

NEENAH JOINT SCHOOL DISTRICT

# ELEMENTARY SCHOOL HANDBOOK 2010-11



Helpful information for elementary students  
and for their parents/guardians

Neenah Joint School District Website: [www.neenah.k12.wi.us](http://www.neenah.k12.wi.us)

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## **Message from the District Administrator:**

I am excited to welcome you to the 2010-2011 school year and look forward to a year of learning with your student. The learning partnership we establish and nurture will significantly impact the success of your student. Throughout the course of the school year, I encourage three things that will immediately support your student including:

1. Be involved, or to continue to be active at school on behalf of your child whenever possible. When children see parents/guardians united with staff, it reinforces a healthy and desired partnership.
2. Create an extended learning environment at home by inquiring about specific assignments or projects your child has worked on or completed. Please contact your student's teacher or principal if you have any questions as communication between school and home is important.
3. Please read with your child at least twenty (20) minutes a day. Reading inspires learning. It is a way all children can increase their learning and prepare for advanced coursework in future years.

Thank you for entrusting our staff to support your child in their learning and thank you for being a partner with us. I look forward to a year of memorable and lasting experiences.

Sincerely,

Mary Pfeiffer  
District Administrator

## SCHOOL ORGANIZATION

### **Board of Education**

A nine-member Board of Education elected by the voters of the district is responsible for developing system-wide school policies. Educational administrators headed by the Superintendent are employed to make educational recommendations to the Board and to administer the policies adopted by the Board of Education. The Neenah Joint School District strives to provide for the best interests of the children of the school district.

Regular public Board meetings are held on the first and third Tuesday of every month. Both meetings are preceded by a public forum beginning at 7:00 p.m. allowing the citizens the opportunity to express their opinions on school matters.

### School Board Members

Betsy Ellenberger  
Christine Grunwald  
Peter Kaul

Christopher Kunz  
John Lehman  
Larry Lewis

Jeff Spoehr  
Scott Thompson  
Colleen Zuro-White

## ADMINISTRATIVE STAFF

Mary Pfeiffer .....Superintendent  
Victoria Holt ..... Asst. District Adm. Human Resources & Central Services  
Steve Dreger .....Asst. District Adm. of Elementary Learning & Leadership  
Mark Duerwaechter ..... Asst. District Adm. of Secondary Learning & Leadership  
Paul Hauffe ..... Director of Business Services  
Jon Joch ..... Director of Revenue Enhancements & Business Services Support  
Anne Lang ..... Director of Pupil Services  
Diane Doersch .....Director of Instructional Technology

### Neenah High School

Colleen Doyle ..... Principal  
Michael O’Neill ..... Associate Principal  
Matthew Smith..... Associate Principal  
Nancy Chessman ..... Associate Principal  
Jim Strick ..... Director of Activities and Athletics

### Middle Schools

Jon Fleming ..... Principal Shattuck  
Mary Lofy ..... Associate Principal Shattuck  
Brian Wunderlich..... Principal Horace Mann

### Elementary Schools

Philip Johnson.....Principal, Alliance Charter School  
Kim Benson ..... Principal, Clayton School  
LeAnn Metzger ..... Principal, Coolidge School  
Michael Tauscher..... Principal, Hoover School  
Mary Renning ..... Principal, Lakeview School  
Philip Johnson..... Principal, Roosevelt School  
Michaela Neitzel ..... Principal, Spring Road School  
Michael Tauscher..... Principal, Taft Early Learning Center  
Diane Galow ..... Principal, Tullar School  
William Pokel .....Principal, Wilson School

**Neenah Joint School District Website: [www.neenah.k12.wi.us](http://www.neenah.k12.wi.us)**

## **SCHOOL STAFF**

The task of educating approximately 6300 students from kindergarten through high school is a large one and requires the dedicated efforts of about 500 professional staff members as well as approximately 240 non-instructional staff members who support the instructional program in our school district.

## **SCHOOL BUILDINGS**

The school district operates eight elementary buildings (grades K-5), one Early Childhood center, one middle school (grade 6), one middle school (grades 7-8), one high school (grades 9-12) and one alternative school. Information is also available at the Neenah Joint School District Website [www.neenah.k12.wi.us](http://www.neenah.k12.wi.us).

## **USE OF SCHOOL FACILITIES**

The Board of Education makes all school facilities available to community groups. Organizations or individuals wishing to use school facilities should complete a building-use request. Request forms may be obtained at the individual school buildings or at the Administration Building, 410 South Commercial Street (751-6800 ext. 201).

Fees are collected to help defray expenses for the use of school facilities. This information is attached to the building-use permit.

## **BUDGET**

The school district budget is used for staff salaries, supplies and equipment, operation and maintenance of the building, pupil transportation, debt services, and other costs of education. A detailed budget may be examined at the Administrative Offices, 410 South Commercial Street, Neenah, Wisconsin.



## THE SCHOOL DAY

Students should arrive at school ten minutes before the start time.

The school day for **elementary** schools is as follows:

Grades K-5                      8:15 a.m. - 3:05 p.m.\*



**\*On Friday, or on the last school day of each week, all classes are dismissed at 2:15 p.m.**

The school day for **Alliance Charter** Elementary is as follows:

Monday thru Thursday      8:00 a.m. – 3:05 p.m.  
Friday                              8:00 a.m. – 12:00 noon

Please refer to the school calendar for early dismissal dates. When school is dismissed at 11:30 A.M or 12:00 P.M., lunch will NOT be served at school.

## REGISTRATION

### NEW STUDENTS

Students will attend the school in their assigned home school area. Enrollment numbers may occasionally require a student to be placed at another school. Assignment to another school will be made by the Assistant District Administrator of Elementary Learning and Leadership.

All students new to the Neenah schools must bring a hospital or birth certificate showing date of birth. Baptismal certificates cannot be accepted. A record of all immunizations is also required. Any student moving into the Neenah system from another school will be expected to present a report card from the last school attended.

Any child who will be five (5) years old on or before September 1 is eligible to attend kindergarten.

If you feel your child has a special educational need, contact the Director of Pupil Services at the Administration Building (751-6800 ext. 203)

## **PRE-ENROLLMENT KINDERGARTEN AND FIRST GRADE**

Each spring, every effort is made to secure the names and addresses of students who intend to enroll in the Neenah schools for the coming year. Notices are placed in all the local papers. Should you miss these announcements, please call any of the elementary schools for registration dates and times.

### **WITHDRAWALS**

If your child is moving to another school district or to another school in the Neenah Joint School District, notify the building principal at least one week prior to the move so the necessary records can be transferred. This will ensure that the correct placement will be ready when the student arrives at the new school.

### **CHANGE OF ADDRESS, PHONE NUMBER OR PLACE OF EMPLOYMENT**

Please notify the school office of a change of address, phone number, or place of employment. This information is important in case of a student emergency.

### **BEHAVIORAL EXPECTATIONS FOR STUDENTS**

It is expected that all students, teachers, and other school personnel, paid or volunteer, exhibit attitudes of respect and courtesy toward one another. This especially is important when students go out into the community and serve as “ambassadors” for their schools. This respect and courtesy also applies to school property.

Students, parents and school staff need to work together to maintain a positive, safe and orderly atmosphere where learning is maximized. The following general expectations have been established:

- Students will show respect and courtesy toward all students and staff.
- Students will use appropriate language.
- Students will show respect for school materials and school property.
- No child will prevent another child from learning or the teacher from teaching.
- No child can engage in any behavior that endangers others.

### **ATTENDANCE**

Wisconsin School Law requires that students attend school regularly and punctually unless there is illness or other legitimate reasons. Any absence must be considered important by parents, teachers, and administrators. To maximize learning, absences must be kept to a minimum.

**Excused Absences:** Call the school office to inform school personnel of your child’s absence. Voice messages can be left 24 hours a day. If a call is not received, school personnel **will call** the student’s home or parents’ place of employment to verify the student absence.

**Illness:** Keep your child home when he/she shows any signs of head lice, rash, vomiting, or fever. **Children should be kept home until their temperature has returned to normal and remains normal for at least 24 hours without fever-reducing medication.** If an absence is caused by a contagious disease, a statement from the doctor or health officer may be required before the child can return to school.

Homebound instruction may be provided to a child who will be out of school for 30 or more calendar days, either consecutively or intermittently, as verified by a physician's statement. If you suspect that your child will be out of school for an extended period of time, please notify your child's building principal immediately. Questions about Homebound Instruction can be directed to the Director of Pupil Services (751-6800 ext. 203).

If your child is not to be involved in physical education or recess for more than one day, a note from the doctor is required stating the nature of the condition and how the child's activity must be restricted.

Whenever it seems necessary that a child be absent from school for some cause other than illness, consult the principal before the absence occurs. A student may be excused if the parent or guardian submits the request in writing before the absence.

**Unexcused Absences:** If the school is unable verify the child's absence with a parent or guardian, the absence will be recorded as unexcused.

**Vacations:** Absences caused by family vacations disrupt the continuity of a student's academic progress and are **STRONGLY DISCOURAGED**.

**Make up work:** Make up work will be issued on a child's return to school. Generally, the child should be given the same number of days to complete the work as was the length of the absence.

**Tardiness:** A child who arrives after 8:15 am will be recorded as tardy. Please develop strategies to avoid repeated tardiness. Habitual tardiness may lead to a truancy referral.

**Truancy:** Truancy is an unexcused absence for all or part of a school day, including tardiness. Frequent absences or tardiness may require written documentation from a licensed medical professional regarding a student's absence or tardiness. Students exceeding ten excused absences in a school year may be considered for truancy. Habitual truants may be referred to Winnebago County Juvenile Intake according to Wisconsin Compulsory Attendance Law.

## **DISMISSAL**

If your child has to leave school before dismissal time, you must:

1. Notify the school indicating the time and reason for the early dismissal request.
2. Have a responsible adult, who has been authorized by the parent; sign out the child from the office.

**NO STUDENT WILL BE ALLOWED TO LEAVE SCHOOL EARLY UNLESS THERE IS A NOTE OR AN AUTHORIZED RESPONSIBLE ADULT TO ACCOMPANY HIM/HER.**

After dismissal, students are expected to go directly home or to their caregiver. If students are requested by school personnel to remain after school, they will be under the supervision of an adult.

## **HEALTH INFORMATION**

### **Physical Examinations**

The Board of Education policy recommends that students have physical examinations before entering kindergarten and grade 9. These are to be done by the family physician at the parents' expense.

Health information is completed yearly by parents of all students as a means of informing school personnel of current student health concerns. A school nurse visits each school on a scheduled basis. If you need to contact the nurse, please call your child's school or the Neenah Department of Public Health at 886-6155.

Students are screened for vision, dental and hearing in the following grades on an annual basis:

Vision	Grades 1, 3, 5
Dental	Grades K, 1, 2, 3, 4
Hearing	Any grade, upon request

You will be notified of any abnormal results found through screening programs. Students in other grades may be screened for vision and hearing at the Neenah Department of Public Health. If interested, please call for an appointment.

### **Student Inhaler Law**

Wisconsin Statute 118.291 allows pupils with asthma to possess and use metered dose and dry powder inhalers. Your child can carry the inhaler at school. To comply with the law, you must complete a medical consent form.

### **Immunizations**

The Wisconsin Student Immunization Law requires all students to be immunized. A Student Immunization Record must be completed and signed at the time your child's registration. Immunizations required include diphtheria, tetanus, pertussis, polio, Hepatitis B, measles, rubella, mumps, and chicken pox. Immunizations are available from physicians or local health departments. City of Neenah residents should call the Neenah Department of Public Health at 886-6155 with any questions or to set up an appointment.

### **Communicable Diseases, Accidents and Health Emergencies**

Parents have the primary responsibility for sick or injured students and are requested to follow these recommendations:

- Students with a fever or other symptoms of illness including a sore throat, rash, cough, or pink eye are to be kept home from school.
- A student should be without a fever for 24 hours without fever-reducing medication before returning to school.
- A student's rash that is open, draining, or spreading should be evaluated and treated by the child's physician before he/she returns to school.
- A student with a sore throat should have a throat culture done. If a throat culture is positive for strep, students may return to school after 24 hours of antibiotic medication when feeling well and without fever.

- A student with pink eye may return to school after 24 hours of antibiotic drops or as soon as symptoms of infection (eye drainage, itchiness, tearing) are gone.
- A child with chicken pox is considered contagious for a minimum of 7 days and should be kept home until that time, or until all pox are dry, scabbed over, and non-spreading.

All communicable diseases, such as chicken pox, are to be reported to the Neenah Health office at 886-6155.

Concerns related to possible head lice should be brought to the attention of the principal. Children diagnosed with head lice must be kept at home until treatment is completed.

If your child is injured, first aid will be administered. It is important to leave an emergency number so you can be reached in case of an accident. A child with a major health problem such as asthma, heart problems, diabetes, bee sting allergy, seizure disorder, etc., is to have a Health Management and Emergency Plan completed annually and filed with the school administration. Forms are available in the school office.

### **Medication Administration at School**

Children's medications should be given at home. Please check with your child's physician to arrange times of administration outside of school hours.

No medication is administered by school employees until a Medication Consent Form is completed and returned to the school. For over the counter medications, such as pain relievers, antihistamines, and cold medications, the top portion of the Consent Form must be completed and signed by the parent. For prescription drugs, along with the top portion, the Physician's Order for Medication Administration section must also be completed and signed by a physician. A new form will be required if there is a change in dosage or if a new medication is prescribed. Medication forms are available in the school office.

Any prescription medication to be administered at school must be brought to the school in a pharmacy labeled container which includes the child's full name, name of medication and dosage, time and quantity to be given and the physician's name. Over the counter medications must be in their original container. Medications in any other type of container will not be accepted. Please deliver medication to the school and inform the health aide and/or school nurse of its administration. A student may not take medication on his/her own at the elementary schools. These provisions are necessary for the safety and protection of the student on medication, as well as other students and school personnel. Any medications left in the school office through the summer will be discarded. If you have any questions regarding these procedures, call the Neenah Health office at 886-6155.

## WEATHER AND SAFETY

### SCHOOL CLOSINGS



There may be times when schools will close because of heavy snowfall, icing of the streets, a dangerous wind chill factor, or other emergencies. The District Administrator authorizes the closing of schools.

For school closing information, listen to

#### Radio stations:

WNAM/WOSH/WVBO/WOGB  
WHBY/WAPL/WKSZ  
WIXX/WGEE/WTM/WNCY/WNFL  
WPKR/WPCK and KFIZ

WROE  
WEMI/WEMY  
WWWX  
WOZZ

#### TV stations:

WBAY-TV 2  
WFRV-TV 5  
WACY-TV 32

WLUK-TV 11  
WBGA-TV 26

If a severe thunderstorm or tornado threat arises at dismissal time, students may not be released from the building until the threat has passed.

## FIRE SAFETY

### DRILLS

All schools conduct monthly fire drills and annual tornado and safe site drills.

### TRAFFIC SAFETY

#### Walking To and From School

Your child's safety is a priority of the school. Encourage your child to:

- Start for school early enough to arrive at the school no more than ten minutes before the regular bell.
- Walk on the sidewalk. If there is no sidewalk, walk on the left side of the road facing oncoming traffic.
- Cross only at intersections.
- Obey crossing guards and traffic signals.
- Refuse to enter or approach strange automobiles.
- Proceed directly to school or home before beginning to play.
- Be considerate of smaller children.



## **Bicycles**

- Register your child's bike with the Neenah Police Department or township police.
- Walk your bicycle on school property.
- Park your bike in the bicycle rack at your school. Use a bicycle lock.
- Wear a helmet.
- At intersections, stop, look four ways, and walk your bike across the street.
- Give the right-of-way to all pedestrians.
- Do not double-ride.
- Keep your bicycle in good mechanical condition.

## **Bus Service**

Students may qualify for transportation according to district guidelines. Questions may be directed to the Neenah Joint School District's Supervisor of Transportation.

Encourage your child to observe and practice all rules and regulations for safe bus transportation. Please refer to the Pupil Transportation Handbook.

School bus transportation is a privilege, not a right. Students who misbehave on the bus or at the bus stop may be denied the privilege of riding the bus, since their misbehavior jeopardizes the safety of the other children and could result in injury to others.

## **REPORT CARDS AND CONFERENCES**

You will receive a report card each quarter of the school year. Evaluation is composed of the child's effort, achievement, ability, and behavior. Only through cooperative efforts by the parents and teacher can each child acquire the best education possible. Communication is at the heart of this process. Any questions about student progress reports should be directed to your student's teacher.

Parent/teacher conferences help further the education of your child. Parent conferences are scheduled in the fall and in the spring. You are encouraged to schedule additional conferences as needed by contacting the teacher to make an appointment.

## **INSTRUCTIONAL SUPPORT SERVICES AND PROGRAMS**

Instructional Support Services faculty work to promote the highest level of learning success for all students. This work is accomplished directly through services to students or indirectly by helping school faculty or parents to provide the best teaching and learning conditions possible.

All schools are served by the following instructional support professionals:

- guidance counselors
- reading supportive teachers
- math supportive teachers
- nurses
- school psychologists
- gifted/talented resource teachers
- English Language Learners faculty as needed.

## **SPECIAL EDUCATION SERVICES**

Children with disabilities who reside in Neenah are provided a free, appropriate public education as defined by state and federal statutes. Special education and related services are provided to all children with exceptional educational needs between the ages of three and the end of the school term in which they turn twenty-one years old. These include programs for children with autism, cognitive disabilities, emotional/behavioral disabilities, hearing impairment, learning disabilities, orthopedic impairment, other health impairment, speech/language disabilities, traumatic brain injury, visual impairment, or any combination of these disabilities.

The school district provides screening opportunities to all school-age children and to those who are below school-entry age upon request. A child suspected of having a disability as a result of screening is referred for an evaluation. Referrals are sent to the Director of Pupil Services. Written parental consent is required before an evaluation is conducted. An Individualized Education Program is developed for each child who requires special education, and written parental consent is necessary before placement occurs.

Contact your child's principal or Anne Lang, Director of Pupil Services (751-6800 ext. 203) with questions concerning Special Education.

## **INSTRUMENTAL MUSIC PROGRAM**



Children in the Neenah Public Schools, grades 3-5, are given the opportunity to study instrumental music. Students will be introduced to string and wind instruments and may elect to participate.

Grade 3, 4, 5: Suzuki strings instruction  
Grade 4, 5: Traditional strings instruction  
Grade 5: Band instruction

For more information, contact the principal or music teachers at your child's school.

### **FIELD TRIPS**

You will be advised when field trips are scheduled. Annually at registration, parents are asked to sign permission for children to participate in field trips.

A charge may be requested for field trips where bus transportation and admission fees are required.

### **LOST AND FOUND/ PERSONAL BELONGINGS**

All articles of clothing, books, school bags, lunches, etc., should be marked clearly with the child's name and grade. Found articles are displayed in each building.

Students are encouraged to leave personal belongings at home and to avoid bringing items of value to school. Students assume responsibility for loss or damage to clothing, equipment, books, or instruments.

### **LUNCH PROGRAM**

Hot lunches that include milk are served at all schools. Menus are available on the district website and are sent home with students monthly. Milk is available for purchase for students who prefer to bring a lunch from home. Lunch and milk cards may be purchased at school.

Free and reduced price lunch applications are available at the school office.

Students are expected to demonstrate appropriate lunchroom behavior. Repeated disruption during the noon hour may result in the student losing his/her privilege to eat in the lunchroom.

### **USE OF TELEPHONE BY STUDENTS**

School telephones may be used by students only in cases of real necessity. Permission must be granted by the teacher or by office personnel.

Students are discouraged from bringing cell phones to school. All cell phones and other electronic devices must remain turned off and not used during the school day.

## **SALES, SOLICITATION AND DISTRIBUTION OF MATERIALS AT SCHOOL**

Individuals may not sell or distribute anything on school property. This includes Christmas cards, cookies, wreaths, wrapping paper, and party invitations. Anyone wishing to distribute materials, notices, or flyers must first secure written permission from the Superintendent of Schools.



### **CELEBRATIONS**

School parties will be planned by the teacher and the students. The types of food served and the number of school parties will be under the direction of school personnel.

Please refer to the Neenah Joint School District's board policy, which dictates the types of foods that may be served to students. Healthy snacks include:

- Whole grain items (breads, wraps, pitas, bagels, crackers, muffins, granola bars)
- Fresh fruits or 100% juices
- Low fat dairy products
- Proteins such as peanut butter, cheese, or lean meats
- Salads and raw vegetables with low fat dressings
- Dried fruits such as raisins, banana chips, etc.
- Trail Mix (dried fruits and nuts)
- Sugar free gelatin and low fat pudding cups

Dessert-type snacks (cookies, cakes, cupcakes, doughnuts, candy, ice cream and ice milk), any foods with sugar or forms of sugar as one of the first two ingredients, or foods with more than 30% of their total calories derived from fat (no more than 10% from saturated fat) will not be served. Families may be asked to remove these items from school.

Please consider non-food treats such as stickers, pencils, rulers, erasers, books, bookmarks, etc.

### **SUPPLIES**

Schools will notify you of the necessary school supplies for each grade level. A listing of requested items can also be found on each school's website.

School websites can be accessed from the district website at: [www.neenah.k12.wi.us](http://www.neenah.k12.wi.us)

### **SCHOOL FEES**

The Neenah Joint School District has a policy requiring each student to pay annual school fees. Each student in grades K- 5 will be assessed a \$40.00 school fee.

When writing a check for school fees, please make the check payable to your child's school.

For families qualifying for free or reduced lunch, a release of information may be signed, which may reduce or waive the payment of school fees.

## **SCHOOL VISITATION**

Visitors to our schools are required to register in the school office. All visitors must wear a visitor's pass while in the school building.

Parents are welcome to visit their child's school and to visit the classes in session. Please contact the teacher at least one day in advance of your visit.

## **DRESS CODE**

How students dress and groom themselves has an important effect upon their attitude toward themselves and school. Clothing should be neat, modest and clean. Clothes must be appropriate for school activities, the weather, and the learning environment. Students may not display bare midriffs or wear shirts with spaghetti straps. Undergarments must be worn and not showing. Clothing with offensive slogans or those promoting alcohol, tobacco, drug use, or containing sexual or gang-related references will not be allowed. Coats and jackets may not be worn to class. Shoes are required at all time. Hats, bandanas, or any head covering must be removed as students enter the building. The school reserves the right to require students to change clothing if their appearance does not reflect good taste, cleanliness, or is disruptive to the educational process.

## **PARENT-TEACHER ORGANIZATIONS**

All parents are encouraged to participate in the Parent-Teacher Organization (P.T.O.) or Parent-Teacher Association (P.T.A.) of their school

An objective of the parent-teacher groups is to provide a closer relationship between the home and the school.

Notices are sent home to inform parents of meeting dates and times.

## **NOTICE OF NONDISCRIMINATION POLICY**

It is the policy of the Neenah Joint School District that no person shall, on the basis of race, color, national origin, sex, age, or handicap, be excluded from participation in, be denied the benefits of, or be subjected to, discrimination under any program or activity and in employment.

All vocational education programs follow the district's policies of nondiscrimination on the basis of race, color, national origin, sex, age, or handicap. In addition, arrangements can be made to ensure that the lack of English language skills is not a barrier to admission or participation.

Any questions concerning Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex and inquiries related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap, should be directed to:

Victoria Holt  
Assistant District Administrator of Human Resources & Central Services  
410 South Commercial Street  
Neenah, WI 54956  
(920) 751-6800 ext. 113

## **GRIEVANCE PROCEDURES FOR TITLE VI, IX AND SECTION 504**

255.1 The Board of Education shall continue its policy of nondiscrimination as it relates to Title VI and Title IX of the Civil Rights Act of 1964 as amended, and Section 504 of the Rehabilitation Act of 1973, as amended.

255.2 Any student or employee who believes that he or she has been discriminated against by the Neenah Joint School District under the terms of Title VI, Title IX of the Civil Rights Act of 1964, as amended, or Section 504 of the Rehabilitation Act of 1973, as amended, on the basis of race, color, national origin, sex or handicap, may file a complaint with the Superintendent of Schools at 410 South Commercial Street, Neenah, Wisconsin.

255.3 The person who believes that he or she has a valid basis for complaint relating to race, color, national origin, sex or handicap, shall discuss the concern with the Local Title VI coordinator, the Local Title IX Coordinator or the Local Section 504 Coordinator, respectively, who shall in turn investigate the complaint and reply to the complainant in writing within two (2) business days. If this reply is not acceptable to the complainant, he or she may initiate formal procedures according to the following steps.

A written statement of the grievance shall be prepared by the complainant and signed. This grievance shall be presented to the Local Coordinator within five (5) business days of receipt of the written reply to the informal complaint. The Coordinator shall further investigate the allegations of the grievance and reply in writing to the complainant within five (5) business days by certified mail.

If the complainant wishes to appeal the decision of the Local Coordinator, he or she may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Local Coordinator's response to the grievance. The Superintendent shall meet with all parties involved, formulate a decision for resolution, and respond in writing to the grievance within ten (10) business days by certified mail.

If the complainant remains unsatisfied, he or she may appeal through a signed, written statement to the Board of Education within five (5) business days of his or her receipt of the Superintendent's response. In an attempt to resolve the grievance, the Board of Education shall meet with the grievant and his or her representative within fifteen (15) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent by the Board Secretary to the grievant within ten (10) business days of this meeting by certified mail.

If the grievance has not been settled under Step 3, complainant may contact the Office for Civil Rights, U.S. Department of Education, Washington, D.C. 20201 and/or the State of Wisconsin, Department of Industry, Labor and Human Relations, Equal Rights Division, 819 North Sixth Street, Milwaukee, Wisconsin 53202.

Any complaint submitted under this procedure shall be filed at Step 1 within twenty (20) business days after the complainant became aware, or reasonably should have become aware, of the alleged discriminatory act. If the complaint is not submitted within that time, the complainant shall not be considered. Failure by the complainant to appeal the complaint from Step 1 to Step

## SCHOOL DIRECTORY

Administration - 410 S. Commercial.....	751-6800
Fax .....	751-6809
Mary Pfeiffer, District Administrator .....	ext. 105
Victoria Holt, Asst. District Adm. of Human Resources & Central Services .....	ext. 113
Steve Dreger, Asst. District Adm. of Elementary Learning & Leadership .....	ext. 110
Mark Duerwaechter, Asst. District Adm. of Secondary Learning & Leadership.....	ext. 110
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Philip Johnson, Principal	
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Kim Benson, Principal	
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Coolidge Elementary - 321 Alcott.....	751-6955
LeAnn Metzger, Principal	
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Hoover Elementary - 950 Hunt.....	751-6960
Michael Tauscher, Principal	
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Horace Mann Middle School - 1021 Oak Street .....	751-6940
Brian Wunderlich, Principal	
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Lakeview Elementary - 1645 S. Commercial.....	751-6965
Mary Renning, Principal	
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Neenah High School - 1275 Tullar .....	751-6900
Colleen Doyle, Principal	
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Roosevelt Elementary - 215 E. Forest .....	751-6970
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Shattuck Middle School - 600 Elm Street .....	751-6850
Jon Fleming, Principal	
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Spring Road Elementary - County Road II.....	751-6975
Michaela Neitzel, Principal	
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Taft Early Learning Center .....	751-6980
Michael Tauscher, Principal	
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Tullar Elementary - 925 Tullar .....	751-6985
Diane Galow, Principal	
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Wilson Elementary - 920 Higgins .....	751-6995
William Pokel, Principal	
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