed appropriate and in the best interest of the school district. Except when required by law, expulsion is the last resort after other alternatives have been considered. A student may be referred to the district administrator for possible expulsion when conduct seriously endangers the property, health, or safety of the school, school district employees, school board members, students, or others during school hours or at school functions. The district administrator will review the circumstances, and refer the matter to the school board for expulsion consideration if the circumstances warrant.

FALSE REPORTING

Students who show integrity do not lie. One way to lose integrity would be to make a false report against someone. A false report is an accusation against another person when you know what you are saying isn't true or is embellished. Filing a false report to the police is a

crime. Be respectful of other people's reputation and do not accuse them of things they have not done.

FIGHTING

No student shall participate in, encourage, or instigate any fighting at school or at a school function. Also, no student will threaten, coerce, intimidate or annoy, either singly or in groups, any other students or staff member. "Play fighting" is considered fighting. Students who become involved in this type of conduct will be immediately sent to the office and are subject to suspension, and possibly a referral to the School Resource Officer, depending on the extent of the involvement.

LOCKER POLICY

The School District of New Holstein retains ownership and possessory control of all pupil lockers. A locker will be assigned to each student at the beginning of the school year. Engaging of the built in locks is not mandatory but highly encouraged, as the school cannot be held responsible for items missing or stolen from an unlocked locker. Students are not to share lockers with friends and should not share their locker combinations with others. Pupil lockers are subject to search as determined necessary or appropriate without consent of the pupil assigned the locker, and without obtaining a search warrant. Pupil lockers may be searched by school administrators, teachers, school resource officers, custodial and maintenance employees, and other individuals as approved by the principal or superintendent. (Board Policy 5771)

Interviews and Searches by School Personnel • Occasionally, administration may find it necessary to call the School Resource Officer (SRO) for assistance in handling a student who is out of control or has broken a law. The SRO or Law Enforcement may search your locker if they have a warrant or reasonable suspicion that you have unlawful items in your locker. Police are permitted to interview a student in school without your parent's consent. However, administration will inform parents of the interview. You have the same rights you would have outside of the school. (Board Policy 5771)

PUBLIC DISPLAYS OF AFFECTION

School is a place to learn. Walking with arms around each other, holding hands, and/or kissing and fondling is prohibited on school grounds, at school functions, or on buses.

RESPECT TOWARD STAFF

Students are expected to show respect and courtesy toward all staff members. Students will also follow any directions from a staff member. Any derogatory, negative, or inappropriate comment directed at or toward staff will not be tolerated. This includes swearing. Students who show disrespect toward New Holstein School staff may receive a detention, suspension, and/or a referral to the School Resource Officer, depending upon the severity of the act.

SOLICITING

You are not allowed to bring items to school to sell without permission of a school administrator. No outside fundraising will be allowed during the lunch period.

SUSPENSIONS

Students who are suspended have the right to make up work missed during a suspension. No student will be denied the right to take any quarterly, semester or grading period examinations that were missed during the period of suspension. The school shall specify the conditions, though, under which the student will complete this work. Any student on suspension will be suspended from any and all co-curricular school or after-school related activities until they are reinstated into their classes.

VIOLENT, AGGRESSIVE, AND/OR THREATENING BEHAVIOR

Violent, aggressive, harassing and/or threatening behavior on school premises, buses, at any school event, or off school grounds causing a disruption to the school day will not be tolerated. This will be dealt with immediately and appropriate action will be taken. Violent, aggressive, and/or threatening behavior may or may not involve dangerous weapons. This behavior includes, but is not limited to, disorderly conduct, battery, mayhem, aggravated battery, injury by conduct regardless of life and harassment. The school will treat these actions very seriously and has implemented school rules on violence, aggressive, and/or threatening behavior that could result in a student being expelled from school. Students who endanger the property, health, and/or safety of ANY student, school employee or school board member of the district, regardless of whether the pupil's conduct or action take place on or off school grounds, will be handled under the following guidelines. (Wisconsin Statutes 120.13 (1)(c))

Violent Language • *Be careful with what you say.* With the violence that has occurred in the last few years at schools, threats or violent language will not be looked at as jokes. If you make statements or threats to kill someone, bring a weapon or bomb to school, or commit any violent act will be taken seriously. Making comments of this nature will usually result in a suspension until the school and/or police decide whether or not a real threat exists. *Be responsible with what you hear.* If you know of a student who speaks of violence, makes threats, or seems intent on hurting someone or themselves, be responsible and let an adult know right away.

HARRASSMENT/BULLYING

Harassment, in any form, will not be tolerated. Per Board Policies 5516, 5517, 5517.01, *bullying* is defined as deliberate or intentional behavior using word or actions, intended to cause fear, intimidation, or harm. Bullying is behavior that is intentional, repeated, and

creates imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. Some examples of bullying are (but not limited to):

- a. **Physical** • hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- b. **Verbal** • taunting, malicious teasing, insulting, name calling, making threats.
- c. **Psychological** • spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- d. **Cyberbullying** • the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

Please see either your school principal or school counselor if you feel you are being harassed.

Consequences for Violation • A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Student Code of Conduct, which may include, but is not limited to:

- Counseling within the school
- Parental conference
- Loss of school privileges
- Transfer to another class and/or bus
- Detention, suspension, or expulsion
- Referral to law enforcement officials

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, inform parents, take appropriate action, and conform with any discovery or disclosure obligations. To the extent appropriate in conducting a thorough investigation and/or as legally permitted, confidentiality will be maintained during the investigation process.

SEXUAL HARASSMENT

The New Holstein School District prohibits sexual harassment under any circumstance.

Definition • *Sexual harassment* has been defined by the Equal Employment Opportunities Commission as follows:

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made

either explicitly or implicitly a term or condition of an individual's employment or academic status, (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual, or (3) such conduct has the purpose or effect or unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive environment.

Individuals who experience sexual harassment should make it clear that such behavior is offensive to them and may process a complaint pursuant to established procedures.

Sexual harassment may include actions such as:

- Sex-oriented verbal kidding or abuse;
- Sexual contact as defined by statutes; and
- Demand for sexual favors, accompanied by implied or overt promises or preferential treatment or threats concerning an individual's employment or academic status

Harassment/Bullying/Sexual Harassment Complaint Procedure • Any student that believes s/he has been or is the victim of bullying/harassment should immediately report the situation to the building principal or assistant principal, or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator. Every student is encouraged to report any situation that they believe to be bullying/harassing behavior directed toward a student. All school staff members and school officials who observe or become aware of acts of bullying/harassment are required to report these acts to the building principal or assistant principal, or the District Administrator (Board Policy 5517).

The following procedure is adopted to provide for the resolution of student complaints alleging any discrimination due to harassment. All complaints about behavior that may violate this policy shall be investigated promptly by the building principal. Procedures are as follows:

- The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.
- If, during an investigation of a reported act of bullying in accordance with this Policy, the principal determines that the reported misconduct may have created a hostile learning environment and may have constituted harassment based any characteristic protected by Federal or state civil rights laws, the principal will report the act of bullying to one of the Compliance Officers who shall assume responsibility to investigate (Policy 5517).
- Parents of each student involved in the bullying report will be notified prior to the conclusion of the investigation. The District shall maintain the confidentiality of the report and any related student records to the extent required by law.
- If the investigation finds that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include student discipline, including (but not limited to): reprimand, suspension, expulsion and/or a referral to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action. The Administration may modify consequences based upon the severity of the action involved. The consequences involved in each situation will be determined on a case-by-case basis after an administrative review of the available information.

USE, POSSESSION, OR BEING UNDER THE INFLUENCE OF ALCOHOL OR OTHER DRUGS

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 all schools will be totally free of the harmful effects of alcohol and other drugs. This policy is designed to convey a strong message of zero tolerance. Students are prohibited when, on school property, in school related transportation or at a school sponsored event, from possessing alcohol, non-prescribed controlled substances or related chemicals, unauthorized prescribed medications, look-alike controlled substances, or drug paraphernalia as defined in Section 961.571, Wisconsin Statutes, and from transferring or selling any of these items.

Failure to abide by this policy will result in disciplinary action up to and including suspension or expulsion from school. Such disciplinary action shall be done in accordance with state law enforcement officials regarding prosecution under specific local, state, and federal laws.

TOBACCO PRODUCTS AND USE

As of April 1, 1992, any person is prohibited from using or possessing any tobacco products on school grounds (1991 Wis. Act 1995), *or while participating in a school-sponsored activity*. These materials will be confiscated and not returned. Possession or use of tobacco products on school property may result in suspension, parent notification, and law enforcement notification. Tobacco products include (but not limited to) cigarettes, cigars, snuff, chew, clove cigarettes, dissolvable tobacco, vaping devices, Hemp plant or Marijuana derived devices, and e-cigarettes. (BOE policy 5512 and 5530)

THE SEVERE CLAUSE

The Severe Clause is used when a New Holstein Middle School rule is broken in such a manner that a staff member considers it extreme (i.e. it may result in a longer than specified suspension, a compensatory consequence, or a combination of consequences). In some cases, it may result in a recommendation for expulsion or a referral to legal authorities. Rules, behaviors, or incidents not covered specifically in this handbook are at the discretion of the school administration to determine appropriateness and consequences.

STUDENT REGULATIONS/GENERAL INFORMATION

AFTER SCHOOL FUNCTIONS/DANCES

After School Functions for students in grades 6-8 are held periodically throughout the school year. Students are expected to follow and abide by school rules when attending after school activities.

Expectations

- Students not present at the end of the school day (and who don't have a medically excused absence) will not be allowed to attend after school functions.
- Students who have been in or out of school suspended may not attend after school functions/practices until the day after a suspension ends.
- Students who choose to misbehave at after school functions may be asked to leave and can be refused entry into future after school functions.
- Students with three or more outstanding homework assignments will not be allowed to attend unless they are able to show that all missing work has been satisfactorily turned in to the classroom teacher(s). Students with failing grades will not be allowed to attend until all grades are passing.
- Students who exhibit behavior issues or disruptive behaviors during a school day can be refused entry into an after school function. Examples are, but not limited to, refusal to work, repeated disruption of class time, foul language, or other such violation of school rules.
- Student are expected to follow the school Dress Code policy. Failure to do so will result in being asked to leave the function.
- Students who attend after school functions are expected to stay for the entire function, unless picked up by a parent, and to stay with in the area designated for that function.
- Only students that live in the New Holstein School District and attend New Holstein School District School will be permitted to attend middle school dances.

CARE OF DISTRICT PROPERTY

If a student inadvertently or accidentally damages, destroys, or loses property belonging to the New Holstein School District, the student will be required to pay all costs involved in the repair or replacement of material items. In the event that school property is damaged, destroyed, or lost intentionally due to misbehavior or mischief, the student will be required to pay all damages and be subject to disciplinary procedures as per school policy. Basic to the philosophy of the Board of Education is a respect for the rights of others. Students are urged to exercise this respect in regard to the belongings of others, including District property. The District Administrator may report to the appropriate

authorities any student whose damage of District property has been serious or chronic in nature. (BOE 5513)

CHANGE OF ADDRESS/CONTACT INFORMATION

Students who move during the school year should notify the office of the new address and the date of move as soon as they know of the change. If your new address represents a change in schools/district you **MUST** complete the appropriate paperwork (available in the district office) in order to continue attending at the School District of New Holstein.

DRESS CODE

We know that fashion is very important (especially to a middle schooler!) but students are expected to dress appropriately for school. The purpose of the dress code is to teach students how to properly dress for the average work environment. When talking to local business owners and hiring managers, this is an area that is often mentioned as needing attention. As a result, students are expected to adhere to the following dress code:

- Summer attire is allowed during warm weather; however, clothing must cover and fit the student properly. Bare midriff, backless or strapless clothing, sleeveless/side ripped shirts or short shorts are not considered appropriate. The building is air conditioned so it is often cold and students need to dress appropriately.
- Straps and ties are acceptable if attached at both shoulders and at least 1 inch in diameter
- Pants must fit at the waist and no undergarments are to be showing.
- The length of clothing must be appropriate for the school/work environment. These items must follow the “knuckle” rule – standing straight with arms hanging down at your side and your hand flat, attire must not be shorter than the middle knuckle of your middle finger and must not reveal butt cheeks/undergarments when either standing or bending over.
- Safe footwear with hard bottoms must be worn. No slippers.
- Caps, bandanas, hoods, and other headgear will not be worn in the school, unless approved by administration
- Students are not permitted to wear clothing, jewelry, or other items promoting alcohol, tobacco, or illegal substances.
- Students are not allowed to wear clothing that has offensive print. Offensive print includes, but is not limited to, words, statements or graphics referencing discriminatory statements, immorality, profanity, sexual connotations, suggestive statements or obscenities.
- Students receiving recognition for representing New Holstein Schools are expected to wear appropriate clothing for the event (i.e. performances, award ceremonies, etc.)
- Torn, cut/slashed or frayed material on garments that reveals any area of skin or undergarment above the knuckle rule length is considered inappropriate.

Students thought to be in violation of the dress code will be sent to the office to meet with administration in order to determine if they are in violation. Students who are deemed to be improperly dressed for the school environment will be asked to change into proper attire, turn the clothing inside out or may be provided with a garment to wear over the clothing deemed in violation of policy. In addition, the following range of consequences may be implemented:

- Verbal Warning
- Written warning
- Parent conference
- In School Suspension

Dress code shall apply to students at all times when they attend school or any school district facility or when representing the district at any school sponsored event. Decisions regarding the appropriateness of students' attire will be made on an individual basis by the teachers/administration. (Board Policy 5511)

FACILITIES USE POLICY

The facilities of the school district are provided primarily for the educational use of students of the District. The use of all school facilities by school groups and school related groups takes precedent over use by non-school related authorized users. School facilities are not available for community use during regularly scheduled school hours or when otherwise in use for school activities. (Board Policy 7510) If you are interested in using school facilities, please contact the Building Principal or Athletic Director to obtain reservation forms and information.

FOOD IN CLASSROOMS

Food is not permitted in classrooms unless it is part of a teacher-approved classroom activity or has had prior administrative approval. Birthday and other celebratory events that involve food should be kept to a minimum. Classrooms in which food has been permitted must be cleaned up and the food disposed of in a sanitary and approved manner.

GUIDANCE AND COUNSELING

The School District of New Holstein Comprehensive Counseling Program is an integral part of the primary educational mission of the district. This program supports, facilitates and encourages classroom instruction and student achievement. Our district counseling program is proactive and preventive in its focus. It assists students in acquiring and using life-long learning skills. More specifically, our district counseling program employs strategies to enhance academics, encourage self-awareness, foster interpersonal communication skills, provide career awareness, develop employment readiness and impart life skills for all students.

Student Assistance Program • A Student Assistance Program under the direction of concerned school personnel is available. Its purpose is to identify and refer for assistance, alcohol or other drug abusing students, or students indirectly affected by

family members' alcohol or other drug abuse. The Student Assistance Program will enable these students to become knowledgeable of the effects of alcohol and other drug abuse and provide assistance that will allow the student to function more effectively within such an environment.

HALLWAY CONDUCT

It is a student's responsibility not to block hallway traffic. Students should walk through the hallways quietly without shoving or tripping and help keep the hallways clean by using appropriate trash containers for litter.

HALL PASS PROCEDURE

Students should not be in the halls during any class period unless a teacher accompanies them or they have a hall pass from a teacher or other staff member. If a student fails to comply with these rules or engages in appropriate behaviors while using a pass, they will be placed on the "no pass list" for minimum of 2 weeks.

LOITERING

Students are expected to leave school property immediately after dismissal unless they are participating in a school sponsored activity. Student attending activities in which they are not participating are expected to leave the school building and return to attend the event no earlier than 20 minutes before the event is scheduled to begin. Students will not be allowed to loiter at the outside of either the middle or high school building at any time.

PBIS/ HUSKY WAY BEHAVIOR PROGRAM

Positive Behavior Interventions and Supports (PBIS) is a problem-solving program that aims to encourage appropriate behavior through teaching and reinforcing positive behaviors. Students will be expected to follow these four principles:

- Be Respectful
- Be Responsible
- Be Safe
- Be Productive

PBIS offers a range of interventions that can be applied to individual students in need and/or addresses school climate as a whole in order to improve behavior problems and provide positive alternatives. Students who meet behavior goals will participate in a variety of positive group activities aimed at creating a healthy and respectful school environment. Additionally, when students are "caught" showing positive leadership, kindness, and respectful behaviors they can earn a Husky Salute slip. These slips can be turned in for a chance to win various awards each quarter.

PHYSICAL EDUCATION

All students in grade 6 –8 must have proper attire for P.E. classes on the first day of activity. This will consist of a t-shirt, shorts, gym shoes, and socks. Students provide their own attire. Shorts must be athletic style (this does not include cut-off jeans or spandex cycle shorts, or sweat pants). T-shirts must have sleeves, be a full length, and be clean with no rips or holes. Clothing must follow the dress code. The student's name should be on all clothing articles.

Lockers for P.E. uniform storage will be provided for all students including a lock. If you must be excused from gym, a note from a physician substantiating a physical problem which prohibits your participation in physical education classes, must be presented to the office with specific dates of restriction.

RECOGNITION PROGRAM – 8TH GRADE

At the end of the 8th grade year, a recognition program will be held to promote students to the high school. This program is open to families and friends of students and is optional to attend. However, students who have multiple failing grades in either semester or who have several disciplinary events, may not be eligible to attend the program.

STUDENT REGISTRATION

A student will be registered once a parent/guardian completes the online registration. The online process is completed every year. (BOE Policy 8330)

STUDENT OF THE QUARTER

Students are recognized each quarter in the areas of math, ELA, science, social studies, music, art, physical education, Health, Spanish, and Cafeteria manners. The students receive certificates of recognition, pose for pictures posted in and on social media, and provide reasons why they were selected.

The following criteria will be used for selection:

- Performance
- Attitude
- Participation
- Effort
- Improvement

STUDENT FEES, FINES AND CHARGES

The Board of Education may levy certain charges to students to facilitate the utilization of adequate, appropriate learning materials used in the course of instruction. If the District determines that a student is in serious financial need, it may choose to provide any or all

such materials free of charge. A charge shall not exceed the combined cost of the material used, freight and/or handling charges, and nominal add-on for loss. Money received from resale of such material shall be returned to the General Fund with an accurate accounting of all transactions.

Registration and Payment of Fees • Registration for the school year will take place online. Online Registration will open on August 8th and remain open until the first Friday in September. If desired, you will have the opportunity to pay fees online using e-Funds. Assisted registration dates will be provided prior to school beginning if you are not comfortable using the online registration. This day will be available for you to receive assistance with the online registration process and/or, if you prefer, to make fee payments in person.

If you are paying by check, the check can be written out to include all fees, lunch, etc. for the entire family. Fees for the upcoming school year are listed below:

Fee Items:	Grade 6	Grade 7	Grade 8
Art Fee	\$ 4.00	\$4.00	\$4.00
Gr 6-8 Activity Fee	\$5.00	\$5.00	\$5.00
General Student Fee	\$17.00	\$17.00	\$17.00
7 th Grade Camp		\$160.00	
Wood/Metals Fee			\$25.00
Lego League	\$10.00	\$10.00	\$10.00
Optional Fees:			
Yearbook	\$15.00	\$15.00	\$15.00
Athletic Fee	\$10.00	\$10.00	\$10.00
Volleyball Shirt		\$15.00	\$15.00 (if you need a new one)
Computer Insurance	\$47.00	\$47.00	\$47.00

Fines • When school property, equipment, or supplies are damaged, lost, or taken by a student, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred. The late return of borrowed books or materials from the school libraries will be subject to appropriate fines. Any fees or fines collected by members of the staff are to be turned into the school office on the same day of collection. Money should not be held overnight by employees or overnight in desks or other work areas.

In the event the above course of action does not result in the fee being collected, the Board authorizes the District Administrator to take the student and/or his/her parents to Small Claims Court for collection. The District shall not permit or elicit the assistance of volunteers in efforts to collect unpaid student fees or expenses, including food service balances. Nothing in this policy restricts the right of access of a parent or student to school records or to receive copies of such records, as required by Federal and State laws. (BOE Policy 6152)

STUDY HALLS

Classroom Study Hall Rules •

1. Be seated when the bell rings.
2. Students will work, study or read; this is not social hour.
3. Sleeping, card games, or computer games are not allowed.
4. Students may not leave the study hall without a teacher's permission.
5. No group work unless approved by the study hall supervisor; this privilege can be revoked at any time if poor behavior choices warrant it.
6. The study hall supervisor has the authority to decide if a student leaves study hall. Just because the student has/asked for a pass doesn't mean he/she will be allowed to leave.
7. If a student leaves on a pass, he/she must return by the designated time on the pass. If the student does not, he/she will lose their pass privileges for an amount of time designated by the teacher.
8. The teacher will dismiss students when the bell rings
9. Coats, backpacks or large bags are not allowed
10. Failure to comply with these rules or time limits will result in the reduction in privileges either individually or as a study hall and can result in time wasted being made up after school

TELEPHONE USE

The phone in the office is for the purpose of calling home for something essential for school. Examples include calling a parent to bring a book or an instrument or getting permission to stay after school with a teacher.

VISITORS

All visitors to our building during school hours must have a visitor pass. After 8:00 AM entrance doors to the building will be locked and visitors will be required to ask for access via the intercom system located by the front door. All visitors to our school will be required to sign-in and receive a "Visitor Pass". The "Visitor Pass" must be displayed in a manner that makes it visible to all New Holstein Middle School staff members. These measures have been implemented to help ensure the safety and security of our students, staff, and building. (BOE Policy1213)

On occasion, requests are made by parents or students that a school age guest or visitor be allowed to attend classes with one of our students. No student visitors will be allowed to attend classes unless they have the prior approval of the principal. Approval requests must be made at least one day in advance by the parent of the student attending, and a permission slip from the visiting student's parents must accompany the request as well.

ELECTRONIC and TECHNOLOGY USE POLICY

While in some instances the possession and use of electronic equipment or devices by a student at school may be appropriate, often the possession and use of such equipment or devices by students at school can have the effect of distracting, disrupting and/or intimidating others in the school environment and leading to opportunities for academic dishonesty and other disruptions of the educational process.

Students are prohibited from using cameras and other electronic equipment/devices to capture or record test information or any other information in a manner constituting fraud, theft, or academic dishonesty.

Consequently, the Board of Education will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use or possess any electronic equipment or devices on school property or at any school-sponsored activity without the permission of the principal or the classroom teacher.

Examples of prohibited devices include, but are not limited to, cameras (photographic and/or video), laptops, tablets, lasers, laser pens or pointers, radios, headphones, ear buds, iPods, and electronic games/toys. (BOE 5136 and 7540.03)

BUSES/TRANSPORTATION

Students may use electronic equipment/devices while riding to and from school on a school bus or other vehicle provided by the Board or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, sponsor/advisor/coach, or building principal.

CELL PHONES/ELECTRONIC DEVICES

Students in grades 6-12 may use personal communication devices (PCDs) before and after school, during their lunch break, and during after school activities (e.g., extra-curricular activities) at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited.

Any students bringing a cell phone/electronic device to school will be required to power it off and leave it in their locked locker during non-acceptable use times. Students are expected to abide by the same guidelines for appropriate behavior and use of these devices as they are with school-owned property. *The school district assumes no liability for loss of or damage to cell phones/electronic devices that a student chooses to bring to school.* (BOE 5136)

Students violating this policy will be subject to disciplinary action. The electronic device or cell phone involved may be confiscated from the student. It will be returned as determined by number of infraction incidences.

If a phone or electronic device is confiscated, the following consequences will be in place:

- **First Confiscation in a school year:** The phone/electronic device will be held in the office until the end of the day.
- **Second Confiscation in a school year:** The phone/electronic device will be held in the office until a parent picks up the device at the end of the day.
- **Third Confiscation in a school year:** The phone/electronic device will be turned in to the office upon the student's arrival at school and may be picked up by the student at the end of their academic day.
- **Fourth Confiscation in a semester:** The phone/electronic device is not brought to the office by the student as required upon their arrival to school and a staff member must go get the device from the student then it will no longer be allowed at school for the remainder of the school year.
- **NOTE: Refusal to surrender a device when asked to by a staff member will result in ISS and the student will jump to tier three or four confiscation, as well as possible legal citation for disorderly conduct.**

COMPUTER USE POLICY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The Board encourages students to utilize Education Technology to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet and online education services is guided by the Board's policy on instructional materials.

Internet use • The Internet is a global information and communication network that provides a valuable opportunity to education and information resources to our students. The Internet connects computers and users in the District with computers and users worldwide. Through the Internet, students and staff can access relevant information that will enhance their learning and the education process. Further, Education Technology provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such a vast quantity of information and resources brings with it, however, certain unique challenges. Pursuant to Federal law, the Board has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act.

At the discretion of the Board or the District Administrator, technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the Education Technology if such disabling will cease to protect against access to materials that are prohibited under the Children's

Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The District Administrator or Technology Director may temporarily or permanently unblock access to websites or online education containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measure. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measure.

Computer safety and monitoring • Education Technology is provided as a tool for education. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

Pursuant to Federal law, students shall receive education about the following:

- a. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- b. the dangers inherent with the online disclosure of personally identifiable information;
- c. the consequences of unauthorized access (e.g., “hacking”), cyberbullying, and other unlawful or inappropriate activities by students online;
- d. unauthorized disclosure, use and dissemination of personal information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school. Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Social Media • Students shall not access social media for personal use from the District’s network, but shall be permitted to access social media for educational use in accordance with their teacher’s approved plan for such use.

Compliance • Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Board's Education Technology are personally responsible and liable, both civilly and criminally, for uses of the Ed-Tech not authorized by this Board policy and its accompanying guidelines. The Board designates the District Administrator and Technology Director as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the District’s Education Technology. (BOE Policy 7540.03)

Go Guardian • The District is using GoGuardian software to monitor student Internet use to protect students from inappropriate and dangerous content while using school devices or school services.

Internet Use Agreement • All students will be required to have a signed Internet agreement on file in order to utilize the Internet and accompanying services.

The policy is as follows:

We, the School District of New Holstein, believe that the Internet is a powerful tool in the search for knowledge and information. The resources available to us stretch across the world, but like any tool, the Internet must be used properly. The vast majority of Internet sites are valuable, important resources. By signing this contract, you will agree to use this resource responsibly and appropriately. Read it thoroughly, then sign the electronic signature page. For the purpose of this contract, a SUPERVISOR, is defined as a teacher, administrator, librarian, paraprofessional, or other adult in charge of the computers.

I, as a student of the School District of New Holstein, agree to use the Internet in a responsible and appropriate manner. I agree that:

- I will stay out of areas that contain “adult” oriented material, drugs or alcohol, “hacking”, or other material deemed inappropriate by a supervisor. If I should accidentally enter an area like this, I will immediately get a supervisor to help me get back out.
- I will never send personal information over the Internet, such as my phone number, address, or passwords. Although I may be sending this information to someone I know, others could read this information without my knowledge or consent. I will only use the school’s mailing and email address. I understand that email is not available for private purposes. “Hackers” watch for passwords and for private personal information so they can illegally use other people’s accounts.
- I will not post messages in “News groups” because it is extremely expensive to send my messages to millions of computers all over the world.
- I will respect the Internet for what it is, an amazingly complex web of information that I can pull up on demand. If people waste “bandwidth” by excessive, inappropriate use, the Internet, as we know it, may not be as open or accessible.
- I will report any abuse of the Internet that I see to a supervisor. Failure to report other people’s abuse could lead to my losing access as well.
- I will not download files to school computers. Downloaded files may contain viruses which could damage the computer and cause the school to shut down its Internet availability.
- I will let a supervisor know if I find an area that I think is valuable and should be added to the bookmark section. I will not add any site to the bookmark without the approval of a supervisor.
- I will not send or receive copyrighted materials (software, pictures, etc.) over the Internet. I will not intentionally seek information on, obtain copies of, or modify

files, other data, or passwords belonging to other users, or misrepresent other users on the network.

- I understand that information placed on the Internet may be viewed by others and, therefore, should not be considered private.
- I understand that violation of these policies may result in the loss of Internet privileges.

CYBERBULLYING

Students are prohibited from using a camera or other electronic equipment/device to:

(1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs; and

(2) send, share, view or possess pictures, text messages, e-mails or other materials of a sexual nature (i.e., sexting) in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

See Harassment Policy for more information. (Policy 5517.01)

EMAIL USE

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Acceptable E-mail Use Policy for Students and Staff

1. Users will not post personal contact information about themselves or other people. Personal contact information includes address, telephone number, work address, etc.
2. Users will not agree to meet with someone they have met online without their parent(s) or guardian(s) approval and participation.
3. Users will not make any deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. Actions like this are illegal.
4. Users will not use the district system to engage in any other illegal act, such as arranging a drug sale or the purchase of alcohol, engaging in criminal gang activity, gambling, threatening the safety of another person, etc.
5. Users will not use obscene, profane, threatening, or disrespectful language.
6. Users will not post information that, if acted upon, could cause damage, danger, or disruption.

7. Users will not engage in personal, prejudicial, or discriminatory attacks.
8. Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending him/her messages, he/she must stop.
9. Users will not knowingly post false information about a person or organization.
10. Users will not repost or forward a message that was sent to them privately without permission of the person who sent the message.
11. Users will not post chain letters or engage in "Spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
12. Users will check their E-mail account frequently and delete unwanted messages promptly.
13. Users will not send software.

LASER POINTERS

Laser pointers are not allowed on school grounds. If a student brings a pointer to school, the pointer will be confiscated and not returned. In addition, the use of a laser pointer is subject to criminal penalty under 1999 Wisconsin Act 157. (Board Policy 5517.01)

LENDING OF DISTRICT OWNED EQUIPMENT

The Board of Education believes that District-owned equipment is a valuable resource which may be loaned for community use under certain conditions only, provided that such use does not infringe on the original and necessary purpose of the equipment or interfere with the educational program of the District.

The Board may lend specific items of equipment on the written request of the user and approval granted by the District Administrator. The user of District-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use, and shall be responsible for its safe return.

District equipment may be removed from District property by students or staff members only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities. The consent of the building principal is required for such removal.

Personal use of District equipment or facilities by staff or student will be in accordance with the District Administrator's administrative guidelines. (BOE 7530)

PHOTOGRAPHING AND/OR VIDEOTAPING STUDENTS OR FACULTY

School use • During the school year, students or groups of students are occasionally videotaped or photographed in school related situations (performances, assemblies, athletic events, field trips, etc.) The resulting photo or videotape may be used in a variety of

ways: to promote the School District of New Holstein and its programs and activities to the community or use on the School District of New Holstein website or Facebook page, for publication in yearbooks, etc. Student's whose photograph is used in a social media venue will not contain their last names.

Pursuant to the Family Right and Privacy Act (FERPA), any parent/guardian or eligible student (18 or older), may inform the School District of New Holstein of his or her desire not to have a child photographed or videotaped. The parent or guardian must inform, in writing, the principal in the child's building by September 15 of the school year that the child's photograph may NOT be released without prior consent.

Student use • Similarly, students are prohibited from using cameras and other electronic equipment and devices to capture or record the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture and/or recording of such words or images.

Using a camera or other electronic equipment/devices to capture or record audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal.

Cameras and electronic equipment/devices are expressly banned from and may not be possessed, activated, or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, classrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a camera or other electronic equipment/device is absolutely prohibited.

Unauthorized electronic equipment and devices will be confiscated from the student by school personnel and disciplinary action taken. If a camera or other electronic equipment/device is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed.

ELECTRONIC EQUIPMENT POLICY

Any electronic equipment/device confiscated by District staff will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian. Electronic equipment/devices in District custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules (e.g. a student is observed using a camera in a prohibited area). Any search will be conducted in accordance with Policy 5771 – Search and Seizure.)

MEDICATION AND HEALTH SERVICES

HEALTH ROOM

The Nurse's office is located in the MS office suite. Nursing services are available on a full time basis. The following rules apply:

- A student must be excused by the classroom teacher to go to the Nurse.
- Students are not to call their parents to go home if they do not feel well. The nurse or the secretary will call parents for the student. Disciplinary action may result in cases where the students call home to get themselves out of school.
- The nurse will determine if it is necessary for the student to go home. When the nurse is not available, the student will be allowed to lay down in the Health Room for a short period of time. If the student is not able to return to class, a parent will be called.
- No one else is permitted to take the student home, unless with parent permission and is listed as an emergency contact in Skyward.
- New Holstein Middle School does not provide insurance coverage for students.

MEDICATIONS

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of medication to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication were not administered during school hours, or the child is disabled and requires medication to benefit from his/her educational program. (Board Policy 5330)

Prescription Medication • Prescription medications will be administered in school after the following guidelines have been met (Board Policy 5330 and Policy 5335):

- Parents will arrange for medication to be administered at home, if possible.
- Parent must hand-deliver prescribed medication to the school health room or office. The medication will be counted by school staff in the presence of the delivering adult.
- Written consent by the prescribing doctor and the parent must be on file. An "Authorization Form for Prescription Medication" is completed and sent with the medication (available in the middle school office or health room). Medication must be delivered in a pharmacy labeled container. Labels must have the following information:
 - Child's full name
 - Name of drug and dosage
 - Time to be given
 - Prescribing doctor's name
- Parent must arrange to pick up any remaining medication from the school at the end of the year, or if there is a medication change

- Herbal or alternative medications are generally not dispensed in school.

Over-the-Counter Medication • Over the counter or non-prescription medication can be administered at school with the consent/permission of a parent/guardian and who has filed the correct authorization forms with the school. Over the counter medication must be brought to school in its original manufacturer package and can only be administered in the recommended dosage. If dosage needs to exceed the recommended dosage on the package, consent from a doctor is required.

Inhalers • Students may carry their inhaler independently if written consent is received from the prescribing doctor and the parent/guardian. A self-carry authorization form must be on file with the school indicating the level of student independence with the inhaler. When a student is not found to be independent to carry the inhaler, the inhaler will be kept in a secure spot in the health room, taking into consideration the need for emergency access to medication.

Immunization Requirements • WI statute s.252.04 requires students through 12th grade to be immunized according age/grade requirements by the 30th day of the school year. Schools are required to keep student immunization records and review the immunization law yearly. When a student does not meet the requirements of the law, parents/guardians are notified. If a student is unable to receive immunization for medical, religious, or personal conviction reasons a waiver must be signed and given to the school. (Board Policy 5320)

Accidents • Employees should administer first aid within the limits of their knowledge of recommended practices. All employees should make an effort to increase their understanding of the proper steps to be taken in the event of an accident. However, any staff member or volunteer who, in good faith, renders emergency care to a student is immune from civil liability for his/her acts or omissions in rendering such emergency care. The administrator in charge must submit an accident report to the District Administrator on all accidents. (Board Policy 5340)

Concussion • A concussion is a type of traumatic brain injury. Each school year students/parents shall be provided with an information sheet regarding concussion and head injury. If a student is going to participate in an activity where a concussive event may occur, the appropriate release must be signed at least once per school year. Further, pursuant to AG 5340A – Student Accident/Illness/Concussion Parents who inform coaches and teachers that their child is being treated by a healthcare professional for a concussion must provide written clearance from that healthcare professional for full or limited participation in class, practice, activity, or competition. Prior to receiving written clearance from a healthcare professional, students who have sustained a concussion may not participate in any school-related physical activities. (Board Policy 5340)

WELLNESS POLICY – See Appendix D

FOOD SERVICE/LUNCH HOUR

LUNCH HOUR

Lunch Room Policy • All students eating lunch at school are expected to be responsible, cooperative, respectful, and follow the lunch room rules.

1. Return all trays and utensils to the appropriate dish washing area.
2. Deposit all lunch litter in provided wastebaskets.
3. Do not throw food or cartons. Leave the table and floor area in a clean condition for others by wiping down/sweeping up your table area before leaving.
4. Students causing a disturbance in the lunch room may be prohibited from using it.
5. Respect classmates' and adults' feelings.
6. Keep your hands to yourself.
7. Sit quietly until dismissed by a supervisor.
8. Use indoor voices.
9. Chromebooks and cell phones should not be used in the cafeteria.

If a student's behavior in the cafeteria/recess requires a supervisor to remove the student, the following consequences may be issued:

- First Offense – One (1) day out of the lunch room
- Second Offense – One (1) week out of the lunch room
- Third Offense – Two (2) weeks out of the lunch room
- Fourth and Subsequent Offenses – loss of lunch room privileges for the remainder of the semester, or at least nine (9) weeks

Lunch Recess • Students are allowed to choose to sit quietly in the Commons area or play various games in the MS gym. The following of Commons and Gym behavior guidelines are expected.

a. Common's Area Rules

- Phone use is allowed – No Chromebooks or Gaming devices
- This is a quiet place for student to sit and chat – no running, rough housing, etc. allowed – if you want to play around do so in the gym.
- Students are not allowed to re-enter any of the grade level floors
- Stay off the stairs and out of the alcove area

b. MS Gym Rules

- Gym equipment is to be played with as intended – no kicking of equipment in the air or otherwise

- Half Court shots are not allowed - max distance to basket is 3 point line
- Stay off the mats and other gym equipment
- Bleachers are not for climbing – please stay off
- Any balls stuck in the nets above will be removed by staff at a later time
- Return all equipment to the racks when done – any equipment not put away will not be put out the next day, resulting in fewer items to play with. Be responsible.
- Phone or Chromebook use is not allowed in the gym – if you want to be on your phone stay in the Commons area – we don't want your personal items damaged by accident.
- Students, whose actions or words are deemed too aggressive or out of control by supervisors, will be asked to leave the gym area. Students who are asked to leave should report to the MS office.

LUNCH PROGRAM/SERVICES

The Board of Education shall provide cafeteria facilities in all school buildings where space permits, and will provide food service for the purchase and consumption of lunch for all students. Lunches sold by the school may be purchased by students and staff members and community residents in accordance with the rules of the District's school lunch program. The Board shall also provide a breakfast program in accordance with procedures established by the Department of Public Instruction.

Medical Food Issues • Substitutions to the standard meal requirements shall be made, at no additional charge, for students for whom a health care provider who has prescriptive authority in the State of Wisconsin has provided medical certification that the student's medical condition restricts his/her diet, in accordance with the criteria set forth in 7 C.F.R. Part 15b. To qualify for such substitutions the medical certification must identify:

- the student's medical condition or symptoms of a condition that restricts one (1) or more major life activity or function;
- an explanation of how the condition or symptom affects the student's diet; and
- the food(s) to be omitted from the student's diet, and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).

For students who need a nutritionally equivalent milk substitute, only a signed request by a parent is required.

Lunch Accounts • Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectable are also unallowable. District efforts to collect bad debt shall be in accordance with Policy 6152 - Student Fees, Fines, and Charges. Bad debt is uncollectable/delinquent debt that has been determined to be uncollectable by the end of the school year in which the debt was incurred. If the uncollectable/delinquent debt cannot be recovered by the

School Meals Program in the year when the debt was incurred, then this is classified as bad debt. Once classified as bad debt, non-Federal funding sources must reimburse the NSFSFA for the total amount of the bad debt. The funds may come from the District general fund, State or local funding, school or community organizations such as the PTA, or any other non-federal source. Once the uncollectable/delinquent debt charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 CFR 210.9(b) (17) and 7 CFR 210.15(b).

Negative Account Balances • No student will be permitted to purchase any meals for which the student does not have sufficient balance in his/her food service account or sufficient cash on his/her person to purchase the food items. Students receiving reduced-priced lunch who do not have sufficient account balance or cash on hand to purchase a meal will be provided an alternative meal that meets the USDA guidelines applicable to alternative meal options.

The District Administrator shall, in coordination with the District's food service, assure that any alternative meals that are provided meet the requisite USDA guidelines for alternative meals. The cost of the alternative meal will be added to the delinquent account. A student that has exceeded the permissible negative balance amount in his/her account and does not have cash on hand sufficient to purchase a meal will be provided an alternative meal, subject to USDA guidelines applicable to alternative meals.

This policy and any implementing guidelines shall be provided in writing to all households at the start of each school year and to households transferring to the school or School District during the school year. The policy and implementing guidelines will also be provided to all District staff with responsibility for enforcing the policies.

Food Choices • The food-service program may participate in the "Farm to School Program" using locally grown food in school meals and snacks. No foods or beverages, other than those associated with the District's food-service program, are to be sold during food-service hours. The District's food service program shall serve only food items and beverages determined by the Food Service Department to be in compliance with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines.

Any competitive food items and beverages that are available for sale to students a la carte in the dining area between midnight and thirty (30) minutes following the end of the school day shall also comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines, and may only be sold in accordance with Board Policy 8550. Foods and beverages unassociated with the food-service program may be vended in accordance with the rules and regulations set forth in Board Policy 8540.

The District Administrator will require that the food service program serve foods in the schools of the District that are wholesome and nutritious and reinforce the concepts taught in the classroom. The District Administrator is responsible for implementing the food service program in accordance with the adopted nutrition standards and shall provide a report regarding the District's compliance with the standards at one of its regular meetings annually.

SAFETY PROCEDURES

BOMB THREATS

Reporting a fire or bomb threat to a school or emergency official without reasonable belief that a fire exists or bomb is present is a violation of school rules and law. Setting off a fire alarm when there is no fire is also against school rules and a violation of law. Actions: Police intervention; federal offense - expulsion.

CANINE SEARCHES

In order to maintain a safe and healthful school environment, school officials are authorized to allow the use of trained dogs on school property to detect marijuana or other illegal drugs or contraband on school premises.

Canines accompanied by law officials may be used for exploratory sniffing of locker exteriors, vehicles parked on school property and any other area of school property deemed appropriate. This activity will be carried out on a random or periodic basis and/or when reasonable suspicion exists.

- Canines may be used without prior immediate notification of students and/or school personnel.
- Canines may be called by the district administrator or his/her designee, usually the school principal.
- Under normal circumstances, canines will be used in the district's middle school and high school.
- Students will be restricted to their classrooms or commons/study areas while canines are in use.
- In the event of a canine "hit," the locker, vehicle, area or property being sniffed will be searched more extensively using established procedures.

SEARCH AND SEIZURES

The Board recognizes that privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion, that the search turn up evidence that the student has violated or is violating either a particular law or particular rule of school. Any search under this paragraph must be reasonable in scope and reasonable in the manner in which it is conducted. The search of a student may include the use of a metal detecting wand over their outer clothing. (BOE policy 5771)

FIRE

All students should know how to leave the building in case of fire. Each teacher will go over the closest exit routes and procedures for leaving the classroom. Usually the closest door is

the route to follow in case of a drill or actual fire. Students are not to be in the building during any drill and should exit in an orderly manner at least 50 feet from the school building until the “all clear” has been sounded. In case a fire is blocking the exit route, students should take the next logical exit route.

Fire Drills • Fire drills are held periodically throughout the school year. The signal is a buzzer. When the signal is given, all persons in the building must vacate at once. There are printed directions for fire drills posted in each room of the school. A fire drill is a matter of extreme importance and requires 100% cooperation. The main requirement is orderly passage from the building. The first persons leaving the building must go as far as it is necessary to relieve the congestion outside the entrances. (BOE Policy 8420)

WEAPONS AND FACSIMILE

Under the Wisconsin Law, Act 191, no person may carry or display a facsimile or real firearm/weapon in a manner that could be considered alarming, intimidating, threatening, or attempting to terrify another person. Any student who violates this law is subject to forfeiture, referral to police, and suspension out of school. The principal will determine the duration of the suspension. Factors to be considered are type of weapon used and the manner in which it was used. (BOE Policies 5772, 7217)

LOCKDOWN

A building lockdown will be activated if an individual or individuals are in or near the building and there is sufficient reason to believe that the safety of students and staff is in danger. Students and staff will be notified of a lock-down through an announcement on the PA system. Stay in the locked classroom during a lockdown. In the following cases, report to the nearest classroom when the lockdown is announced: 1.) When students are at lunch, 2.) When changing classes, 3.) When students are going to or from the library, restroom, physical education, music, or art classes. (BOE Policies 8410, 8420)

SCHOOL RESOURCE OFFICER (SRO)

According to the National Association of School Resource Officers, the presence of school resource officers in schools has become an important part of the duty to protect children on campus. Once schools are made safe, the campus tends to stay safe. Speaking as a practical matter, the presence of local police on campus is essential. The specialized knowledge of the law, local and national crime trends and safety threats, people and places in the community, and the local juvenile-justice system combine to make police critical members of school’s policy making teams when it comes to environmental safety planning, facilities management, school- safety, and emergency response preparedness.

In order to fully realize the benefits of the presence of local police, officers must be trained properly. Officers’ law-enforcement knowledge and skills, combined with specialized SRO training for their duties in the educational setting, result in SRO’s possessing a skill set

unique among law enforcement and educational personnel. In the New Holstein School District, we utilize the expertise of our SRO in many ways, including:

- Providing services to all three divisions (Elementary, Middle and High Schools)
- Investigating allegations of criminal incidents per police department and School Board policies
- Enforce State and local laws and ordinances
- In conjunction with administration, make appropriate referrals to juvenile authorities or government agencies.
- Work to present juvenile delinquency through close contact and positive relationships with students
- Development of crime prevention programs and conduct security inspections to deter criminal or delinquent activities
- Establish and maintain close partnerships with all school administration
- Be visible within the school community, attend and participate in school functions, and build relationships with school staff, as well as students and parents
- Work closely with teachers in designing and presenting law-related topics and the role of police in our society.

The addition of security cameras and other security measures have provided a meaningful and needed level of safety, but the value of these measures are only realized by the human element afforded by an SRO. The SRO completes the network of safety structures on our campus. (Board Policy 5540)

TORNADO

Tornado safety areas are posted by the exits in the individual classrooms. Teachers will inform students about the proper area for particular classrooms. During the drills, the middle school principal will talk through the different stages, from tornado watch to warning to actual drill. Students should take this seriously and know where the safest places are, not only in school but in other areas as well. Failure to act appropriately during the drill will result in disciplinary action by the principal.

WEAPONS ON SCHOOL PROPERTY

It is the goal of the School District of New Holstein to provide a safe and healthy environment for all persons on its premises or attending any of its activities or functions. Therefore, except as otherwise provided

- a. No person shall possess, use or threaten use of a weapon or look-alike weapon on school premises, in school-sponsored vehicles or at any school-related event;
- b. No person shall possess a firearm within 1,000 feet from the grounds of a school;

- c. No person shall unlawfully possess, use or threaten the use of a chemical irritant (e.g. pepper spray) on school premises, in school-sponsored vehicles, or at any school sponsored event. (BOE Policies 5772, 7217)

Weapon • The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, (subject to the exceptions below) razors, with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives. (BOE Policies 5772, 7217)

Violation of Above Policy • A School District of New Holstein student who violates this policy shall be subject to school disciplinary action, including suspension and/or expulsion in accordance with state and federal laws and Board policies, and shall be referred to law enforcement officers. In accordance with state and federal law, a student who possesses a firearm while at school or under the supervision of a school authority shall be expelled from school for not less than one year. (Expulsion requirements will be determined on a case by case basis according to the age of the student and the weapon/look-alike involved.) (BOE Policies 5610, 5772, 7217)

Drop off/Pick Up Areas for the New Holstein Middle/High School

Parent pick up and drop off areas are designated in the back of the school and in a few areas along Plymouth Street. Non-Bus vehicles are not allowed in the bus lane during designated times for any reason. Do not drop off students in the visitor parking area at the front of the building. Vehicles who are in the bus-only designated area during posted times will be issued a parking ticket. If there is a verifiable medical reason, such as use of crutches, that requires your student to be dropped off closer to a front door, please contact your building principal to make arrangements.



Bus Lane (Buses only):

<u>M/T/Th/Fr</u>	<u>Wednesday</u>
Drop Off: 7:15am – 8:00am	7:15am -8:00am
Pick Up: 3:00pm – 3:45pm	2:00pm- 2:45pm

Red Line – Parent pick up/drop off Area

Yellow Line – Bus only pick up/drop off during designated times

Blue Line- No drop off/stopping area

LIBRARY PROCEDURE

INSTRUCTIONAL MEDIA CENTER (LIBRARY)

Students should always feel welcome to come to the LMC located in the high school portion of the building, to use the materials, and to seek help if they need it.

- The doors are open at 7:30 a.m. and they close at 3:45 p.m.
- Materials may be withdrawn at any time during that period.
- Most books may be kept for two weeks. Books are withdrawn or renewed by presenting your student I.D. card and having the LMC staff scan the card and all materials being checked out. Books may be renewed twice. If a book is lost or severely damaged, it must be paid for by the student.
- Books are to be returned to the LMC and placed in the return slot located at the end of the check-out desk.
- Any book that is more than 1 month overdue will be assumed lost, and a bill will be mailed to the student's parents for the cost of the book. At the same time, the student's library checkout privileges will be restricted to one book in and one book out, until the missing material and/or fine is taken care of.
- Any time material that was lost and paid for is found and returned to the LMC, a refund will be given.
- The library has a large reference section. Most encyclopedias and reference books may not be taken from the LMC. Magazines may be taken out of the library for one week. If the magazine is lost, the student must pay the price of that magazine.
- During the school day it is necessary to have a pass issued by the classroom teacher to come to the LMC. However, before school in the morning and after school no pass is necessary.
- During the 8th hour study period, each student must have a pass signed by the homeroom or subject teacher. Upon leaving the LMC, the pass must be initialed and the time specified by the LMC staff. The students must return the pass to the homeroom teacher. Anyone causing problems to or from the LMC during this time will lose LMC privileges.

TRANSPORTATION AND FIELDTRIPS

BUS SAFETY

It shall be the policy of the School District of New Holstein to provide safe and orderly transportation for all students between home and school as well as during school sponsored activities. Because bus riding is a privilege rather than a right, it is expected that all students shall adhere to the adopted rules and regulations.

BUS PASSES

In order to ride a bus you are not assigned to, you must have prior permission from an administrator or the Director of Transportation. Bus passes will only be issued in an emergency. A vacation is not considered an emergency situation.

BUS RIDER RULES/DISCIPLINE POLICY (See Appendix G for more information)

BICYCLES

Bicycle riding on school property shall be prohibited. Students shall walk bicycles between streets and the bicycle parking area. All bicycles must be parked in designated bicycle areas and must be locked. Middle School bicycle racks are located in the front of the building. (BOE Policy 5514)

FIELDTRIPS

A student must have a signed parent/guardian permission slip in the middle school office to participate in a field trip. Permission slips will be sent home by the classroom teacher and will include details about the trip. Due to liability concerns, failure to return a signed permission slip by the stated deadline will exclude the student from the trip. Some field trips involve admission costs or other fees that must be returned by a specific deadline. This information will be provided on the permission slip.

Transportation to and from the field trip destination will be provided by the District. All students must ride to the trip destination on the transportation provided. In some instances, a child can be released to the parent/guardian at the conclusion of the trip. A signed and dated statement taking full responsibility for the child must be submitted to the principal prior to the leaving the school for the field trip destination.

8th grade Washington D.C. Fieldtrip • Eighth grade students who join the Community Service Club and put in the required 12 hours of community service, have the option to participate in the Washington D.C. Fieldtrip. Students who choose to be a part of the trip are required to meet all school behavior, attendance, and grade guidelines. School rules apply on the trip. Students who have behavior, grade or attendance issues may not be allowed on or removed from the trip. Student who have a failing percentage for the

semester in any subject will not be allowed to attend the trip. Trip participation and removal are at the discretion of administration. * *This trip is only open to students who attend the New Holstein School District.*

7th Grade Outdoor Education Fieldtrip • In September, the entire seventh grade class is taken on a four-day outdoor education experience. Each student is expected to pay his/her own cost. Students choosing not to attend the outdoor education experience will be expected to be in school, during school hours, at which time they will participate in alternate outdoor educational lessons. All district rules, academic and behavioral expectations apply.

PARENT PICK UP AND DROP OFF (BEFORE AND AFTER SCHOOL)

It is important that parents/guardian follow all established district rules for picking up and dropping off students before and after school. Bus lanes are clearly marked with a yellow painted curb. Students are not to be dropped off in any area marked as a bus lane during specified hours.

Students are to be dropped off and picked up in the back parking area of the middle/high school building. This policy is in place to ensure the safety of students, staff, parents, bus drivers, and physical property. Those who do not follow this policy may be subject to law enforcement referral. See Addendum E at the end of this handbook for more information.

USE OF VIDEO CAMERA ON THE SCHOOL BUS

The New Holstein School District approves of the use of video cameras on the school buses for the primary purpose of reducing disciplinary problems and vandalism on the bus, thereby allowing the driver to focus on the bus, providing safer transportation of our students. Bus Company personnel and school administration have access to bus video recording to identify safety issues and determine consequences when necessary.

CLUBS, COMPETITIONS, AND ORGANIZED ACTIVITIES

All students are strongly encouraged to participate in activities outside the classroom. The music departments, club programs, and athletics are some of the many ways students can be involved in the school. All clubs and organizations are open to both boys and girls. No form of humiliating initiation or any hazing is permitted. The following clubs and organizations are active at NHMS:

<i>Student Council</i>	<i>Math Counts</i>	<i>Art Club</i>
<i>Washington D.C. Trip</i>	<i>Spelling Bee</i>	<i>Geography Bee</i>
<i>Outdoor Education Trip</i>	<i>Service Club</i>	<i>Student Council</i>
<i>Forensics</i>	<i>Lego League</i>	<i>Sources of Strength</i>

FUND RAISING

Every effort will be made to space fund raising over the course of the school year. Any organization that would like to raise funds must obtain approval from the Board of Education.

SCHOOL FUNDS

Funds that are raised as part of a club or organization belong to that club or organization. No fund raising will be done or expenditures be made without the permission of the advisor and Principal. Funds may be used only for the purpose of educational growth or for the benefit of the school community.

ATHLETICS

Athletics and activities are an integral and valuable part of a student's educational experience and the New Holstein Middle School is committed to sponsoring extracurricular and co-curricular activities as an extension of the classroom. NHMS recognizes that participation in activities is a privilege offered to its students. While difficult to measure, the educational value of participation in activities is extensive. Student do not only develop physical, mental and social skills, but also positive values and attitudes.

Such participation is a privilege that carries with it responsibilities to the students themselves, the activity, study body, community, and to the school. This document will detail these expectations as they pertain to participation in all New Holstein Middle School Activities. Participation is a privilege earned, in part, by accepting and following these regulations. See the Co-Curricular/Athletic Handbook for more detailed information.

ATHLETIC OPPORTUNITIES

The interscholastic athletic program at New Holstein offers many students an opportunity to receive valuable instruction and to compete with students from other schools in a number of sports. The students at New Holstein have the opportunity to participate in a variety of interscholastic programs in the **7th and 8th grades:**

Cross Country Wrestling Basketball Volleyball Track

6th Grade- *Cross Country Wrestling Track*

CONDUCT RULES – HOME AND AWAY

New Holstein Middle School rules and regulations are in effect at all times and will be applied to student eligibility. Participants in all groups are expected to adhere to the highest standards of social behavior, sportsmanship, and to show proper respect for authority at all times – in school and within the community. Penalties under this rule can include suspensions from participation, apologies, detentions, school suspensions, reduced playing time or participation time, or other penalties that fit the situation. Such conduct includes, but is not limited, to the following:

- Use of profanity or obscene gestures
- Use or association with any form of tobacco product
- Insubordination and/or defiance (at event or during the school day)
- Use, abuse, or association with illegal drugs or alcohol
- Act or association with vandalism or theft in school or community
- Lying or cheating in an effort to deceive
- Unsportsmanlike conduct during practices and competitions
- Harassment, bullying, hazing, or other behaviors in an effort to intimidate or injure others
- Physical/sexual misconduct
- Any student suspended, in or out of school, will be ineligible to participate in practice, contests, or events during the duration of the suspension or on the day of a suspension.
- Any cheers that ridicule, insult, or use profanity and noisemakers are prohibited.
- All fans are expected to stay in the designated event areas during the extra-curricular event. Children must be monitored by their parents during the event.
- Signs, banners, and pennants are subject to WIAA and school guidelines

NOTE: *Eligibility of Middle School athletics and activities programs depends upon maintaining both academic and behavioral standards deemed appropriate for middle school students.*

PARTICIPATION REQUIREMENTS

A student may not participate or receive school issued equipment until the following forms have been completed and returned to the MS Office:

- **Physical** - The WIAA Physical Card or alternate year permit card must be turned into the MS office
- **Registration** - Complete concussion and participation forms have been turned in and the one-time \$10 student fee (plus any uniform costs) has been paid in the MS office

A student who joins a squad/team is expected to dedicate the time specified for practice by the coach for that activity. Regular attendance at practice is required.

ELIGIBILITY

Scholastic achievement should be the primary concern of the student; therefore, students participating in interscholastic athletics will maintain proficient academic standing in all classes, at the discretion of administration. Coaches, advisors, teachers and staff will assure that academic performance and support will come before participation in extracurricular activities. See 6-12 Co-Curricular code book for more information.

- A student participating in any co-curricular activity must be passing work in all courses.
- If, at any grading checkpoint, a student is not passing the courses necessary to maintain eligibility, that student shall be ineligible for a minimum of 15 consecutive days and nights and must show passing grades in all classes to lift suspension.
- A student who is ineligible for a minimum of 15 days and nights may not return to competition until the school day after the ineligibility period expires.
- Ineligible students with one failure will be allowed to practice during their 15 day suspension, but cannot take part in any competitions. A student with more than one failure will not be able to practice or take part in any competitions during 15 day suspension.
- Ineligibility may be determined on a date other than the last day of a grade reporting period (mid-quarter/quarter/semester) if multiple failures are reported. The ineligibility will be determined by the principal after consultation with the coach/advisor and athletic director.
- **Personal Behavior and Conduct Expectations for Middle School**

Students receiving an unsatisfactory Work Habits score of 1 for (Does not meet) in any category (Behavior, Work Completion/Quality, or Accountability/Use of Time):

- Shall miss one game/meet per unsatisfactory Work Habits category score of "1" up to 3 games/meets total. Ex. Student receives a "1" in Responsibility (in one more classes) and "1" in Focused (in one or more classes), the student will miss two contests.

- The Academic Grade will supersede the Work Habits grade. Ex. Student has a "1" in Responsible but has an F in an Academic Class. The student will be allowed to practice but not participate in games for 15 school days due to the Academic Grade with the Work Habits grade to be served concurrently.
- Work Habits grades are checked and reported every 4.5 weeks for all students, starting with the first progress reports at mid-first quarter, and continuing throughout the academic school year.
- Students who continue to receive scores of "1" in any category for two or more consecutive progress checks may face increased athletic or curricular restrictions as determined by administration and/or athletic director.

COMMUNICATION

What communication can you expect from a coach/advisor?

- Philosophy and expectations of the coach/advisor
- Locations and times of all practices, contests, and meetings
- Team/organization/club requirements (fees, equipment, etc.)
- Safety procedures
- Discipline in relation to the code of conduct

What do coaches/advisors have the right to expect from parents?

- Concerns expressed directly to the coach/advisor in a respectful manner
- Mutual respect as a person and professional
- Collaboration and support towards the betterment of the team
- Responsible communication efforts
- Respect that the coach is the team leader and has the right to make team decisions

These are issues not appropriate to discuss with coaches/advisors:

- Playing time/participation level
- Team strategy/game planning
- Play calling/ decision making
- Other students/athletes

CONFLICT RESOLUTION

If a problem occurs, we insist the player come to talk to us (coach, teacher, staff, and administration) first. We want to create responsible players who advocate for themselves. If they have not talked to us first, we will not be able to effectively discuss the problem with you until they do.

Personnel decisions in a team sport cannot be democratic in nature. Coaches will discuss individual player performance on a regular basis. When a final decision is made in regards to personnel, it is always done with the team's best interest in mind. Each player in our program has the right to ask questions of the coaching staff regarding their own situation.

The steps to take in terms of questioning a coach's decision should be as follows:

1. Student talks to the head coach
2. Parents/student talk to the head coach
3. Talk to the Athletic Director
4. Talk to Building Principal

GENERAL RULES/REGULATIONS

- A.** Athletic participants' must be in attendance at least $\frac{1}{2}$ of the school day in order to be eligible to participate or practice on that day. Student whose absences are unexcused will not be allowed to participate in that day's events. Excuses for doctor appointments, funerals, or other excused absences are considered on an individual basis.
- B.** Students selected to travel out of the District for a co-curricular event must travel to and from the event with the other participants via transportation designated by the coach. Written permission must be obtained through the coach or advisor at the scene of the event if the student will be traveling with a parent/guardian after the event.
- C.** Any participant who is injured during a practice or contest shall report the injury to the coach immediately. If a physician's care is required, the physician must sign a statement that the athlete is physically fit to resume participation.
- D.** Each participant is responsible for the equipment issued to them. This equipment must be returned at the end of the season. Failure to return such equipment by designated date shall result in one or more of the following:
 - The athlete shall be excluded from an continued involvement in interscholastic athletics or activities
 - Lost equipment must be paid for by the individual to whom it was issued
 - Any equipment (even though paid for as a lost item) still belongs to the school and shall be repossessed on discovery
- E.** Athletic participants are expected to dedicate the appropriate time specified for practice by the coach of that activity. Regular attendance at practice is required.
- F.** Students must be at school the day after an extra-curricular event. Failure to do so can result in a school consequence as determined by administration.

Note to parents: Your child's success or lack of success in sports does not indicate what kind of parent you are. But having an athlete that is coachable, respectful, a great teammate, mentally tough, resilient and tried their best IS a direct reflection of your parenting.

SPORTSMANSHIP

It is expected that students who participate and those who attend school events will display the highest level of sportsmanship at all times. All conference and WIAA rules will be followed by student athletes and their coaches/advisors. All student athletes and fans are expected to be respectful in all of their interactions with others while at the event.

EQUAL OPPORTUNITY PARTICIPATION

All programs and activities follow the district's policies of nondiscrimination. No person shall, on the basis of sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability, be excluded from participation in, be denied the benefits of, or otherwise be discriminated against regarding any program or activity.

WHO TO CONTACT FOR INFORMATION, PROBLEMS OR CONCERNS

For information on school rules, schedules, special events, etc. please call the school. For information on District policies and matters of district-wide concern, please see the district website or any of the divisional offices. For problems or concerns regarding your child, please follow the steps listed below:

- **Step 1** - Contact the teacher. Usually the problem or concern can be solved at this level.
- **Step 2** - Contact the principal for problems or concerns that are unresolved or continuing in the classroom.
- **Step 3** - Contact the District Administrator as a final appeal if the parent/guardian is not satisfied with the decisions at the previous levels.

BOARD POLICIES OF INTEREST TO PARENTS

All of our Board Policies can be found on our District website at www.nhsd.k12.wi.us. Click on the District link and choose Policies under the drop down menu.

5111	ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS
5111.0	HOMELESS STUDENTS
5111.03	CHILDREN AND YOUTH IN FOSTER CARE
5113	OPEN ENROLLMENT PROGRAM (Inter-District)
5136	PERSONAL COMMUNICATION DEVICES
5136.01	TECHNOLOGY RESOURCES AND OTHER ELECTRONIC EQUIPMENT
5200	ATTENDANCE
5230	RELEASE OF STUDENTS TO AUTHORIZED PERSONS
5310	HEALTH SERVICES
5410	PROMOTION, PLACEMENT, AND RETENTION
5421	GRADING
5500	STUDENT CODE OF CLASSROOM CONDUCT
5511	DRESS AND GROOMING
5517.01	BULLYING
5600	STUDENT DISCIPLINE

APPENDIX – OFFICIAL POLICIES AND STATEMENTS

Appendix A – Child Abuse or Neglect (Reporting of)

The Board of Education is concerned with the physical and mental well-being of all children of this District and will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with law. The Board shall require every employee to receive training provided by the Department of Public Instruction (DPI) in identifying children who have been abused or neglected and in the laws and procedures detailed herein governing the reporting of suspected or threatened child abuse and neglect. Such training shall be completed within the first six (6) months of employment in the District and thereafter at least once every five (5) years after the initial training.

Each District employee who has reasonable cause to suspect child abuse or neglect has occurred or is occurring shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse or neglect resulting in physical or mental injury to a child by other than accidental means. The employee shall immediately call the local office of the Child Welfare Department or local law enforcement agency and shall secure prompt medical attention for any such injuries reported.

Employees shall also notify the appropriate administrator according to the District's Reporting Procedure for Student Abuse or Neglect. The identity of the reporting person shall be confidential, subject only to disclosure by consent or court order. A reporting employee shall not be dismissed or otherwise penalized for making a report of child abuse or neglect. Information concerning alleged child abuse is confidential. Any unauthorized disclosure by an official or employee of the District is a violation of the law and may subject the disseminator to civil liability for resulting damages and disciplinary action. (Board Policy 8462)

Reporting of child abuse or neglect procedure. In the event of a law enforcement or social services investigation involving allegations of child abuse under Chapter 48 of the Wisconsin Statutes, school officials shall permit access to any student the law enforcement officer or social services agent determines s/he must speak with. Office staff shall notify the District Administrator or the building administrator of any such investigation and shall keep a log of activities by the agency conducting the investigation, noting the date, and time of any interviews and the students involved. The school administration shall notify the student's parents only after being advised by the agency conducting the investigation that parental/guardian contact will not impede their investigation. Because such investigations may involve allegations against the student's caretaker(s), the administration must not contact the parents/guardians unless authorized to do so by the investigating agency.

If the investigating agency determines that it must remove the student from school in the course of their investigation, the administrator should make a record of when the student was released, the agency to which the student was released and the name of the individual agent that removed the student. This policy should be viewed in conjunction with Policy 8462. Nothing in this policy affects District staff responsibilities as mandatory reporters of suspected child abuse. (Board Policy 5540.01)

Appendix B – Public Notification of Non-Discrimination Policy

PUBLIC NOTIFICATION OF NON-DISCRIMINATION POLICY (BOE Policy 2260)

The Board of Education is committed to providing an equal educational opportunity for all students in the District.

The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities.

The Board is also committed to equal employment opportunity in its employment policies and practices as they relate to students. The Board's policies pertaining to employment practices can be found in Policy 1422, Policy 3122, and Policy 4122 - Nondiscrimination and Equal Employment Opportunity.

Nondiscrimination Statement The following statement applies to all programs administered by the District that are funded in whole or in part by the U.S. Department of Agriculture (USDA): In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form.

To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

A. Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW Washington, D.C. 20250-9410;

B. Fax: (202) 690-7442; or

C. E-mail: program.intake@usda.gov.

This institution is an equal opportunity provider. (BOE Policy 8500)

Appendix C – Technology Use Agreement

NHSD will provide one technology device for each student. Additional information is included in this packet along with the Student/Parent Device Agreement, which needs to be signed and returned.

Students will have the following options to consider:

Elementary School 4K - 5th grade

- School district technology device available. Device insurance available for a \$47 fee per device per year. First breakage covered by the fee with subsequent damages to be billed directly to the family.

Middle School / High School

- Bring your own technology device. Families are able to purchase a mobile device for their child on their own to be used in place of the device the school district is offering. Device needs the ability to run Google Chrome browser and have wireless (N) capability. Students who bring their own device will be provided a filtered internet connection.
- School district technology device for Middle School, Freshman, Sophomores, Juniors and Seniors available for use both on and off school premises. Device insurance available for a \$47 fee per device per year. First breakage covered by the fee with subsequent damages to be billed directly to the family.
- If no device insurance is purchased, the student is responsible for all costs associated with the repair or replacement of the device. Device replacement will not exceed \$400.

Damage caused by intentional acts, fire, loss are not covered by this fee. Examples NOT covered:

Cause of Failure

Damaged in fire
Intentional damage
Charger missing or not complete
Missing keys
Cracked screen
Totaled device

Resolution

Not covered - home insurance coverage
Not covered - user responsible
\$25 per charger
50 replacement keyboard
\$50 replacement screen
\$200 and up pending cost of device

New Holstein School District Technology Student / Parent Device Agreement

Student Information:

Please Print All Information

Last Name	First Name	Middle Name	Grade
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Parent / Guardian Information:

Last Name	First Name	E-Mail Address
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Terms of Agreement:

Your right to use and possession of property terminates no later than the last day of the school year unless earlier terminated by the New Holstein School District (noncompliance of User Agreement) or upon withdrawal from the New Holstein School District. Failure to return the property and the continued use of it for non-school purposes without the New Holstein School District's consent will be considered unlawful appropriation of New Holstein School District property.

The device owned by the New Holstein School District is provided for Student under the following terms and conditions:

The device remains at all times the property of the New Holstein School District and Student's possession and use of the device does not in any way change ownership of the device.

The device is provided solely for the use of the Student and solely for school purposes. The device may not be loaned to anyone else. The Student's password and usernames are not to be shared with anyone.

Should the device be returned to New Holstein School District inoperable and/or damaged beyond normal use, the Family is responsible for reasonable cost of repair and will not exceed \$400. If a device is lost or stolen, replacement expenses will be the responsibility of the Family. Replacement cost will not exceed \$400.

It is understood that the device will be returned to the New Holstein School District no later than the last day of the school year unless this Agreement is terminated earlier by the New Holstein School District, upon the Student's withdrawal from the New Holstein School District, or with the written consent of the New Holstein School District.

The Student's signed Acceptable Use Policy governs the Student's use of the device. The policy is included in the Student's Handbook. Failure to comply with the New Holstein School District's policies may result in the immediate repossession of the device by the New Holstein School District and other consequences for violation of the New Holstein School District's policies.

The Student's use is also subject to copyright laws. No software may be loaded on the device without the prior approval of the New Holstein School District.

Failure to comply with the terms and conditions set forth above may result in the termination of this Agreement by the New Holstein School District and the immediate repossession of the device by the New Holstein School District.

Failure to return the device to the New Holstein School District at the end of this Agreement or when requested to do so by the New Holstein School District may result in the New Holstein School District taking legal action for the return of its property. Should the New

Holstein School District have to initiate any such proceedings, you will be responsible for the fees incurred by the New Holstein School District in obtaining the return of its property.

Please place a check mark by the option you are choosing for the 2024-2025 school year:

Option 1: Bring your own technology device. Middle and High School families are able to purchase a mobile device for their child on their own to be used in place of the device the school district is offering. Device needs to be able to run Google Chrome browser and have a wireless (N) connection. Students who bring their own device will be provided a filtered internet connection. (No fee)

Option 2: Unlimited use of school district device both on (Elementary) and off the school premises (Middle School and High School).

Device insurance available for a \$47 fee per device per year. First breakage covered by the fee with subsequent damages to be billed directly to the family.

Yes, I would like the optional device insurance OR No, I decline the optional device insurance

By signing below, I acknowledge that I have read, understand and agree to abide by the terms and conditions set forth above. **Insurance does not go into effect until payment has been made.**

Parent / Guardian Signature Date AND Student Signature Date

Appendix D - WELLNESS POLICY

As required by law, the Board of Education establishes the following wellness policy for the School District of New Holstein as a part of a comprehensive wellness initiative. The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

Schools alone, however, cannot develop in student's healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits. The Board sets the following goals in an effort to enable students to establish good health and nutrition choices to:

- A. promote nutrition education with the objective of improving students' health and reducing childhood obesity;
- B. improve the health and well-being of our children, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits;
- C. promote nutrition guidelines, a healthy eating environment, child nutrition programs, and food safety and security on each school campus with the objective of promoting student health and reducing childhood obesity;
- D. provide opportunities for every student to develop the knowledge and skills for specific physical activities, maintain physical fitness, regularly participate in physical activity, and understand the short and long-term benefits of a physically active lifestyle;
- E. promote the health and wellness of students and staff through other school based activities.

Wellness Committee. The District Administrator shall obtain the input of District stakeholders, to include parents, students, representatives of the school food authority, educational staff (including physical education teachers), school health professionals, members of the public, and other school administrators in the development, implementation, evaluation, and periodic update, if necessary, of the wellness policy. The District Administrator is encouraged to form a wellness committee to carry out this function. The wellness committee shall be an administrative committee with members recruited and appointed by the District Administrator. The District Administrator shall be responsible for accomplishing the following:

- A. assess the current environment in each of the District's schools;
- B. measure the implementation of the District's wellness policy in each of the District's schools;
- C. review the District's current wellness policy;

- D. recommend revision of the policy, as necessary; and
- E. present the wellness policy, with any necessary revisions, to the Board for approval or re-adoption if revisions are necessary.

The District Administrator will oversee development, implementation, and evaluation of the wellness procedures. The District Administrator shall conduct reviews of the progress toward school wellness procedures, identify areas for improvement, and recommend revision of procedures as necessary. The Food Service Director or a designee of the wellness committee shall report annually to the Board on the District's wellness programs, including the assessment of the environment in the District, evaluation of wellness policy implementation District-wide, and the areas for improvement, if any, identified.

The District Administrator or a designee from the wellness committee shall also report on the status of compliance by individual schools and progress made in attaining goals established in the policy.

A. With regard to nutrition education, the District shall:

1. Nutrition education shall be included in the Health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
2. Nutrition education shall be included in the sequential, comprehensive health curriculum in accordance with the curriculum standards and benchmarks established by the State.
3. Nutrition education shall be integrated into other subject areas of the curriculum, when appropriate, to complement, but not replace, the standards and benchmarks for health education.
4. Nutrition education standards and benchmarks shall be age- appropriate and culturally relevant.
5. Nutrition education shall include opportunities for appropriate student projects related to nutrition, involving, when possible, community agencies and organizations.
6. Nutrition education shall extend beyond the classroom by engaging and involving the school's food service staff.
7. Nutrition education posters, such as the Food Pyramid Guide, will be displayed in the cafeteria.
8. Nutrition education shall reinforce lifelong balance by emphasizing the link between caloric intake (eating) and exercise in ways that are age appropriate.
9. Nutrition education benchmarks and standards include a focus on media literacy as it relates to food marketing strategies.
10. Nutrition education standards and benchmarks promote the benefits of a balanced diet that includes fruits, vegetables, whole grain products, and low-fat and fat-free dairy products.

11. Staff responsible for providing instruction in nutrition education shall regularly participate in professional development activities designed to better enable them to teach the benchmarks and standards.

12. Instruction related to the standards and benchmarks for nutrition education shall be provided by highly qualified teachers.

13. The District shall provide information to parents that is designed to encourage them to reinforce at home the standards and benchmarks being taught in the classroom.

B. With regard to physical activity, the District shall: Select one (1) or more of the following from both categories:

1. Physical Education

a. A sequential, comprehensive physical education program shall be provided for students in K-12 in accordance with the physical education academic content standards and benchmarks adopted by the State.

b. The sequential, comprehensive physical education curriculum shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge, attitudes, and skills necessary to engage in lifelong, health enhancing physical activity.

c. Planned instruction in physical education shall promote participation in physical activity outside the regular school day.

d. The physical education curriculum shall provide sequential instruction related to the knowledge, attitudes, and skills necessary to participate in lifelong, health-enhancing physical activity.

e. Physical education classes shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge and attitudes necessary to engage in lifelong, health-enhancing physical activity.

f. The sequential, comprehensive physical education curriculum shall stress the importance of remaining physically active for life.

g. The K-12 program shall include instruction in physical education as well as opportunities to participate in competitive and noncompetitive team sports to encourage lifelong physical activity.

h. Teachers properly certificated/licensed in the subject area of physical education shall provide all instruction in physical education.

2. Physical Activity

a. Physical activity and movement shall be integrated, when possible, across the curricula and throughout the school day.

b. In addition to planned physical education, the school shall provide age-appropriate physical activities (e.g., recess during the school day, intramurals and clubs before and after school, and interscholastic sports) that meet the needs of all students, including males, females, students with disabilities, and students with special health care needs.

C. With regard to other school-based activities the District shall:

1. The schools shall provide at least thirty (30) minutes daily for students to eat.
2. The school shall provide attractive, clean environments in which the students eat.
3. The schools may use environmentally friendly practices, such as the use of locally grown foods and non-disposable tableware and dishes.
4. The schools may provide opportunities for staff, parents, and other community members to model healthy eating habits by dining with students in the school dining areas.
5. Schools in our system utilize electronic identification and payment systems, therefore, eliminating any stigma or identification of students eligible to receive free and/or reduced meals.

Furthermore, with the objectives of enhancing student health and well-being, and reducing childhood obesity, the following guidelines are established:

- A. In accordance with Policy 8500, entitled Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program.
- B. As set forth in Policy 8531, entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).
- C. The food service program will strive to be financially self-supporting; however, if it is necessary to subsidize the operation, it will not be through the sale of foods with minimal nutritious value.
- D. The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well.
- E. All foods available to students in the dining area during school food service hours shall comply with the current USDA Dietary Guidelines for Americans, including competitive foods available to student a la carte or from vending machines.
- F. The food service program shall be administered by a qualified nutrition professional.

The District Administrator shall be responsible for informing the public, including parents, students and community members, on the content and implementation of this policy. In order to inform the public, the District Administrator shall distribute information at the beginning of the school year to families of school children and include information in the student handbook and post the wellness policy on the District's website, including the assessment of the implementation of the policy prepared by the District. (BOE Policy 8510)

Appendix F – New Holstein Middle School Work Habits Rubric

<p><i>By fostering strong work habits, NHMS students will be prepared to meet challenges, become responsible for their learning, and be a positive contributor in their learning environment. These are lifelong skills that will help them become successful.</i></p>	<p>3 – Meets A student who earns this score has met the work habits expectations by exhibiting the characteristics and behaviors listed below.</p>	<p>2 – Partially Met A student who earns this score is progressing toward meeting the work habits expectations.</p>	<p>1 – Does Not Meet A student who earns this score has not yet met work habits expectations consistently.</p>
<p><u>Accountability for Learning:</u> Accountability for learning reflects the student’s decision-making skills and responsible behaviors in personal, school, and community context.</p>	<p>Attends class regularly, participates in class discussions and activities, sets and monitors goals, and when necessary, seeks out teacher or other support independently.</p>	<p>Needs occasional reminder to complete work, participates to some extent in classroom discussions and activities, and/or is beginning to take an active role in learning.</p>	<p>Frequently absent without attention to make-up work, must be repeatedly reminded to do assigned work, fails to participate in discussions and activities, does not monitor goals, and/or does not take an active role in learning.</p>
<p><u>Preparation and Organization for Class and Work Time:</u> Preparation and organization are essential traits for a student’s daily success.</p>	<p>Plans for the day and arrives at class prepared, locates materials readily, takes notes, draws on academic resources, uses class time effectively, and seeks extra help when needed.</p>	<p>Sometimes comes to class with materials, and/or inconsistently uses class time and available support effectively. May be unable to locate work, or resources.</p>	<p>Frequently comes to class without needed materials and is unable to locate work. Class time and/or additional support are not utilized effectively on a regular basis.</p>
<p><u>Behavior:</u> Behavior is the code of conduct by which the student uses social awareness and interpersonal skills to establish and maintain positive relationships and create an environment that is conducive to learning.</p>	<p>Follows classroom code of conduct, focuses on teacher and/or task, exhibits self-control, accepts responsibility for behavior, respects others and the learning environment, and collaborates positively with adults and peers.</p>	<p>Sometimes follows classroom code of conduct, but can be uncooperative with adults and peers and/or sometimes exhibits disruptive or disrespectful behavior.</p>	<p>Frequently ignores classroom code of conduct, is uncooperative with adults and peers, and/or exhibits disruptive or disrespectful behavior.</p>
<p><u>Work Completion:</u> The ability to meet deadlines and due dates helps prepare students for later in life when working in an environment that requires work to be complete within a given timeframe.</p>	<p>Homework and other assignments are consistently completed at teacher pace due dates. Work assigned during an absence (planned or unplanned) is completed promptly with extended due dates from teacher.</p>	<p>Some homework and other assignments are completed at teacher pace due dates. The student completes missing work the occasional reminders.</p>	<p>Homework and other assignments are frequently incomplete at teacher pace due dates. Student requires frequent reminders to complete missing work.</p>
<p><u>Work Product Quality:</u> Homework and other assignments are evidence of the student’s commitment to learning and excellence. They are required practice by which a student deepens their understanding and indicate progress toward an objective.</p>	<p>Submits homework and other assignments that meet standards for quality (accurate, precise, legible, meets requirements).</p>	<p>Sometimes submits homework and other assignments with inconsistencies in quality (accurate, precise, legible, meets requirements).</p>	<p>Frequently does not complete quality assignments. Those that are completed do not meet standards for quality (accurate, precise, legible, meets requirements).</p>

Appendix G – Bussing and Ridership

School transportation is provided as a courtesy to all eligible students. The District is not required by law to provide transportation services to all students. The school administration feels very strongly that each driver should be able to experience nothing but respectful behavior from the students.

The following bus rules have been established to insure that your child will have a safe trip via the school bus:

1. Previous to Loading (on the road and at school)

- a. Be on time at the designated school bus stops - keep the bus on schedule.
- b. Stay off the road at all times while waiting for the bus. Bus riders conduct themselves in a safe manner while waiting.
- c. Wait until the bus comes to a complete stop before attempting to enter the bus. Line up in an orderly fashion in single file. Do not rush to get on.
- d. Do not move toward the bus at the school-loading zone until the buses have been brought to a complete stop.
- e. Be courteous at all times, especially to younger children.
- f. Leave home on time so you do not have to rush to catch your bus.
- g. If there is no sidewalk or path, it is recommended that you walk on the side of the road facing traffic to get to the bus stop
- h. Use the grab rail and watch your step when getting on the bus.

2. While on the Bus

- a. Keep the hands and the head inside the bus at all times after entering and until leaving the bus.
- b. Assist in keeping the bus safe and sanitary at all times.
- c. Remember that loud voices or unnecessary interruptions diverts the driver's attention and may result in a serious accident.
- d. Treat bus equipment like valuables in your own home. Damage to equipment will be paid for by the offender. Never tamper with the bus or any of its equipment.
- f. Leave no books, lunches, or other articles on the bus.
- g. Place books, packages, coats, and all other objects out of the aisles.

- h. Remain in the bus in case of road emergency, unless directed to do otherwise by the bus driver.
- i. Do not throw anything out of the bus window.
- j. Always remain in your seat while the bus is in motion.
- k. Be courteous to fellow pupils, the bus driver, the driver's assistants, and to passers-by.
- l. Remain absolutely quiet when approaching a railroad-crossing stop.
- m. Parents will be notified if there is continuous misconduct on the bus. Bus riders may be denied the privilege of riding.
- n. The driver is responsible for controlling the bus riders. They must obey him/her and driver assistants, promptly and cheerfully.
- o. Inform driver, if possible, when a rider will be absent.
- p. No food or beverages are to be consumed on the bus.
- q. Grade school children (kindergarten through grade eight) will occupy the forward seats of each bus. High school children (grades 9-12) will occupy the rear seats of each bus.
- r. No student will be allowed to ride any bus other than the assigned bus unless permission is granted by school authorities.
- s. Windows can be opened but only a total of 3 inches maximum.
- t. Seats will be assigned by the bus driver at the beginning of the year or when a student starts riding on the bus. Students are to use the assigned seats unless reassigned by the driver.
- u. Large items cannot be placed in the aisle or at the front of the bus. If the item is too large to hold without depriving another student of his/her seat, arrangements must be made for transportation other than on the bus.
- v. No dangerous or objectionable objects or materials, including knives, guns, gasoline or other volatile substances and animals are allowed to be transported on the school bus.

3. After leaving the Bus

- a. Cross the road, when necessary, after getting off the bus (at least 10 feet in front of the bus) but only after checking to see that no traffic is approaching and after receiving the signal from the driver.
- b. Help look after the safety and comfort of small children.
- c. Be alert to the danger signal (horn) from the driver.
- d. Riders are not permitted to leave the bus at other than regular stops, unless proper authorization has been given in advance by parents and school officials.

4. Extra-Curricular Activity Trips

- a. The above rules and regulations will apply to any trip under school sponsorship.
- b. Pupils shall respect the wishes of competent chaperons appointed by the school officials to accompany the bus riders.

School officials and parents are concerned with safe and efficient school bus transportation. In order to facilitate this, the following policies have been established by the New Holstein School Board.

1. All students will be required to meet the school bus on the main traveled public roads on time. School buses shall not travel driveways to pick up or drop off students. Driveways are defined as the roads leading from the said traveled public road to the family dwelling. Buses shall not travel dead end state, county or town highways or roads unless an adequate turn-around area is provided at the end of such highway or road by the agency of government having jurisdiction over the said highway or road, provided, however, that in no event shall a bus travel on any state, county, or town highway or road having a traveling lineal distance of less than 1/2 mile, and a surface width of less than 16 feet. In the event a dead end road or highway has a traveled lineal distance in excess of 1/2 mile, the Board of Education may, however, direct that buses shall not travel such road or highway in those instances where in the judgment of said Board such travel would not be in the interest of the students or District for safety or scheduling reasons. Any turn-around areas so provided shall be constructed on land owned by the public or over which an easement has been granted for public roadway purposes having not less and the following minimum requirements:

- a. For circular turn-around areas, the turn-around area to have a road base of not less than 8 inches in depth, said base to be composed of not less than 3/4 inch crushed aggregate, and to have a surface width of not less than 16 feet and a circular area of not less than a 100 foot radius wide inside dimension.
- b. For a "T" type turn-around area, the turn-around area to have a road base of not less than 8 inches in depth, said base to be composed of not less than 3/4 inch crushed aggregate, and to have a surface width of not less than 16 feet and lineal distance of not less than 75 feet on each side of the "T".

2. Bus transportation will be provided for elementary school children living within a village (incorporated or unincorporated) or a city if the mileage exceeds two miles from dwelling door to school door.

- a. Children living outside a village limits or city limits less than two miles from dwelling door to school door will be transported if a safety factor exists.
3. Children living in concentrated population areas will be required to assemble at a bus loading point or points. The bus will not pick up at individual homes in concentrated population areas.
4. Bus transportation to and from school is a privilege, not a person's right. Therefore, the following action will be taken for children causing a behavioral problem on the school bus:
 - a. First offense - child will be warned by the school authorities and/or designees.
 - b. Second offense - the child's parent(s) or guardian(s) will be informed of the misconduct in writing by school authorities and advised of the action that will be taken in the case of a third offense. They will also be advised of the school compulsory Attendance laws.
 - c. Third offense - child will not be transported by school bus for an extended period. The extended period will be established by school authorities.
 - d. Successive offenses will be handled as per paragraph (c) above with longer extended period for each offense.
 - e. This procedure shall not apply to fighting, destruction of property, bodily injury, or other serious offenses on the bus. In this case a bus rider may be removed from the bus immediately by proper authorities.
5. Grade school children (kindergarten through grade eight) will occupy the forward seats of each bus. High school children (grade nine through grade twelve) will occupy the rear seats of the bus. This organization is to be maintained by the bus drivers.
6. No changes in established bus routes, pick-up points or drop-off points will be made without notification from school authorities.
7. No student will be allowed to ride other than assigned bus unless permission is granted by school authorities. Bus passes will only be utilized in emergency or extenuating circumstances.
8. The bus driver has full authority over the children, similar to a teacher while the child is on the school bus.
9. No food or beverages are to be consumed on the bus.
10. Students will be dropped off at regular assigned pick-up points only, unless approval has been granted by school authorities.
11. Parent Pick-up: In order to provide adequate time to notify school personnel, any changes to bus transportation for the day needs to be called in 2 hours prior to end of day dismissal.