

NEENAH JOINT SCHOOL DISTRICT

ELEMENTARY SCHOOL HANDBOOK 2016-17



Helpful information for elementary students
and for their parents/guardians

Neenah Joint School District Website: www.neenah.k12.wi.us

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Message from the District Administrator:

I am excited to welcome you to the 2016-17 school year and look forward to a year of learning with your student. The learning partnership we establish significantly impacts the success of your student. Throughout the course of the school year, I encourage you to consider 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 our 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 remains important to us!
3. Please read with your child at least twenty (20) minutes a day. Reading inspires learning. It is a way that all children can increase their learning and prepare for advanced coursework in future years.

Thank you for entrusting our staff to support your child and to be partners with you in his/her learning. I look forward to a year of memorable and lasting experiences.

Sincerely,

Dr. 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 District Administrator 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 6:00 p.m. allowing the citizens the opportunity to express their opinions on school matters.

School Board Members

Lauri Asbury
Jean Maurice Boyer
Betsy Ellenberger

Christopher Kunz
John Lehman
Margaret Murphy

Michelle Swardenski
Scott Thompson
John Van Meter

ADMINISTRATIVE STAFF

Mary Pfeiffer District Administrator
Steve Dreger Asst. District Administrator of Learning & Leadership
Victoria Holt Asst. District Adm. Human Resources/Instructional Support Services
Susan Hull Director of Curriculum, Instruction & Assessment
Andrew Thorson Director of Business Services
Jon Joch Director of Revenue Enhancements
Timothy Gantz Director of Pupil Services
Matthew Anderson Director of Instructional Technology
Adam Krieger Director of Facilities/Engineer

Neenah High School

Brian Wunderlich Principal
Michael O'Neill Associate Principal
Chad Buboltz Associate Principal
Bill Richardson Associate Principal
Tim Kachur Associate Principal
Nate Werner Associate Principal/Director of Activities and Athletics

Middle Schools

Stephanie Phernetton Principal, Shattuck
Dave Sonnabend Associate Principal, Shattuck
Bill Richardson Associate Principal, Shattuck
Jackie Munoz-Ellmann Principal, Horace Mann

Elementary Schools

Diane Luft Principal, Alliance Charter School
Amy McKeefry Principal, Clayton School
April Keepers Principal, Coolidge School
Melissa Chrisman Principal, Hoover School
Mary Renning Principal, Lakeview School
Diane Luft Principal, Roosevelt School
Michaela Neitzel Principal, Spring Road School
Lucille Hrib Principal, Taft School
Diane Galow Principal, Tullar School
Stacie Nelson Principal, Washington Early Learning Center
Ryan Hammerschmidt Principal, Wilson School

Neenah Joint School District Website: 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 450 professional staff members as well as approximately 200 non-instructional staff members who support the instructional program in our school district.

SCHOOL BUILDINGS

The school district operates nine elementary buildings (grades K-5), one early learning 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.

USE OF SCHOOL FACILITIES

The Board of Education makes school facilities available to community groups. Organizations or individuals wishing to use school facilities should complete a building-use request. You can request use of a school district building by going to the district website at: www.neenah.k12.wi.us ; select about NJSD; select Operations and Maintenance; select the link [Reserve a District Facility or Room](#). Complete the form and submit.

The cost to use NJSD facilities is on the district website on the Operations and Maintenance home page. Fees are collected to help defray expenses for the use of school facilities.

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 4K is as follows:

Washington and A Child's Imagination	AM Session 8:20-11:00
	PM Session 12:05-2:45
Hoover, Taft, and Wilson	AM Session 8:05-10:45
	PM Session 12:25-3:05

The school day for elementary schools is as follows:

Grades K-5	8:15 AM-- 3:05 PM
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The school day for Alliance Charter Elementary is as follows:

Monday-Thursday	8:00 AM ó 3:05 PM
Friday	8:00 AM ó 12:00 PM

The school day for the Magnet program at Horace Mann Middle School is as follows:

Monday-Friday	8:05 AM ó 3:15 PM
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Please refer to the school calendar for early dismissal dates. There will be no school for 4K students on early dismissal dates. Lunch will NOT be served at school on early dismissal dates.

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 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 four (4) years old on or before September 1 is eligible to attend 4 year-old-kindergarten.

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

If you feel your child has a special educational need, contact the Director of Pupil Services at the Administration Building (920-751-6800 ext. 10130)

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.

Absences: An absence is defined as not being present for 10 or more minutes of instructional time, regardless of when in the school day it occurs. Parents must call the school office to inform school personnel of your child's absence.

Excused Absences: A student shall be coded with an excused absence from school for the following reasons when prior notice is provided to the school's Attendance Office:

1. *Children can be excused by their parent/guardian, for any reason, for up to ten(10) days a year.*

Students are required to make up any work missed during the absence [118.15(3)(c)]. Excused absences include but are not limited to the following:

- a. Student illness.
- b. Appointments that cannot be scheduled outside of the school day.

- c. A court appearance or other legal procedure that requires the student's presence.
- d. A death in the immediate family or funerals for relatives or close friends.
- e. Religious instruction or holidays.
- f. Attendance at special events of educational value such as college visits, etc.

2. Evidence that the student is temporarily not in proper physical or mental condition to attend school. When such an absence is expected to be for several days, the parent is expected to obtain a written statement from a physician, dentist, chiropractor, optometrist, or psychologist, or Christian Science practitioner residing in the state and listed in the Christian Science Journal as proof of the physical or mental condition of the student.

After a student reaches 10 absences, it is the responsibility of the parent to provide documentation to the attendance officer as to why the student was unable to attend school. You can find the Medical Absence Verification form at:

http://www.neenah.k12.wi.us/cms_files/resources/MedicalAbsenceVerification.pdf. This form MUST be completed by your physician so you will want to take this form with you.

Tardiness: In the Neenah Joint School District, a tardy is defined as being late to school or class (for any period) any amount of time less than 10 minutes.

Truancy (Unexcused Absence): A truant is a student who is absent from school without notification of an acceptable excuse to the Attendance Officer or designated office personnel for any part or all of any day on which school is held during a semester. In the Neenah Joint School District, “**part of a day**” is defined as 10 or more minutes of instructional time per school day at the elementary level.

Habitual Truancy: *A habitual truant is a student who is absent from school without an acceptable excuse for **part or all of five (5) or more days on which school is held during a semester.** Habitual truancy may result in a referral to Winnebago County Department of Social Services or to the Winnebago County District Attorney’s Office for review.*

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.**

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 (920-751-6800 ext. 10130).

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.

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 recommends that students have physical examinations, dental evaluation, vision screening before entering kindergarten and freshman year. The family physician and optometrist or ophthalmologist should do this examination at the parents' expense.

Parents of all students should complete health information yearly as a means of informing school personnel of current student health concerns. Forms can be found on the district website. The district contracts three school nurses, which are assigned schools within the district. If you wish to contact a nurse regarding your child's health please contact your child's school.

Screenings

- Vision: Students are screened by volunteers from Valley Vision Clinic on an annual basis for grades 1, 3 and 5.
- Hearing: Upon request and Kindergarten students are screened as time permits
- Dental: Tri-County Dental provides dental screening for all 3rd grade students. Grades K-6 who receive free or reduced cost for hot lunch or who are classified as low-income or on Medicaid will be eligible for free dental care by registering with their school office.

NOTE: If you wish to not have your child participate in these free screenings, please contact your child's school office and specify your child's name, and which screenings you DO NOT want them to participate in.

School Restrictions

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.

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 initial registration to Neenah Joint School District. Immunizations are available from your primary care doctor or local health departments. City of Neenah residents should call the health department at 1-800-250-3110 with any questions for eligibility for immunizations.

Communicable Disease, 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 may return 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 treatment and when feeling well without a 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 and should be kept home until all lesions are scabbed over and dry.

Concerns related to possible head lice should be brought to the attention of your child's school principal. Children diagnosed with head lice should be kept home until treatment and nit removal is completed. See district policy for further details.

If your child is injured, first aid will be administered. It is extremely important to keep emergency contacts up to date with your child's school office so that they can contact you in case of an emergency. A child with a major health problem such as asthma, heart problems, diabetes, bee stings 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 and or the school website.

Medication Administration at School

Children's medications should be given at home if at all possible. Please check with your doctor to arrange times of administration outside of school hours.

No medication is administered by school employees until the medication consent form is completed and signed by the parent. Over the counter meds require only parent signature. Prescription and herbal medication also require physician signature. All medications should be brought to the school by the parent. At the end of the school year parent or guardian should pick up medication. All medications must be in the original container. No baggies or other non-labeled pharmacy containers will be accepted. Please see medication policy for more detailed information. Any change in medication dosage needs a new form to be completed. Medication forms are available at school or the website. The school district nurse may be contacted at 920-751-6800 ext. 10122.

Student Inhaler Law

Wisconsin Statute 118.291 allows students with asthma to carry and use inhalers with proper forms completed at school. A physician signature is required on the form explaining the protocol for use during school and or after school hours as needed. This form can be found on the school website.

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/WLTM/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
- supportive reading teachers
- supportive math 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 available to all children identified as being a student with a disability, between the age of three through either graduation from high school or the end of the school year 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 those children who are below school entry age multiple times throughout the school year. Contact the Washington Early Learning Center or see their website for dates. A child suspected of having a disability as a result of screening is referred for an evaluation. Any school-aged student for whom parents or school staff believe may be in need of extra help are referred to a school team for developing an intervention plan. If, following the interventions, there are concerns that the student may be a student with a disability, the student would then be referred for an evaluation. 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 Timothy Gantz, Director of Pupil Services (920-751-6800 ext. 10130), with questions concerning Special Education.

INSTRUMENTAL MUSIC PROGRAM



Children in the Neenah Public Schools, grades 2-5, are given the opportunity to study instrumental music. Students will be introduced to string and wind instruments and may elect to participate. All students will be provided an opportunity to try instruments near the end of their 4th grade year.

Grade 2, 3, 4, 5: Suzuki strings instruction (after school)
Grade 5: Traditional strings or band instruction

The School music program provides instruction on the following instruments:
Strings: Violin, Viola, Cello, String Bass
Band: Flute, Oboe, Clarinet, Saxophone, Trumpet, Horn, Trombone, Baritone, Tuba, and Percussion*

*Percussion students must audition, and percussion enrollment is limited in order to maintain balance within the entire band program. Percussion auditions include rhythmic aptitude, keyboard knowledge, and classroom teacher recommendation. Auditions take place at the end of the 4th grade.

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. Milk is available for purchase for students who prefer to bring a lunch from home. Families may deposit funds in student accounts for milk and lunch at each 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, such as holidays and student birthdays, will be planned by the teacher and the students. Any food items served must be healthy and meet District standards. 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:

- É Whole grains, such as breads, wraps, pitas, bagels, crackers, muffins, granola bars
- É Fresh fruits or 100% fruit juices
- É Dairy products including light yogurt, white milk, and string cheese
- É Proteins such as peanut butter, cheese, or lean meats
- É Raw vegetables
- É Dried fruits such as raisins, banana chips, etc.
- É Trail Mix (dried fruits and nuts)
- É Dry roasted peanuts, tree nuts, seeds, soy nuts, and party mix

Food items that do not meet District policy will not be accepted.

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

SCHOOL FEES

The Neenah Joint School District has a policy requiring each student to pay annual school fees. Each student in grades 5K- 5 will be assessed a \$40.00 school fee. The fee for 4K is \$25.00.

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. Notices are sent home to inform parents of meeting dates and times. An objective of the parent-teacher groups is to provide a closer relationship between the home and the school.

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 career and technical 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/Instructional Support Services
410 South Commercial Street
Neenah, WI 54956
(920) 751-6800 ext. 10112

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 2 within twenty (20) days shall also bar the complaint.

SCHOOL DIRECTORY

Administration - 410 S. Commercial.....	920-751-6800
Fax	920-751-6809
Mary Pfeiffer, District Administrator	ext. 10101
Steve Dreger, Asst. District Adm. of Learning & Leadership.....	ext. 10114
Victoria Holt, Asst. District Adm. of Human Resources/Instructional Support Services.....	ext. 10112
Andrew Thorson, Director of Business Services	ext. 10103
Susan Hull, Director of Curriculum, Instruction & Assessment.....	ext. 10115
Jon Joch, Director of Revenue Enhancements	ext. 10105
Timothy Gantz, Director of Pupil Services	ext. 10130
Matthew Anderson, Director of Instructional Technology	ext. 10135
Adam Krieger, Director of Facilities/Engineer.....	ext. 10133
Alliance Charter Elementary - 215 E. Forest.....	920-751-6970
Diane Luft, Principal	
Fax 920-751-6861	
Clayton Elementary - 2916 W. Fairview	920-751-6950
Amy McKeefry, Principal	
Fax 920-836-2881	
Coolidge Elementary - 321 Alcott.....	920-751-6955
April Keepers, Principal	
Fax 920-751-6857	
Hoover Elementary - 950 Hunt	920-751-6960
Melissa Chrisman, Principal	
Fax 920-751-6858	
Horace Mann Middle School - 1021 Oak Street	920-751-6940
Jackie Munoz-Ellmann, Principal	
Fax 920-751-7099	
Lakeview Elementary - 1645 S. Commercial	920-751-6965
Mary Renning, Principal	
Fax 920-751-6859	
Neenah High School - 1275 Tullar.....	920-751-6900
Brian Wunderlich, Principal	
Fax 920-751-7011	
Roosevelt Elementary - 215 E. Forest	920-751-6970
Diane Luft, Principal	
Fax 920-751-6861	
Shattuck Middle School - 600 Elm Street.....	920-751-6850
Stephanie Phernetton, Principal	
Fax 920-751-6899	
Spring Road Elementary - County Road II.....	920-751-6975
Michaela Neitzel, Principal	
Fax 920-751-6911	
Taft Elementary.....	920-751-6980
Lucille Hrib, Principal	
Fax 920-751-6912	
Tullar Elementary - 925 Tullar	920-751-6985
Diane Galow, Principal	
Fax 920-751-6913	
Washington Early Learning Center	920-751-6990
Stacie Nelson, Principal	
Fax 920-751-6914	
Wilson Elementary - 920 Higgins	920-751-6995
Ryan Hammerschmidt, Principal	
Fax 920-751-6984	