

# Maine Elementary School Family Handbook 2021-22



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[Maine Website](#)

[WSD Parent Handbook](#)

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## **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.



## **School Hours**

- School is in session from 8:30am - 3:30pm
- The tardy bell rings at 8:35am.

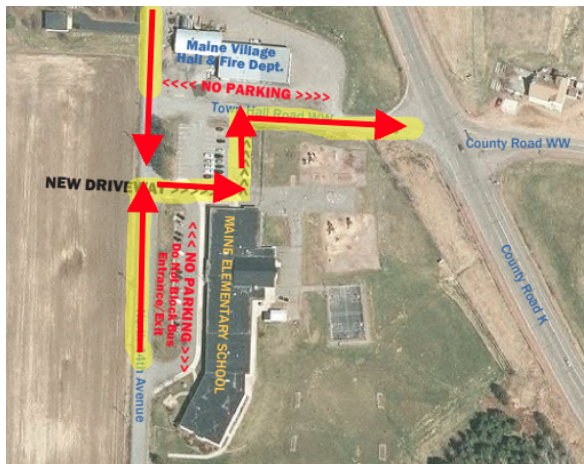
## **Student Arrival and Morning Procedures**

- Students may arrive between 8:15-8:30am.
- There is no supervision prior to 8:15am.
- Students will be welcomed at the door by staff members and begin their day in their classrooms.
- Parents may drop students off in the North parking lot. Buses will unload in front of the school. We ask parents to remain in their vehicle and have students exit the passenger side of the car.
- Breakfast will be provided to students in their classrooms between 8:15-8:40 each day.

## **Additional Student Arrival and Dismissal Details**

Please share this information with anyone who might be dropping off or picking up your child up at school. Parent pickup occurs at the North entrance of the building. The main entrance is used only for bus students.

1. Follow the designated traffic flow.
2. Observe a 5mph speed limit.
3. If you are the first vehicle in line, please pull forward to the handicap stall.
4. Stay in your vehicle and have children exit from the passenger side of the vehicle next to school.
5. For safety, no double parking in the drop off/pick up line.
6. If you are going to exit your car, please park in a parking stall and walk your child to/from school. Children are not allowed to walk in the parking lot without an adult.
7. Refrain from using your cell phone while driving in our lot.



## **Important Safety Reminders for Parents and Visitors to Maine**

- **Secure Entry:** All schools within the Wausau School District continuously review safety procedures and have implemented and created secure entries across the district. We continue to welcome parents/guardians/families to be an active part of our school community. If you wish to visit our school during the day between 7:45-3:45, you will be asked to come to our main entrance. After entering our first set of doors, you will be asked to press a button which will indicate to office staff that you are in need of assistance. Our staff will greet you and be able to unlock the door for your entry if needed.
- **Signing In:** Upon arrival at Maine, all parents/guardians/visitors must sign in and receive a visitor badge, no matter how long you plan to stay. **Photo ID is needed to sign in.**



### **Visiting and Volunteering in the Classroom**

**O.N.E. (Our Network for Education)** is the Wausau School District's Volunteer Program and supports Key Interest: Foster mutually beneficial partnerships and collaborations that expand learning opportunities and resources. Each school's volunteer program reflects the unique needs of their students and the district-wide program provides an umbrella of support and assistance to each school.

Parents are welcome to visit school and volunteer in their child's classroom under the direction and request of the classroom teacher. Please refer to the WSD volunteer requirements (O.N.E) which are located on the district [website](#). Here you can find important information regarding criminal background checks, a copy of the Volunteer Handbook, a District calendar, and more.

### **Family and School Communication**

- Parents/guardians should contact teachers directly with any information to share/questions/concerns. If additional clarification or help is needed, the building principal or pupil service staff are available to assist.
- Our "Maine Messenger" newsletter offers up-to-date information on events and activities taking place at Maine. Our "Maine Messenger" is sent via School Messenger email and also posted on our Maine website weekly.
- Email communication between teacher and parent/guardian is frequently utilized. In addition to email, your teacher will communicate important information with you through our Maine SeeSaw account.
- School-wide communication will often come through School Messenger (an automated immediate phone and email communication tool).

## **P.T.O (Parent-Teacher Organization)**

Maine's P.T.O. is designed to bring us together to address special needs of our school and our students. The group works together to plan family activities and provide unique opportunities that help make Maine a special place for all.

The school's P.T.O. is most effective when all families become involved with our events and activities. Even with the most hectic of schedules that most families encounter, being involved in your child's school can be incredibly rewarding. A parent organization does not exist without your help, support, and energy.

As we begin the 2021-22 school year we will be working to re-energize our collaboration and grow our P.T.O. as we support our students and families together.

ALL are welcome to participate. Details will be included in our September "Maine Messenger".

## **Distributing Information to Students**

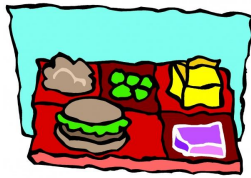
WSD Central Office staff must approve information being distributed to students. Please do not ask teachers to directly pass out information to students. This includes community events, announcements, birthday party invitations, scout activities etc.

## **Recess**

Students will have 2 recess breaks each day. Students will be outside for recess unless the "Real Feel" temperature is below zero degrees or if it is raining. Please be sure your child is dressed appropriately for outdoor play.

## **PERSONAL ITEMS**

- Students should not bring items such as toys, radios, electronic games, cell phones, 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.



## **Nutrition Services**

Wausau School District is participating in the USDA Seamless Summer Option (SSO) for the entirety of the 2021-22 school year. This means that our school is providing free meals (breakfast and lunch) to all students!

This program provides additional support and flexibility for our district to continue serving meals to children while maintaining safety measures and managing the impacts of the COVID-19 pandemic.

Even though receipt of free meals does not depend on an approved free and reduced-price meal application, we are still distributing and processing them so Wausau School District families may qualify for P-EBT benefits as well as other school funding. These applications for free or reduced lunches are available in the main office. Only one application per family is needed. You may also access the form on our [website](#).

## **Breakfast and Lunch**

Each day your child will need to know if they are eating school lunch or bringing a lunch from home for the next day. They will also need to know if they will need a school breakfast for the following day. Individual classroom teachers will be collecting this information. Breakfast and Lunch menus are available on our [website](#).

## **Student 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.**

- Each classroom will have a snack time.
- Each student will need to supply his or her own snack.
- ***Classroom spaces must be “nut-free” environments. All 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.
- Students may not share snacks.
- Students may choose to bring a water bottle to school. Milk will be provided at breakfast and lunch, but not at snack time.

## **Special Occasions**

If you choose to celebrate a special occasion (such as a birthday) with your class, we encourage you to ***share non-food items***. If you do choose to send a food item, it needs to be store bought with an intact ingredient label. Allergy information on the label needs to ensure that the treat is free of all nut and nut ingredients. Please save homemade treats for home celebrations.

## **Attendance, Absences, Tardiness**

All students are required to be in regular attendance at school. Health concerns are the primary reason for keeping a child home from school. Please keep in close communication with the school with any specialized health concerns. Students should not attend school if they are too sick to learn and/or their situation is communicable to others.

The school is required to send a letter to guardians when a student exceeds five days of absences per quarter or ten days per semester. Excessive absences and/or tardiness will be further addressed through a designated process working with the family. If the problem continues, the school will follow district and state guidelines for filing a truancy report.

If your child is absent, please call the school office at 715-261-0250 by 9:00am. Attempts will be made to contact guardians at home or work if we have not been notified.



**Tardiness** will be counted for any students arriving between 8:35-9:00. Students who arrive after 9:00am will be considered absent for either a half or full day.

**Leaving school early** will be recorded as absent when leaving prior to 3:00pm. If your child will be leaving school during the school day, he/she should bring a written note signed by parent/guardian stating the reason, time needed to leave, and who will be picking him/her up. Office staff will call the classroom when the individual arrives to pick them up.

Parents/guardians are encouraged to take vacations during scheduled school breaks. Yet, we understand that there are situations in which a student needs to be gone at a different time. State law provides for up to 10 days for excused family absences per school year. Parents/guardians should notify the teacher and office staff in advance if they are taking their child out of school for an extended period of time. Teachers may assign work for the child to complete while out of school. Likewise, parents may



request that students are given work to complete during their absence. Advanced notification is necessary for the teacher to supply the family with upcoming assignments.



## **Medication Policy**

In order for the school to administer any medication, a *Medication Administration Consent Form* needs to be on file. All medication must be in its original container with your child's name on it. Prescription medications will also require the physician's signature.

## **Student Behavior and Code of Conduct**

Students are taught about bullying and harassment and how to report situations. The school counselor also instructs students about how to inform adults about unsafe situations. Student 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 and student handbooks posted on the district's website. Your child's safety, self-concept, and well-being are very important to us.

Staff members will address inappropriate behaviors and use professional judgement in addressing issues in order to achieve a safe environment for all. It is important for staff members to provide current and ongoing communication with families as each situation requires. It is not acceptable for staff to discuss students' behaviors with anyone other than the parent/guardian of that child.

Parents/guardians are encouraged to be proactive in sharing concerns with their child's teacher. It is best to find out all of the details in a given situation, as there are often many sides to a story.

Bus concerns should first be addressed by contacting First Student.

## **What is Bullying?**

Bullying is defined as the unwanted, aggressive behavior among school-age children that involves a real or perceived power imbalance. The behavior is reasonably perceived as being de-humanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress. The behavior is repeated, or has the potential to be repeated, over time.

CONFLICT	RUDE	MEAN	BULLYING
Two-Sided	One-Sided or Two-Sided	One-Sided or Two-Sided	One-Sided
Regularly	Occasionally	Once or Twice	Is Repeated
Can occur when there is a difference in opinions	Spontaneous; Unintentional	Typically Intentional	Is planned and done on purpose; malicious
Neither party has hard feelings	Can cause hurt feelings; upset	Can be very hurtful	The target of the bullying can be hurt deeply
Based on both parties striving for an agreement or agreeing to disagree	Based on thoughtlessness, poor manners or selfishness	Based on anger and/or aggression; impulsive cruelty	The bully is attempting to gain control over the target; vicious
Both parties accept equal responsibility without a need to forgive	The offender accepts responsibility and the offended can easily forgive the offender. If two-sided, one or both may take responsibility and/or forgive	The offender may regret the behavior while the offended may have difficulty forgiving the offender. If two-sided, one or both may have regret and difficulty forgiving	The bully blames the target, while the target wants the bully to stop and may suffer damage that will take much healing to repair
Often can easily be resolved without intervention/mediation. Ongoing conflict that escalates to include rude and/or mean behaviors may need mediation through the talking circle process.	Intervention/mediation may be needed. Social skill building could be beneficial. Talking circle process may also be used if both parties agree.	Needs to be addressed with intervention and should NOT be ignored. Talking circle process should be used if both parties agree.	Cannot be resolved through mediation but rather the bully must be stopped through intervention. Healing circle techniques could be used if both parties agree.

The Wausau School District prohibits bullying, hazing, discrimination and harassment or the threat of such activities by a student or group of students against other students or personnel in any form it may take. The Board of Education considers these actions to be a violation of its obligation and Shared Key Interest to provide safe, secure, flexible, inviting, and well-maintained environments that nurture student well-being and enhance teaching and learning, and determines them to be disruptive to the academic atmosphere. All reports of bullying will be taken seriously.

Policy 5706

## **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.



## **Leader In Me**

The Wausau School District continues to create academic and social-emotional support systems linked directly to the needs of our students. Beginning September of the 2021-22 school year, all elementary, middle, and high schools in the Wausau School District are implementing a social and emotional learning model called, *Leader in Me*.

[Leader in Me](#) is a whole-district improvement model that uses teaching practices to promote [social and emotional learning](#) for students in kindergarten through twelfth grade. *Leader in Me* is based on the *7 Habits of Highly Effective People*, and the work of Stephen Covey. The model empowers students with the leadership and life skills they need to thrive in the 21st century. These principles allow the development of student leaders who not only succeed academically but also are proactive contributors to our school and community.

Through teacher-led instruction, *Leader in Me* students will acquire and apply skills to:

- understand and manage emotions
- set and achieve positive goals
- feel and show empathy for others
- establish and maintain positive relationships
- make responsible decisions
- work well with others
- use leadership skills in and out of the classroom

Thank you for assisting the Wausau School District in building a system of student support. Your support will ensure that each student has the opportunity to receive the assistance they need to achieve social-emotional success. If you would like to learn more about Leader in Me, please refer to the [Parent's Guide](#) or reach out to any staff member in our building.

## **Classroom and Teacher Assignments**

Each spring our teachers and staff work collaboratively to assign class and teacher placements which best meet the academic, social, and emotional needs and goals of each individual student. Staff member teams who know each student and how they learn best place students in the upcoming classroom. Students are notified of their teacher assignment prior to the beginning of the school year whenever possible.

We do not accept requests for a specific teacher. Please direct questions to Mrs. Northup.



## **COVID-19 Protocols 2021-22**

Below are the Wausau School District's COVID-19 protocols as we begin the 2021-22 school year. Please know that guidelines and protocols can change at any time and without notice. If that happens, we will be sure to notify you as soon as possible.

### **Masks and Face Coverings**

- As of June 8, 2021, the policy in the Wausau School District states that masks and face coverings are optional in all district buildings.

### **Social Distancing**

- All students will be offered an in-person spot at their home school. Social distancing will not be followed in most situations.

### **Cohorting**

- Students will ***not*** be cohorted during the 2021-2022 school year.

### **Sick Students, Staff, and Visitors**

- Students, staff, and visitors who have symptoms of infectious illness, such as influenza or COVID-19, should stay home and be referred to their healthcare provider for testing and care.

### **Attendance**

- All students will attend their home school in-person. Those students who wish to remain virtual will need to enroll at WAVE.
- When quarantined, students are expected to continue learning by completing lessons and classroom work. Teachers will continue to make daily lessons and classroom work available through Itslearning or Seesaw and will be available for support.

### **Quarantining**

- Those who test positive for COVID-19 are required to isolate. Marathon County Health Department will contact all positive cases.
- Marathon County Health Department will also implement all quarantines.

### **Contact Tracing**

- Marathon County Health Department will conduct all contact tracing.
- School nurses will make the Marathon County Health Department aware if they are notified of a positive COVID-19 case.

### **Cleaning and Disinfecting**

Per CDC guidelines, cleaning once a day is sufficient to remove potential viruses that may be on surfaces. Disinfecting kills any remaining germs on surfaces.

- Cleaning will be completed once a day by custodial staff.

- If there's a positive case of COVID, and the case is known within 24 hours, the space will be cleaned AND disinfected by custodial staff.

### **Filtration**

- MERV-13 filtration will be used throughout the district to balance energy use and air quality.

### **Hand Washing and Hand Sanitizer**

- Hand sanitizer will be available in every classroom and at the main entrance of each building.
- Hand washing with soap and water for 20 seconds will be encouraged at all levels. Elementary students will have a hand washing schedule.

### **Classroom Materials**

- Classroom materials can be shared. Students will wash hands or use hand sanitizer after using shared materials.

## **2021-22 Maine Staff**

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Paraprofessionals	Tina Esslinger and Kris McKenna
Special Education Paraprofessionals	Linda Grudznke, April Sackmann, Marge Josiger, Deb Zuelsdorff
EL Translator/Paraprofessional	Keo Vang

