

We will effectively prepare every student for an
ever-changing world by ensuring authentic
engagement and utilizing transformative learning
solutions.



Necedah Middle/High School Student Handbook 2025-26

Necedah School Board Approval - 7/?

WELCOME TO NECEDAH MIDDLE/HIGH SCHOOL

On behalf of the entire Necedah Middle/High School staff, I am happy to welcome your family to our school. The Necedah staff places a high value on creating and maintaining strong, cohesive partnerships between home, school, and the community. In addition, our goal is to provide a high quality learning environment that meets the needs of all our students. Our **Vision** - *Leadership and learning without personal limitations and beyond institutional boundaries* - and **Mission** - *We will effectively prepare every student for an ever-changing world by ensuring authentic engagement and utilizing transformative learning solutions* - guide us in efforts to provide an outstanding education for our students.

We are using this handbook as a means of communicating between home and school. There are many policies, regulations, and services discussed in these pages. It is very important for parents and students to read through and refer to the handbook when a situation arises so we all have a “common language” to refer to.

Again, let me state that we are extremely happy to have you as a part of the Necedah Middle/High School and hope this will be a successful and satisfying year for you and your student.

Sincerely,

Mark Becker
Necedah MS/HS Principal

It is the policy of the Necedah Area School District that no person be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, student services, recreational or other program or activities, shall not be abridged or impaired because of the person's sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability as required by section 118.13 of the statutes. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin) and Section 504 of the Rehabilitation Act of 1973 (handicap)

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Whom Should I Contact at the Middle/High School?

As hard as we try, schools can be confusing places to parents/guardians and community members.
We hope you find the following chart helpful.

Questions/Concerns	1st Contact	2nd Contact	3rd
Academic Progress	Teacher of Class	School Counselor	Principal
After School Program	After School Program Coordinator	Principal	Superintendent
Alcohol/Drug Use/Abuse	Principal	Dean of Students	School Counselor
At Risk Resources	School Counselor	School Psychologist	Principal
Attendance	Office Secretary	Principal	
Behavioral or Emotional Issues	School Counselor	School Psychologist	Principal
Busing (Routes and Behavior)	Transportation Director	Principal	
Calendar for School Activities	Website	Office Secretary	Principal
Discipline in a particular class	Teacher of Class	Dean of Students	Principal
Discipline (School Wide)	Dean of Students	Principal	
Facilities Use	Athletic Director	Principal	
Financial/Resource Assistance	School Counselor	Principal	Superintendent
Gifted/Talented Assistance	Teacher of Class	G/T Coordinator	Principal
Health Concerns/Medications	School Nurse	Office Secretary	Principal
Lunch System	Website	Food Service Supervisor	Principal
Student Fees	Office Secretary	Principal	
School Involvement w/external agencies	School Psychologist	School Counselor	Principal
School Policies/Procedures	Principal	Superintendent	
Student Records	Office Secretary	School Counselor	Principal
Suicide Prevention	School Counselor	School Psychologist	Principal
Withdrawing/Enrolling Students	Office Secretary	School Counselor	

Contact Names and Numbers

Principal	Mark Becker	Ext. 102	Office Secretary	Laurie Brown	Ext. 100
School Counselor	Heather Moore	Ext. 104	Office Secretary	Lisa Smelcer	Ext. 101
School Psychologist	Mary Hansen-Tynes	Ext. 108	Bus Transportation		565-2115
School Nurse	Kammy Quinnell	Ext. 114	Food Service Manager	Cindy Stainbrook	Ext. 503
Dean of Students	Michelle Bulin	Ext. 233	Superintendent	Tanya Kotlowski	Ext. 120
After School Program	Linda Lowery	Ext. 105	Director of Pupil Services	Matthew Sherwood	Ext. 108
School Resource Officer	Jessica Meyer	Ext. 103	Athletic Director	Dave Decker	Ext. 314

Necedah Middle/High School Staff 2025-26
Respectful, Engaged, Dependable, Self-Control

Name	Position	Email	Extension
Mark Becker	Principal	mbecker@necedahschools.org	102
Cora Dillin	MS Special Education	cdillin@necedahschools.org	107
Laurie Brown	Secretary	lbrown@necedahschools.org	100
Lisa Smelcer	Secretary	lsmelcer@necedahschools.org	101
Joni Mach	Library/Media Specialist	Jmach@necedahschools.org	211
Kayden Yoss	MS Math	kyoss@necedahschools.org	229
Alicia Frelke	MS Reading/Language Arts	afrelke@necedahschools.org	222
	MS Reading/Language Arts		
Amy Sheley	Reading Interventionist	asheley@necedahschools.org	233
Kim Waltemath	Grades 6,7 SS - Life Skills/Card Inno	kwaltemath@necedahschools.org	310
Ling Cheng	MS Math	lcheng@necedahschools.org	311
Michelle Bulin	Dean of Students/Instructional Coach	mbulin@necedahschools.org	233
Robert Manhart	HS Math	rmanhart@necedahschools.org	226
Shannon Wilcox	HS Math	swilcox@necedahschools.org	231
Carney Lentz	HS English	clentz@necedahschools.org	221
Leah Luke	HS English	leahluke@necedahschools.org	238
Amber Pickarts	MS Science	apickarts@necedahschools.org	236
Molly Moseley	HS Science	mmoseley@necedahschools.org	312
Lisa Hansen	HS Science	lhansen@necedahschools.org	237
Elijah Klema	8th grade and HS Social Studies	eklema@necedahschools.org	228
Mikki Maddox	HS Social Studies/English	mmaddox@necedahschools.org	230
Jason Siedschlag	HS Social Studies	jsiedsch@necedahschools.org	227
Jan Baker	Marketing and Business Education	jbaker@necedahschools.org	217
Loana Rojas Corrales	Spanish	lcorrales@necedahschools.org	232
Peter Lowery	Technology and Engineering	plowery@necedahschools.org	208
Erich Mach	Virtual Classroom	emach@necedahschools.org	310
Beth Hecht	N-Gage Academy	bhecht@necedahschools.org	333
Elizabeth Schaller	N-Gage Academy	eschaller@necedahschools.org	333
Suzanne Weis	N-Gage Academy Paraprofessional	sweis@necedahschools.org	
Megan Marten	Grades 6-12 Art	mmarten@necedahschools.org	214
Cheryl Jackson	Choir	cjackson@necedahschools.org	207
Andrew Theis	Band	atheis@necedahschools.org	205
Sebastian Smith	HS PE/Health	ssmith@necedahschools.org	301
Ashley Boissonneault	PE and Health 8	agrack@necedahschools.org	300
David Decker	PE/ Athletic Director	ddecker@necedahschools.org	306
Heather Moore	6-12 School Counselor	hmoore@necedahschools.org	104
Mary Hansen Thyne	School Psychologist	mthyne@necedahschools.org	108
Ismael Torres	Special Education	itorres@necedahschools.org	220
Mary Sponsler	Special Education	msponsler@necedahschools.org	224

Brittany Brinkman	Special Education Paraprofessional	bbrinkman@necedahschools.org	
Emily Williams	Special Education	ewilliams@necedahschools.org	302
Rebecca Bunk	Special Education Paraprofessional	rbunk@necedahschools.org	
Christy Bemis	Special Education	cbemis@necedahschools.org	234
Emily Prather	Special Education	eprather@necedahschools.org	305
Christina Drew	Special Education Paraprofessional	cdrew@necedahschools.org	
Jesse Ard	Special Education Paraprofessional	jeard@necedahschools.org	
Kris Saylor	Technology Integration/Coordinator	saylor@necedahschools.org	308
Cindy Stainbrook	Food Service Manager	cstainbrook@necedahschools.org	503

School Day Schedule For 2025-26

[Link to 2025-26 Schedule](#)

***The Middle/High School office is open from 7:00 a.m. - 4:15 p.m.
If you ever have any questions and/or concerns, please call 565 – 2256, ext. 100/101***

Student Expectations

The Necedah Middle/High School is on a mission of building a tradition of excellence. Our mission - **We will effectively prepare every student for an ever-changing world by ensuring authentic engagement and utilizing transformative learning solutions** – is our commitment to providing our students that meets their needs beyond their time at Necedah Middle/High School. In order to achieve this, we have outlined our systems to promote positive student behavior and procedures to promote positive communication between home and school.

Restorative Practices

We have adopted a Restorative Practices Framework to teach our students positive behavior in all areas and situations that arise during the school day. Our Positive Universal Expectations are based on 4 Pillars – Respectful, Engaged, Dependable, and Self-Control. In other words, we expect and teach our students to be Respectful, Engaged, Dependable, and to practice Self-Control in all facets of the school day. Universal Expectations are posted at the entrance of our school, in the hallways, and in all classrooms. Universal Expectations can be found at [Show Your REDS](#) To promote our Positive Universal Expectations, our staff:

- Makes an effort to acknowledge appropriate student behavior in the classroom and hallways
- Intermittently acknowledge appropriate student behavior with Committed Cardinals
- Reinforce with our students appropriate behaviors when students are not meeting our Positive Behavior Expectations

Additionally, students can earn Committed Cardinal Recognition for positive classroom behavior (few if any if any behavioral referrals) and positive academic progress in a term. Committed Cardinals are redeemed by students in school wide drawings and activities at the end of each term.

Students who do not meet our Positive Behavior Expectations on a regular basis are also subject to restorative practice guidelines and consequences for their behavior. These consequences are outlined in our Attendance and Discipline Procedure sections of this handbook.

High School Focus Privilege System

Necedah High School is organized on the premise that freshmen benefit from a highly structured school day in order to

ease their transition into high school. High school students who meet the stipulated criteria will earn **Cardinal Pride Privilege** monthly. High School Juniors and Seniors who maintain a high level of academic and behavioral achievement will be able to earn a **Cardinal Pride Pass** and **leave school during focus**, provided they have a signed permission form from a parent for this privilege in the office. As students become upperclassmen, they are nearing a time in their life when they must begin to assume more responsibility to determine how they will use their time. Students should keep in mind, however, that the freedom to make these decisions is a privilege that may be removed by the Principal or Dean of Students if the expectations of the school are not observed.

STUDENTS MUST RETAIN A SATISFACTORY DISCIPLINE AND ACADEMIC RECORD FOR EACH MONTHLY CRITERIA CHECK IN ORDER TO RETAIN OR EARN PRIVILEGES.

FRESHMEN: After the first month of school, freshmen who have Proficient or Developing Evidence in their academic standards, Approaching or Meeting Expectations in REDS grades, no Majors and less than 3 times tardy earn in a month:

- Cardinal Pride Privilege Freshmen Honors Focus
- With teacher permission, a student meeting this criteria may work in the hallway during class time.
- Students in this category will receive free admission to athletic events.

SOPHOMORES: Sophomores who have all Proficient or Developing in their academic standards, Approaching or Meeting Expectations in REDS grades, no Majors and less than 3 times tardy earn in a month:

- Cardinal Pride Privilege - Sophomore Honors Focus in the Commons.
- With teacher permission, a student meeting this criteria may work in the hallway during class time.
- Students in this category will receive free admission to athletic events.

JUNIORS: Juniors who have all Proficient or Developing in their academic standards, Approaching or Meeting Expectations in REDS grades, no Majors and less than 3 times tardy earn in a month:

- a **Cardinal Pride Pass** to **leave school during focus**, provided they have a signed permission form from a parent for this privilege in the office.
- Honors Focus in the commons if they choose to stay in school.
- With teacher permission, a student meeting this criteria may work in the hallway during class time.
- Students in this category will receive free admission to athletic events.

SENIORS: Seniors who have all Proficient or Developing in their academic standards, Approaching or Meeting Expectations in REDS grades, no Majors and less than 3 times tardy earn in a month:

- A **Cardinal Pride Pass** to **leave school during focus**, provided they have a signed permission form from a parent for this privilege in the office.
- Honors Focus in the commons if they choose to stay in school.
- With teacher permission, a student meeting this criteria may work in the hallway during class time.
- Students in this category will receive free admission to athletic events.

Privileges cycle will reset on the first Monday of each month. Students lose their privilege in the current month and the next month if they get a Major or VIP Lunch.

Attendance

Upon their arrival at school, all students are required to report directly to their assigned area, be on time for classes,

and remain on the school campus until dismissed or excused by an out-pass from the office. Students will attend all classes, assemblies, and required meetings unless properly excused by a parent or guardian.

Steps to follow when students are absent:

- A parent or guardian should phone the school, 565-2256, indicating that the student will not be in attendance and the reason for the absence. Calls should be placed before 8:15 a.m. in accordance with our Safe Arrival Policy. When we do not receive a call from parents, we will call the parent at home or at work to ascertain if the student is home ill or out of school for some other reason.
- If the parent or guardian does not have access to a telephone, then a written excuse must be turned in to the office the following day giving name, date, days of absence, and reason for absence. This is to be done BEFORE 7:55 a.m. or as soon as the student arrives following the absence to verify the absence type. A note from a medical professional should be included whenever the student has seen one. Any absences accompanied with Doctor's Note are excused and NOT included in the 10 days (by State Law)

Virtual/At-Home Attendance - High school students who are attending virtually must work a minimum of 20 hours per week to be in compliance with attendance requirements. Attendance will be monitored weekly.

Absences: If a student knows in advance that he/she will be absent from school, he/she should provide the office with a written statement from parents/guardian for any absence other than a school sponsored activity. The office will update the attendance request in Skyward. The student should notify the teachers to receive missed work.

- Students should provide an appointment card for any doctor, mental health, or other appointment outside of school. Medical appointments can be exempted from a student's attendance, so they would not count against students for truancy purposes.
- Students must be in school ALL DAY in order to participate in practice, play, or compete (attendance in Physical Education means participation). Exceptions are: family emergencies, pre-approved professional appointments, or approval through the office.
- This process includes the ABSENCES FOR THE REGULAR NINE DAY WISCONSIN RIFLE deer hunting season. In this case, students must present a current valid deer hunting license in his/her name along with the signed permission request by the date specified by the school. A student will be allowed to practice and participate in extra-curricular activities while he/she is absent with the valid deer hunting permission request. If a student goes hunting without the valid permission request, the days absent will be unexcused. Absences will be counted as excused as long as the absences are within the allowed ten (10) days (by State Law).

Early Dismissal/Leaving school grounds during school day: Any student leaving school grounds for any reason during the school day must check out in the school office. It is our policy to notify the parent/guardian of any serious illness or injury to a student and to transport home or to the doctor in extreme emergency only.

Unexcused absence: The unexcused absence is given for any absence for which the school and/or the parent/guardian has not given permission. The student must still bring a note testifying that the parent/guardian knows the reason for the absence. The pupil will be allowed re-entry to classes, informed of assignments missed, and will be allowed to take tests and given credit for them. Once a student has accumulated 10 absences for any reason (this does not include medical appointments, and any excused days by the doctor from the appointment excuse note/card) any subsequent absence will be considered unexcused by the school. We ask parents to take this into consideration when planning vacations or trips during the school year.

Make-up work: A student who is absent for any reason, will be required to make up work missed in each class. This work should take approximately the same time as the time missed from class, but no more than five days for an extended absence. All make-up work must be in when the teacher calls for it. It is the student's responsibility to obtain make-up work from his/her teachers upon returning to school. Failure to obtain make-up work is NO excuse for not doing the work missed.

Necedah School District Truancy Policy: Juneau County Ordinance No. 99-05, is in effect for ALL Necedah Area School District students. This ordinance defines an **Habitual Truant** as: A student who is absent from school without an acceptable excuse for part or all of 5 or more days during a school semester. **Truancy Procedures:** Prior to any proceedings being brought against a student or against the student's parent/guardian, the school attendance officer shall provide written evidence that appropriate school personnel have met with the student's parent/guardian to discuss the student's truancy or has attempted to meet with the student's parent/guardian. School personnel will schedule a minimum of two student/parent meetings before filing truancy with the municipal court. Open enrolled students may have their open enrollment revoked if they are habitually truant.

Tardiness: Tardiness to school and to class shall be cause for disciplinary action. Middle School and High School students are to report to the Middle School / High School Office when late (tardy) to school, and are required to get a tardy slip. Tardiness to the classroom will be recorded by the teacher and may require reteaching.

Middle/High school Students who are tardy to class will be coached to improve their dependability.

- ★ 3rd tardy = **Phone call/Email Home** - Loss of Privileges
- ★ 4th - 6th tardy = Restorative Conversations with Staff
- ★ 7th tardy and more = Make up time after school and/or Friday school. Phone call/Email Home

STUDENTS WITH DISABILITIES The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability (Board Policy 2260.01 – Section 504/ADA Prohibition Against Discrimination Based on Disability). This protection applies not just to the student, but to all individuals who have access to the School District's programs and facilities. A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is generally required. More importantly, the school encourages parents to be active participants. To inquire about Special Education programs and services, a parent should contact Matt Sherwood at 608-565-2256 x108 (Board Policy 2460 – Programs for Students with Disabilities). The School District is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.

Dress Code

Personal pride, attitude toward school, and school spirit are, to some degree, reflected in the personal appearance and the type and manner of clothes worn by students of the school. It is expected that all students maintain a high standard of personal hygiene and cleanliness. Any clothing and/or personal items that distract students or staff, divert us from our primary responsibility of education, or interfere with the maintenance of a safe environment are prohibited.

The school recognizes that each student's mode of dress and appearance is a manifestation of personal style and individual preference. The school will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

The school has established appearance guidelines as necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes.

Accordingly, the school prohibits student dress or appearance practices which:

- Present a hazard to the health or safety of the student or to others in the school, including by way of communicating threats of harm or depictions of harmful conduct directed at others;
 - Examples - clothing, buttons, patches, jewelry, make-up, face/body paint or any other items with words phrases, symbols, pictures or signs that are indecent, profane, or substantially disruptive, including items that are reasonably expected to intimidate other students on the basis of race (for example KKK, swastika, and the Confederate Flag), color, national origin, sex, gender, sexual orientation, disability, age or religious affiliation, weapons
- Interfere with school work, create disorder, or disrupt the educational program, including dress that promotes or depicts illegal activity, such as illegal drug use, underage alcohol consumption, or similar activities;
 - Sleeveless shirts with a finished sleeve are allowed, examples not allowed - cut off shirts, spaghetti straps, tank tops.
 - Clothing should not expose undergarments or body part
 - **School officials reserve the right to determine if the clothing item is inappropriate**
- Cause excessive wear or damage to school property;
- Prevent the student from achieving their own educational objectives because of blocked vision or restricted movement.
 - Coats, blankets (including capes and flags) must be kept in lockers
 - Footwear must be worn at all times.
- General Guideline - Students are allowed to carry a clear backpack/bags throughout the school day. Solid and mesh backpack and purses must be kept in their locker due to safety policy.

Any dress code concerns will be reported to the office. Students may be called to the office to address the concern. If the clothing cannot be removed or concealed, the student may be sent home after contact is made with the student's parent/guardian. Other courses, such as physical education, may have specific expectations based on activities.

Student's Rights of Expression

Our school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- Material cannot be displayed if it:
 - is obscene to minors, libelous, indecent, or vulgar;
 - advertises any product or service not permitted to minors by law;
 - intends to be insulting or harassing;
 - intends to incite fighting or presents a likelihood of disrupting school or a school event; or
 - presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of

school or school activities, a violation of school regulations, or the commission of an unlawful act.

- Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the School Principal twenty-four (24) hours prior to display.

Distribution or display by any student of prohibited nonschool-sponsored material or in violation of the school's approval process will be halted, and the student(s) involved will be subject to disciplinary action.

General Student Expectations

- **Personal Electronic Devices -**
 - High School students - permitted before school, during passing times, and lunch (for high school students only). **Personal Electronic Devices may not be used during class for any reason.** Personal electronic devices will be placed in a specific location in class as they enter the room that is designated by the teacher. Students can pick up their device at the end of class.
 - Middle School students - permitted before/after school only.
 - Cell Phones will be turned into 7th hour teachers by 7:55 am each day.
- Students may carry water bottles with them during the school day. No other open containers are allowed in classrooms and must be left in your locker.
- No food may be brought into MS/HS classrooms during the school day as per the school expectations on allergies.
- During the school day, middle school students are to stay in the middle school hallways and high school students are to remain in the high school hallways unless otherwise assigned to a class. Students are to pass quickly to their destination between classes.
- Holding hands, walking with arms around each other, or other **public displays of affection** are not considered acceptable conduct.

After School Activities - Dances, Extra-Curricular Events

- If students are not involved in an after school activity, they must leave the school building by 3:45. If a ride is late, students must wait in the commons or MS/HS office. Students may NOT stay after school for events. They need to go home and then come back for the event.
- Students attending activities after school hours are reminded that if they leave during the activity they are not allowed to return.

Academic Guidelines

Accreditation

Necedah Area High School is fully accredited with the University of Wisconsin and the Wisconsin Department of Public Instruction. This means that, in most fields, our course offerings are more than adequate for acceptance to all of the public and private colleges in the state of Wisconsin and most others elsewhere. It should be remembered, however, that elective choices and the degree of excellence achieved in a student's course of study may well determine the acceptance or rejection by any particular college. Acceptance at most colleges is determined partially by recommendation of the administration and faculty of the school from which the student graduated.

Curriculum

Staff used district approved materials based on Wisconsin Academic Standards and Next Generation Science Standards. Parents have the right to inspect and review instructional materials.

The Board recognizes that the regular school program may not be appropriate for all students. Some students may need program or curriculum modifications to successfully meet the District's academic goals and/or graduation requirements. (See Policy 5461 - Children At-Risk of Not Graduating from High School)

Any student's parent, or the student if the parent is notified, may submit a written request to the Board, to provide the student with program or curriculum modifications as outlined in School Board Policy 2451.

Requirements for High School Graduation

To graduate from Necedah Area High School, a student must complete 26.5 credits of classroom work including the required as described below. A full-time schedule consists of seven of seven hours or seven of 8 hours each year (including physical education, band, and chorus).

English	4 credits	Other Science Course	1 credit
Human Geography	1 credit	Biology	1 credit
US History	1 credit	Physical Science	1 credit
American Foundations	1 credit	Education for Employment	.5 credit
Physical Education	1.5 credits	Financial Literacy	.5 credit
Health	.5 credit	Electives	10.5 or more credits
Mathematics	3 credits	ACP Seminar	1 Credit (.25 per HS year)

Additional Graduation Requirements - Community Service

- All Necedah High School students are required to do an average of 10 hours of community service per year as a student at Necedah High School to qualify for a Necedah Area School District High School Diploma. Pre-approval forms are available in the High School Office.
- All Necedah High School seniors are required to present their Academic and Career Plan to 8th grade and Freshmen students in May of their graduating year.

In order to stay on track for graduation, a student should earn at least **6.5 credits by the end of their Freshman year**; at least **13 credits by the end of their Sophomore year**; and at least **19.5 credits by the end of their Junior year**.

All graduation requirements and student obligations (course fees, fines, Majors etc.) must be met before a student may participate in the graduation ceremony.

Promotion of Middle School Students

All middle school students are expected to successfully complete (pass) all of their classes to be promoted to the next grade level with Emerging or better in all standards.

- If students have 1 or more Insufficient Evidence grades in a class, they may be required to attend summer school.
- Eighth grade students with 1 or more Insufficient Evidence grades must attend summer school for that class. In the event there is only 1 class needed, students will receive their promotion certificate at 8th Grade Promotion. Eighth grade students must meet the district's Grade Advancement Policy to be promoted to High School.

Academic Support

Individual students may need/request additional academic support at some time. Staff is available to assist individuals before and after school. Since many staff members have extra-curricular responsibilities at one time or another during the school year, students are encouraged to check with staff members ahead of time to request academic support before or after school. The resource hour is also structured to provide additional academic support.

- **Student Success Team:** Teachers may refer students to the Student Success Team for academic or behavioral concerns to recommend more intense interventions.
- **Middle School Intervention and Support:**
 - Math and Reading Intervention Blocks – Based on Classroom Assessment Performance, 2-3 times per week during Math and ELA Intervention Blocks.
 - Intervention/Enrichment Block - Based on Classroom Assessment in all academic areas.
 - After School Program/Middle School Homework Club - Students who are struggling academically may be requested to attend After School Program (MTWR) or Middle School Homework Club (MTR). Parents will be contacted to meet and discuss their student's academic performance and determine which program will work best to get their student on track for success.
- **High School Intervention and Support:**
 - High School Focus: A student may request to meet with a teacher for Resource, but they must schedule this by 8 am that day. Staff may require a student to come to their resource to get work completed or get extra help on essential content. If staff requires a student to attend their resource, they may not use any of their resource privileges for that day.
 - High School Homework Club: Students who are struggling academically will be referred to our High School Homework Club for further academic support. Parents will be contacted to meet and discuss their student's academic performance and determine which program will work best to get their student on track for success.
- **Friday School: Students in grades 6-8 that have an NI in Dependable (REDS) or an IE in Academic Standards and students in grades 9-12 that have an IE in any standard may be subject to attend school from 8-11am on Professional Day Fridays when there is no school. This will be run by Middle School and High School Staff. Students will complete the work they need to get their grade up.**

Grading and Assessment - Taken from Policy 5421 - GRADING

- World Class Knowledge should be the primary factor in grades and is defined as progress towards proficiency

in academic standards.

- World Class Knowledge can include subject-specific content, thinking and reasoning skills, as well as general communication skills.
- District's reporting structure should be a reliable system that ensures that each student's "grade" accurately reflects his/her degree of progress in achievement of the identified learning targets and power standards.
- Progress of nonacademic factors such as effort, behavior, attendance, and late work shall be reported separately from academic factors. Extra credit will not be an option to improve a grade.
- Teachers develop procedures for assessing and reporting progress which:
 - develop clear and consistent criteria based on rubrics
 - reflect growth toward the competencies of the Necedah Graduate Profile
 - separate academic and nonacademic factors such as effort, behavior, and attendance in reporting of grades
 - provide for defining levels of proficiency (proficient/developing/emerging/insufficient evidence)
 - provide frequent opportunities for each student and parent to obtain information regarding progress towards the learning targets and power standards of his/her courses or programs
 - provide students the opportunity to self-assess achievement toward the learning target and power standards of courses or programs
 - recognize that a student's understanding or skill should increase over time and that overall grades should be calculated based on this learning trend rather than strictly on averages

The teacher responsible for a student's instruction in a particular course or program shall determine the student's grade based on the criteria listed above.

Every effort is made to inform the student and parent/guardian of the child's progress and academic standing. All parents/guardians and students have a secure login and password to the district's web-based Skyward Family Access program. This program provides parents/guardians and students with live data from the teachers' grade book. Official grades are rendered at the end of each six-week period. In addition, parents will receive notification at the end of the 1st, 2nd, 4th, and 5th terms if their student is in danger of failing a class. Twice a year parents/guardians are invited to school to confer with each teacher. Parents and students are encouraged to use Family Access to keep apprised of course grades and missing assignments. Parents/guardians may contact teachers at any time by phone, email, or through Family Access to discuss student progress.

Grade Point Equivalent

At the High School Level, grades will be calculated to Letter Grade equivalents each term and semester. Each letter grade carries a grade point equivalent (GPA) which is used in determining eligibility for extracurricular activities, standing in class, awarding of scholastic awards, etc. The GPA is calculated by averaging the grades per credit earned each six-week grading period. Pass/Fail classes are not averaged into the GPA. The following points are used:

GRADE	POINTS	GRADE	POINTS	GRADE	POINTS
A+ (96.7 – 100)	4.00				
A (93.3-<96.69)	4.00	B- (80-<83.29)	2.67	D+ (66.7-<69.99)	1.33
A- (90-<93.9)	3.67	C+ (76.7-<79.99)	2.33	D (63.3-<66.69)	1.00
B+ (86.7-<89.9)	3.33	C (73.3-<76.69)	2.00	D- (60-<63.29)	0.67
B (83.3-<86.69)	3.00	C- (70-<73.29)	1.67	F (<59.99)	0.00

High School Honor Roll

Honor roll standing will be figured for all students at the end 1st semester. A student must have a grade point average of 3.5 or higher to qualify for the High Honor Roll; for the Honor Roll a grade point average between 3.0 - 3.49 is needed. At least $\frac{3}{4}$ of the classes must be graded (excluding pass/fail) classes for the student to be included on the honor roll. A student who is incomplete (for reasons other than illness) on the last day of the nine-week period may not achieve honor roll status for that period. All incomplete work must be made up within two (school weeks after grades are rendered, at which time teachers are required to change all “incompletes” to either “F” or passing grades. (Special allowance is made in cases of extreme emergency of severe illness.) “Incomplete” grades disqualify the student from participation in extracurricular activities until the incomplete is made up.

Middle School Honor Roll

- High Honors - Proficient in all standards
- Honors - Developing in all standards

Awards and Scholarships

Middle School Awards include:

Citizenship	No Majors	Perfect Attendance	Term Awards
Scholastic Honors	Music	Physical Fitness	Spelling Bee
Essay Contests	Athletics	Geography Bee	8 th Grade Leadership

High School Awards include:

Badger Girls State	Badger Boys State
DAR Good Citizen Award	Freshmen Mentor
Wisconsin Leadership Seminar	United States Marine Corps Award
WIAA Scholar Athlete Award	Scholastic Excellence
Kohl Educational Foundation	Scenic Bluff All Academic Team
Extra and Co-Curricular Awards	WIAA 3 Sport Athlete
Laude Honors	

Laude Honors: Our Laude Honors System is detailed in our [Necedah High School Course Handbook](#).

Scholarships: Necedah Area High School graduating seniors are fortunate to have a substantial number of scholarships available to them. Information regarding application for these scholarships are available from the high school guidance counselor and from the school website. **Please see the high school counselor for information on any/all of the awards listed above.**

General Procedures and Services

General Procedures

- **Lockers:** Students will be assigned lockers and combinations. The Necedah Area School District is not responsible for lost, stolen, or broken personal property. It is the student's responsibility to keep lockers locked at all times, keep combinations confidential, and remain in the assigned locker. Due to health concerns, no open food or drink containers should be kept in lockers. The lockers are the property of the District. With reasonable suspicion, school authorities may inspect any locker.
- **Textbooks:** Textbooks are a free but costly service rendered to students. A book cover is recommended and should be used on textbooks taken from the classroom. Students will be assessed fines for lost or damaged books or workbooks.

- **Technology:** Students are encouraged to use the school's technology resources for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner.
 - High School Students will receive a school issued chromebook and case at the beginning of the school year. Middle School Students will have access to chromebooks in each classroom. The purpose of the Chromebook is to enhance our students' educational experience. All students must have their parents sign the Chromebook user agreement and the Acceptable Use Policy. Liability for a broken/damaged Chromebook is \$50 for the student, unless it is verified that damage was caused by another student. Liability for a lost Chromebook may be up to the replacement cost of the Chromebook. Inappropriate use of a Chromebook has various degrees of consequence, from restricted use to the student unable to use the Chromebook for a length of time.

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Unauthorized or inappropriate use, including any violation of the School District's policies and administrative guidelines, may result in cancellation of the privilege, disciplinary action consistent with the School's rules, and civil or criminal liability. Smooth operation of the School's network relies upon users adhering to the School District's policies and administrative guidelines. Prior to accessing the Internet at School, students are required to confirm their agreement to abide by the terms and conditions of the Student Technology Acceptable Use and Safety Agreement each year. Violation of the Student Technology Acceptable Use and Safety Agreement may result in disciplinary consequences up to and including expulsion from the School District, civil liability and/or referral to law enforcement.

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.

Use of School District technology resources to engage in "cyberbullying" is prohibited. For more information on Cyberbullying, please refer to Bullying, Page 51 in this handbook.

- **Student Fees**

○ Gr. 9-12	Art Class	Actual cost of project materials and \$5/Sketchbook
○ Gr. 6-12	Technology Fee	\$10.00/\$30.00 per family
○ Gr. 6-12	Band	\$20.00 per year
○ Gr. 9-12	Technology Education	Actual cost of project materials
○ Gr. 9-10	Class Dues**	\$10/Semester
○ Gr. 11-12	Class Dues**	\$15/Semester
- Students must be academically eligible, abide by the Code of Conduct, and have all Class Dues paid to participate in a class activity (ex. Voting for Homecoming Court). All incoming Freshmen are eligible to vote on class activities if class business is conducted before the first collection date of class dues. Seniors, Juniors, Sophomores are eligible based on previous term's academic status, code of conduct status, and dues/fines payment.

Emergency Procedures

- Our school has established procedures for Fire Drills, Tornado Drills, and Intruder drills pursuant to School Board Policy 8420.

- Emergency Closings and Delays, generally due to weather, are communicated through our Skylert Mass Communication system to parents by phone and/or email. Additionally, closings and delays are communicated through Social Media, Television, and local radio.

Lost and Found

Items may be turned in and/or claimed in the office.

Scheduling and Class Assignments

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the school counselor. It is important to note that some courses may be denied because of limited space or the need to complete prerequisite courses. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change. Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

Service Animals and Other Animals on District Property

Students, parents, and other members of the public may be accompanied at school by a service animal in accordance with Federal and State law and *Board Policy 8390 - Animals on District Property*.

Other animals permitted in schools and elsewhere on School District property shall be limited to those necessary to support specific curriculum-related projects and activities as approved by the principal.

An emotional support animal is not granted the same access to school buildings and classrooms, as service animals. The School District is not required to grant students' requests that they be permitted to bring an emotional support animal to classes or on school grounds for any purpose.

Therapy dogs are the personal property of the handler and are specially trained to help all students in the assigned classroom, program, or school. Authorization for a therapy dog to be on District grounds may be granted by the District Administrator.

Student Fundraising

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. (*Board Policy 5830 – Student Fund-Raising*).

Students may not sell any items, goods, services for personal reimbursement on school property.

Student Valuables

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables. Students are encouraged to use their school issued lock to lock hallway and locker room storage lockers.

Visitors

To help maintain a safe environment for our students **all visitors** are asked to report to the office to secure a **Visitor's Pass**. **Student Visitors must have approval 24 hours in advance from the Principal.** Parents who plan to visit should make arrangements with their child's teacher or with the building administrator in advance of visiting their child at school unless that is not possible. Parents, like any other visitor, must enter the building through only the

approved visitor entrance and shall check-in at the school office in the same fashion as a visitor.

ENROLLMENT/WITHDRAWAL

Enrollment

All students are welcome at Necedah Schools. Families and students are welcome to contact our office for a tour or visit to determine if our school is a good fit for you! Families should enroll as soon as they know they will be attending our school. Office staff is available year-round.

Enrollment packets are available in the MS/HS Office. If you are unable to enroll in person, please call to make arrangements to receive the forms. If your student is currently attending another school, completing the enrollment process will prompt a request for records from the current school. If your student has an Individual Education Plan, 504 Plan, Behavior Plan, or other specialized service plan, please bring it at the time of enrollment so we may begin planning for a smooth transition.

Change of Address/Contact Information/Custody Information

When families move during the course of a year, it is critical that they notify the school office of this change so the school can maintain necessary and appropriate contact with the family. In the event of a move, notify the school secretary with the new address and phone number immediately. This is important to prevent interruptions with bussing, mailings, all-calls, etc.

Withdrawal

To ensure a smooth transition to a new school, we request that parents notify us at least two weeks before the student's last day of attendance. This allows for teachers to complete any final assessments and grading to prepare school records to be sent to the receiving school. In addition, families must complete the final checkout process including the return of school materials such as textbooks, library books, device, etc. and clear their lunch accounts and lockers. Finally, teachers and classmates appreciate an opportunity to say goodbye and good luck!

Homelessness/Foster Care

Homeless students who meet the Federal definition of homeless/foster care may enroll and will be under the direction of the Homeless Liaison, Mr. Mark Becker, with regard to enrollment procedures (Board Policy 5111.01 – Homeless Students).

Students with Disabilities

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability (*Board Policy 2260.01 – Section 504/ADA Prohibition Against Discrimination Based on Disability*). This protection applies not just to the student, but to all individuals who have access to the School District's programs and facilities.

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is generally required. More importantly, the school encourages parents to be active participants. To inquire about Special Education programs and services, a parent should contact the Special Education Director or School Psychologist.

The School District is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.

Bilingual Students/English Learners

The School District recognizes that there may be students enrolled whose primary language is not English. The School District provides appropriate identification and transition services for bilingual students and English Learners (ELs). The purpose of these services is to develop English language skills that will enable the students to function successfully and complete the School District's required curriculum. (*Board Policy 2260.02 – Services for Bilingual Students/English Learners*)

To inquire about programs and services for bilingual students and/or English Learners, a parent should contact the Director of Pupil Services

Food Service

A full breakfast and lunch program is offered by our School Nutrition department. Menus are sent home monthly with students and are also posted on our school website. Lunch accounts work in a “debit” fashion. Parents make payment to the family food service account which covers all students. Charges are applied as a student purchases a meal or milk. Payments for the food service account can be made in the elementary office or you make payments online via eFunds at necedahschools.org. Parents can check student purchase history and food service account balances on Family Access. Families who meet income guidelines are encouraged to apply for free or reduced price meals. Application forms are available in the office and online on family access. The school meal program is operated under USDA guidelines.

Breakfast Program: The school breakfast program is available FREE to all students. A full breakfast is offered daily.

Lunch Program: The school lunch program is available to all students. A full lunch will include 5 components: protein, grain, fruit, vegetable, and milk. Students must select 3 of the 5 components with one being a fruit or vegetable. Students will be served lunch with their class.

Lunch 2025-26	
Adult	\$3.50
MS/HS Student	Free
Elementary Student	Free
Reduced	Free
Milk Only	\$.40

USDA Nondiscrimination Statement

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, (AD-3027) 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:

(1) Mail:

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

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Medications and Health Concerns

Medications are to be administered at home whenever possible. If it is necessary for a student to receive any medication at school (over the counter or prescription), a **Medication Request/Consent Form** must be completed before medication can be given at school. All medications are to be kept in the Health Office, and given under the direction of the Principal, School Nurse, or authorized school personnel. Students who may require administration of a drug on an emergency basis may have such medication in their possession with written authorization of their guardian in accordance with DPI guidelines.

Over the counter medications must be in the original container. **Prescription medications** must be in a properly labeled bottle from the pharmacy with a copy of the form from the physician (Policy 5530). 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 their educational program.

Students are prohibited from possessing, using, carrying, or distributing in school or on school grounds drugs or other products which, even though not defined as a drug, are used or marketed for use for medicinal purposes, such as to relieve pain or to relieve the symptoms of an underlying medical condition (including aspirin, ibuprofen, dietary supplements, CBD oil products, etc.). This provision of the policy is to be viewed together with the Board policy on Drug Prevention, Policy 5530. Additionally, the use of Essential Oils and CBD products are not permitted for use at school.

The school has a plan for managing students with life-threatening allergies so as to permit each school to obtain a school prescription for epinephrine auto-injectors and to permit each school nurse and designated school personnel to administer them. For more information, please see School Board Policy 5530.

Student Well-Being

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, tornado, and emergency intruder drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, the student must notify a staff person immediately. All students must have an emergency medical information card completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled. Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

Injury and Illness

All injuries must be reported to a teacher or to the office staff. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures. A student who becomes injured or ill during the school day should request permission from the teacher to go to the office. The office staff will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission. (Board Policy 5340 – Student Accidents/Illness/Concussion & Sudden Cardiac Arrest) The Board shall not be responsible for the diagnosis and treatment of student illness.

Student Transportation

Bus Rider Expectations

The following rules and regulations, along with all school rules, apply to all bus riders in the Necedah Area School district. These rules are in compliance with the rules and regulations of the Department of Public Instruction and the Wisconsin State Patrol and will be enforced at all times to assure student safety.

Additionally, we have put into place additional safety protocols during the COVID-19 Pandemic, which is linked [here](#). Please note that facial coverings must be worn at all times when riding the bus.

- o The school bus driver is in **complete authority at all times**. The driver has the authority to enforce rules and assign school bus seats.
- o Before loading (on the road and at school)
 - Be prepared at the designated school bus stop 5 minutes before the scheduled pick up time.
 - Wait back 15 feet (about one car length) until the bus comes to a **complete stop**.
 - Cross the road, if necessary, once the driver has given the signal to cross (wave of hand).
- o While on the bus
 - Be respectful to fellow students and the bus driver.
 - Treat bus equipment with respect. Damage must be paid for by the offender.
 - Assist in looking after the safety and comfort of small children.
 - Assist in keeping the bus safe and clean at all times.
 - Sit facing the front of the bus at all times with feet out of the aisles.
 - Keep books, packages, coats, and all other objects out of the aisles.
 - Windows may be opened half way, no lower.
 - Stay in your seat until the bus comes to a complete stop at your stop.
 - Move to another seat **ONLY** with DRIVER PERMISSION.
 - **ABSOLUTELY NO TALKING OR NOISE** when approaching and crossing over railroad tracks.
 - Keep hands and head inside the bus at all times.
 - Avoid loud talking, which diverts the driver's attention.
 - Do not toss or throw anything.
 - Remain on the bus in case of a road emergency.
 - Do not eat, drink, chew gum or smoke on the bus.
 - Students may only be picked up and dropped off at pre-approved stops.
 - At the driver's discretion, personal iPods, MP3 players, cell phones, etc. may be used on the bus. They may also be confiscated to be returned at a later date if used without permission or if misused.
- o Extra-curricular Trips
 - The above rules and regulations apply to any trip under school sponsorship.
 - Students shall ride home on the same bus they ride to an activity unless they have a pre-approved transportation permit to ride home with their parent/guardian.

- The chaperone will have a list of students authorized to ride the bus and will not allow any other students to ride.
- On long extra-curricular trips, the driver and teacher may make special pre-approved arrangements.
- Consequences for Violations
 - First step – Student conference with Dean of Students/Principal. Referral sent home.
 - Second step – Student conference and parents contacted.
 - Third step – Student may be assigned a consequence in school or suspended from riding for a period of up to five days. Parents will be notified in each case.
 - Fourth Step – Parent, Student, Driver, and Dean of Students meet to develop a written plan.
 - Fifth Step – Suspensions from riding may continue pending action by the School Board, which may include revocation of bus riding privileges.
 - If the violation is severe, the third and fourth step may be taken immediately.

Student Driving

Driving a car is a privilege! A student must register his/her car or vehicle in the High School office where parking and driving restrictions will be issued. A student must check out in the High School office even if he/she is leaving during the school day with permission. Violations may result in loss of use of the parking area, assessment of an unexcused absence, and/or other disciplinary action.

Other Vehicles

- Bicycles are to be parked and locked in the racks provided. Students are not allowed in the bicycle area during school hours. The school is not responsible for unauthorized use of a bicycle by other students or theft of a bicycle.
- Snowmobiles, ATV's and any other off-road vehicle must be parked in the designated area in front of the student parking area.

Disciplinary Policies and Procedures

Consequences for Inappropriate Behavior

If a student does not follow the expectations of Necedah Middle/High School, certain consequences will follow. The specific consequences will be determined on the basis of the type, severity and/or frequency of the offense. Our discipline procedures are outlined as follows:

Minor Behavior Referral: Teachers assign a minor behavior referral to a student for lesser behavior infractions that do not upset the flow of class. See Appendix C for Specific Minor Behavior Infractions. Three or more minor referrals of a specific behavior in a term, or 5 or more total minor behavior referrals in a term will result in a student receiving a Major Behavior Referral.

- Consequences
 - Conference with teacher
 - Re-Teaching of target behavior

Major Behavior Referral: Teachers assign a major behavior referral to a student for extreme disrespect or situations that upset the flow of class. Teachers may choose to send a student to the Office immediately, or keep the student and inform the office if the situation is under control. Major behavior referrals may also be assigned for repeated minor infractions. Any Major Infraction will at minimum result in a student being placed on Step 1 of our Major Infraction Consequence System.

- Consequences
 - Major Infraction Consequence System - Depends on frequency and severity of behaviors

- Lunch/After School VIP Detention
- Restorative Projects when applicable
- Suspension
- Friday School – Students may be required to serve suspensions on Professional Day Fridays when school is not in session for other students.
- Complete Restorative Reflection Sheet
- Reteach Target Behavior
 - VIP Connect/2nd Chance Breakfast – This is a specific Re-Teaching time during Connect. Students will be assigned to this if they have 6 minors in a term, or 1 major and 1 minor in a term. Students are dismissed if they have no write ups for that week and pass their exit slip.
 - Check in/Check out – This is the next level if does not stop inappropriate behavior. Students will be required to check in and check out with a staff member and be responsible for getting teacher feedback regarding behavior after each class.

Major Behavioral Infraction System

When corrective actions taken by the classroom teacher have failed or the rule infraction is of a serious nature, a Major Behavior Referral is submitted to the dean of students/principal for investigation and action. The severity of the consequences applied by the dean of students/principal depends upon two (2) factors:

- the seriousness of the offense, and
- previous disciplinary record of the student.

In an effort to take both factors into account, a progression of consequences has been adopted. A student who is referred for violating a rule contained within this system will receive the consequence that corresponds to the entry level step for that offense. With each successive referral the student will be advanced up the step system at least one step depending upon the seriousness of the infraction. The disciplinary consequences for each step are as follows:

Step 1: Referral to dean of students/principal for conference - See Major Behavior Referral above for list of possible actions and consequences.

Step 2: Dean of students/principal conference - Parent/Guardian notified
See Major Behavior Referral above for list of possible actions and consequences.

Step 3: One (1) day in-school suspension
Dean of students/principal conference-parent/guardian notified

Step 4: UP to two (2) day in or out-school suspension
Dean of students/principal conference-parent/guardian notified

Step 5: Up to three (3) day out of school suspension
Dean of students/principal conference-including parent/guardian, guidance counselor, school psychologist prior to coming back to school

Step 6: Up to five (5) days out-of-school suspension
Parent/guardian conference, written contract with dean of students/principal required-school board notified prior to coming back to school

Step 7: Pre-expulsion - up to fifteen (15) days out-of-school suspension

Parent/guardian conference with school psychologist/principal/superintendent. School board was notified. Students will be placed on Step 7 for the remainder of the school year.

Step 8: District Administrator suspends student-expulsion hearing before the school board

Provisions for the Use of the Step System

- A disciplinary file will be initiated for each student referred to the dean of students/principal. A record of each violation, as well as the step assigned, will be maintained.
- After the student has been placed on a step, the next infraction will result in the student being advanced to the next step. A step may be “jumped” if the infraction calls for a higher entry-level step. For example, a student who is on Step 1 and commits a Step 4 violation will be advanced to Step 4. Normally, a student will be advanced up the step system with each successive violation; however, the dean of students/principal may exercise discretion as to whether a student on a higher-level step should be advanced for a lower-level violation.
- From Steps 1-6, a student may work his/her way down the step system by demonstrating good behavior. Each period of 15 consecutive school days without a referral will be regarded by the reduction of one step.
- The dean of students/principal shall be responsible for seeking the assistance of counselors, teacher advisors, the school psychologist, and other professionals to help a student correct his/her behavior.

MAJOR BEHAVIOR INFRACTION SYSTEM CONSEQUENCES

School Attendance

Infraction	Step	Special Provisions
A-1 UNEXCUSED ABSENCE: Failure to report to assigned class(es) without an acceptable excuse or leaving the class without permission, or sleeping in class. Student will make up time.	1	A second offense is to be reported to the dean of students/principal for Step 3 action.
A-2 LEAVING CAMPUS: Leaving the school campus without a pass. Student will make up time.	2	A second offense is to be reported to the dean of students/principal for Step 3 action.
A-3 FAILURE TO REPORT TO OFFICE	3	

Student/Student Relationships

Infraction	Step	Special Provisions
B-1 THREATENING OR INTIMIDATING ACTS: The act of or by any means threatening the well-being, health, or safety of any student on school property or en route to or from school. B-1A Threatening, intimidating B-1B Harassing, bullying, hazing	1-8	Referral to police when appropriate
B-2 PHYSICAL ATTACK: The act of physically assaulting or, in some manner, attempting to injure any student on school property or going to or from school.	4-8	Referral to police when appropriate
B-3 DISRESPECT: To insult, call derogatory names, use obscenity toward, dishonor, or in other manner abuse verbally, by gesture or in writing any member of the student body.	2-3	Referral to police when appropriate
B-4 SHAKE DOWN: The act of extorting things of value from a person in the school, under pressure of either implied or expressed threats.	5-8	Referral to police when appropriate
B-5 FIGHTING: The act of involving hostile bodily contact in or on school property, or going to or from school, including any		Both parties involved are to be equally disciplined and share in damages, unless

activity under sponsorship.	1	self-defense can be shown on the part of one of the students.
B-5A Scuffle	3-8	Referral to police when appropriate
B-5B Fight		
B-6 PROPERTY DAMAGE	2-8	Referral to police when appropriate. Restitution required through parental contact.
B-7 THEFT	3-8	Referral to police when appropriate. Restitution required through parental contact.

Student/Staff Relationships

Infraction	Step	Special Provisions
C-1 INSUBORDINATION: The failure to respond or carry out a reasonable request by authorized school personnel.	2-5	
C-2 THREATENING OR INTIMIDATING ACTS (Including harassing, intimidating, bullying, hazing): By any means threatening the well-being, health, or safety of any member of the school staff.	1-8	Notification of police when appropriate
C-3 PHYSICAL ATTACK: The act of physically assaulting any member of the school staff on school property or at any activity under school sponsorship.	7-8	Notification of police
C-4 DISRESPECT: To insult, call derogatory names, dishonor, make gestures, or in other manner abuse verbally or in writing any member of the school staff.	3-4	
C-5 DISRESPECT FOR THE PROPERTY OF A MEMBER OF THE SCHOOL STAFF		
C-5A Damage	2-8	Restitution required through parental contract. Referral to police when appropriate.
C-5B Theft	3-8	

School Property

Infraction	Step	Special Provisions
D-1 VANDALISM: The act of willful destruction of public property.		Restitution required through parental contact.
D-1A Destruction – to render unusable	5-8	Refer to police.
D-1B Defacing – damage requiring cleaning or repair	2-8	Restitution required.
D-1C Misuse of printed material	2	Restitution required.
D-2 THEFT		
D-2A Theft not serious enough to be reported to police.	3	Restitution required through parental contact.
D-2B Major Theft-considerable enough to be reported to police.	5-8	Restitution required.
D-3 ABUSE OF SCHOOL PROPERTY	1-8	Restitution; referral to police when appropriate.
D-3A Forcing open a locked door (popping open)	1-4	Restitution; referral to police when appropriate.
D-4 LITTERING	1	Assignment to work detail
D-5 MISUSE OF FOOD: in the cafeteria and other areas	2	Work detail in the cafeteria or other areas

Protection of the Public Safety

Possession or Use of Weapons

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District

including but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle,
to the extent permitted by law without the permission of the District Administrator.

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 (as defined in 941.295(1c)(a), Wis. Stats.), metallic knuckles, martial arts weapons, chemical agents, ammunition, and explosives.

Infraction	Step	Special Provisions
E-1 DETONATION OF FIRECRACKERS OR OTHER EXPLOSIVE DEVICES	4-8	Referral to police
E-2 FALSE ALARMS		
E-2A The act of initiating a fire alarm or initiating a report warning of a fire or other catastrophe	6-8	Referral to police
E-2B Bomb threats	8	Referral to police
E-3 ARSON: The willful and malicious burning of or an attempt to burn any part of any building or any property of the school or of its staff and students.	8	Referral to police
E-3A Possession of matches, lighters, etc., that could be used to start fires.	2-3	Confiscated
E-4 IMPROPER USE OF MOTOR VEHICLES		
E-4A Reckless driving	2	Report to police when appropriate - Possible loss of driving privilege on school grounds
E-4B Unauthorized driving during school day	2	Repeated violations may result in the offender not being allowed to bring auto to school
E-4C Parking or Driving in unauthorized areas	1	Car subject to being towed at the owner's expense
E-5 POSSESSION OF WEAPONS, INSTRUMENTS THAT COULD CAUSE HARM	2-8	Referral to police when appropriate

Alcohol, Tobacco and Other Drugs

Infraction	Step	Special Provisions
F-1 ALCOHOL AND OTHER DRUGS:		
F-1A Possession and/or use of alcohol or other drugs on school premises or at functions under the sponsorship of the school	7-8	Referral to police
F-1B Selling or transmitting alcohol or other drugs	7-8	Referral to police Referral to police
F-1C Noticeably under the influence of alcohol or other drugs, as indicated by obvious behavior and mood changes and/or the smell of substances on the person.	7-8	Referral to police Referral to police

F-1D Possession and/or use of drug paraphernalia	7-8	
F-1E Possession, distribution, or use of copycat/ look-alike drugs	7-8	
F-2 TOBACCO: Possession, distribution or use of tobacco on school premises or at functions under the sponsorship of the school (includes both smoking, chewing tobacco, e-cigarettes, vape pens, dab pens, vape juice, and any part of a vape device (Mod, battery, etc) and any other derivative of a tobacco product.)	4	Referral to Police
F-3 OVER THE COUNTER DRUGS: Possession, use, and/or distribution on school premises or functions under the sponsorship of the school. This includes but is not limited to: Tylenol, ibuprofen, cough syrup, powder supplements, CBD oils/gummies..	1-5	Parent Contact

Other Disciplinary Infractions

Infraction	Step	Special Provisions
G-1 REPEATED OR SERIOUS CLASSROOM DISRUPTION	3	
G-2 DISRUPTION OF MEETINGS AND ASSEMBLIES	1	Possible exclusion
G-3 CHEATING:		
G-3A Cheating on tests, assignments, projects, etc.	1-2	Zero on test, assignment, project, etc.
G-3B Cheating that extends beyond the bounds of the classroom (i.e. stealing a test, tampering with grade book, etc.)	4	Zero on any work connected to the cheating
G-3C Plagiarism: Use of other's ideas, words, and/or work without giving credit to the source(s)	1	Consequences may include revision of assignment, revision with reduced credit, zero on assignment
G-4 FORGERY: Written or spoken misrepresentation of the truth (i.e. forged passes, parent signatures, false phone calls, etc.)	2-5	Parental contact
G-5 ELECTRONIC DEVICES, CELL PHONES, IPODS, IPADS, ETC. :		
G-5A Use during the school day without school permission (During Class, assemblies, etc.)	1	1st offense - On Teacher's desk until end of class 2nd offense - Office until end of day (collected by principal or dean) 3rd offense - in office one week 4th offense - in office three weeks Parent contact.
G-5B Refusing to hand over or put away	2-5	Parent contact. Referral to police.
G-5C Use of any device to record images in locker or rest rooms	3-5	
G-6 INAPPROPRIATE USE OF COMPUTER/INTERNET	1-8	Referral to police when appropriate. 30 days loss of computer privileges.
G-7 BEING IN AN UNAUTHORIZED AREA: Offices, rooms unsupervised	2-8	Referral to Police when appropriate.
G-8 BEING AN ACCESSORY: to a school rule violation	1-8	Step assignment at dean of student/principal's discretion depending upon level of involvement
G-9 ABUSIVE OR OFFENSIVE LANGUAGE, ACTIONS AND PRINTED MATERIAL	1-8	Referral to police when appropriate.
G-10 INAPPROPRIATE DISPLAY OF AFFECTION OR SEXUAL	2-8	Referral to police when appropriate

CONTACT		
G-11 INAPPROPRIATE DRESS: Failure to heed warnings about wearing types of dress which are not acceptable in a school environment	1	Prompt change of clothes required
G-12 BICYCLE VIOLATION: Failure to follow regulations governing bicycles brought to school	1	Repeated violations will result in loss of bicycle privilege
G-14 ALAC MISBEHAVIOR: Failure to work silently, cooperate with supervisor and/or follow ALAC rules	4	Parent called to pick up student
G-15 Repeat offenders of the same rule may be assigned a higher step	1-8	

Suspension Procedures

- While on suspension, a student shall be assigned to the Office except when the infraction is serious enough to warrant up to five (5) day out-of-school suspension or when the student's presence in the building poses a threat to the health and safety of the students or staff or to the orderly operation of the school. Students assigned to in-school-suspension will request assignments from their teachers and be allowed one (1) day to make up missed class assignments and tests.
- No suspension from school shall be imposed without an administrative conference with the pupil, except where it appears that the pupil will create an immediate and substantial danger to himself or to persons or property around the student.

Suspension: A student may be suspended from classes and activities by the school district administrator, principal, or teacher designated by the school district administrator for a period of five (5) days or less for non-compliance with school rules, or for conduct while at school or under school supervision on which could endanger the property, health, or safety of others. A student may be suspended for not more than 15 days by the school district administrator for above-named reasons if the student and parent have been notified of a pending Pre-Expulsion hearing. Additionally, a student may be suspended for not more than 15 days by the school district administrator for above-named reasons if a notice of an expulsion proceeding is sent to the pupil and, if the pupil is a minor, to his/her parents.

- The pupil will be informed of the reason or reasons for his/her suspension.
- The pupil and his/her parent/guardian, if the pupil is a minor, will be informed of his/her right to conference with the school administrator within five (5) days of such suspension.
- No pupil shall be denied the opportunity to take tests because of his/her absence while under suspension.

Pre-expulsion

In accordance with School Board Policy 5609, Pre-Expulsion is to be utilized only in cases where administration deems the following:

- A. The student has not previously engaged in conduct that could lead to expulsion; and
- B. The student's presence will not compromise or threaten the safety of other students and staff in the district.

Pre-Expulsion Process

- A. The student's expulsion hearing is held in abeyance for one year if the student meets the conditions of continuance.
- B. The student and parent/guardian must sign the "Conditions of Continuance" statement at the Pre-Expulsion Meeting.
- C. The student and parent/ guardian must sign a summary statement.

All other procedural information is outlined in Board Policy 5609.

Expulsion

A pupil may be expelled from all classes and activities for any period of time deemed appropriate by the school board based on Board Policy 5610.

- Not less than five (5) days prior to an expulsion hearing (the 5-day limit may be waived by agreement between

parent/guardian and School Board) a notice of the expulsion hearing will be sent to the pupil, and if the pupil is a minor, to his/her parent/guardian, specifying the alleged misconduct and stating the time and place of the hearing and stating that the hearing may result in the expulsion of the pupil.

- The pupil and, if the pupil is a minor, his/her parent or guardian may be represented by counsel at such hearing.
- The School Board will keep a written record of the minutes of such expulsion hearing.
- Upon the order of the School Board of the expulsion of the pupil, the school board clerk will mail a copy of the order to the pupil and, if the pupil is a minor, to his/her parent or guardian.
- The expelled pupil or, if the pupil is a minor, his/her parent or guardian may appeal an expulsion to the State Superintendent of Public Instruction.
- An appeal from the decision of the State Superintendent may be taken to the Circuit Court of Juneau County within 30 days of such decision.

Extra-Curricular Offerings and Clubs

The following are extra-curricular activities which we encourage students to participate in at our school:

	Grades		Grades		Grades
Class organizations/officers	6-12	Track	6-12	Pep Band	9-12
Student Council	6-12	Volleyball	7-12	Culture Club	9-12
Music Solo Ensemble/Festival	9-12	Cross Country	6-12	Courts of Honor	9-12
Wrestling	6-12	Baseball	9-12	Forensics	9-12
Boys/Girls Basketball	7-12	Softball	9-12	Jesters' Club	6-12
Football	6-12	Flag Corps	9-12	Freshmen Mentors	11-12
Cheerleading	9-12	Powerlifting	9-12		
National Honor Society	10-12	Global Scholars	9-12		
Art Club	9-12	SkillsUSA	9-12		
DECA	9-12	300 Club	9-12		

School parties and organization meetings outside of school hours must be scheduled through the office by the advisor(s) and must be supervised by the advisor(s) of the organizations. A student who does not pay his/her dues or who does not discharge all obligations to the class or organization to which he/she belongs may not participate in events sponsored by that class or organization.

Student-Led Clubs - Necedah High School promotes students leadership and positive expressions of student voice. Any student who wishes to organize a non-school sponsored, student-led club must obtain prior written consent from the school principal and recruit an NHS Staff member to serve as an advisor for the group's activities. Clubs must submit an initial club membership list and written parent permission for each club member prior to club approval to the Principal. Additionally, membership lists and parent permission forms must be submitted by September 15 of each school year. Failure to do so may result in the club being unable to meet this requirement. Add in new member permission form.

Club Creation Deadlines -

- December 1 - For consideration for 2nd Semester
- May 1 - For consideration for 1st Semester of the following school year

Athletic Program

Our school is a member of the Wisconsin Interscholastic Athletic Association (WIAA). Our athletes must meet the requirements of the WIAA as well as those of our school.

- Any student having a permanent medical excuse from physical education due to health reasons will not be permitted to participate in interscholastic athletics.
- To represent a school in this association in any athletic contest, a student must be eligible under the following rules:

Attendance

- The student must be in regular attendance in grades 7, 8 or 9, 10, 11, 12.
- The student must be enrolled for the current semester before the 17th day of school in that given semester.
- The student must not have been in attendance (high school) more than eight (8) semesters.
- The student must not be a graduate of a four-year secondary school.

Physical

- A student will not be eligible for participation until he/she has filed with the principal or athletic director an examination and permit card containing a physician's permission (by signature) to participate in interscholastic athletics.
- The permit card, when properly filled out and handed in to the coach in charge of the sport, entitles the student to Student Assurance Services, Inc. insurance coverage. The School District provides Student Assurance Services, Inc. special plan coverage.

Age

A student shall be ineligible for interscholastic competition if he/she reaches his/her 19th birthday before August 1st of any given school year.

Scholarship

In order to participate in interscholastic athletics, a student in Necedah Middle/High School must maintain an average of "C-" or better (1.67 points on a 4-point scale). Scholastic eligibility shall be based on the student's average at the end of the previous grading period.

Athletic Letters

The athletic letter is given on the basis of participation in varsity contests for the loyalty, commitment and performance of an individual.

BASIC REQUIREMENTS:

- o The athlete must attend practices and competitions unless excused by the coach.
- o Complete the season in good athletic standing.
- o **SPECIFIC REQUIREMENTS:** Listed in each sports rules and expectations.

ELIGIBILITY: High School

A student is eligible to participate in extracurricular activities as long as he/she maintains a "C-" average (GPA of 1.67 or better on a 4.00 scale) and has no more than one "F" as a six-week grade (block classes count as two classes).

(Incompletes are considered an "F" until made up and teacher submits grade) Eligibility status shall be determined at the end of each six-week grading period on the day that teachers are required to submit their grades to the office and the student's status shall affect his/her participation on the school day following that day. The last six-week grading period will determine eligibility for the first six-week grading period of the following school year. Incoming freshmen (and new students) will be considered eligible until the end of the first grading period.

If a student becomes ineligible at the end of a grading period, he/she may request grade estimates from his/her teachers

after 15 school days of the next period. (It is the student's responsibility to pick up and turn in the Eligibility Check sheet into the office between days 15-17 only.) At the end of that time if his/her average is 1.67 or better, he/she becomes eligible again on the school day following that day.

Ineligible status shall prohibit the student from participation in competition or public performance in extra-curricular activities, but shall not affect participation in practices, pep rallies or rehearsals. Students who are ineligible shall not dress in the team uniform. It will be coaches/advisors discretion as to whether the student will travel with the team and/or sit on the team bench. Ineligibility does not apply to curricular or co-curricular activities, or attendance at school sponsored activities.

The ineligibility status described above will be adjusted for students in fall sports in which the date of earliest allowed competition is before the first day students are in class. The minimum ineligibility period shall be the lesser of (1) 21 consecutive calendar days beginning with the date of earliest allowed competition in a sport or (2) one-third of the maximum number of games/meets allowed in a sport (rounded up if one-third results in a fraction). Therefore, students who are ineligible at the end of the last six-week grading period will begin their ineligible status with the date of the earliest allowable competition in that sport. They may participate in any games that occur between the end of their game suspension and the first eligibility check (days 15-17).

ELIGIBILITY: Middle School

A student is eligible to participate in extracurricular activities as long as he/she has a C- or better in each class each week. Eligibility status shall be determined at the end of each week. Each athlete must get an eligibility check list sheet each Friday morning from the office and return it at the end of the day complete with grade and teacher signature for each class. If the student has a C- or better in all classes he/she is eligible to play the following week. If he/she does not have a C- or better or fails to turn in the sheet on Friday, the student will not be eligible to play the following week. Student or teacher absence allows the form to be done on Monday.

Necedah Area School District Extracurricular Activities Code of Conduct

Each student involved in any extracurricular activity as well as all school sponsored athletic teams is expected to comply with this Code of Conduct. Students are required to follow the standards outlined in this Extracurricular Code of Conduct on a year-round (twelve months) basis in all locations, including non-school activities.

Philosophical Statement

The Necedah Area School District believes a program of activities outside the school curriculum is a valuable part of the regular school program of studies. Activities are a means to further their education and provide personal growth. Therefore, the Board of Education encourages programs that expand upon experiences begun in the classroom that enhance the school climate.

Mission Statement

Participation in a school board-sponsored co-curricular activity is a privilege, not a right. As a privilege, eligible students in the Necedah Area School District participating in co-curricular activities carry additional responsibilities and expectations. The rules and responsibilities outlined in this code will help to ensure that students serve as a credit to themselves, their parents, their school, and the community.

Goals of Participation

- Emphasize the importance of scholastics and its relationship with interscholastic sports and school-sponsored activities.
- Help students develop responsibility, leadership, and skills for competition.
- Provide the community with a means to identify and take pride in their school.
- Encourage lifetime interest in programs begun in school.
- Provide activities that help create school unity.
- Provide activities for learning self-discipline, loyalty, team play, personal pride, pride in the organization, respect for the rights of others, and the will to be successful.

To implement this philosophy, the advisors have prepared, and the school board has adopted, this Code of Conduct, which will apply to all Necedah students in grades 6-12. Students will be expected to observe this code enumerated hereafter on a year-round basis. **Parents and students must sign a pledge each school year to follow the code of conduct before participating in any activity.** Once a student is enrolled, he/she is bound by the code year round (including breaks in enrollment).

It is understood and agreed that athletic participation is a privilege and a voluntary activity, that certain expectations come with the privilege of athletic participation, and that conduct unbecoming an athlete will not be acceptable under any circumstances.

Eligibility Rules

Academic and Attendance Rules:

1. A Student must meet school and DPI requirements defining a full-time student.
2. Students must be in attendance for the **entire day** to participate in athletics and activities. (Attendance in Physical Education means participation.)
Exceptions are to be approved before such date by the athletic director, principal, or coach. Exceptions may be family emergencies, or professional appointments.
3. Must have received no more than one failing grade and have a 1.67GPA in the most recent grade-reporting period.
 - Eligibility or ineligibility periods begin the day report cards are processed.
 - The most recent term is used to determine eligibility.
 - Students who have received an incomplete will regain eligibility immediately upon making up the incomplete. However, any student who does not make up the incomplete within the two-week grade reporting period will continue to be ineligible and will be subject to the same requirements as a student who has earned a non-passing grade in a class.
4. A student who quits a sport cannot then go out for another sport in the same season without first meeting with the head coach of both sports.
5. Students are expected to be in all classes the day after a contest or competition.
6. Students may not compete, perform, or practice on days of an out-of-school suspension. Students may not attend an event on the days of an out-of-school suspension.
7. Participation in two sports during the same season is permitted provided all the following guidelines are met:
 - The athlete is required to select one sport as the **primary** sport and must participate in the primary sport whenever there is a conflict. Once the season has begun, changing the selection of the primary sport is not permitted, and the athlete cannot quit the primary sport to focus on the secondary sport.

- Must have a meeting with the athletic director and head coaches of the two sports before practices begin in either sport. At the athletic director's discretion, attendance by parent(s)/guardian(s) at the meeting may be requested.
- A head coach always has the right to deny the dual participation if they feel that the dual participation is detrimental to the athlete's potential in either sport or team chemistry.

Dress Code

Refer to the guidelines set forth by the activity you are signed up to participate in.

WIAA Substance Abuse, Illegal Behavior Rules & Violation Policies

The WIAA is against the use of anabolic-androgenic steroids and other performance-enhancing substances (PES). Member schools shall devote time each year to positive programs that highlight prevention and education of the risks, benefits, and adverse effects of PES. Coaches, teachers, sports medicine staff, and school administrators who ignore or encourage the use of PES, provide and/or sell PES to athletes (including indirect distribution through a third party) shall be subject to their own school's provisions regarding discipline.

DISCOURAGED--The WIAA identifies 'Restricted' substances. These restricted substances can be legally purchased but are prohibited in connection with school programs. They include: creatine, caffeine-enhanced products, energy drinks (e.g., Red Bull, Amp, Advance by PowerAde, Coke Blak), herbal caffeine, No Doz tablets, protein powders and other substances as identified in the materials.

RULE 1: A. When a Necedah student uses, possesses, buys, or sells tobacco (including e-cigarettes, vape pens, and vape juice), alcohol, and other illegal drugs, controlled substances not directly prescribed to the student, and/or performance-enhancing substances (as defined by WIAA), the violation will constitute a code violation.

It is further understood that penalties can be assessed from the following:

1. Guilt by consumption – actual use
2. Guilt by possession – “holding for” is considered possession.
3. Guilt by association – being there. It is to be understood that a student who unknowingly ends up in a precarious situation shall leave immediately. (Immediately means the moment it is evident alcohol or other drugs are present.)

RULE 1: B. When a Necedah student is judged to have committed an unlawful, illegal, or specifically prohibited act, including but not limited to the following, the violation will constitute a code violation: Theft, assault, battery, felony charges, sexual assault of any degree, harassment, hazing, disorderly conduct, poor sportsmanship, and illegal infractions where charges or no charges are filed.

The penalties to be applied for a first violation of RULE 1 shall be either Category 1 or Category 2, but not both. Said penalty is to be applied to (and which Category will be determined by) the current or next activity in which the student offender is or is to be engaged. If a student offender is engaged in activities described in Category 1 and 2 at the same time as the occurrence of the first offense of violating RULE 1, the penalty provisions in Category 1 are to be applied.

NOTE: A student must be academically eligible to participate before he/she may start serving a code

violation.

Special Provision

Student athletes facing felony charges from law enforcement will be suspended from all team activities and athletic contests unless charges are cleared.

CATEGORY 1 - Athletic-led sports, Cheerleading, Powerlifting, and Trap shooting participants

FIRST VIOLATION OF RULE 1: Athletic-led sports, Cheerleading, Powerlifting, and Trap shooting participants may choose between two (2) penalty options. This selection must be made and reported to the dean of students within 30 calendar days or Option A will be automatically enforced.

OPTION A: Suspension for two (2) athletic games, meets, matches for those activities with 11 or less scheduled contests. Suspension for three (3) athletic contests for those with 12 to 14 scheduled contests, and four (4) athletic contests for those with 15 or more contests scheduled.

OPTION B: Suspension for one (1) athletic game, meet, match for those activities with 11 or less scheduled contests. Suspension for two (2) athletic contests for those with 12 to 14 scheduled contests, and three (3) athletic contests for those with 15 or more contests scheduled as long as the athlete successfully participates in assigned educational class and/or counseling. Success will be monitored by the pupil service delegate. If the athlete or cheerleader fails to actively participate regularly, the student will be dropped from the class and will serve the remainder of the suspension.

*Pre-approved outside programs may be accepted with proof of enrollment and completion.

UPON FULFILLING THE CONSEQUENCES FOR THE FIRST VIOLATION, THE STUDENT IS ELIGIBLE TO RECEIVE HIS/HER AWARDS.

SECOND VIOLATION OF RULE 1: Athletic-led sports, Cheerleading, Powerlifting, and Trap shooting participants are subject to the penalty listed below:

ACTION: Suspension for three (3) athletic games, meets, and matches for those Activities with 7 or fewer scheduled contests. Suspension for six (6) athletic contests for those activities with 8 to 11 scheduled contests. Suspension for nine (9) athletic contests for those with 12 to 14 scheduled contests, and 14 athletic contests for those with 15 or more contests scheduled.

UPON A SECOND VIOLATION A STUDENT WILL NOT RECEIVE ANY SCHOOL AWARD OR RECOGNITION WITHIN THE SPORTS SEASON IN WHICH THE VIOLATION IS SERVED. IF THE PENALTY IS SERVED OVER TWO (2) SPORTS SEASONS, AWARDS, AND RECOGNITION WILL BE WITHHELD FOR THE FIRST SPORT.

THIRD VIOLATION OF RULE 1: Athletic-led sports, Cheerleading, Powerlifting, and Trap shooting participants are subject to the penalty listed below:

ACTION: Suspension from all athletic contests for 18 calendar months from the date of the offense.

NOTE: After any one of the first three (3) violations, athletic/cheerleading/powerlifting

participants will have one (1) violation struck from their record after 18 violation-free calendar months. The records will be kept by the dean of students.

FOURTH VIOLATION OF RULE 1: Participants will be suspended from athletic contests for the balance of the Athletic-led sports, Cheerleading, Powerlifting, and Trap shooting career will result.

NOTE: A sport season shall extend from the date of the first practice session until the awards ceremony for that sport, or until participation in the WIAA tournaments has been completed, whichever comes last.

NOTE: Any code violation that is self or family reported to the dean of students, principal or administration, prior to staff awareness of the violation, will result in up to a 50% reduction of the normal suspension penalty. Self-referrals must be made before 12:00 pm on the first day following the incident during the school year and before 12:00 pm on the third day following the incident during winter, spring, and summer recesses. Thereafter, self-referrals will result in up to a 25% reduction of the normal suspension penalty.

NOTE: For a game (games) suspension to count, the athlete must start and complete the sport season.

CATEGORY 2 – Play, Forensics, Solo and Ensemble, Pep Band, Class Officers, Yearbook, Court, Senior Class Trip, Student Council, National Honor Society, any co-curricular competitions, and all other clubs

FIRST VIOLATION OF RULE 1: Participants will serve the following penalties if participating in Category 2 activities:

1. Will complete six (6) hours of pre-approved community service.
2. Will meet with the pupil service delegate and arrange for SAP participation.

SECOND VIOLATION OF RULE 1: Participants will serve the following penalties if participating in Category 2 activities:

1. Will complete ten (10) hours of pre-approved community service.
2. Will not be able to hold any elected position for that school year.
3. Will not receive local awards or recognition.
4. A participant will meet with the pupil service delegate and arrange for SAP participation prior to participating in another Category 2 activity for the remainder of that school year.

THIRD VIOLATION OF RULE 1: Participants will serve the following penalties if participating in Category 2

activities:

1. Will complete 20 hours of pre-approved community service.
2. Will not receive local awards or recognition.
3. A participant will meet with the pupil service delegate and arrange for SAP participation.
4. A participant will be ineligible to participate in Category 2 for a period of one (1) year from the date of violation.

NOTE: Failure to complete the community service or SAP means that the student would be ineligible to participate in all activities in Category 2.

NOTE: After any one of the first three violations, participants will have one violation struck from their record after 18 violation-free calendar months. The records will be kept by the dean of students.

The following are the remaining rules applicable to ALL STUDENTS as part of the Necedah Area School Code of Conduct.

Reporting of Infractions: Any person from the public may report a student of rule violations by signed form that can be requested from the dean of students. The form shall include the name of the violator, the kind of violation(s), and the hours of the violation(s). A violation must be reported within fourteen (14) days of its occurrence or after confirmation by authorities.

Enforcement of Code of Conduct (WIAA Ruling): When a code violation occurs the dean of students and/or principal has the obligation individually/collectively to issue an immediate formal suspension. Suspension takes effect at the time that the verbal notification is given to the student and/or parent. The decision will be put in writing and a copy of these proceedings will be sent by letter to the parents/guardians by the dean of students. A record of the student's offense, date of the offense, disciplinary action taken, and other pertinent information shall be kept by the dean of students. All records of the violations will be destroyed after completion of the student's school career.

All students with formal suspensions have the right of due process as follows:

1. The student and/or parent/guardian will be advised of the violation.
2. The violation and suspension penalty will be set forth in writing.
3. Suspensions may be appealed, in order, through the dean of students to the activity board, and the superintendent. During the appeal process, the suspension shall remain in effect until otherwise directed.

Appeal Process for Athletic Code Violations

Procedure for Appeal: Please be aware that this action may be appealed by the student and/or the student's parents or guardians. At any time, a written appeal, detailing the reason(s) the appeal is being made, must be presented to the activity board through the dean of students. An appeal of the activity board's decision may be made to the district administrator in writing, stating the factual reasons and basis for the appeal within ten (10) calendar days of the date on which the penalty was issued. An extension may be granted by the activity board with the student and/or parent/guardian request.

The activity board will consist of coaches and advisors selected on a yearly basis.

- The Activity Board proceedings will be chaired by the athletic director and/or principal.
- The student will be provided the opportunity to testify and present evidence on his/her own behalf at the hearing.
- The decision of the Activity Board will be reached by each member casting one vote by secret ballot.

This section part of each team/club expectations:

Personal Conduct Policy

Definitions:

- Student Hazing
 - o Policy Manual 5516
- Student Anti-Harassment
 - o Policy Manual 5517
- Bullying
 - o Policy Manual 5517.01
- Disorderly Conduct
 - o Policy Manual 5520

Student Hazing – shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into a class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Student Anti-Harassment – zero forms of harassment will be tolerated and will be taken seriously and all necessary and appropriate actions will be taken to eliminate it. Prohibition against harassment based on the traits of sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, sexual orientation or physical, mental, emotional or learning disabilities, or any other characteristic protected by Federal or State as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems.

- Retaliation against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.
-
- Filing a malicious or knowingly false report or complaint of harassment.

Bullying – is deliberate or intentional behavior using word(s) or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively distinguishing characteristics, such as, but not limited to: age, national origin; race; ethnicity; gender, gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however, this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Examples of Bullying are: physical, verbal, psychological, and cyberbullying

Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.

Verbal – taunting, malicious teasing, insulting, name-calling, making threats.

Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

“Cyberbullying” – the use of information and communication technologies such as email, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

Disorderly Conduct - shall be any deliberate activity by an individual or a group, whether peaceful or violent, which is reasonably likely to disrupt the normal operation of school activity.

Reporting Procedures: Any student who believes they have been or is the victim of hazing, harassment, and/or bullying should immediately report the situation to the activity director or athletic coach in charge. **If the advisor or athletic coach has reasonable cause to believe this complaint to be true even though they did not personally see said activity committed – must submit a report to the principal and athletic director.**

Penalty for 1st infraction and first report submitted:

- Will complete six (6) hours of pre-approved community service prior to returning.
 - o For Category 2
- Will be suspended from participation in all games for 1 week.
 - o For Category 1

Penalty for 2nd Infraction and second report submitted:

- Will complete ten (10) hours of pre-approved community service prior to returning.
 - o For Category 2
- Will be suspended from participation in 3 contests.
 - o For Category 1
- If said student is in the Honor Society – membership will be revoked.
 - o For Category 1 and Category 2

Penalty for 3rd, 4th, 5th Infractions and reports submitted:

- Suspension from all activities for the given semester. Admittance back into the activity will depend on the coach and athletic director with unanimous approval.
 - o For Category 1 and Category 2
- Complete ten (10) hours of pre-approved community service.
 - o For Category 1 and Category 2

Appeal Process for Behavior Code Violations

Procedure for Appeal: Please be aware that this action may be appealed by the student and/or the student’s parents or guardians. At any time, a written appeal, detailing the reason(s) the appeal is being made, must be presented to the activity board through the dean of students. An appeal of the activity board’s decision may

be made to the district administrator in writing, stating the factual reasons and basis for the appeal within ten (10) calendar days of the date on which the penalty was issued. An extension may be granted by the activity board with the student and/or parent/guardian request.

The activity board will consist of coaches and advisors selected as needed.

- The Activity Board proceedings will be chaired by the athletic director and/or principal.
- The student will be provided the opportunity to testify and present evidence on his/her own behalf at the hearing.
- The decision of the Activity Board will be reached by each member casting one vote by secret ballot.

District Policies

Administration

The Necedah Area School District is established under the laws of the State of Wisconsin and is supported entirely by public funds. The School Board is the sole policy-making body in the organization of the school district and the Superintendent, the staff, and the faculty are responsible for carrying out that policy. Where matters of grievance are encountered by parents or students, they are invited to make arrangements with the Superintendent to meet with the School Board to discuss such grievances. The School Board meets regularly on the third Monday of each month at 6:00 p.m. and often holds special meetings for special problems. All meetings of the school board are open to the public and the minutes of meetings are published in local newspaper.

Student Records

Directory data can be given to any person or organization when requested, unless the parents of the student object in writing to the disclosure as required under school policy and State and Federal law. Directory data is specified in Policy 8330 – Student Records and includes a student's name, photograph, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of graduation, photographs, and degrees and awards received. Directory data also includes a student ID number, user ID, or other unique personal identifier used by the student when accessing or communicating in a District's electronic systems, if, standing alone, it cannot be used to access student education records, (i.e. a pin number, password, or other factor is also needed).

- [] If parents and eligible students do not submit such written notification to the District, directory data may be utilized by the District Administrator in District-wide publications, on the cable television educational access channel, or on the District's website. The directory data used will be properly verified and approved by the District Administrator.

Student records are generally considered confidential under State and Federal law and may not be released to third parties unless the student's parent(s) consent in writing. However, there are exceptions to confidentiality, and requests for records within these exceptions may be granted without a parent's written consent. If you have questions about the confidentiality of student records and/or the release of student records to third-parties, please contact the office or consult the Board Policy 8330 - Student Records () and associated Administrative Guidelines.

Parents and students are reminded of:

- 1) their rights to inspect, review and obtain copies of students records;
- 2) their rights to request the amendment of the student's school records if they believe the records are inaccurate or misleading;

- 3) their rights to consent to the disclosure of the student's school records, except to the extent State and Federal law authorizes disclosure without consent;
- 4) the categories of student record information which have been designated as directory data and their right to deny the release of such information; and
- 5) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, the student's parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or their parents;
- B. mental or psychological problems of the student or their family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or their parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the office to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Family Policy Compliance Office in the U.S. Department of Education administers both Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA). Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpc

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and
PPRA@ED.Gov.

2260/2260.01 - Nondiscrimination and Access to Equal Educational Opportunity:

The Board 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 gender status, change of sex or gender identity), or physical, mental, emotional, or learning disability (Protected Classes) in any of its student program and activities. This policy is intended to support and promote non-discriminatory practices in all District and school activities.

Pursuant to Section 504 of the Rehabilitation Act of 1973 ("Section 504"), the Americans with Disabilities Act of 1990, as amended ("ADA"), and the implementing regulations (collectively "Section 504/ADA"), no otherwise qualified individual with a disability shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving Federal financial assistance solely by reason of disability. The Board does not discriminate in admission or access to, participation in, treatment in its programs or activities. As such, the Board's policies and practices will not discriminate against students with disabilities and the Board will make its facilities, programs, and activities accessible to qualified individuals with disabilities. No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, policies, and/or practices in the District.

The District shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodations shall be made in writing and approved by the building principal. Accommodations may include, but not necessarily be limited to, exclusion from participation in an activity, alternative assignments, and released time from school to participate in religious activities and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect.

All courses, including Career and Technical Education courses, are available without discrimination based on race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including gender status, change of sex or gender identity), or physical, mental, emotional, or learning disability, any other characteristic protected by law in any of its student programs, activities, and employment ("Protected Classes").”

Reporting Procedures

Students and District employees are required, and all other members of the District community and Third Parties are encouraged to promptly report suspected violations of this policy to an administrator, supervisor, or other District official so that the Board may address the conduct. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District’s Compliance Officer within two (2) days.

District Compliance Officers (hereinafter referred to as the COs)

The Board designates the following individuals to serve as the District’s CO's:

Mark Becker
6-12 Principal
608-565-2256
1801 S. Main Street
Necedah, WI 54646
mbecker@necedahschools.org

Jessica McCracken
EC-5 Principal
608-565-2256
1801 S. Main Street
Necedah, WI 54646
jmccracken@necedahschools.org

2266 – NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES

The Board does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The Board prohibits sexual harassment that occurs within its education programs and activities. When the District has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, the Board is committed to eliminating sexual harassment and will take appropriate action when an individual is determined responsible for violating this policy. Members of the School District community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in this policy. Third parties who engage in sexual harassment are also subject to the disciplinary sanctions listed in this policy. The Board will provide persons who have experienced Sexual Harassment ongoing supportive measures as reasonably necessary to restore or preserve access to the District's education programs and activities.

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the Title IX Coordinator's(s') contact information listed above, or by any other means that results in the Title IX Coordinator receiving the person's oral or written report. Reports may be made at any time (including during non-business hours), by using the telephone number(s) or electronic mail address(es), or by mail to the office address(es), listed for the Title IX Coordinator(s).

Board employees are required, and other members of the School District community and Third Parties are encouraged, to report allegations of sex discrimination or sexual harassment promptly to the/a Title IX Coordinator or to any Board employee, who will, in turn, notify the/a Title IX Coordinator. Reports can be made orally or in writing and should be as specific as possible. The person making the report should, to the extent known, identify the alleged victim(s), perpetrator(s), and witness(es), and describe in detail what occurred, including date(s), time(s), and location(s). The Board designates and authorizes the following individual(s) to oversee and coordinate its efforts to comply with Title IX and its implementing regulations: Inquiries regarding how Title IX and the federal Title IX regulations apply to the District may be referred to the District Title IX Coordinator (as designated below), to the Assistant Secretary for Civil Rights at the U.S. Department of Education, or to both

The Board designates and authorizes the following individual(s) to oversee and coordinate its efforts to comply with Title IX and its implementing regulations:

Jessica McCracken
Elementary Principal
608-565-2256 x110

Jmccracken@necedahschools.org

Matthew Sherwood
Director of Pupil Services
608-565-2256 ext 108

msherwood@necedahschools.org

Discrimination and Complaint Procedures

If any person believes that the Necedah Area School District or any part of the school organization has inadequately applied the principles and/or regulations of Title VI, Section 504, Title IX or the Americans with Disabilities Act or in some way discriminates on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, parental or marital status, sexual orientation, physical, learning, mental or emotional disability or handicap, she/he may bring forward a complaint to the Title IX, Section 504 or equal opportunity coordinator at his/her office in the Necedah Area School District, 1801 South Main Street, Necedah, WI 54646 or contact him/her by phone: 608-565-2256.

INFORMAL PROCEDURE: The person who believes he/she has a valid basis for complaint shall discuss the concern with the building principal who shall in turn investigate the complaint and reply to the complainant in writing within five (5) school/business days. If this reply is not acceptable to the complainant, she/he may initiate the formal procedures according to the steps listed below.

FORMAL GRIEVANCE PROCEDURE

STEP 1: A written statement of the grievance shall be prepared by the complainant and signed. This grievance shall be presented to the local Title IX, Section 504 or equal opportunity coordinator within five (5) school/business days of receipt of the written reply to the informal complaint. The coordinator shall further investigate the matters of the grievance and reply in writing to the complainant within ten (10) school/business days.

STEP 2: If the complainant wishes to appeal the decision of the local Title IX, Section 504 or equal opportunity coordinator, she/he may submit a signed statement of appeal to the school district's administrator within five (5) school/business days after receipt of the local coordinator's response to the grievance. The school district administrator shall meet with all parties involved, formulate a conclusion and respond in writing to the grievance within ten (10) school/business days.

STEP 3: If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Educational within five (5) school/business days of his/her receipt of the district administrator's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representatives at the next regular Board meeting or within fifteen (15) school/business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent by the Board Clerk to each concerned party within ten (10) school/business days of this meeting.

STEP 4: If, at this point the grievance has not been satisfactorily settled, further appeals may be made within 30 days to the Department of Public Instruction, Equal Educational Opportunity Office, P.O. Box 7841, Madison, Wisconsin 53707.

A complaint or appeal may also be made on some of the bases (Title IX, Title VI, Section 504, Americans with Disabilities Act) to the Office of Civil Rights, U.S. Department of Education, 300 South Wacker Drive, 8th Floor, Chicago, Illinois 60606.

GRIEVANCE PROCEDURE - SPECIAL EDUCATION: Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a child with an exceptional educational need shall be processed in accordance with established appeal procedures outlined in the district's special education handbook.

GRIEVANCE PROCEDURE - FEDERAL PROGRAM: Discrimination complaints relating to programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instruction. Any questions concerning Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of sex, should be directed to:

Mrs. Tanya Kotlowski, Superintendent (Tel. 608/565-2256)
1801 South Main Street, Necedah, Wisconsin 54646

Inquiries related to section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap, should be directed to:

Section 504 Coordinator, School Psychologist (Tel. 608/565-2256)
1801 South Main Street, Necedah, Wisconsin 54646

Locker Room Policy

The Necedah Area School District shall observe measures intended to protect the privacy rights of individuals using school locker rooms. The following provisions outline the extent to which that protection can and will be provided:

- Locker rooms are provided for the use of physical education students, athletes and other activity groups and individuals authorized by the building principal or by District policy. No one will be permitted to enter into the locker room or remain in the locker room to interview or seek information from an individual in the locker room at any time. Such interviews may take place outside of the locker room consistent with applicable District policies and/or school rules.
- No cameras, video recorders or other devices that can be used to record or transfer images may be used in the locker room at any time.
- No person may use a cell phone to capture, record or transfer a representation of a nude or partially nude person in the locker room or to take any other photo or video image of a person in the locker room.
 - Students and staff violating this policy shall be subject to school disciplinary action and
 - possible legal referral, if applicable. Other persons violating the policy may be subject to penalties outlined in state law. The building principal or his/her designee shall be responsible for enforcing this policy.

5516 - Student Hazing

The Board believes that hazing activities of any type are inconsistent with the educational process and may in some circumstances be a violation of State law. It prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored activity or event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the District shall be alert to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Principal or to the District Administrator.

The individual informed of the situation shall immediately do the following:

- A. Write all information concerning the reported activity or planned activity received from the person reporting the incident to create a complete record of the initial contact with the administration.

- B. Determine if any potential criminal activity has occurred, and if so contact law enforcement immediately.
- C. Determine whether the information received illustrates hazing behavior that is based on the student's or any group of students sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws ("Protected Classes"). If the conduct reported appears to be based on one (1) or more Protected Class, the Administrator shall inform the District Compliance Officer and refer to Policy 5517 – Student Anti-Harassment and proceed accordingly.
- D. If the hazing or planned hazing does not appear to be based on any Protected Classes, then the Administrator shall proceed to conduct an investigation consistent with the procedures found in Policy 5517.01 - Bullying. If at any point, information surfaces indicating that hazing activity was based on one (1) or more Protected Class, the Administrator or designee conducting the investigation shall contact the Compliance Officer and consult Policy 5517 – Student Anti-harassment.

Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties. Disciplinary action for students may include, but is not limited to, suspension and/or expulsion. Disciplinary action for staff members may be issued up to and including termination from employment. (See Policy 3139 - Staff Discipline or Policy 4139 – Staff Discipline).

5517.01 - Bullying

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

Definitions - "Bullying"

Bullying is deliberate or intentional behavior using word or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Some examples of Bullying are:

Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money,

blocking or impeding student movement, unwelcome physical contact.

Verbal – taunting, malicious teasing, insulting, name calling, making threats.

Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

"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."

The Board recognizes that cyberbullying can be particularly devastating to young people because:

- cyberbullies more easily hide behind the anonymity that the Internet provides;
- cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
- cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and
- the reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased when it comes to cyberbullying activity.

Cyberbullying includes, but is not limited to the following:

- posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog;
- sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim's cell phone bill;
- using a camera phone to take and send embarrassing photographs of students;
- posting misleading or fake photographs of students on web sites;
- hacking into or otherwise gaining access to another's electronic accounts (e-mail, social media, etc.) and posing as that individual with the intent to embarrass or harm the individual.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of sex, (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws. Harassment is prohibited by Policy 5517 – Student Anti-Harassment.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For a definition of and instances that could possibly be construed as hazing, consult Policy 5516.

Complaint Procedures

Any student that believes s/he has been or is the victim of bullying 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 or Board official. Complaints against the building principal should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board President.

Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or assistant principal, or the District Administrator.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

All complaints about behavior that may violate this policy shall be investigated promptly by the building principal. 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 on sex (transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other 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 the allegation in accordance with Policy 5517 – Student Anti-Harassment.

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, or possible expulsion. Further, the result of an investigation that finds that bullying has occurred may result in discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

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

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about

bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

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.

Privacy/Confidentiality

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, to inform parents, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

To the extent appropriate in conducting a thorough investigation and/or as legally permitted, confidentiality will be maintained during the investigation process.

Notification

Notice of this policy will be annually distributed to all students enrolled in the School District, their parents and/or guardians and employees. The policy will also be distributed to organizations in the community having cooperative agreements with the schools. Additionally, the policy will be posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. All new hires will be required to review and sign off on this policy and the related complaint procedure.

The School District will also provide a copy of the policy to any person who requests it.

Records and Reports

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report shall be prepared and presented to the School Board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of bullying behavior. The District Administrator shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines on bullying will be age and content appropriate.