

# Maine Elementary School

## Parent/Student Handbook



## Maine Elementary



<http://maine.wausauschools.org/>

Dear Parent(s) and Guardian(s),

On behalf of the Maine Elementary Staff, I would like to welcome you to the 2019-20 school year. As always, we are excited about the start of the year and are looking forward to working with your child(ren). It is our belief that a child's educational experience is enhanced by solid communication between home and school. Maine Elementary has a webpage <http://maine.wausauschools.org/>, can be followed on Twitter <https://twitter.com/WausauMaine>, and teachers will communicate with you through the Look Book, Assignment Notebook, apps such as SeeSaw and Remind, email, phone or by setting up a meeting. The intent of the Parent/Student Handbook is to help familiarize you with the Wausau School District policies and specific procedures at Maine Elementary.

The handbook has a range of information, from our Mission and Belief statements to staff identification and the daily schedule. Also included are insights on how to improve home/school communication on such issues as reporting absences of children to bussing and parent pick-up. Other items are also in this handbook such as, medication, doctor/dentist visits and particular, the importance of filling out immediately and keeping current your child's emergency contact information.

Finally, we invite you to become involved with the Parent Teacher Organization at Maine. PTO meetings are held on the second Tuesday of each month from 6:00-7:00. Our PTO is essential to student success at Maine Elementary. You are welcomed and encouraged to be an active participant in our school community!

Please take the time to read through this document and use it as a reference throughout the year. Also, be sure to check our school website as it will have updated information <http://maine.wausauschools.org/> If you have any questions regarding any of the information contained in the handbook do not hesitate to call (715-261-0250) or email Mrs. Maley, [dmaley@wausauschools.org](mailto:dmaley@wausauschools.org) or myself, [mnorthup@wausauschools.org](mailto:mnorthup@wausauschools.org).

Best wishes for a great school year!

Marie Northup  
Principal

## **WSD Continuous Nondiscrimination Notice**

The Wausau School District does not discriminate against individuals on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Federal law prohibits discrimination in education and employment on the basis of age, race, color, national origin, sex, religion, or disability.

Anyone who believes that the Wausau School District has inadequately applied the principles and/or regulations of Title VI, Title VII, Title IX, Section 504 or the Americans with Disabilities Act, may file a complaint with the WSD Equity Director at the Longfellow Administration Center, 415 Seymour Street, Wausau, Wisconsin 54402-0359, or by telephone at 715-261-0500.

Lub Wausau School District txwv tsis pub leejtwg ua saib tsis taus ib tus neeg twg txawm yog hais tias nej yog pojniam los yog txivneej, yog haiv neeg dabtsi, ntseeg dabtsi, poj koob yawm txiv yog leejtwg, nyiam pojniam los yog txivneej li cas, muaj mob nkees li cas los yog xiam oob qhab li cas. Kevcai nyob rau tebchaws no txwv tsis pub leejtwg yuav ua saib tsis taus nej yog nej tuaj nrhiav haujlwm ntawm peb txawm yog nej yog haiv neeg twg, muaj noob nyoog li cas, cev nqaij daim ntawv yog xim dabtsi, nyiam pojniam txivneej, ntseeg dabtsi, los yog muaj kev xiam oob qhab li cas.

Yog leejtwg ntseeg tau hais tias lub khoog tsev kawm ntawv Wausau School District ua tsis raws li txojcai thiab/los yog cov lus teev tseg nyob rau Title VI, Title VII, Title IX, Section 504 los yog Txojcai Tiv Thaiv Haiv Neeg Mekas uas Xiam Oob Qhab, nej sau tau ib tsab ntawv tsis txaus siab tuaj rau tus saib xyuas tej teebmeem zoo li no uas yog tus WSD Equity Director nyob tom Longfellow Administration Center, 415 Seymour Street, Wausau, Wisconsin 54402-0359, los yog hu rau nws ntawm tus xovtooj 715-261-0549.

El Distrito Escolar de Wausau no discrimina contra las personas por motivos de sexo, raza, religión, nacionalidad, ancestro, credo, embarazo, estado civil, orientación sexual, o discapacidad física, emocional, mental o de aprendizaje. La Ley Federal prohíbe cualquier tipo de discriminación en la educación y empleo por motivos de edad, raza, color, nacionalidad, sexo, religión o discapacidad.

Cualquier persona que crea que el Distrito Escolar de Wausau ha aplicado inadecuadamente los principios y/o reglas del Título VI, Título VII, Título IX, Sección 504 o del Acta para Americanos con Discapacidades, podrá presentar una denuncia ante el Director de Igualdad del Distrito Escolar de Wausau al Centro de Administración Longfellow, 415 Seymour Street, Wausau, Wisconsin 54402-0359, o por teléfono al 715-261-0596.



### **Maine School Mission:**

We will educate *all* children by meeting their individual needs.

### **Maine School Belief Statements:**

1. We believe all learners can achieve by setting and monitoring goals.
2. We believe in the provision of learner engagement through rigorous and differentiated instruction.
3. We believe collaboration is essential to improve the educational outcomes for all learners.
4. We believe families and our community are partners in education.

### **Maine School Vision:**

Children will reach their potential in an engaging learning environment with the support of teachers and the community, utilizing innovation and current best practices.



## **STAFF ASSIGNMENTS FOR THE 2019-20 SCHOOL YEAR**

<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Contact</b>
Marie Northup	Principal	Office	<a href="mailto:mnorthup@wausauschools.org">mnorthup@wausauschools.org</a>
Deb Maley	Administrative Assistant	Office	<a href="mailto:dmaley@wausauschools.org">dmaley@wausauschools.org</a>
Abby Williamson	Kindergarten	Room 9	<a href="mailto:awilliamson@wausauschools.org">awilliamson@wausauschools.org</a>
Brianna Fitzsimmons	Kindergarten	Room 12	<a href="mailto:bfitzsimmons@wausauschools.org">bfitzsimmons@wausauschools.org</a>
Kristina Bramley	Grade 1	Room 13	<a href="mailto:kbramley@wausauschools.org">kbramley@wausauschools.org</a>
Hannah Bandura	Grade 1	Room 8	<a href="mailto:hbandura@wausauschools.org">hbandura@wausauschools.org</a>
Deborah Kimiecik	Grade 2	Room 15	<a href="mailto:dkmiecik@wausauschools.org">dkmiecik@wausauschools.org</a>
Linda Bardonner	Grade 2	Room 6	<a href="mailto:lbardonn@wausauschools.org">lbardonn@wausauschools.org</a>
Amanda Esser	Grade 3	Room 16	<a href="mailto:aesser@wausauschools.org">aesser@wausauschools.org</a>
Holly Miller	Grade 3	Room 17	<a href="mailto:hmiller@wausauschools.org">hmiller@wausauschools.org</a>
Dana Rasmussen	Grade 4	Room 5	<a href="mailto:drasmussen@wausauschools.org">drasmussen@wausauschools.org</a>
Kristofor Edwards	Grade 4	Room 4	<a href="mailto:kredwards@wausauschools.org">kredwards@wausauschools.org</a>
Diane Trulen	Grade 5	Room 1	<a href="mailto:dtrulen@wausauschools.org">dtrulen@wausauschools.org</a>
Amy Borchardt	Grade 5	Room 2	<a href="mailto:aborchar@wausauschools.org">aborchar@wausauschools.org</a>
Lindsey Bartnik	Special Education	Room 3	<a href="mailto:lbartnik@wausauschools.org">lbartnik@wausauschools.org</a>
Tori Granec	Special Education	Room 3	<a href="mailto:tgranec@wausauschools.org">tgranec@wausauschools.org</a>
Crysta Mulry	Science	Room 19	<a href="mailto:cmulry@wausauschools.org">cmulry@wausauschools.org</a>
LTS	Music	Room 18	
Shanna Henriksen	Art	Room 19	<a href="mailto:shenriksen@wausauschools.org">shenriksen@wausauschools.org</a>
Randy Luebbe	Physical Education	Gym	<a href="mailto:rluebbe@wausauschools.org">rluebbe@wausauschools.org</a>
Cheryl Borta	GT Resource Teacher		<a href="mailto:cborta@wausauschools.org">cborta@wausauschools.org</a>
Nicole Melander	Guidance Counselor	Room D	<a href="mailto:nmelande@wausauschools.org">nmelande@wausauschools.org</a>
Amanda DeCaire	School Psychologist	Room 14	<a href="mailto:adecaire@wausauschools.org">adecaire@wausauschools.org</a>
Michelle Dahms	School Social Worker	Room 14	<a href="mailto:mdahms@wausauschools.org">mdahms@wausauschools.org</a>
Morgan Persha	Speech & Language	Room A	
Julie Faulkner	Librarian	Library	<a href="mailto:jfaulkne@wausauschools.org">jfaulkne@wausauschools.org</a>
Leann Matz	Health Paraprofessional	Office	<a href="mailto:lmatz@wausauschools.org">lmatz@wausauschools.org</a>
Stephanie Wage	Food Service	Kitchen	<a href="mailto:swage@wausauschools.org">swage@wausauschools.org</a>
Jodee Hildebrandt	Food Service	Kitchen	<a href="mailto:jhildebrandt@wausauschools.org">jhildebrandt@wausauschools.org</a>
Tina Esslinger	Building Paraprofessional		<a href="mailto:tessling@wausauschools.org">tessling@wausauschools.org</a>
Kris McKenna	Building Paraprofessional		<a href="mailto:kmckenna@wausauschools.org">kmckenna@wausauschools.org</a>
Deborah Zuelsdorf	Sp. Ed. Paraprofessional		<a href="mailto:dzuelsdorf@wausauschools.org">dzuelsdorf@wausauschools.org</a>
Marge Josiger	Sp. Ed. Paraprofessional		<a href="mailto:dweber@wausauschools.org">dweber@wausauschools.org</a>
April Sackman	Sp. Ed. Paraprofessional		<a href="mailto:asackman@wausauschools.org">asackman@wausauschools.org</a>
Linda Grudznske	Sp. Ed. Paraprofessional		<a href="mailto:lgrudznske@wausauschools.org">lgrudznske@wausauschools.org</a>
Keo Vang	ELL Paraprofessional		<a href="mailto:kvang@wausauschools.org">kvang@wausauschools.org</a>
Mary Tucker	Technology Aide		<a href="mailto:mtucker@wausauschools.org">mtucker@wausauschools.org</a>
Keith Kisselberg	Custodian		<a href="mailto:kkisselb@wausauschools.org">kkisselb@wausauschools.org</a>

## **DAILY SCHEDULE, SCHOOL LUNCH, AND MILK CARDS**

### ***DAILY SCHEDULE***

**8:15-Playground Supervision & bus drop off begins**

**8:25-First Bell-Students come into school**

**8:35-Instructional day begins**

**Kindergarten Recess on daily rotations in the morning**

**9:55-10:10 - Recess for 1-3**

**1:40-1:55 - Recess for Gr. 4-5**

<b><u>Grade</u></b>	<b><u>Lunch</u></b>	<b><u>Recess</u></b>
<b>Kindergarten</b>	<b>11:40-12:00</b>	<b>12:00-12:20</b>
<b>First Grade</b>	<b>11:40-12:00</b>	<b>12:00-12:20</b>
<b>Second Grade</b>	<b>11:40-12:00</b>	<b>12:00-12:20</b>
<b>Third Grade</b>	<b>12:00-12:20</b>	<b>11:40-12:00</b>
<b>Fourth Grade</b>	<b>12:00-12:20</b>	<b>11:40-12:00</b>
<b>Fifth Grade</b>	<b>12:00-12:20</b>	<b>11:40-12:00</b>

**3:30-Dismissal**

### **Elementary Lunch PRICES**

**Lunch-student: \$2.35 a meal (checks made to Wausau School District)**

**Breakfast-student: \$1.35**

**Milk Cards: \$9.00 for 20 milk punches (checks made to Maine School)**

**Adult Lunch: \$3.50**

**PLEASE REMEMBER: ANY TIME YOU ARE VISITING DURING SCHOOL HOURS (7:30 am – 3:45 pm), YOU MUST SIGN IN AT THE OFFICE FOR SECURITY PURPOSES.**

## **SCHOOL SAFETY**

**Safety is a top priority at Maine and we have put protocols in place to keep our students and staff safe. Please help us to maintain a safe school environment by always checking into the office upon your arrival.**

### **CHECK IN AT OFFICE ANYTIME YOU VISIT SCHOOL**

- Students can walk from the office to their classroom on their own or with a staff member once the bell rings at 8:25. If there is an item that needs to be delivered to the classroom, school staff will deliver it. We need to be able to account for everyone at all times.
- Please call or email your child's teacher in advance to set up a time to meet. Teachers are busy preparing for class, attending meetings, and working collaboratively before and after the school day. Calling ahead will help to avoid schedule conflicts.

### **BEFORE SCHOOL DROP-OFF**

- Student drop off begins at 8:15 a.m.
- Drop off occurs along the curb of the North parking lot. Please do not double park in the drop off lane or allow your child to exit from the left side of the vehicle . Please observe the **5mph speed limit** in the parking lot.
- All doors will remain locked during the student day.

### **PARENT PICK-UP AFTER SCHOOL**

- Please send a note to the teacher when you plan on picking your child up from school. If it is regularly every day, one note is sufficient.
- Parents will stay in vehicles and children will be released to parents as their car comes to the north entrance.
- For safety purposes, no student will be permitted to walk in the parking lot without an adult.

### **BUS TRANSPORTATION**

- Send a note in the morning with the student if your student will not be riding the bus. If there is a change, please call the office. **Sending a note in the morning is the most**

**effective way to communicate changes in transportation. All students will be put in the bus line unless they have a note indicating otherwise.**

- **Parents and children are to be informed, that because of insurance rulings and overload laws, children are not to be allowed to ride any bus other than their regularly assigned bus.** If in case of an emergency, your child must ride a bus other than their regular bus, approval to do so **MUST** be received from First Student (Phone 715-842-2268). Children who get off from their regularly assigned bus, at other than their assigned stop, **MUST** have a note signed by their parents giving them permission to do so. The note must be presented to the bus driver.
- First Student has created a hotline for parents to call in case of delays, school closings, or late starts 715-848-0901.

## **SNACKS**

**In an effort to maintain a safe school environment for our students with life-threatening food and other allergies, please see the following from the Wausau School District Food Allergy/Food Intolerance Policy.**

- If your child's classroom has a scheduled snack time, each student will need to supply their own snack.
- **Snacks must be free of nuts or nut butters, such as peanut butter or Nutella.**
- Healthy snacks such as fruits, vegetables, whole grain snacks, low-fat dairy are highly encouraged. These snacks are filled with brain boosting nutrients.
- Healthy Snack Options for Students include:
  - Apples            Carrots
  - Bananas        Cucumbers
  - Pears            Celery Sticks w/Hummus
  - Melons         Green Peppers
  - Grapes         Tomatoes
  - Strawberries Jicama
  - Blueberries    Sugar Snap Peas
  - Oranges        Fresh Salsa or Hummus with Whole Grain Corn Chips
  - Pineapple      Canned or cupped fruits packed in juice
  - 100% Fruit Juice Bars or 100% Fruit Juice Boxes
  - Dried fruits – apricots, raisins, craisins, pineapple, apples, mangoes, papaya, figs
  - Low-Fat Dairy Products: To help with bone development consider:
    - String Cheese Low-Fat
    - Pudding Cups
    - Cheese Cubes
    - Yogurt in a cup or tube
    - Hard Boiled Eggs
- Healthy Whole Grains: For energy and vitamins and minerals choose:
  - Light Popcorn
  - Whole Grain Fig Cookies
  - Rice Cakes Pretzels, Soft and Hard
  - Whole grain tortilla chips Baked Whole Grain Chips



- Whole grain crackers Low Fat Cheese Crackers
- Animal Crackers Graham Crackers
- Vanilla Wafers Whole Grain Hard or Soft Pretzels
- Whole Grain Low Sugar Cereal
- Whole Grain breakfast cereals
- Whole Grain bagels or English muffins
- Fruit Grain Bars (No peanut or nut though).
- This is a suggested list of healthy snacks. There are other choices available. Please be sure to read labels and check for nutritional value.

### **BIRTHDAY TREATS**

- Parents are ***strongly encouraged*** to send ***non-food items*** for your child to share with the class for special occasions. Colorful pencils, erasers, or a games make great party treats.
- We gladly accept **store bought, peanut free** treats for birthdays! Any treats that are homemade or contain peanuts will be returned home with the student who brought them. *Treats must have an intact ingredient label.* If your child has an allergy and may not be able to consume classroom treats, please send a few alternatives to be kept in the classroom (ex. a small box of fruit bars or fruit snacks).
- 
- ***ALSO NO LATEX BALLOONS SHOULD BE BROUGHT TO SCHOOL***

### **PARENT VOLUNTEERS**

- Parents will need to complete an O.N.E. Volunteer Network application and background check and be approved ***prior*** to volunteering. Go to the following link, click on the “For Parents” tab and scroll down to “Volunteer Opportunities”.  
<http://www.wausauschools.org/cms/One.aspx?portalId=808927&pageId=4569767>
- Parents need to come to office, sign in, and wear a visitor’s badge while at school.

### **APPOINTMENTS DURING SCHOOL DAY**

- Send note or call regarding time of appointment.
- When picking up your child at school, you will be asked to wait for your child in the office to eliminate disruptions to learning.

### **ABSENCES/APPOINTMENTS/TARDIES**

- Parents are asked to call the school office as soon as possible on the morning that your child is absent. If you are calling before 7:45 A.M., please leave a message. If calls are not received by 9:00 A.M., the school secretary will contact your home. If the office is unable to reach you, your child will receive an unexcused absence until we hear from you. If your child has a medical or dental appointment, ***please provide documentation of the appointment when returning to school.*** This will insure that the absence is recorded as an excused absence. If your child will be on vacation for an extended time,

please call the office **3 days prior** to get homework assignments. This is part of the school board policy regarding school attendance. (See District Handbook)

- If your child is sick and you want homework, please call the office before 9:00 a.m. and homework may be picked up between 3:30-3:45.
- If your child is tardy we need a note or someone to accompany them to the office.



## On Time Attendance Matters!

**1 or 2 days a week doesn't seem like that much but...**

<b>If your child misses...</b>	<b>That equals...</b>	<b>Which is....</b>	<b>And over 13 year of schooling that's...</b>
1 day every 2 weeks	20 days per year	4 week per year	Nearly 1 ½ years
1 day per week	40 days per year	8 weeks per year	Over 2 ½ years of school
2 days per week	80 days per year	16 weeks per year	Over 5 years
3 days per week	120 days per year	24 weeks per year	Nearly 8years

**How about 10 minutes late a day?  
Surely that won't affect my child?**

<b>He/She is only missing just...</b>	<b>That equals...</b>	<b>Which is...</b>	<b>And over 13 years of schooling</b>

			<b>that's...</b>
10 mins per day	50 mins per week	Nearly 1 ½ weeks per year	Nearly ½ year
20 mins per day	1 hr. 40 mins per week	Over 2 ½ weeks per year	Nearly 1 year
30 mins per day	Half a day per week	4 weeks per year	Nearly 1 ½ years
1 hour per day	1 day per week	8 weeks per year	Over 2 ½ years



## Help Your Child Succeed in School: Build the Habit of Good Attendance Early

School success goes hand in hand with good attendance!

### DID YOU KNOW?

- Starting in kindergarten, too many absences can cause children to fall behind in school.
- Missing 10 percent (or about 18 days) can make it harder to learn to read.
- Students can still fall behind if they miss just a day or two days every few weeks.
- Being late to school may lead to poor attendance.
- Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up.

Attending school regularly helps children feel better about school—and themselves. Start building this habit in preschool so they learn right away that going to school on time, every day is important. Good attendance will help children do well in high school, college, and at work.

### WHAT YOU CAN DO

- Set a regular bed time and morning routine.
- Lay out clothes and pack backpacks the night before.
- Find out what day school starts and make sure your child has the required shots.
- Introduce your child to her teachers and classmates before school starts to help her transition.
- Don't let your child stay home unless she is truly sick. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home.
- If your child seems anxious about going to school, talk to teachers, school counselors, or other parents for advice on how to make her feel comfortable and excited about learning.
- Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- Avoid medical appointments and extended trips when school is in session.

### When Do Absences Become a Problem?



Note: These numbers assume a 180-day school year.

For more on school readiness, visit [attendanceworks.org](http://attendanceworks.org) and [reachoutandread.org](http://reachoutandread.org)





## Ayude a su hijo a tener éxito en la escuela: Creando el hábito de buena asistencia a temprana edad ¡El éxito escolar va de mano a mano con una buena asistencia escolar!

### ¿SABÍA QUE...?

- Empezando en el kinder, muchas ausencias pueden causar que los niños se atrasen en la escuela.
- Faltar el 10% (más o menos faltar 18 días en el kinder) puede bajar el rendimiento en el primer grado y hacer que cueste más aprender a leer.
- Los estudiantes se pueden seguir atrasando aunque sólo falten uno o dos días durante varias semanas.
- Las llegadas tarde en los primeros grados pueden predecir que el estudiante tendrá mala asistencia en los años siguientes.
- La falta de asistencia a la escuela puede afectar a todos en la clase, ya que el maestro tiene que disminuir el aprendizaje para ayudar a los niños a ponerse al día.
- Las escuelas pueden perder dinero para programas educativos porque frecuentemente la asistencia es la base para la asignación de los fondos.

Asistir regularmente a la escuela, ayuda a los niños a sentirse mejor en la escuela—y consigo mismos. Empezar a crear este hábito en la edad preescolar, los hará aprender rápidamente la importancia de ir a la escuela a la hora indicada y todos los días. La buena asistencia ayudará a los niños a tener éxito en la preparatoria, la universidad y en el trabajo.

### COMO AYUDAR A SU HIJO

- Establezca una hora consistente para acostarse y la rutina de cada mañana.
- Prepare la ropa y las mochilas la noche anterior.
- Averigüe el día en que empieza la escuela y asegúrese que su hijo tenga las vacunas requeridas.
- Presente a su hijo a sus maestros y compañeros de clase antes que la escuela empiece, para ayudarlo con la transición a la escuela.
- Sólo deje que su niño se quede en casa si está realmente enfermo. Tenga en mente que las quejas de un dolor de estómago o de cabeza pueden ser señal de ansiedad y no una razón para quedarse en casa.
- Si su hijo parece ansioso por ir a la escuela, hable con los maestros, consejeros u otros padres para que le aconsejen sobre cómo hacerlo sentir cómodo y motivado a asistir a la escuela.
- Prepare opciones para llegar a la escuela si algo inesperado sucede. Contacte con anterioridad un familiar, un vecino u otro padre para que le ayude en esos días.
- Evite citas médicas y viajes prolongados durante el tiempo de escuela.
- Contacte al personal de la escuela u oficiales de la comunidad para encontrar ayuda sobre transportación, vivienda, empleo o problemas de salud.

### ¿Cuándo las ausencias se vuelven en problema?



Nota: Números asumen un año escolar de 180 días

Para más información sobre cómo preparar a su hijo para la escuela, visite [attendanceworks.org](http://attendanceworks.org) y [reachoutandread.org/esp](http://reachoutandread.org/esp)

## **ACCIDENT INSURANCE**

- Forms on accident insurance will be sent home. The schools do not provide insurance.

## **BIRTHDAY PARTIES/PLAY DATES**

- Please do not send invitations to school to be handed out. Invitations for birthday parties need to be delivered outside of the school day. We cannot share other families' information, if you participated in the PTO directory please refer to that for family contact information.

## **COMMUNICATION**

- The youngest child in each family is called a family representative. School information will be sent home with the family rep in their classroom folder. Please return the folder daily. The Maine Messenger will also be sent via email by the District School Messenger.
- The Maine Messenger will also be available electronically on the school website. If you wish to receive a hard copy, please contact the school office.

## **DRESS CODE MAINE ELEMENTARY/WAUSAU SCHOOL DISTRICT**

- No coats, hats, caps, hoods, bandanas shall be worn inside during the day. (All hooded sweatshirts should have the hood down during the day.)
- Clothing should always cover the torso (no bare midriff.) When standing the shirt must touch the top of pants or skirt.
- No clothing such as backless tops, halter-tops, or strapless tops are allowed, except when being worn as a layering piece.
- Undergarments shall not be visible. Boxer shorts and/ or briefs should not be visible. Pants need to be secured around the waist/hip area.
- Gang colors, symbols or identification may not be worn (this includes tattoos that are visible.)
- Any fashion (clothing, dress accessory or hairstyle) that is distracting from the learning process or presents a safety risk: displays suggestive, offensive, obscene, sexually degrading, or racially motivated graphics or statements (e.g., Hooters, Playboy, etc.) or pertains to drugs, alcohol or tobacco products, or weapons is not permitted. This includes shirts purchased at car races or other public events/venues, which have names of taverns or alcohol written/displayed.

## **FIELD TRIP GUIDELINES FOR CHAPERONES**

- Teachers and the principal will determine if chaperones are necessary for any given field trip. Whenever possible, school personnel will be used.
- The following information will be considered in determining the need for chaperones:
  - o Number of students
  - o Grade level of students
  - o Academic needs of students
  - o Behavioral needs of students
  - o Medical needs of students
- If it is determined that additional chaperones are needed, chaperones will need to complete an O.N.E. Volunteer Network application and background check and be approved **prior** to the field trip. This online application is available on the district website  
<http://www.wausauschools.org/cms/One.aspx?portalId=808927&pageId=4569767>
- The principal and teacher will use the following list, beginning at the top, as a guide to choosing adult chaperones.
  - o Parent/Guardian
  - o Grandparent
  - o Extended family member
  - o Adult over the age of 21 who has a connection with the student or school

## **ELECTRONIC DEVICES & CELL PHONES**

- Students should leave personal electronic devices at home. All electronic devices (iPods, games, cameras, etc.) including cell phones **are to be turned off and kept in student backpacks at all times.**
- ***\*The Wausau School District is not responsible for any lost or damaged items.***

## **LUNCH WITH YOUR CHILD**

- Please call the kitchen @ 261-0252 before 9:00 a.m. Cost is \$3.50 and please bring correct change. Come to the office for lunch ticket, sign in and take a badge. Wait in the lobby for your child's class.

## **MEDICATION**

- School personnel are not allowed to administer any medication to children that has not been prescribed by a medical doctor with directions for use. The school must also have a signed statement from the physician requesting that we administer the medication and the directions for administering it. (See District Handbook) Any children's over the counter medications will also need a form signed by the parent.
- Children will be allowed to carry inhalers with them providing we have permission from their physician and parents.

## **MONEY SENT TO SCHOOL** (lunch, milk, fieldtrip, books, popcorn, etc.)

- Put in an envelope **clearly marked with the child's first and last name**, parent name (especially important if different) **teacher/room number** and what it is for. *Remember lunch and milk cannot be in the same check.* **Milk checks should be made out to Maine School. Lunch checks made out to Wausau School District.**

## **PARENT TEACHER CONFERENCES**

- Conferences provide an opportunity for parents to learn about and understand their child's academic progress at school. Conferences are held twice a year. Only one conference per child will be scheduled. Both parents are invited to attend at the same time.

## **PETS IN SCHOOL**

- Pets are not permitted at school without prior consent of the teacher and principal. *Current proof of vaccination* and direct connection to the curriculum is also required.

## **PHYSICAL EDUCATION REQUIREMENTS**

- For safety, ***all pupils are required to have tennis shoes for PE classes.*** The children may leave them at school if they so desire. It is helpful to have the child's name marked on the shoes.

## **RECESS**

- Children are expected to dress appropriately for winter play, and will be supervised by adults at any time they are on the playground during the school day.
- We will hold indoor recess when the temperature and wind chill are zero or below.
- Tennis shoes are best suited for playground time. Other footwear such as flip flops can be dangerous when playing on the equipment. As a result, children without proper footwear may be asked to not play on the equipment at recess.
- All children are required to go outside at recess unless the office receives a note from a physician stating otherwise.

## **PLAYGROUND: GENERAL GUIDELINES AND EXPECTATIONS**

- Students should report unsafe or dangerous situations to a playground supervisor.
- Behavior Tracking Forms will be used to track problematic behaviors.
- Supervisors will be directly involved in re-teaching the expected behavior as well as providing immediate and specific feedback.
- Significantly unsuccessful behaviors (physical or sexual harassment, weapons, violence, damage to property, disrespect and non-compliance) will be addressed immediately and brought to the attention of the classroom teacher and/or the Principal or her designee.
- Remember to respond to all playground supervisors respectfully.



## **PERSONAL ITEMS**

- Students are not to bring items such as toys, radios, electronic games, etc., which are not essential to learning. The school is not responsible for any broken or destroyed items or for lost items that are brought to school.
- If a student chooses to bring sporting equipment from home to use on the playground, they must include other students in any game they are playing. The equipment must remain at the student's cubby and the student can choose to leave the item at their cubby at any given recess. Electronic devices, cards (Pokemon, baseball, football, etc.), toys, etc. are not permitted at school.
- Items that can be brought to the playground include: footballs, soccer balls, basketballs, tennis balls, baseball gloves, bouncy balls, and jump ropes.
- Stay away from wet or muddy areas.

## INCLEMENT WEATHER AND BUSING

### IMPORTANT NOTICE for WSD RURAL SCHOOL BUS RIDERS AND PARENTS

Occasionally, weather-related road conditions within our School District may vary drastically depending on location. For instance, weather and road conditions may allow those students who live in or near the city or on county trunk roads (the lettered county roads) to arrive at school with little or no trouble. Certain rural, secondary roads may, however, simultaneously be impassable or dangerous for buses to travel. In this event, the District will only run buses in the city, on county trunk roads, and rural roads, which are safe for travel.

***Should this situation occur, District and First Student officials will determine which areas are unsafe for bus travel. The District will attempt to announce via television and radio the particular areas that are affected.***

If the school bus is unable to pick-up the student and parents are unable to transport their child(ren) to school because of road conditions, Wausau School District **students will receive an excused absence from the District provided the parent/guardian notifies the school.** Parents of private school students will need to follow the administrative guidelines for their school.

#### **CLOSINGS/SEVERE WEATHER –ADVISORY STATIONS**

WSAU (AM) 550	Wausau	WOFM (FM) 94.7	Wausau	WSPT (FM) 97.9	Wausau
WIFC (FM) 95.5	Wausau	WDEZ (FM) 101.9	Wausau	WJMT (AM) 730	Merrill
WRIG (AM) 1390	Wausau	WIZD (FM) 99.9	Wausau	WMZK (FM) 104.1	Merrill
WXCO (AM) 1230	Wausau	WSPT (AM) 1010	St. Point	Channel 7 & 9	Wausau

## **PBIS AT MAINE ELEMENTARY**

What is PBIS? *"PBIS is a broad range of proactive, systemic and individualized strategies for achieving important social and learning outcomes in safe and effective environments while preventing problem behavior with all students"* (Sugai 2007)

PBIS works because it helps students understand what is expected of them, gives teachers a framework for acknowledgement and consequences and enables administrators to use data to make decisions about discipline. Our school wide PBIS expectations are: ***Be Respectful, Be Responsible, Be Safe, Be Kind***. Students earn "Lion Loot" for exhibiting behaviors that are respectful, responsible, and safe. We celebrate their success with a PBIS assembly once each month. When a student doesn't follow the school wide expectations, an adult will re-teach the expected behavior. If the problem persists, the problem will be communicated to parents on a Behavior Tracking Form or BTF. The BTF is a communication tool for parents, a teaching tool for students, and a data tracking tool for school. BTF's help to identify behaviors that need to be addressed. The goals of PBIS are to establish a positive school culture, increase academic performance, improve safety, and decrease problem behaviors. ***Maine Lions are respectful, responsible, Safe!, and Kind!***

### **STUDENT BEHAVIOR AND CODE OF CONDUCT**

All students are expected to follow teacher and school policies and the expected behaviors that are established through PBIS.

Students' behavior will be addressed under the guidelines approved as policy by the Wausau School Board and the Wisconsin State Statutes for Student Code of Conduct. Both of these policies are outlined in detail in the parent & student handbook posted on the district's website. Hard copies of the handbook are available upon request.

Your child's safety, self-concept, and well-being are very important to us. Staff members will address behaviors when specifically on duty or off if the need is present. Each person is expected to use professional judgment in addressing issues in order to achieve a safe and orderly climate. Students are to be addressed in a dignified manner at all times.

Expected student behaviors are explicitly taught to all students and revisited throughout the school year. Positive behaviors are recognized by staff and students can receive Lion Loot for demonstrating positive behaviors to redeem at the Maine Mall. Staff will use a Behavior Tracking Form to track problematic student behaviors. These behaviors are identified as minor or major behaviors and are recorded electronically. Teachers will contact parents when there are repeated minor behaviors or a major behavior incident.

It's important to provide current and ongoing communication with parents, as the situation requires. Staff members may not discuss student behaviors with anyone but that child's parents.

Students are taught about sexual and physical harassment and how to report situations if they occur. The guidance counselor also instructs students about how to inform adults about unsafe situations, as well as the difference between tattling and civic reporting. Parents should be proactive in sharing concerns. It is best to find out all of the details in a given situation, as there are typically two or more sides to a story.

Bus concerns should be first addressed by contacting the bus company. Most school concerns should initially be addressed with the classroom teacher.

### **SEVERE BEHAVIORS**

- Serious Physical Assault of a Student or Staff Member
- Bringing a weapon to School - Weapon offenses enacted Wausau School District board, policy #5715, please refer to your District Handbook
- Verbal Abuse of a Student or Staff Member - Verbal abuse would constitute statements that are racial, sexual or hurtful in nature
- Threats Concerning Individual or Building Safety
- Stealing
- Vandalism

Negative or inappropriate behavior(s) require correction. Correction is best achieved if consequences are designed to be learning experiences and not punitive. For this reason students will always be given a description of the inappropriate behavior displayed as well as a description of the appropriate behavior that should have been used. Part of the learning that needs to take place deals with the fact that negative behaviors always create a certain amount of damage to relationships with peers and/or adults.