

NEOSHO SCHOOL

“...where students are honest, respectful, responsible and caring.”

Procedures & Policies 2008-09

201 Center Street
Neosho, WI 53059

Phone: 920-625-3531
Fax: 920-625-3536

This year's theme...

Counting Character

ARRIVAL AT SCHOOL

- * Children should arrive at school no earlier than 7:50am.
- * Staff Supervision begins at **7:50am.**
- * Students gather on the playground between 7:50-8:00am.
- * The school day is from 8:05am to 3:15pm (4K 8:05-10:50).
- * 4K students can enter school right upon arrival.

ASSIGNMENT NOTEBOOKS

Students in Gr. 3-8 receive an assignment notebook as part of their Book Fee. The Assignment Notebook is an important part of *Parents should sign the notebook each night so that we know you are up-to-date with homework and other school responsibilities.*

ATTENDANCE

Students are expected to attend school every day. Good attendance is essential for school success. However, students who are sick should stay at home to get well. *If your child is home sick, please report the absence to school by calling 625-3531 before 9:00am.* You will be contacted if we do not hear from you. If we are unable to contact you, the child must bring a note from home the next day explaining the reason for the absence. Absences for illnesses, special family events, religious reasons and family vacations are typically excused, though we strongly discourage vacations when school is in session.

Tardy to School

1. Students who arrive after 8:05am are late (tardy). A note or phone call from a parent explaining the late arrival is expected by the end of the school day.
2. If a student arrives late due to a special appointment or another family commitment, this will be an excused tardy.
3. During the school year, if a student is late more than five times parents will be notified by letter.
4. The consequence for future unexcused late arrivals will be a detention.
5. All students arriving late must sign-in at the office window.

If a student's attendance is chronically poor, a doctor's note may be required to excuse an absence. Doctor's clearance may also be required for certain illnesses and communicable diseases.

A Pre-Planned Absence Form is for absences of more than two days. It contains communication from your child's teachers and assignments. Contact the office for the form.



If a child becomes sick at school, we do our best to provide the necessary first aid. We will contact you or the person(s) on the Emergency Information Card.

BICYCLES

All bicycles must be parked properly in the bike rack. Neosho School is not responsible for any damage or theft of bicycles.

BOARD OF EDUCATION

The Board of Education is responsible for the overall operation of the school. Meetings are held on the second Thursday of the month at 6:00pm. Agendas are posted at the school entrance, the Neosho Post Office and at the Horicon State Bank.

2008-09 School Board

Tom Schaefer, President	625-3154
Ted Peters, Vice President	262-673-4632
Heather Oldenhoff, Treasurer	625-3805
Anne Noll, Clerk	625-3011
Paul Balmer, Member	625-3433

BUS TRANSPORTATION

Safe and efficient bus transportation is provided by the Wittenberger Bus Company. If you have questions about pick-up/drop-off times or routes, please call 262-673-3777. *Generally, all school rules apply on the bus.* Please review these guidelines with your son/daughter:

- Obey the bus driver.
- Be honest, respectful, responsible and caring while riding.
- No eating or drinking on the bus.
- Remain seated. Do not stand or change seats.
- Keep your hands, head and personal property inside the bus.
- Respect all property.
- Ride Assigned Bus - A parent note/phone call is required each time a change of bus or drop-off point is requested.

CHARACTER EDUCATION

Neosho School believes in the importance of building good character. We stress the importance of being *honest, respectful, responsible and caring*.



CLOSING SCHOOL / DELAYED START

If Hartford Union High School closes due to severe weather, Neosho School will also close.

* Closing announcements are made on: TV > Ch. 4, WTMJ
Radio > AM 620, AM 1540

If there is a delayed start in the morning: the 4K class will be cancelled. The 5K will begin at the late start time. If we would have to close during the school day, we will follow your instructions on your child's *Emergency Information Card*.

CONFERENCES

Parent-Teacher Conferences are an excellent way to develop a communication process that will benefit your child. While formal conferences are held twice yearly, parents should check regularly with teachers through the assignment notebook or at neoshoschool.com (Teacher Pages).

DRESS CODE

Student dress and grooming must be in the best interests of the health and safety the student body. Also, dress must also not disrupt or detract from the learning environment. The District Administrator is responsible for enforcing the dress code and resolving any concerns.

A child's parent/guardian will be contacted if a student's dress becomes a serious concern. Overall dress and clothing styles are expected to follow these guidelines:

- Dress/grooming should be neat, clean and appropriate.
- Clothing should fit properly.

- Tight fitting, revealing or sexually suggestive clothing is not allowed.
- Tee shirts must be worn under jerseys/sleeveless clothing.
- No halter tops, tube tops, bare midriffs or very short shorts.
- Extreme hairstyles or colors are not acceptable.

- Four earrings may be worn (in ears only).
- Clothing may not contain messages that are:
 - alcohol, tobacco or drug related
 - unkind, disrespectful, illegal or gang related

- Outside clothing (jackets, boots, hats/caps and gloves) is worn outside only and kept in the locker/locker area.
- Dressing properly is very important in wet, cold and snowy weather. Since outdoor recess is held whenever possible, students should have hats, coats, boots and gloves (snow pants for playing in snow).

Students must have a separate pair of sneakers for gym class that are kept at school. They must have white or non-marking soles.

DISMISSAL

Let your child's teacher know about typical going home plans for your son/daughter. **Please inform the teacher in writing whenever bussing or pick-up arrangements change (teams, clubs, doctor appointments etc).** When picking-up your child, please stop at the School Office. Students must sign-out /sign-in if they leave school early.

EARLY RELEASE DAYS

On Early Release Days, students are dismissed at 1:00pm. These days are for meetings involving school goals and staff development activities.

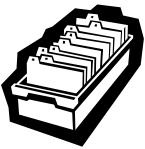
EDUCATIONAL GOALS

Together with family and community, we strive to provide each child with the foundation needed to become an educated, responsible, respectful and productive individual.

- To facilitate the opportunity for students to pursue independent learning, creative thinking and personal expression within a cooperative academic community.
- To provide an atmosphere in which the student is encouraged to respect the dignity and uniqueness of self and others.
- To encourage classroom situations that provide for individual academic differences.
- To help students to develop the skills necessary to become self-directed and responsible.
- To foster the ability to make rational decisions and accept the consequences of such actions along with the ability to adjust to new circumstances.
- To live and work together in the spirit of cooperation.
- To understand the rights, privileges, responsibilities and duties of citizenship.
- To provide a variety of experiences and opportunities for students to explore their interests.
- To present opportunities for students to: participate in a variety of social and extracurricular activities; to explore personal interests; to learn to use leisure time and to develop a sense of social responsibility and sportsmanship.

EMERGENCY INFORMATION CARDS

Each student must have a current Emergency Information Card on file in the office. This card enables us to contact you during the school day in case of an emergency. It also allows you to designate a person(s) to contact if we cannot reach you. ***Please keep the information on this card up-to-date.***



FEES

Fees are due by November 1, 2008. *A \$25.00 late fee will be charged for fees paid after November 1st.* If special payment arrangements (or other considerations) need to be made, parents must contact the District Administrator as soon as possible.

- **Books**
 - 4K & 5K \$ 30.00 per student
 - Gr. 1-4 \$ 40.00 per student
 - Gr. 5-8 \$ 50.00 per student
 - **Technology (Grades 1-8)** \$ 15.00 per student, \$25 (more than one child)
 - **Athletic** \$20.00 (one-time fee per student)
 - **Uniform** \$10.00 per sport
 - **Co-Curricular** (Forensics, Student Council) \$20.00 (one-time fee per student)
- } Due at first meeting or practice.

FIELD TRIPS

Field trips beyond the Village of Neosho are an important part of the curriculum. Parents will receive field trip information and permission slips from their child's teacher.

GRADE ADVANCEMENT POLICY

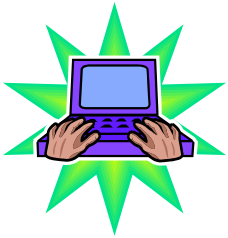
All Wisconsin schools have adopted a Grade Advancement Policy for students in Grades 4 & 8. The policy outlines the specific expectations that students must meet in order to be promoted to Grades 5 & 9.

HOMELESS CHILDREN

Homeless children are entitled to equal access to the education offered by Neosho School. Please contact the District Administrator if you are aware of families/students who may be homeless.

IMMUNIZATION

State law requires that all students furnish a certificate of immunization for DPT, polio (oral), measles (hard, red), rubella, mumps and chicken pox. Proof of Hepatitis B vaccinations for all students entering kindergarten and 8th grade is also required. New immunization requirements also go into effect in 2008-09. Immunization requirements and reports forms are available at school. This form also allows for exemptions for religious reasons. Contact the School Nurse for more information (625-3531).



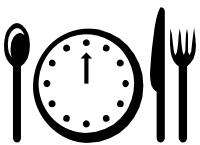
INTERNET USE

Students may use school computers for school-related activities only. Neosho School offers Internet access to the students and staff. In Grades 3-8, the Computer Network Use Agreement must be on file for students to use the Internet at school.

LOCKERS

Lockers help students organize school materials and personal items. Students are responsible for keeping their locker/locker area organized and clean. Students should keep their jackets, boots, book bags, books and other items in their locker. Lockers belong to the school. They may be searched by school officials at anytime if there is a suspicion that a student(s) is violating the law, school rules or endangering the safety of others.

LUNCH PROGRAM



Family Lunch Accounts are set-up in the School Office. You may purchase lunches or milk for your son/daughter at anytime by sending money to the School Office. One check can be sent for the entire family. As you buy lunch and milk, credits will be put into to your lunch account. Debits will be made as your child eats lunch or has milk. Parents/students are to keep track of their number of lunches/milk credits. However, you can contact the School Office at anytime for information about lunch balances. Free or Reduced Lunch Applications are available in the office.

Lunch (w/milk)

Gr. 5K - 5 \$2.00

Gr. 6 - 8 \$2.25

Milk

30 cents

ADMINISTERING MEDICATION AT SCHOOL

Children may not self-administer medication while at school. All medications must be brought to the school office. However, students with respiratory inhalers may keep the inhalers with them.

Students are responsible for coming to the school office for their medication at the proper time. Parents are responsible for medication supply and for informing the school of any changes in the medication(s).

Children who need to take medication at school must have an up-to-date Student Medication Form on file in the office.

- Prescription Medication - Doctor and parent/guardian signatures and instructions are required before school will administered only when the school has up-to-date information.

- Non-Prescription Medication - Over-the-counter medication (tylenol, eye drops, creams) can be given with parent permission and instructions.

NON-DISCRIMINATION

It is the policy of Neosho School that all employees and students be treated fairly and impartially. We will not discriminate on the basis of age, sex, race, national origin, ancestry, religion, pregnancy, marital/parental status, physical, mental, emotional or learning disabilities in our educational programs or activities (WI Stat. 118.13, Title IX). This includes making reasonable accommodations concerning a student's religious beliefs with regard to tests and other academic requirements. Inquiries or complaints regarding discriminatory treatment (including Title IX) should also be directed to the District Administrator.

PARENTAL RIGHTS



As a parent of a child in a public school, you have the right to:

- * know the records that are kept about your child and request a review of records with the District Administrator
- * receive a copy of all records pertaining to your child and a response to a request for for an interpretation of the records
- * challenge or seek a change of a record claimed to be false, inaccurate, misleading or in violation of privacy rights
- * give consent before the release of information about your child
- * file complaints with the U.S. Dept. of Education
- * know the qualifications of your child's teacher(s) (education, certification, degree, license)
- * know the qualifications of teacher aides who work with your child
- * use the district's special education program by contacting your child's teacher
- * request program and/or curriculum modifications (WI Stat. 118.15 (1). In consultation with parents, the Child Study/IEP Team will plan curriculum modifications/placements
- * request the school district not release student information to institutions of higher learning or the military

PARENT-TEACHER GROUP (P.T.G.)

This group sponsors a variety of activities for students/families throughout the year. All parents are members of PTG and you are encouraged to attend meetings and events.

PERSONAL PROPERTY

The school is not responsible for personal items brought to school. **Do not bring personal property to school that does not relate to school responsibilities** (electronic and entertainment devices, phones, pagers, etc.).

SAFETY PLAN

Neosho School has a School Safety Plan in place. Lock down and evacuation procedures are part of the plan. The School has arranged with St. Paul's Lutheran Church, Neosho Village Hall and the Neosho Fire Department to use their facilities in an emergency.

SUPPORT OUR SCHOOL COMMITTEE (S.O.S.)

This group organizes various activities for students, families and the community. The goal is to build a stronger relationship between the community and the school. We welcome your ideas and suggestions.

STANDARDIZED TESTING

The Wisconsin Knowledge & Concepts Examinations (WKCE) is given in reading and mathematics to grades 3-8. Students in grades 4 & 8 are also tested in language arts, science and social studies. The WKCE is given in November. In grades 4 and 8, WKCE results are an important part of our Grade Advancement Policy. In May, The Hartford Area Writing Assessment is also given in grades 3, 5 & 7.

STUDENT ACTIVITIES

Students are strongly encouraged to get involved in school activities beyond the classroom. Several extra-curricular activities are offered: forensics, student government, football, volleyball, basketball and softball. To participate in these activities students must satisfy academic and behavioral requirements.

Academic: Receiving one "F" or three "D's" results in ineligibility until written verification is received by the coach regarding re-instatement.

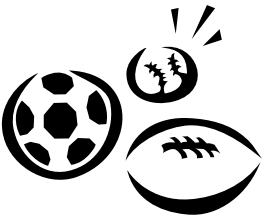
Behavior: Consequences for unacceptable behavior must be completed before a student participates in any extra-curricular activity. Receipt of a third in-school suspension during one quarter of school will result in the student being ineligible to participate in extra-curricular activities for the remainder of the quarter. The second out-of-school suspension will result in the student's ineligibility for extra-curricular activities for the remainder of the year.

STUDENT BEHAVIOR & DISCIPLINE

Students have the right to learn in a safe and orderly environment that is conducive to learning. Students who disrupt this environment are accountable to the school for their behavior. While we cannot list every possible infraction and consequence here, being ***honest, respectful, responsible and caring*** serves as a guide to behavior at Neosho School. Our goal is to nurture a climate of mutual respect. When questions or disagreements arise, the District Administrator will determine the appropriate course of action.

We expect all students to...

- be respectful at all times
- treat learning with respect
- complete schoolwork/homework
- walk quietly in the hallways
- Keep hands, feet and objects to yourself



- Being mean in word or action is not acceptable.
- Gum chewing is not allowed on school property.
- Candy and soda from home are not recommended for snack or lunch.
- Physical contact or displays of affection are unacceptable.

When students do not abide by these expectations

- * The teacher will discuss the situation with the student and provide helpful advice.
- * A "Think Paper" may be completed by the student and discussed with the teacher.
- * The loss of morning or lunch recess time. An additional assignment may also be given. The teacher will then notify the parent/guardian through a note home or a phone call.
- * If the behavior continues, the student will be given a detention to be served with the teacher. The detention notice is sent home for parent/guardian signature. The teacher may also request a parent-teacher conference.
- * Office Referral - The administrator contacts parents and additional disciplinary action will be considered. A conference with the parent, child and teacher may be scheduled.

Detentions

1. Detentions (30 minutes) are served with the detention supervisor.
2. The student will be given a copy of the Detention Notice. This should be returned to School the next day with a parent's signature.
3. Detentions can be given at anytime for unacceptable behavior.
4. Beginning with the 5th detention (in each quarter), detentions are one hour (3:20-4:20pm).
5. Failure to serve a detention (without an acceptable excuse) or for unacceptable behavior during a detention will result in a one hour detention being issued.
6. If a student fails to report for a one hour detention (and does not have an acceptable excuse) or behaves in an unacceptable manner during a one hour detention, he/she may receive an in-school suspension.

Removal From Class

1. The district administrator will discuss the situation with the student.
2. A letter will be sent home explaining the situation and any disciplinary action taken. This letter must be signed by a parent and returned to the office the next day.
3. A student removed from class due to a behavior problem will receive additional academic work by the teacher.
4. If a student is removed from a class by the same teacher three times during a quarter, a conference will be arranged by the teacher with the child's parents.

Disciplinary consequences must be completed in a satisfactory manner before a student is permitted to participate in any school related extracurricular/athletic activity.

Suspensions/Expulsions

1. Suspensions/Expulsions are for serious behavior concerns and for repeated rule violations. Behaviors include (but are not limited to) harassment, vandalism, possession of drugs/alcohol and the possession of weapons may be considered grounds for immediate suspension/expulsion and will also be referred to authorities.
2. A student who is suspended (in or out-of-school) may not participate in extracurricular activities on the days of the suspension.
3. After several suspensions, the School Board may schedule a reinstatement conference with the student and his/her family.

STUDENT RESPONSIBILITIES

Students are expected to contribute in positive ways to their school. We expect students to do their best both in and outside of the classroom. They are expected to take pride in what they

do and strive to put forth their best effort at all times.

Students should come to class prepared to learn by having the proper books and supplies. They should contribute to class activities and discussions. Students are strongly encouraged to ask for help from their teacher(s) when they do not understand something or when they are unable to complete assignments/projects.

Homework and study time at home are important student responsibilities and important for learning. When a student is absent from school, he/she is responsible for arranging how assignments will be sent home and completed. Students must take care of textbooks and other school materials that are loaned to them. They are responsible for all lost and damaged items.

While academic learning is very important, a student also learns to work cooperatively with peers and with adults. These relationships require honesty, respect, responsibility and caring as students grow and learn together.

TEAM NEOSHO

Team Neosho supports students, teachers, families and the school work together to support the student learning experience. Parent involvement in the Activity Teams is a great way to be involved at school and to support learning.

THURSDAY ENVELOPE

The Thursday Envelope is our weekly communication with you. The envelope has school news, monthly menus, calendars, parent tips, educational information, and other important items. Please sign and return the envelope to school the next school day.

WISCONSIN INFORMATION NETWORK FOR SUCCESSFUL SCHOOLS (WINSS)

W.I.N.S.S. provides a variety of information about Neosho School. It can be accessed through the Department of Public Instruction's website at: www.dpi.state.wi.us

VISITORS

Parents, community members and friends are always welcome. In order to know who is in the school all visitors shall:

- stop at the office window to sign-in
- wear the visitor sticker
- sign-out when leaving
-

All visits must be pre-arranged to ensure the least amount of disruption of the regular school program and to protect the rights of students and staff. Any person who willfully disrupts a public school or a public meeting will be reported to the police. All school visits during the school day by other students must be approved in advance by the teacher and the district administrator.