

PARENT/STUDENT HANDBOOK

2021- 2022

MUSTANG MOTTO

*Work Hard ~ Be Respectful ~ Be There
~ Be Ready ~ Be Safe*



Work Hard | Be Respectful | Be There | Be Ready | Be Safe

RIB MOUNTAIN ELEMENTARY SCHOOL

150801 Robin Lane

Wausau, WI 54401

Phone: 715-261-0220

FAX Number: 715-261-2752

www.wausau.k12.wi.us/ribmtn

The Wausau School District does not discriminate on the basis of race, age, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes")

RIB MOUNTAIN STAFF

2021-22 SCHOOL YEAR

Tammy Steckbauer, Principal

Classroom Teachers

Mrs. Ryan	Kindergarten	Room 23
Mrs. Albee	Kindergarten	Room 24
Ms. Torrens	Grade 1	Room 110
Mrs. Pozorski	Grade 1	Room 111
Mrs. LaFlash	Grade 2	Room 11
Mrs. Burress	Grade 2	Room 12
Mrs. Hartman	Grade 3	Room 18
Mrs. deJong	Grade 3	Room 21
Mrs. Anderson	Grade 4	Room 14
Mrs. Post	Grade 5	Room 19
Mrs. Zingler	Grade 5	Room 20

Specialists

Mrs. Koebe	Special Education	Room 103
Mrs. Schultz	Special Education	Room 104
Mr. Susa	School Psychologist	Room 115
Mrs. Thao	EL	Room 101
Ms. Sears	School Social Worker	Room 116
Mrs. Ehlert	School Counselor	Room 7
Miss. Ward	Music	Room 105
Miss Henriksen	Art	Room 15
Ms. Gaskey	Librarian	Room 16 (Library)
Mrs. Christianson	Physical Education	Gym
Ms. Meissen	Speech/Language	Room 114
Mrs. Heinrich	GT Learning/Resource Teacher	Room 109
Mrs. Gilbert	Science	Room 106
Mrs. Nygaard	Learning Recovery Resource Teacher	Room 8

Support Staff

Mrs. Theiler	Secretary	
Mrs. Peterson	GT Secretary	Room 108
Mrs. McTavish	Teacher's Aide	
Mrs. Raguse	Teacher's Aide	
Mrs. Chang	EL Aide	
Mrs. Gauger	Special Ed Aide	
Mr. Dunbar	Technology	
Mrs. Welch	Food Service Manager	
Ms. Graefe	Food Service	
Mr. Heidmann	Head Custodian	
Mr. Tuskowski	Housekeeping	
Mrs. Zingler	Housekeeping	
Miss Lewandowski	Health Aide	

DAILY TIME SCHEDULE

8:15 AM	Doors open for drop off/breakfast
8:30 AM	Bell rings, classes begin
8:35 AM	Announcements
9:40 - 9:55 AM	Morning Recess - Kindergarten (After Oct, 1- KG recess varies) Morning Recess - Grade 1
11:40 AM - 12:00 PM	Lunch - Grade 4
12:00 PM - 12:20 PM	Lunch Recess - Grade 4
11:45 AM - 12:05 PM	Lunch - Kindergarten
12:05 PM - 12:25 PM	Lunch Recess - Kindergarten
11:55 PM - 12:15 PM	Lunch - Grade 3
12:15 PM - 12:35 PM	Lunch Recess - Grade 3
12:00 PM - 12:20 PM	Lunch - Grade 2
12:20 PM - 12:40 PM	Lunch Recess - Grade 2
12:05 PM - 12:25 PM	Lunch - Grade 1
12:25 PM - 12:45 PM	Lunch Recess - Grade 1
12:10 PM - 12:30 PM	Lunch - Grade 5
12:30 PM - 12:50 PM	Lunch Recess - Grade 5
2:20 PM - 2:35 PM	Afternoon Recess - Grades 2, 3, 4 & 5
3:30 PM	Dismissal

Students are expected to report directly to classrooms upon arrival in the morning. During morning recess periods and during the lunch break, they are to remain on the playground. All children should be dressed with the expectation of playing outside during the school day. A written medical excuse from a physician will be honored on the limited basis for a child recuperating from an illness or accident. Students with such authorization will be seated on the bench outside the main office. During inclement weather or severe weather, students will remain indoors for recess and lunch break.

Pick Up / Drop Off Policy:

Drop off:

- All students should be dropped off in the front of the school in the circle drive.
- Grades 5, 3, and 2 will enter the main doors by the office - Door # 1
- Grades K, 1, and 4 will enter the playground by the gate, enter through Door #10 and proceed to their classrooms.

Pick up:

- We will follow the same practices as in 2020-2021.
- K-1 will be picked up in the back of the school along with siblings. Parents/guardians can meet the students on the sidewalk by the tennis courts.
- Grades 2 -5 should be picked up in the front of the school in the circle drive.

Each parent **MUST PULL IN ON THE RIGHT SIDE OF THE DRIVE** next to the curb in order for students to **enter or exit** your vehicle safely. Post your family's name in the passenger window please and your child(ren) will be called outside.

The left lane of the circle drive is for **THROUGH TRAFFIC ONLY**. Do not stop in the left lane of the circle drive to have children enter or exit vehicles due to the safety hazard this creates and potential liability to drivers – especially in front of the main doors where signs and street markings clearly elicit the attention of all drivers to this safety policy.

Please feel free to utilize the circle drive for **SHORT TERM** parking during the school day. The **only** exception is the area right in front of the doors. If you are remaining at school for a longer term, we ask that you park on Robin Lane instead.

The staff parking lot is for staff and bus routes only. PLEASE do not use the staff parking lot during the day, especially before or after school, as it is the school bus route and is only zoned for that purpose. These policies are in place to avoid any child related accidents, and when we all commit to them even if it takes a bit more time or effort, you are modeling for your children that you, too, are a safe and respectful follower of our school expectations!

PARENT/TEACHER ORGANIZATION (P.T.O.)

As parents of students at Rib Mountain School, you are all members of the P.T.O. Parents are invited and **encouraged** to participate in P.T.O. meetings and activities including Open House, fundraisers, Fall Bazaar, Book Fair, Decade Dance, and school volunteer activities. PTO meetings are held once monthly during the school year. Active and concerned members strive to create the best possible educational opportunities for Rib Mountain students, staff and parents. PTO meetings will begin in September. Please feel free to contact the PTO-president, Jennifer Aune, if you have any questions regarding PTO activities.

ADMINISTRATION

ATTENDANCE

Careful attendance procedures are necessary to provide accurate information for required state reports and to help us maintain adequate supervision of our students. Students are to be in the classrooms by 8:35 AM or are recorded absent. **If a student arrives after the 8:35 AM bell rings, he/she must report to the office for a tardy pass. Parents/guardians that bring their child(ren) to school after the 8:35 bell must enter school, press the buzzer, and come to the office to sign their child in and obtain a return to class pass.** If tardies become excessive, parents will be contacted. When a child must be absent from school, we ask that the parents call the school secretary by 9:00 AM (715-261-0220). An attempt will be made to contact parents if a student is absent and the parent has not called the school. All absences and tardies are recorded on the administrative computer **with the reason.** Any unverified absences are recorded as unexcused. **A student will be marked absent for the morning or afternoon if arriving after 10:00 or leaving before 2:00.** Records are available for review by the principal and RtI Team.

Should it be necessary to pick your child up prior to the regular dismissal time, we ask that you press the buzzer, gain access to school, and stop in the office and complete a *Permission to Leave School* form. **For supervision and safety, the students remain in their classrooms until our office staff pages your child's classroom to request that the student report to the office.**

Students are required to remain on the school grounds throughout the school day. Those students who eat lunch at school are not allowed to leave the school grounds during the lunch break. Students who ride their bicycles to school are not allowed to move their bikes until 3:30 PM. If a student has a medical appointment during regular school hours, a parent or guardian must come into the school and sign out the student. Students may not leave the premises unsupervised during regular school hours.

UNEXCUSED ABSENCES

By state statute, we consider a student with five (5) unexcused absences in a semester a habitual truant, and in the case of elementary age students, the parents can be referred to the Wausau Police Department/Marathon County Sheriff's Department for contributing to the truancy of a minor. Any unverified absences are entered as unexcused. Letters will be sent as unexcused absences occur.

VACATIONS

Parents are encouraged to take vacations during the summer months, winter and spring breaks, or whenever school is not in session. If it is necessary to take a child out of school for a vacation, we require that you notify the office and/or teacher in advance of the anticipated absence. For example, if the student will be absent one day, a 24-hour notice is required. For three days, we would appreciate a 36-hour notice. Extended absences require some teacher preparation for the student; therefore, we appreciate your advanced notice.

Teachers may assign work for the student to complete while out of school and/or require make-up work when back in school. In accordance with State Law, parents may excuse children up to 10 days per school year; any parent- excused absences (outside of medical appointments) in excess of 10 days will be recorded “Unexcused.”

BREAKFAST/LUNCH 2021-2022

Free breakfast and lunch will be provided for all students.

Students will eat breakfast in the classroom under the supervision of the classroom teacher. Lunch will again be served in the cafeteria. Hot lunch and cold lunch will again be offered. The alternate lunch is a turkey and cheese sandwich.. Please keep in mind that due to peanut allergies, anyone who brings PB & J will need to eat at a separate table in the cafeteria.

NO MILK FOR SNACK

Milk will not be offered for snack time in 2021-2022.

WAUSAU SCHOOL DISTRICT**Administrative Rule for School Meal Account
Charges and Collections****Parent and Guardian Responsibilities**

It is the expectation that parents and/or guardians plan for their child to have sufficient access to food each school day. In addition, parents and/or guardians are encouraged to monitor and manage their child's school nutrition services account, including making prompt payment when necessary.

These procedures describe how the District will approach charges and payments for meals and other items that are offered for sale within the District's School Nutrition Services Program.

Access to School Meals and Other Nutrition Service Items**Students**

When a student purchases a school meal or other nutrition services items, the general rule is that payment is due no later than at the time of service. However, a student may occasionally wish to receive a school-prepared meal or other nutrition service item that the student does not have enough money to pay for, either in hand or in a student meal account balance. Unless the student's parent or guardian has made alternative arrangements with the school, these situations will normally be handled as follows:

1. **Students (Grades K through 5)** may charge the cost of school meals with a negative balance. Upon reaching a **negative** balance of **\$10.00** collection efforts will be initiated with Parents/Guardians.
2. **Students (Grades 6 through 12) Breakfast** may charge the cost of reimbursable breakfast meals only up to a total **negative** balance of **\$20.00**. At this amount the student account will be deactivated until payment is made. Parents/Guardians will be notified by letter and phone that the student meal account has been deactivated.
3. **Students (grades 6 through 12) Lunch** may charge the cost of reimbursable lunch meals only up to a total **negative** balance of **\$10.00**. At this amount students will be offered an alternate sandwich and/or milk at Ala Carte pricing only up to a total **negative** balance of **\$20.00**. At this amount the student account

will be deactivated until payment is made. Parents/Guardians will be notified by letter and phone that the student meal account has been deactivated.

4. **Ala Carte (extra items)** privileges are suspended when a student's balance becomes negative.

In addition, even if a student's household owes a debt within the School Nutrition Services Program, a student will always be permitted to select and receive a regular school meal at the time of meal service if either:

1. The District has determined that the student is currently eligible to receive free meals at school; or
2. The student has sufficient prepaid funds in his/her nutrition services account, or enough money in hand, to pay for the meal on the day the meal is purchased; or
3. The parent/guardian has contacted the school's Nutrition Service Manager or the Director of School Nutrition Services and has made arrangements for payment of the negative balance; or
4. The student has tray in hand at the point of sale cashier area.

Staff

Staff may purchase meals or other items through the School Nutrition Services Program. If necessary, staff may accrue a **negative** balance of **\$10.00**. If a **negative** balance of **\$10.00** is reached, the account will be placed on hold until payment is received.

Negative Account Balances notification to students and households

The District's preferred means of addressing all issues with a student's nutrition services account, meal payments, and access to sufficient food while at school shall be direct and timely communication with a parent or guardian.

1. The District will not inform a student in Grades K-5 of his/her account balance. All communication regarding Grades K-5 nutrition services negative account balances shall be direct and timely communication with a parent or guardian.
2. The District may inform a student in Grades 6-12 of his/her current account balance and any restrictions that apply to his/her food selections and charges.

Negative Account Balances and Collection Procedures

The District encourages families to establish and regularly fund a prepaid nutrition services account for each child in the household. A negative balance in a student nutrition services account is a debt that is owed by the student's parent or guardian (or, if applicable, by an adult student).

Once a student's account has a negative balance, the District will make an initial and follow-up attempt to collect the debt by providing the student's parent or guardian with notice (e.g., by mail, email, telephone, etc.) of the amount owed. Payment is due immediately upon notice. If these attempts are not successful, a school official will attempt to make contact or schedule a meeting with a parent or guardian. The District and the parent or guardian may discuss payment plan options.

If a negative balance still has not been paid after the collection efforts described in the previous paragraph, parents and guardians should be aware of the following:

1. The District may continue to pursue collection efforts.
2. Debt in a student nutrition services account is not automatically discharged, forgiven, or reduced at the end of the school year or due to a change in a student's enrollment status (e.g., graduates, transfers, etc.).
3. The District normally will not refer the debt to a third-party collection agency or file a lien or suit unless efforts to reduce the debt remain unchanged for 60 days. At its discretion and to the extent permitted by law, the District may attempt to achieve collection of a nutrition services program debt by placing a lien, referring the debt to a collection service, or initiating an action in small claims court. However, before any of these steps are taken, the District will communicate the intended course of action to the person responsible for payment with a final notice of the amount due.

Payments and Account Management

For any meals and other nutrition services food items (i.e., food or drinks) that are available for purchase that a student is not entitled to receive for free, it is ultimately the responsibility of each student's parent or guardian to pay for the items their child receives.

The District offers an online system that a parent or guardian may use to monitor and manage each child's nutrition services account, including making payments. There is a fee of \$1.95 when a transaction is made using the online account management system.

The District strongly encourages families to establish and regularly fund a prepaid school nutrition services account for each child in the household.

In addition to using the online account system to make payments, a person who needs to make payment for student meals may:

1. Place funds in pre-payment envelopes and place inside the student's take-home folder (for elementary students) and parents should verify the payment was deposited; or
2. Place payment in the school's secure School Nutrition Services deposit box during normal school hours; or
3. Bring payment to the school's main office; or
4. Request consideration of other methods of payment by contacting the school's Nutrition Manager or the Director of School Nutrition Services at 715-261-0806.

A person making payment to a student nutrition services account who wishes to designate specific amounts as either repayment of a debt or prepayment of future charges should contact the School Nutrition Services Department at 715-261-0806 to establish how the specific payment should be applied to the account. Except for money that is brought to school for the specific purpose of purchasing a meal at the time of service, general payments that are directed to a student's nutrition services account default to payment of any outstanding balance first, with any remaining amount treated as a prepayment.

The District charges a fee of \$12.00 for each check that is returned or denied payment by a financial institution. After a check is returned or denied payment, the District may refuse to accept payment by personal check in the future.

Donations to pay debts in student food service accounts

When donations of money are accepted and used for the specific purpose of covering unpaid balances (in full or in part) in student nutrition services accounts, the District shall consider the debt repaid and discharged to the extent covered by the donation(s). Except as provided in any terms or contingencies that are attached to a specific gift and that have been accepted by the District or School Nutrition Services Department personnel shall normally aggregate (e.g., annually or more often) any donations that have been received for the purpose of covering unpaid balances and then apply the total amount on a pro-rata basis (either equal dollars per student or an equal percentage of the amount owed) across the negative-balance account(s) of households that the District has identified as being in financial need of such assistance. Where the amount of such donations makes this preferred approach impractical, the Director of

School Nutrition Services may approve an alternative approach that still prioritizes applying the available funds to the nutrition service accounts of one or more households in financial need.

Account Transfers and Refunds

Account Transfers: Account funds may be transferred from one student account to another OR to the School Meal Assistance Account. The School Meal Assistance Account is used to pay for meals of students in need at the discretion of the Director of School Nutrition Services.

A request to transfer funds may be made by calling the School Nutrition Services Department at 715-261-0806 or by emailing Tracy Bliese at tbliese@wausauschools.org.

Refunds: If money is left in an account upon graduation, or a student moves out of the District, a refund may be obtained by submitting a written request to the School Nutrition Services Department at 650 South 7th Avenue, Wausau WI 54401. Refund should be received in 4-6 weeks. For students moving out of the District, a forwarding address must be provided. It is the requester's responsibility to follow up if the request is not received in a timely manner. Account balance information can be obtained by calling the School Nutrition Services Department at 715-261-0806.

Transferring Students: Parents/Guardians should contact the School Nutrition Services Department when students withdraw from the District. The School Nutrition Services Department will provide households the option of donating funds to the Meal Assistance Account or to receive a refund. Funds not donated to the Meal Assistance Account, will be issued to households with balances of \$10.00 or greater to the student's primary contact. Funds less than \$10.00 must be picked up in person at the School Nutrition Services office within 30 days of notification. Funds less than \$10.00 remaining after 30 days from notification will be placed into the School Nutrition Services Department account.

Graduating Seniors: Upon high school graduation, the School Nutrition Services Department will transfer funds from graduating students to siblings, if applicable. The Department will contact households with remaining funds to provide the option of donating funds to the Meal Assistance Account or to receive a refund. Funds not donated to the Meal Assistance Account, will be issued to households with balances of \$10.00 or greater to the student's primary contact. Funds less than \$10.00 must be picked up in person at the School Nutrition Services office within 30 days of notification.

School District website (www.wausauschools.org) or call the School Nutrition Services Department at 715-261-0806.

Legal References: **Wisconsin State Statutes:** [Section 115.34](#)
[Section 115.341](#)
[Section 115.343](#)
[Section 115.347](#)

Federal Law: [42 U.S.C. §1758\(b\)\(2\)\(A\)](#)

Rules for Responsible Cafeteria Behavior

Everyone will be treated with respect and dignity.
(Students, supervisors, parents, visitors, and servers)

Students will use quiet voices in the cafeteria - “one person away” voice is appropriate.

Students will keep their hands, feet and objects to themselves.

Students will walk in the cafeteria.

Students will eat quietly and with good manners.

Students will stay in their seats until dismissed. (To get help, students will raise their hands and wait patiently.)

Students will be responsible for taking everything they need to eat while going through the line the first time and before they sit down to eat.
(Straws, napkins, silverware, condiments, etc.)

Students will be responsible with Lunch Bunch Duties, report on time, and stay until the job is finished.



LUNCH BUNCH

Lunch Bunch is an exciting program initiated several years ago and will be continued. The program’s goal is to encourage pride and ownership within the school. Student helpers from each grade assist in the cafeteria at noon to keep all areas clean. This is known as the “Japanese Concept,” and it is utilized to instill responsibility and respect for school property. We have had excellent feedback from parents on this program, and we encourage you to instill some of these concepts at home as well.

HOMEWORK

Rib Mountain Elementary School believes:

The mastery of basic skills is essential for a sound education. Meaningful practice over a period of time will be necessary to attain mastery learning. Homework allows students an opportunity to explore educational experiences beyond the classroom. Homework may be expected under the following circumstances:

- 1) When an assignment has not been completed in the allotted class time
- 2) When a specific student learning difficulty needs to be overcome
- 3) When a student returns from an absence
- 4) When a student or class displays an interest in doing additional research on a given topic
- 5) When a student is not working up to his/her potential
- 6) When class time has not been used wisely by a student
- 7) When specific skills need to be strengthened

REPORT CARDS AND PARENT/TEACHER CONFERENCES

Report cards are completed at the end of each quarter (four times each year) for students in grades 1-5. Kindergarten parents will receive a formal report card after 2nd and 4th quarter. To view report cards, please log into your parent portal. In 2003, the Wausau School District implemented a new Standards Based Elementary Report Card. It gives parents a much clearer perspective on how each child is doing in relationship to our District and WI State Standards. Conferences for grades Kindergarten through 5th are usually held in November and February/March.

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.

Hmong Parents: If you need clarification, please contact Rib Mountain School; Yog tias nej muaj lus nug, thov hu rau tsev kawm ntawv Los yoga tug frog pee ham 261-0220.

HEALTH SERVICES

Rib Mountain School health services are provided on a consultation basis by the Marathon County Health Department and a district nurse. First aid treatment for minor injuries is performed by school staff. Medication through parent/doctor permission is administered by our teacher/health aides. If your child becomes ill or is injured during the school day and is in need of medical treatment, you will be contacted to pick up your child.

It is imperative that we have accurate, up-to-date contact information. It is important to note that the School District employs four registered nurses who in turn serve all schools (elementary, middle and high school); therefore, their time per building is limited. REMINDER: District employees are required by law to contact parents of children who are not feeling well and/or have a possible communicable illness or disease. In turn, it is the parent's responsibility to pick up these children.

If a child has an accident on school premises during regular school hours, the accident must be reported to the adult supervisor in the immediate area. An accident report will be completed and filed at the Administrative Center. If a child needs a physician's attention, parents are requested to report the physician's findings to the school. Insurance coverage for accidents is through the family's insurance carrier.

Exclusion from School

Students may be excluded from school for communicable disease control for the following conditions:

- Undiagnosed or untreated skin rash or sores that cannot be covered
- Fever (temperature 100.5°F or greater or if behaviors such as excessive sleepiness or coughing which might be interfering with the student's learning.) Child must be fever-free without fever medicine for 24 hours before returning to school
- Vomiting two or more times in the previous 24 hours. Exclusion will continue until vomiting resolves or a health care provider determines the cause is not contagious.
- Diarrhea three times in the previous 24 hours or child is incontinent (has an "accident")
- Upper respiratory illness with frequent cough/drainage
- "Pinkeye" (conjunctivitis) if accompanied by fever, behavioral change or inability to avoid touching eyes. (Antibiotics not required for return.)
- Strep throat (until 24 hours after treatment has begun, or health practitioner approval.)
- Students whose immunization status is not in compliance with the Wisconsin immunization law
- Students with known suppressed immunity may be excluded, for their protection, when cases of communicable disease (i.e., measles, chickenpox) occur in school

When a student with symptoms of a communicable disease reports to the health area, the principal, school nurse, or staff designated by principal or school nurse may exclude the student until they no longer are infectious or pose a risk to others, or per physician's written instructions.

See [WSD Health Care Policy and Procedure 6-2 Exclusion from School](#)

Covid-19 Information Link:

http://www.wausauschools.org/district/coronavirus_c_o_v_i_d-19/frequently_asked_questions

Wausau School District
Communicable Disease Protocol for Exclusion from School

When a student with symptoms of a communicable disease reports to the health area, the principal, school nurse, or staff designated by the principal or school nurse may exclude the student until they no longer are infectious or pose a risk to others, or per physician's written instructions. When exclusion is necessary:

- Contact parent/guardian and explain the reason for exclusion
- Refer to physician for diagnosis and treatment when appropriate
- Provide information on the disease to student/class/parent/guardian when appropriate
- Consult with school nurse regarding questions on communicable disease

Students may be excluded from school for communicable disease control for the following conditions:

- Undiagnosed or untreated skin rash or sores that cannot be covered
- Fever (temperature 100.5°F or greater or if behaviors such as excessive sleepiness or coughing which might be interfering with the student's learning.) Child must be fever-free without fever medicine for 24 hours before returning to school
- Vomiting two or more times in the previous 24 hours. Exclusion will continue until vomiting resolves or a health care provider determines the cause is not contagious.
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- Strep throat (until 24 hours after treatment has begun, or health practitioner approval.)
- Students whose immunization status is not in compliance with the Wisconsin immunization law
- Students with known suppressed immunity may be excluded, for their protection, when cases of communicable disease (i.e., measles, chickenpox) occur in school

A student may not be excluded from school when the risk of transmission of a communicable disease is remote in the school setting. For example, because transmission primarily occurs through sexual contact or from sharing infected needles, students with sexually transmitted diseases, HIV infection or chronic hepatitis B would not be excluded unless they had a secondary infection or other communicable disease that posed a threat to others.

A student may not be excluded from school when transmission of a communicable disease can be controlled through education, provision of supplies for good hygiene, and by practicing universal precautions.

References:

School Nursing: A Comprehensive Text, 2nd Edition 2012

Wisconsin Communicable Disease Chart, August 2014

<https://www.dhs.wisconsin.gov/publications/p4/p44397.pdf>

VISION AND HEARING SCREENING: Vision checks are given to all students in grades 1, 3, and 5. The Health Aide performs the vision checks. Hearing checks are given to all students in grades K, 2, & 4. The county nurses perform the testing and inform parents of any apparent problems.

IMMUNIZATION LAW: It is Wisconsin law that within 30 school days after the beginning date of school, all students (K-12) have written evidence on file at school of complete immunization. Immunization against Measles, Rubella and Mumps must have been received after the first birthday. Immunization waivers are acceptable for health reasons (signed by a physician), religious reasons, or personal conviction (signed by a parent or guardian). Parents of students who have not complied with immunization requirements or who have not filed a waiver will be referred to the District Attorney. Non-compliance may result in court action and a fine. An immunization clinic is held at the Health Department. Please contact the Department at 261-1900 for information on dates, times, locations and the cost of immunizations.

POLICIES ON MEDICATION

PHYSICIAN PRESCRIBED MEDICATIONS - BASIC REQUIREMENTS: **NO** prescription medication will be given to a student by a school employee unless the following are delivered to the Health Office:

- * **Written and signed instructions** from the prescribing physician on the "PHYSICIAN'S ORDER FOR MEDICATION ADMINISTRATION" form. The physicians in the Wausau area may have these forms in their offices or you may pick one up from the school health office. A copy is also attached to this handbook.

- * **Any change** in dosage or time to be administered must be done at the request of the physician only, and new forms need to be completed. **THERE ARE NO EXCEPTIONS TO THESE POLICIES AS MANDATED BY THE STATE.** Parents may need to come to school to administer medication if the proper forms are not completed. Students may not keep medication in their desk or locker or take medication on their own except for prescribed inhalers, and only if the physician indicates on the medication form that the child is able to administer by her/himself. As students are not allowed to carry any medications, parents are expected to bring the medications to the health office with the necessary forms.

NON-PRESCRIPTION MEDICATIONS: Designated personnel will administer non-prescription (over-the-counter) medications **ONLY** with parent approval as indicated by written consent on the "Parent/Guardian Medication Form."

COMMUNICABLE ILLNESS/CONDITION: Teachers have a legal responsibility to send home any child who is unclean or who displays symptoms of a potentially communicable illness or condition. Parents will be notified by phone when a child needs to be sent home.

IMPORTANT

All medications -- PRESCRIPTION AND OVER THE COUNTER -- must be in their original container. Medications brought in small Tupperware containers, plastic bags, envelopes, etc, will **not** be dispensed by school personnel. The responsibility for having a sufficient supply of any medication at the school is that of the parent. The responsibility for taking the medication is that of the student. The following information must be printed in language understandable to the lay person on the original container:

CHILD'S FULL NAME - PHYSICIAN'S NAME
NAME OF DRUG, DOSAGE, AND DURATION
TIME AND QUANTITY TO BE GIVEN

STORAGE OF MEDICATIONS: No more than a 15-day supply of medications may be kept at school. The empty prescription container will be sent home with the student indicating a new supply of medication is needed. These medications are kept in a locked, safe place, not accessible to students and checked out only by a district employee or the person designated to administer medications. The completed consent forms and a medication log are maintained. School personnel are asked to report any unusual behavior of pupils on medication. Parent cooperation and assistance in all areas of student health services is essential and much appreciated!

Once again, any medication that is taken at school needs to have a School District Physician/Parent Medication Administration Consent Form completed before any medication can be dispensed at school. If the medication is over-the-counter, only a parent's consent is necessary. Forms may be picked up in the Health Office. All medication must be picked up by a parent/guardian at the end of each school year per district policy. We will dispose of all medications left behind at the end of the school year.

EMERGENCY INFORMATION – Very Important!

Emergency Contact/ Medical Information/Field Trip Authorization forms are completed by parents at registration and kept in the student cum. At the beginning of each school year, a **Census Verification Report** is sent home/mailed with every student, and parents are asked to update the information so data in the district data base can be updated. It is imperative that we have **up-to-date** information. In case of an emergency or student illness, parents and/or other authorized persons will be contacted. It is important to have individuals listed on the form that are able to come to school during the day to pick up sick children. Parents/guardians will also be notified of important school events, closings, etc. using the district's automated system so home phones, cell phones, and emails need to be up-to-date.

INCLEMENT WEATHER

When the weather is raining or extremely cold, students will be allowed to enter the building upon arrival **after 8:15 AM**. Supervision will be provided in the gym/classroom. Outdoor recess breaks will not be held if it is extremely cold or raining.

Should it become necessary to close school because of the weather, that information will be broadcast over local radio and T.V. stations and through the district's automated messenger system. **School cancellations--either before school or during school--are the responsibility of Central Office. Please do not call the school as we must wait for directives from them.** Please have a plan for your child in the event school is closed.

INSURANCE

The Wausau School District offers information for those parents wishing to purchase student accident insurance and student dental insurance. This information is available in the school health office. These programs are totally independent of the school district.

INTRA-MURAL ACTIVITIES

Rib Mountain School will offer a variety of extracurricular activities and special programs that may be of interest to students throughout the year depending upon the availability of coaches. The following is provided for your information, and we highly encourage students to participate in any activities that interest them. Any parents interested in coaching should contact the office. Due to district policy, there is some paperwork involved before a non-district employee will be allowed to coach. Call the office if you have any questions.

Safety Patrol – Grade 5 – All year
Flag Football – Grades 4 & 5 – September - October
Volleyball - Grades 4 & 5 – September - October
Book Bowl - Grades 4 & 5 - November - February
Boys & Girls Basketball – Grades 4 & 5 – January - February
Track - Grades 4 & 5 – April - May
Tennis - Grades 2 – 5 - May
Leaders – Grade 5 – All Year
Stand for the Silent - Grades 2 -5 - All year
Mustang Milers - Grades to be determined by coaches.

AFTER SCHOOL ACTIVITIES

Girl Scouts and Brownies, Boy Scouts and Cub Scouts, athletic events, extra-curricular activities, and clubs are scheduled after school is dismissed for the day. Contracts are required by the board office for any group using school facilities. Please see the website to reserve Wausau School District buildings for use at <http://www.wausauschools.org/cms/One.aspx?portalId=808927&pageId=4745852>.

Unless specific arrangements are made with the principal, all groups need to be out of the school at the close of the scheduled activity. Those people in charge of these various groups should see that the children in their group stay in the area designated and leave the building promptly. If supervision becomes an issue, the school reserves the right to cancel the contract.

LOST AND FOUND

The lost and found table and clothes rack are kept in the hallway across from the health office; small items are kept in the office. **Children should have labels or identifying marks on articles such as boots, shoes, mittens and jackets.** If you are missing items of clothing, **please** check the containers. Found items will be kept for approximately 30 days and then disposed of to avoid undue accumulations.

SUITABLE CLOTHING

Outdoor activity is an important aspect of our instructional program. Except during periods of rain or extreme cold, students will be expected to remain on the playground during recess periods and during the lunch break. Please dress your child accordingly. Warm caps, waterproof mittens, waterproof footwear and warm coats/jackets are a must. Rib Mountain School does not have a "dress code"; however, we follow the district's dress code policy. Please refer to the district dress code policy included in this handbook.

PETS

Children enjoy sharing their pets with their classmates and many things can be learned through having the animals visit. However, for the health and safety of all students and the many allergies that are apparent with children in our schools, you must have permission from the classroom teacher **before** bringing an animal to school, and the animal must also be leashed or be caged if permission is granted. No pets are allowed on the playground or in the building during school hours without pre-arrangement.

NEWSLETTERS

The Rib Mountain School Newsletter will be posted bi-weekly. Please see the school website @ www.wausauschools.org/ribmtn. Paper copies will no longer be sent home in an effort to save on expensive printing costs. Please contact the office if you have an article to include in the newsletter. Be certain to read the newsletter carefully as it contains pertinent information.

ACCESS TO SCHOOL BUILDING AND CLASSROOMS

For safety purposes, all doors will be locked at all times during the school day. Access may be granted during the day by using the front doors by the office. All visitors must be buzzed into the building in order to gain access. Mrs. Theiler will help you at the window when possible. Students in the Wausau Child Care Program stay in a designated area, and parents picking up students from Wausau Child Care must use door #10 in the circle drive by the playground. Wausau Child Care will be located in room **#13**. Students remaining after school for a special school activity must stay with the supervising teacher or parent and must leave the building as soon as the activity has been completed. **If your child leaves something behind at the end of the day, it will be necessary to wait until the next school day to pick up that item.** The custodians will not open the school and/or classrooms if something is forgotten.

EARLY DISMISSAL PROCEDURE

Mrs. Steckbauer will assume the responsibility of implementing the early dismissal plan when necessary.

- 1) Bus-riding children will report to the gym until the buses arrive. Walkers and those picked up by parents will be dismissed **at the stated dismissal time.**
- 2) All children who ride the bus will take their bus when it arrives; **ALL after school plans shall be considered canceled; this includes personal plans as all children will be sent HOME!!!** It will **not** be necessary for these children to telephone home. With appropriate notice, we will do our best to deliver messages to the children before the buses arrive if you have a special circumstance on that day, but we must be given ample notice to do so.
- 3) Children who go to Wausau Child Care will need a plan for early school closings as WCC does not operate when school is closed. Those who are eligible for bussing will take their bus home.

Please have a plan in place for such unexpected events, and discuss it with your child to help alleviate confusion.

FIFTH GRADE LEADERS

All fifth grade students participate in this program. Throughout the year, leaders are called upon to assist students in classrooms and on the playground. They will work closely with the PBIS team to teach students about safe behavior at school. Leaders will present themselves as role models inside and outside of the classroom.

RIB MOUNTAIN PHILOSOPHY

It is the philosophy of Rib Mountain School to help each child achieve his/her fullest potential as a student and as a person. In a positive atmosphere, we will work to develop self-confidence in students, to promote a love of learning, a sense of responsibility, and a feeling of satisfaction for work accomplished to the best of one's ability. To reach this outcome, all significant individuals must work together in a professional and caring manner to help each child realize his/her potential including students, teachers, administrators, parents and the community.

Our Mustang Motto encourages Rib Mountain Students to Strive to Be Champions:

Rib Mountain School's core values as listed above have been implemented to motivate all students to be responsible, respectful young individuals who strive to do their best academically and behaviorally each day. We begin each day with our **WRBS Station** announcements highlighting these core values and reinforcing with students ways that they can "Live Above the Line" here at school by exemplifying specific expectations throughout the school. Our school behavior matrix is used to teach all children the behaviors we expect in all areas of the school. We engage students through reinforcing our expected behaviors in all the common areas of the school with what we call – **MUSTANG MONEY** which can be spent in our **Mustang Market**. Frequently throughout the school year, students are also acknowledged for their positive behaviors with various enjoyable acknowledgement activities that are based on Mustang Money earnings. Our school-wide expectations emphasize mutual respect and cooperation among faculty and students alike. We have seen tremendous benefits through the use of our "**Mustang Motto**" as encouragement and as an engagement tool to help students strive for excellence and respectful behaviors through their own decision-making and choices.

We also utilize another facet of positive discipline that teaches children responsibility and accountability for their choices when they fall below the line and our expectations. Child generated "Fix-it Plans" are a tool that we utilize with children either verbally or in written form. The Fix-It Plan guides each individual through a process of identifying what core value was broken, taking responsibility for the choices made, and coming up with a plan of how to make a better choice the next time. Students and staff work collaboratively on this process which teaches children positive problem solving techniques and appropriate consequence acceptance when necessary. Parents are also involved in written fix it plan completion through signature and feedback opportunities right on the form itself. We highly encourage your involvement in teaching children appropriate and respectful decision-making skills.

The Behavior Tracking Forms will no longer be sent home when a student exhibits a below the line behavior that does not meet the classroom or common area expectation even after three reteaching cycles of the expected

behavior. Teachers will contact parents via a phone call, email, or text message to share concerns. The Behavior Tracking Form is intended to keep track of chronic or frequent behaviors considered to be disruptive to the learning environment. It is NOT designed to be a disciplinary tool. This system is an important part of our RtI (Response to Intervention process). These behaviors, if not corrected or improved upon, could lead to a need for higher levels of discipline support through a referral to the principal. We highly encourage communication with your child through at home discussions and teacher contacts.

When Behavior Tracking Forms become high in number, a face to face meeting may need to be scheduled to address the issue. Being a partner, to decrease the frequency of unexpected behaviors to the more positive behaviors, is the goal.

Fix-it Plans: Fix-it Plans may come home for a parent signature to assist the child in the reflection process.

We value parental support and input in decision-making, and we will work with you to ensure the continued growth of each child's positive decision making skills.

The following documents on pages 19 - 24 reflect the behavior expectations that we strive for all students to portray in all areas of the school with regards to our Mustang Motto. Please check out our school website for more links to our school expectations and behavior documents. We included our playground and indoor recess guidelines as well so we can consistently communicate with all families what we expect and reinforce to keep all students safe in a respectful environment.

Work Hard Be Respectful Be There – Be Ready Be Safe

School Wide Behavior Matrix of Expectations

	Classroom	Lunchroom	Hallway	Playground	Bathroom	Assemblies	Bus Lines
Work Hard	Do your best work every time. Take your time – neatness counts. Never give up – be a problem solver.	Do your jobs well – lunch bunch, cleaning up your area and tray. #1 Voice Level Eat quickly and be on time.	Watch what's going on ahead of you – eyes forward. Know where you are going and why. <u>Walk</u> - on the right.	Know the rules and obey them. Watch where you are going at all times. Be a leader – not a follower.	The Five 2's! 2 minutes to do your job. 2 pumps of soap. 2 hands to wash. 2 towel cranks. 2 Points!	Be a Champion Listener at all times.	Know the bus line rules and obey them. Remember and model the expected bus rider behaviors
Respect	#1 Voice Level at all times Kind, caring words Solve Problems by compromising Helping hands.	Respectful words with friends and adults. Take care of your tray and food.	# 0 Voice Level. Respect the learning of others while passing classes. Greet others when appropriate - otherwise smile and wave.	Follow the rules. Solve problems peacefully. Always ask permission to enter the building. Helping hands and Words always.	#0 Voice Level Respect Privacy of others at all times.	Eyes on Speaker – Mouth quiet. Talking with Neighbors is not important.	#1 Voice Level Listen to supervisors and bus drivers when directions are given.
Be There Be Ready	On time for school. Materials out and prepared for class. Eyes on speaker. Follow directions first time given.	Stay in line. Know your code. Use the restroom and wash hands before entering. Raise your hand before excused.	Stay in your line. Get a drink only with permission.	Line up immediately when the bell rings. Take Turns on equipment. Greet your teacher with smiles not complaints.	Follow the Five 2's! Return to class with no detours.	Pretzel legs and hands in lap show you are ready. Be on time to the assembly. When clapping and moving, follow expectations given.	Be on time. Find your spot at the end of the line. Have your backpack and all materials with you. Permission is needed to move or leave.
Be Safe Keep hands, feet and objects to Self	Hands and feet to self on carpet, group work, etc. Use materials for what they are intended to do.	Hands and feet to self in line. Keep your hands on your own tray. Have a plan for your equipment.	Hands and feet to self – be aware of space in front of you. <u>WALK</u> on the right.	Use hands, feet and objects the way they were intended in any activity. Know when to find something else to do. Problem solve with words not actions.	Hands and feet to self at all times. Leave No Trace – soap, water, and towels.	Hands and feet to self. Permission is needed to move or leave. Sit on your bottom. Bring your listening ears – empty pockets.	Hands, feet and objects to self. When boarding the bus, stay in a single file line.

Student Fix-It Plan / Self Reflection

Rib Mountain School

Rib Mountain Champions Always Reflect On their Choices...and strive to do better the next time.

Student Name: _____ Date: _____

Time of the Incident: _____ Teacher Reporting: _____

Which School Expectation did you choose to break? (Circle one or more if it applies)

Work Hard

Be Respectful

Be there/ready

Be Safe

What did you want by your actions?

- ☐ I wanted attention from a friend or an adult
- ☐ I wanted someone to see how angry I was with them
- ☐ I wanted to avoid doing my job – my work
- ☐ I wanted _____

This is what happened and the actions I chose:

This is what I could have done to make a better choice:

This is how I will solve the problem or “fix” what happened the best I can:

Teacher/Principal/Support Staff

Comments: _____

- ☐ I have filled out a fix plan for this same behavior before. _____ yes _____ no

If yes – when? _____

Student Signature: _____ Parent Signature: _____

Student Fix-It Plan / Self Reflection

Rib Mountain School

Rib Mountain Champions Always Reflect On their Choices...and strive to do better the next time.

Student Name: _____ Date: _____

Time of the Incident: _____ Teacher Reporting: _____

Which School Expectation did you choose to break? (Circle one or more if it applies)

Work Hard

Be Respectful

Be there/Be ready

Be Safe

What did you want by your actions?

- ☐ I wanted attention from a friend or an adult
- ☐ I wanted someone to see how angry I was with them
- ☐ I wanted to avoid doing my job – my work
- ☐ I wanted _____

This is a picture of what happened and the actions I chose: (Words can also be used or scribed.)

This is what I could have done to make a better choice: (Words can also be used or scribed.)

Teacher/Principal/Support Staff Comments:

- ☐ I have filled out a fix plan for this same behavior before. _____ yes _____ no
If yes – when? _____

Student Signature: _____ Parent Signature: _____

Date parent signed: _____

Parent Comments or reflections:

Guidelines for a Successful Playground Above The Line

- Safety is the number one rule – tripping, teasing, pushing, grabbing others, arguing and unkind words are not safe or respectful behavior. Settle differences peacefully – STOP/THINK/PLAN.
- Supervisors are our safety friends and may change rules based on weather, equipment conditions, and other special circumstances on a given day. We will respect them at all times.
- Always be prepared to go outside with responsible actions including using the restroom prior to lunch and bringing along jackets, hats, mittens, and balls to the lunchroom with you.
- Bicycles are permitted on the playground only before 7:45 am and after 4 pm.
- Use all equipment in a safe manner and in the way it is meant to be used.
- Rocks, wood chips and snowballs are to remain on the ground.
- Trees and fences should remain untouched.
- Throwing and kicking balls against the school is not a safe activity.
- Bleachers are only for after school activities; they should not be used during school time.
- Sliding is only safe when we go down feet first on our bottom.
- Swinging is only safe when we sit on our bottom and swing straight forward and backward.
- Winter weather means boots everywhere on the playground – no questions asked.
- Soft-type balls including rubber, soccer, and tennis balls are safe on the field. Basketballs can be used on the blacktop for funnel and basketball games.
- Respectful Behavior includes lining up immediately when the bell rings.
- All toys and games are safest when left at home. Balls from home are ok as long as your child's name is on them.
- Students will return equipment to the proper place when recess is over.
- Games such as football, kickball, soccer, dodgeball, and 500 are only safe when played in the field. A schedule will be developed for equal play throughout the seasons. Basketball and funnell ball are the only games allowed with balls on the blacktop.

Minor Infractions of a Playground Rule:

Breaking a Rule that was not a danger to anyone except to myself

Consequence: Apologies are always part of respectful behavior. Next steps can include: Stand by the wall for a period of time, walk with a supervisor for a period of time, and repeated infractions may require watching a video of appropriate behavior, and/or written practice of the rule and proper use with a supervisor.

Major Infraction of a Playground Rule:

Non-compliance with the supervisor in charge, physically hurting someone else, deliberately unkind or bullying behaviors Consequence: Miss the rest of that recess and meet with the principal/adult supervisor/teacher/ to determine appropriate consequences with parents notified.

Student Violated the School Expectation of:
{ } Work { } Respect { } Be There/Ready { } Be Safe

Student	Classroom Teacher	Referring Staff	Date	Time
---------	-------------------	-----------------	------	------

Location

<input type="checkbox"/> Lobby/Pickup area	<input type="checkbox"/> Hallway	<input type="checkbox"/> Bathroom	<input type="checkbox"/> Lunchroom	<input type="checkbox"/> Playground
<input type="checkbox"/> Assembly	<input type="checkbox"/> Classroom	<input type="checkbox"/> Library	<input type="checkbox"/> Computer Lab	<input type="checkbox"/> Field Trip
<input type="checkbox"/> Music	<input type="checkbox"/> Art	<input type="checkbox"/> PE	<input type="checkbox"/> Science	<input type="checkbox"/> Guidance

Transition Time

☐ Check if this happened during a transition time

Major Infraction

<input type="checkbox"/> Abusive Language/Profanity	<input type="checkbox"/> Disrespect	<input type="checkbox"/> Non-compliance	<input type="checkbox"/> Defiance
<input type="checkbox"/> Property Misuse/Vandalism	<input type="checkbox"/> Possession of Weapons	<input type="checkbox"/> Harassment/Bullying	<input type="checkbox"/> Technology Violation
<input type="checkbox"/> Major Disruption	<input type="checkbox"/> Physical Contact/Aggression	<input type="checkbox"/> Chronic and Frequent Minor Infractions	

☐ Other _____

Explanation: _____

Student's Reason Given for the Behavior

☐ Peer Attention ☐ Adult Attention ☐ Avoiding Task ☐ Other _____

Explanation: _____

Student Actions/Expectations As A Result

<input type="checkbox"/> Write a note/card/apology	<input type="checkbox"/> Monitor halls at recess	<input type="checkbox"/> Fix It Plan
<input type="checkbox"/> Practice Expected Behavior during privilege time.	<input type="checkbox"/> Walk with Staff Member at recess	

Other: _____

Administrative Decision

<input type="checkbox"/> Time in Office _____	<input type="checkbox"/> Loss of Privilege _____	<input type="checkbox"/> Conference with Student _____
<input type="checkbox"/> Parent Contact _____	<input type="checkbox"/> In-School Suspension _____	<input type="checkbox"/> Out-of-School Suspension _____

Other/Explanation: _____

Parent Signature: _____

Date: _____

Indoor Recess Guidelines for Success Be a Champion!

Work Hard

Know what games are appropriate to play – work hard to follow the rules.

Know what activities you are allowed to participate in – work hard to participate in those activities in the way they were explained to you.

Be Respectful

Follow a supervisor's directions the first time they are given.

Use helpful words with your friends and classmates, not hurtful.

Use helping hands, not hurting hands.

Be There, Be Ready

Walk in the hallway with a zero voice and go directly to your assigned area with no detours.

Be in your assigned area the entire recess period unless your teacher or a supervisor gives you a pass.

When the bell rings, be ready by cleaning up your activity materials immediately so you are ready for class and directions from your teacher.

Be Safe – Keep hands, feet, and objects to yourself

Play with materials in the way that they were intended to be played with. Follow your teacher's rules when it comes to appropriate play using objects of any kind.

Respect others personal space – keep hands and feet to yourself.

Always use your words to solve problems – know when to walk away.

SAFETY PATROL

As part of our continuing effort to maintain a safe environment for our students, school safety patrols are provided at the crosswalks. Adult crossing guards are also located at the intersection of Robin Lane and Rib Mountain Drive. They will no longer be located at Partridge Avenue and CTH NN. **Drivers are reminded of the 15 MPH speed limit in these areas near the school when students are present.** Parents and students must cross with the patrols before school begins or at dismissal time. In the event of rain accompanied by lightning or extreme sub zero temperatures, the safety patrols will not be on duty.

PHONE CALLS

Use of school phones is restricted by students unless given permission by office staff after a pass from the child's teacher is given. **Please be certain that you have communicated your daily family agenda with your child(ren) prior to coming to school.** Be aware of extra-curricular scheduling, and be clear with students when there are transportation changes. These are the most common reasons presented for the need to make phone calls home. Due to the hectic pace and the number of students we are serving, personal phone messages will not be taken to students in their classrooms unless it is an emergency. If changes in transportation are necessary please let the office know by noon, if possible. If changes in transportation are necessary, please let the office know by noon, if possible.

CIRCULAR DRIVE IN FRONT OF SCHOOL

Please remember that the LEFT LANE is for moving vehicles. Students will not be allowed to enter vehicles from that lane. If there are no parking spaces in the right lane next to the sidewalk, please circle around again. **The yellow zones are for drop off in the morning and pick up after school. Parking is not permitted here during these times; therefore, drivers need to remain inside their vehicles to keep traffic moving. Parents are NOT allowed to park in the staff parking lot for any reason between the hours of 8:00 – 4:00.** That is the bus and staff route, and it is very dangerous for pedestrians.

BUS RIDERS

Students may be picked up or dropped off only at their residences unless parents have completed a special form for transportation to and from childcare. Students who normally do not ride the bus but who are going home with a bus rider for one day, must bring a note from home and have the transportation approved by the principal. All bus riders are also requested to sign a "contract" with the bus driver on appropriate behavior on the bus. Students will be greeted at the bus when they arrive, and they will be escorted to the bus when they leave.

SPECIAL SCHOOL ACTIVITIES - PERMISSION SLIPS

For any activity off school premises by a class and its teacher during the school year, a parent signed permission form needs to be on file. **The District Medication Administration Consent form covers ALL field trips for the current school year.** No student may participate in any activity without this signed form on file. Teachers

will notify parents either by note or classroom newsletter of any upcoming field trips. Verbal permission will not be accepted. A copy can be found at the end of this handbook if information needs to be updated.

POLICIES FOR PARENTS AND STUDENTS HANDBOOK

The Wausau School District publishes a handbook each school year noting policies, information and procedures which are district-wide in scope. This handbook is found online at www.wausauschools.org and covers topics including: Student records, attendance, retention, athletic code, and student welfare (assessing and reporting child abuse, neglect, alcohol/drug abuse, tobacco use, personal searches, student discipline, etc.). If you have any questions after you have reviewed this important information, please contact the school office or the Director of Pupil Services at the Administrative Center (261-0571).

CELL PHONES

Children are generally not allowed to use cell phones during the school day. If you have a special circumstance that requires your child to have a cell phone, please call the office or send a note. Please note that the phone must remain in the child's backpack turned off and they WILL NOT be able to use it during school hours. Lost or misplaced phones will not be our responsibility, and students who violate the policy will have phones turned into the office. Cell phones are **NEVER** permitted in the restrooms for privacy reasons.

WANT TO KNOW WHAT'S GOING ON AT SCHOOL AND IN YOUR CHILD'S CLASSROOM?

- Look in his/her BACKPACK.
- Open his/her RED FOLDER.
- Read the school NEWSLETTER online.
- Come to the school PTO meetings once monthly (October – May).
- Volunteer in your child's classroom.
- Have LUNCH with your child.
- Call, e-mail, or send a note to your child's teacher.
- Visit the school website: www.wausauschools.org

ASSESSMENT INFORMATION

Below you will find a link to our academic and behavioral universal assessment descriptions.

<http://www.wausauschools.org/cms/one.aspx?portalId=808927&pageId=4246639>

APPENDIX/ATTACHMENTS

- Special Observance Days
- District Calendar
- Student Sign In/Out sample sheet
- WSD – Student Welfare/Discipline – Unlawful Harassment/Sexual Harassment
- WSD – Discrimination/Harassment Complaint Form
- WSD – Students Equal Educational Opportunities Complaint Procedures
- WSD- Food Allergy/Food Intolerance Policy
- WSD Continuous Nondiscrimination Notice
- WSD – Practitioner/Parent Medication Administration Consent form
- WSD – Student Dress Code
- WSD – Emergency Contact/Medical Information/Field Trip Authorization form

Wisconsin Public School Observance Days 2021-2022

September 15 - Wisconsin Day (Wednesday of the third week in September)

September 16 - Mildred Fish Harnack Day

September 17 - U.S. Constitution Day

September 17 - POW-MIA Recognition Day (Friday of the third week in September)

September 22 - Bullying Awareness Day

September 28 - Frances Willard Day

October 9 - Leif Erikson Day

October 11 - Christopher Columbus Day

October 13 - National Stop Bullying Day (second Wednesday in October)

November 11 - Veterans Day

January 15 - Dr. Martin Luther King Jr. Day (observed Jan. 17, 2021)

February 12 - Abraham Lincoln's Birthday

February 15 - Susan B. Anthony's Birthday

February 22 - George Washington's Birthday

March 1 - Casimir Pulaski Day

March 17 - "The Great Hunger" in Ireland

April 9 - National Former Prisoner of War Remembrance Day

April 13 - American's Creed Day

April 19 - Patriots' Day

April 22 - Environmental Awareness Day

April 29 - Arbor Day (Last Friday in April)

June 14 - Robert La Follette Sr. Day

2021-2022 Wausau School District Calendar

Board approved: 2-22-2021

July 2021						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	
	5	6	7	8	9	
	12	13	14	15	16	
	19	20	21	22	23	
	26	27	28	29	30	

August 2021						
Su	Mo	Tu	We	Th	Fr	Sa
	2	3	4	5	6	
	9	10	11	12	13	
	16	17	18	19	20	
	23	24	25	26	27	
	30	31				

Aug 26, 30-31: Professional Learning
Aug 27: No Classes - Non-Contract Days

September 2021						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	
	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22	23	24	
	27	28	29	30		

Sept 1: First Day of School
Sept 6: No Classes - Labor Day

October 2021						
Su	Mo	Tu	We	Th	Fr	Sa
					1	
	4	5	6	7	8	
	11	12	13	14	15	
	18	19	20	21	22	
	25	26	27	28	29	

Oct 27: No Elementary Classes
No AM/PM Pre-K Classes
No PM Secondary Classes
Oct 27: 1st Quarter Ends (40)
Oct 28-29: No Classes - PL

November 2021						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	
	8	9	10	11	12	
	15	16	17	18	19	
	22	23	24	25	26	
	29	30				

Nov 24: No Classes - Non-Contract Day
Nov 25-26: No Classes-Thanksgiving Break

December 2021						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	
	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22	23	24	
	27	28	29	30	31	

Dec 23-31: No Classes - Winter Break

January 2022						
Su	Mo	Tu	We	Th	Fr	Sa
	3	4	5	6	7	
	10	11	12	13	14	
	17	18	19	20	21	
	24	25	26	27	28	
	31					

Jan 14: No PM Elementary Classes -
Recordkeeping
No AM/PM Pre-K Classes
Jan 14: 2nd Quarter Ends (46)
Jan 17: No Classes - PL

February 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	
	7	8	9	10	11	
	14	15	16	17	18	
	21	22	23	24	25	
	28					

Feb 18: No Classes - PL

March 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	
	7	8	9	10	11	
	14	15	16	17	18	
	21	22	23	24	25	
	28	29	30	31		

March 18: No PM Elementary Classes -
Recordkeeping
No AM/PM Pre-K Classes
March 18: 3rd Quarter Ends (43)
March 21- 25: No Classes - Spring Break

April 2022						
Su	Mo	Tu	We	Th	Fr	Sa
					1	
	4	5	6	7	8	
	11	12	13	14	15	
	18	19	20	21	22	
	25	26	27	28	29	

April 15: No Classes

May 2022						
Su	Mo	Tu	We	Th	Fr	Sa
	2	3	4	5	6	
	9	10	11	12	13	
	16	17	18	19	20	
	23	24	25	26	27	
	30	31				

May 27: No Classes - PL
May 30: No Classes - Memorial Day

June 2022						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	
	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22	23	24	
	27	28	29	30		

June 3: No PM Classes - All
Elementary Recordkeeping
No AM/PM Pre-K Classes
June 3: Students' Last Day
June 3: 4th Quarter Ends (46)
June 6: Teachers' Last Day

No Classes	Quarter Ends (1st - 40) (2nd - 46) (3rd - 43) (4th - 46) = 175
Students' first and last days of school	Teachers' last day of school
No Classes - Professional Learning (PL)	No PM Elem Classes-Recordkeeping. No AM/PM Pre-K Classes
No Pre-K or Elementary Classes / No PM Secondary Classes / Recordkeeping AM (Elem) and Parent/Teacher Conferences PM	
2022 High School Graduation: May 23 - West; May 24 - WAVE; May 25 - East; May 26 - EEA	

RIB MOUNTAIN SCHOOL
STUDENT *IN – OUT* SHEET

STUDENT _____ DATE _____

TEACHER _____

DEPARTURE TIME _____ ARRIVAL TIME _____

REASON _____

SIGNATURE _____

RELATIONSHIP TO STUDENT _____

(WHITE COPY TO TEACHER – YELLOW COPY TO OFFICE)

WAUSAU SCHOOL DISTRICT

STUDENTS

5707

WELFARE/DISCIPLINE

Unlawful Harassment/Sexual Harassment – Education

The Wausau School District shall maintain an educational environment that is free from unlawful harassment including sexual harassment.

In general, unlawful harassment involves persistent and unwelcome conduct, advances, gestures or words (either written or spoken), that are based on any legally protected areas including, but not limited to: ancestry, color, creed, marital or parental status, national origin, pregnancy, race, religion, sex, sexual orientation or physical, mental, emotional, or learning disability. Sexual harassment is one type of unlawful harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.

Unlawful harassment based on any of the legally protected areas listed above exists when it:

1. Unreasonably interferes with a student's educational opportunities; or
2. Creates an intimidating, hostile or offensive learning environment; or
3. Implies that submission to such conduct is made an explicit or implicit condition of receiving grades or credit; or
4. Implies that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participation in a student activity.

EXAMPLES OF SEXUAL HARASSMENT

Examples of prohibited conduct include, but are not limited to the following:

1. Lewd or sexually suggestive comments
2. Unwelcome sexual flirtations, touching, advances, or propositions
3. Offensive language or jokes of a sexual nature
4. Slurs and any other verbal, graphic, or physical conduct relating to an individual's gender
5. Any display of sexually explicit pictures, greeting cards, articles, books, magazines, photos, or cartoons
6. Spreading rumors of a sexual nature
7. Sexual harassment through the use of the Internet or other telecommunications technologies
8. Blocking normal movements, threatening, or stalking behavior
9. Unwelcome physical contact including touching, patting, or grabbing a person or their clothing
10. Unwelcome person-to-person contact including bumping and/or rubbing against a person

Harassment may be subtle, manipulative, and is not always obvious. Harassment may occur between genders or within the same gender. Offenders can be principals, teachers, coaches, staff members, students, and non-employees such as contractors or vendors. Harassment, including sexual harassment, may occur between students or may involve students and staff members.

The Board of Education will not tolerate any form of unlawful harassment, including sexual harassment. Anyone who violates this policy will be subject to disciplinary action up to the fullest extent possible.

Informal Complaint Procedure

Any student, who believes he or she has been subjected to discrimination or unlawful harassment, including sexual harassment, shall promptly report it to the building principal or a guidance counselor. If the student is uncomfortable discussing the concern at this level, he/she shall report it to the Title IX/Discrimination Complaint Officer or Superintendent of Schools. A prompt and impartial investigation will occur with a response to the complainant within five (5) business days. For the purposes of this Policy, a "business day" is any day the School District Administrative Office is open.

If the response to the informal complaint is not satisfactory to the complainant, he/she may initiate a formal complaint according to the steps listed below. Individuals may choose to forego the informal complaint process and initiate a formal complaint at any time.

Formal Complaint Procedure

1. A written statement of the complaint shall be prepared with a signature by the complainant. Written complaints should contain the names of all parties involved, the date the discrimination or unlawful harassment occurred, details about the discrimination or unlawful harassment, and signature of the complainant. The Discrimination/Harassment Complaint Form, attached to this policy, may be utilized for this purpose. The written complaint shall be submitted to the Title IX/Discrimination Complaint Officer at the Longfellow Administration Center, 415 Seymour Street, Wausau, Wisconsin 54402-0359.
2. Upon receipt of the written complaint, the complaint officer or his/her designee shall further investigate the complaint and reply in writing to the complainant with specific findings and conclusions of the investigation within fifteen (15) business days of receipt of the complaint, unless the parties mutually agree to an extension.
3. If the complainant wishes to appeal the response to the formal complaint, he/she may submit a signed statement of appeal to the Superintendent of Schools within fifteen (15) business days of receipt of the response, unless the parties mutually agree to an extension. The appeal should include a copy of the original complaint, a copy of the Title IX/Discrimination Complaint Officer's response, and a written explanation of the basis for the appeal.

4. The Superintendent of Schools shall review the details of the investigation and may, at his or her discretion, further investigate the complaint if necessary. A written response will be issued to the complainant within fifteen (15) business days of receipt of the appeal, unless the parties mutually agree to an extension.
5. If the complainant wishes to appeal the response from the Superintendent of Schools, he/she may submit a signed statement of appeal to the Board of Education within fifteen (15) business days, unless the parties mutually agree to an extension. The appeal should include a copy of the original complaint, copies of the responses from the Title IX/Discrimination Officer and Superintendent of Schools, and a written explanation of the basis for the appeal.
6. In an attempt to resolve the complaint, the Board of Education shall meet in closed session as early as practicable, or in any event, within thirty (30) business days. The Board, at its sole discretion, may invite the complainant, the Superintendent of Schools, or other individuals to the meeting in order to ask questions or clarify information in the appeal. The Board Clerk shall send a copy of the Board's disposition of the appeal to each concerned party within five (5) business days of this meeting, unless the parties mutually agree to an extension.
7. If the complainant receives a negative determination from the Board, an appeal may be made to the State Superintendent of Public Instruction within thirty (30) days according to Section 118.13(2)(b), Wisconsin Statutes.

A complaint or appeal based on Title IX, Title VI, Section 504, or the Americans with Disabilities Act may also be made to the Office of Civil Rights, U.S. Department of Education, 300 South Wacker Drive, 8th Floor, Chicago, Illinois 60606.

Confidentiality

Formal complaints will be subject to thorough review and immediate investigation by the Title IX/Discrimination Complaint Officer or his/her designee. It is important for these procedures to respect and advance the rights of all parties, including the protection of personal privacy interests and the protection of the reputations of all parties. In order to ensure fair procedures and to protect these interests, all parties are encouraged to keep these matters confidential. All investigation and reviewing offices are responsible for ensuring confidentiality.

Nevertheless, the District cannot promise anonymity to individuals filing complaints, including those reporting discrimination and harassment, or that it will not disclose information from individuals filing complaints. In certain situations, it may be necessary to reveal the content and the source for the complaint in order to properly investigate and resolve the complaint, or as required by state and federal law.

Investigation

1. The District shall provide prompt, thorough, and impartial investigation of the complaint.
2. The Title IX/Discrimination Complaint Officer or his/her designee will conduct or oversee the investigation.
3. If the investigation reveals evidence that discrimination or unlawful harassment has occurred, the District will take immediate action to stop the discrimination or harassment.

Non-Retaliation

This policy expressly prohibits retaliation of any kind against any student reporting a complaint or assisting in the investigation of a complaint. Such students may not be adversely affected in any manner related to their education or educational opportunities. Such retaliation is illegal under Section 118.13, Wisconsin Statutes.

No District employee or student shall attempt to restrain, interfere with, coerce, discriminate or take reprisal action against the complainant or his/her witnesses during or after the presentation, processing, and resolution of a complaint.

Monitoring

The District shall follow-up to ensure that any occurrence of discrimination or unlawful harassment has ceased and that no retaliatory action has been taken against the complainant.

Dissemination of Policy

Every student will receive a copy of the policy and procedures for reporting a complaint. The information and procedures contained in this policy will be reviewed annually with all students for the purpose of building an understanding and awareness of the Board's policies against unlawful harassment, including the reporting and complaint procedure, with the goal of preventing and eradicating all forms of unlawful harassment.

Cross Ref.: Discrimination/Harassment Complaint Form
Policy 5405-Complaint Procedures-Education

Legal Ref.: Title VI, Civil Rights Act of 1964
Title IX, Education Amendments of 1972
Section 504, Rehabilitation Act of 1973
Americans with Disabilities Act
WI Statute: 118.13
WI Statute: Chapter 985
PI 9.03
PI 1

Adopted: September 9, 1985
Revised: June 16, 1999
Revised: February 9, 2009
Revised and Adopted: October 13, 2014

WAUSAU SCHOOL DISTRICT
Discrimination/Harassment Complaint Form

1. Indicate your name and address:

Name:	
Street Address:	
City:	
Zip:	
Telephone Number (Home):	
Telephone Number (Work/Cell):	

2. Victim's name, if different from above:

Name:	
Street Address:	
City:	
Zip:	
Telephone Number (Home):	
Telephone Number (Work/Cell):	
Your relationship to this person:	

3. Indicate the type of complaint.

☐ Discrimination/Harassment ☐ Bullying/Hazing ☐ Other

4. Indicate the type of victim.

☐ Student ☐ Employee ☐ Employment
Applicant ☐ Other

5. Name and location of the alleged offender(s):

Name(s):	
Building Location:	
Department or Program Name:	

6. Basis on which you believe discrimination or conduct occurred.

<input type="checkbox"/> Age	<input type="checkbox"/> Race/Color/Creed
<input type="checkbox"/> Arrest/Conviction Record	<input type="checkbox"/> Religion
<input type="checkbox"/> Disability	<input type="checkbox"/> Sex (including sexual harassment)
<input type="checkbox"/> Marital or Parental Status	<input type="checkbox"/> Sexual Orientation
<input type="checkbox"/> Military Service	<input type="checkbox"/> Use/Non-use of lawful products
<input type="checkbox"/> National Origin/Ancestry	<input type="checkbox"/> Other

7. Date(s), which the alleged conduct, took place?

Earliest date of conduct:	
Most recent date of conduct:	

8. Please explain as clearly as possible what happened, why you believe it happened, and how you were discriminated against. (Please attach a separate sheet if necessary).

9. Please list the names of anyone (witnesses, staff members, students or others), if known, whom we may contact, if necessary, for additional information to support or clarify your complaint.

Name	Relationship to Victim

10. Do you have any other information that you think is relevant to an investigation of your allegations (please attach additional pages if necessary)?

11. Please sign and date this complaint form below.

Signature: _____ Date: _____

Submit this form to the building principal, your immediate supervisor, any other Wausau School District administrator of your choosing, or the Title IX/Discrimination Complaint Officer at Longfellow Administration Center, 415 Seymour Street, Wausau, WI. The person receiving the complaint form will sign and date the form. A copy will be returned to the complainant and the original will be submitted to the Title IX/Discrimination Complaint Officer and/or the Director of Human Resources.

Signature of Person Receiving Complaint: _____

Date Complaint Received: _____

WAUSAU SCHOOL DISTRICT

STUDENTS

5405

EQUAL EDUCATIONAL OPPORTUNITIES

Complaint Procedures – Education

The Wausau School District shall maintain an educational environment that is free from unlawful harassment including sexual harassment.

Informal Complaint Procedure

An individual who believes he or she has been subjected to discrimination or unlawful harassment in education or educational opportunities shall promptly report it to the building principal or a guidance counselor. If the individual is uncomfortable discussing the concern at this level, he/she shall report it to the Title IX/Discrimination Complaint Officer or Superintendent of Schools. A prompt and impartial investigation will occur with a response to the complainant within five (5) business days. For the purposes of this Policy, a “business day” is any day the School District Administrative Office is open.

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4. The Superintendent of Schools shall review the details of the investigation and may, at his or her discretion, further investigate the complaint if necessary. A written response will be issued to the complainant within fifteen (15) business days of receipt of the appeal, unless the parties mutually agree to an extension.
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6. In an attempt to resolve the complaint, the Board of Education shall meet in closed session as early as practicable, or in any event, within thirty (30) business days. The Board, at its sole discretion, may invite the complainant, the Superintendent of Schools, or other individuals to the meeting in order to ask questions or clarify information in the appeal. The Board Clerk shall send a copy of the Board's disposition of the appeal to each concerned party within five (5) business days of this meeting, unless the parties mutually agree to an extension.
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Nevertheless, the District cannot promise anonymity to individuals filing complaints, including those reporting discrimination and harassment, or that it will not disclose information from individuals filing complaints. In certain situations, it may be necessary to reveal the content and the source for the complaint in order to properly investigate and resolve the complaint, or as required by state and federal law.

Investigation

1. The District shall provide prompt, thorough, and impartial investigation of the complaint.
2. The Title IX/Discrimination Complaint Officer or his/her designee will conduct or oversee the investigation.
3. If the investigation reveals evidence that discrimination or unlawful harassment has occurred, the District will take immediate action to stop the discrimination or harassment.

Non-Retaliation

This policy expressly prohibits retaliation of any kind against any student reporting a complaint or assisting in the investigation of a complaint. Such students may not be adversely affected in any manner related to their education or educational opportunities. Such retaliation is illegal under Section 118.13, Wisconsin Statutes.

No District employee or student shall attempt to restrain, interfere with, coerce, discriminate or take reprisal action against the complainant or his/her witnesses during or after the presentation, processing, and resolution of a complaint.

Monitoring

The District shall follow-up to ensure that any occurrence of discrimination or unlawful harassment has ceased and that no retaliatory action has been taken against the complainant.

Complaint Procedure/Special Education

Discrimination complaints related to the identification, evaluation, educational placement, or the provision of free appropriate public education of a child with special needs shall be processed in accordance with established appeal procedures outlined in the District's Special Education Policies and Procedures Handbook.

Complaint Procedure/Federal Programs

Discrimination complaints relating to programs specifically governed by federal law or regulation [e.g. EDGAR (Education Department General Administrative Regulations) complaints] shall be referred directly to the State Superintendent of Public Instruction.

Dissemination of Discrimination Complaint Procedures

The adopted discrimination complaint procedures shall be disseminated to students, parents/guardians, employees, and others to inform them about the proper process for making a complaint. The information shall be published in student/parent/staff handbooks and shall be posted in staff lounges and guidance offices.

Cross Ref.: Discrimination/Harassment Complaint Form
Policy 5400 – Compliance Statement
Policy 5707 – Unlawful Harassment/Sexual Harassment
Policy 5410 – Maintenance of Complaint Records

Legal Ref.: Title VI, Civil Rights Act of 1964
Title IX, Education Amendments of 1972
Section 504, Rehabilitation Act of 1973
Americans with Disabilities Act
WI Statute: 118.13
WI Statute: Chapter 985
PI 9.03
PI 1

Adopted: September 14, 1987
Revised: April 14, 1997
Updated: October 22, 2007
Updated: July 16, 2008
Revised: February 9, 2009
Revised and Adopted: October 13, 2014

WAUSAU SCHOOL DISTRICT

STUDENTS ACTIVITIES

5920

Food Allergy/Food Intolerance

It is the policy of the Wausau School District to provide a safe environment for a student with known, diagnosed food allergies that are likely to result in an anaphylactic reaction or serious food intolerance without banning the food product from food service offerings. The District works with students, parents, and medical practitioners to minimize the risks of exposure and to provide a positive educational environment for food-allergic and food-intolerant students. Some foods may cause an anaphylactic reaction if a person eats, touches, or inhales the food or food byproduct. Foods known to cause anaphylactic reactions include, but are not limited to, peanuts, tree nuts, fish, shellfish, eggs, milk, wheat or soy. Some students experience food intolerances that require food substitutions because of a serious medical condition.

Each student's allergy or intolerance in each situation is different so a Severe Allergy Action Plan may be created for the student. Diagnosis of an allergy with a risk of anaphylactic reaction or serious food intolerance is based on the student's history with confirmation from a physician. The medical practitioner should provide the District with a written physician's statement (see the Medically Necessary Food Substitution Form) and prescribe treatment protocols for use in the school setting.

The District will take steps to protect students from accidental exposure to a known food allergen or serious food intolerance. Should exposure to a known food allergen occur creating a severe allergic reaction, trained staff, who are authorized in writing by the administrator of the school district or by a school principal, will administer epinephrine, call 911, protect the student's airway, and keep the student safe until emergency personnel arrive. Medication administration will be provided in compliance with written instructions.

FAMILY RESPONSIBILITIES

1. Notify school of child's allergies and/or asthma or food intolerance diagnosis.
2. Work with the school nurse, teacher, principal, and others to develop a plan that accommodates the child's needs throughout the school day including classroom areas, cafeteria, after-school programming, as well as during school-sponsored activities such as field trips or overnight events.
3. Complete, in collaboration with student's medical practitioner, the Medication Consent Form, the Student Food Allergy/Intolerance Parent Questionnaire, the Severe Allergy Action Plan, and Medically Necessary Food Substitution Form (as needed) and return them to the school health office.
4. Provide properly labeled medications and replace medications as needed or upon expiration.
5. Provide two doses of epinephrine if the student is able to self carry. One for health office and one to be kept with student.

6. Update school with changes in contact information.
7. The parent understands if an emergency medication is not supplied, the student may be asked to stay behind from field trips for safety reasons and 911 will be called in the event of suspected anaphylaxis.
8. Decide with their practitioner if the child will eat at a "safe" table.
9. Notify school staff when child participates in after-school activities.
10. Provide ongoing education for the child in the self-management of their food allergy including:
 - a. Safe and unsafe foods
 - b. Strategies for avoiding exposure to unsafe foods, including no food trading/sharing in any school environment.
 - c. Symptoms of allergic reactions
 - d. How and when to tell an adult when they may be having an allergy-related problem
 - e. How to read food labels (age appropriate)
11. Provide a box of allergen-free snacks for the child's classroom parties and other special occasions.
12. Provide emergency contact information and update each time there is a change.
13. Parents should notify the school bus company of the child's food allergy and determine an emergency plan for when the student is on the bus to and from school in the morning and afternoon.

SCHOOL RESPONSIBILITIES

1. Review health records submitted by parents and medical practitioners.
2. Students will not be excluded from any activities because of a medical condition.
3. The school nurse and principal will establish a team to work with parents and the student (age appropriate) to coordinate the implementation of the Severe Allergy Action Plan. This team will include the teacher(s), food service personnel, school administrative assistants, building aide(s)/health aide(s), outside staff, and others as appropriate.
4. The school nurse will provide training to all designated primary contacts that interact with the food-allergic student to recognize the signs and symptoms of an allergic reaction; what to do in an emergency; and how to minimize risk of exposure to the allergen during meals, snacks, arts or craft projects, or other school curriculum. A list of trained staff will be made available to the principal.
5. Medications for food allergies will be stored according to the Medication Policy and Procedure (2-1, Health Care Policy and Procedure). Extra epinephrine may be kept in other locations such as the teacher's desk, food service area, etc., and as determined by the school nurse in consultation with the parent and medical practitioner. Students may carry their own epinephrine with medical practitioner approval. (See Medication Consent Form, 2-3).
6. School staff specially trained in the use of epinephrine or oral medications will administer medications, as necessary, during school activities, including fieldtrips.

7. The school nurse or teacher, along with parents, will develop a plan regarding special field trip needs, which will include having emergency medications available.
8. The school staff will inform the health office of field trips at least a week in advance to allow for planning and training or as soon as offsite event is known.
9. If the student participates in school-sponsored activities and emergency medication has not been supplied by the parent, staff will call 911 for cases of suspected anaphylaxis.
10. Individual daily snacks containing nut butters or nut pieces are not allowed in the classroom.
11. Special occasion treats meant for the entire class may not contain any form of peanuts or tree nuts.
12. Per Board Policy 5706, harassment of bullying of food-allergic students will not be tolerated.
13. The students' food allergen will not be used in class projects, parties, holiday celebrations, science experiments, or any other activities.
14. An administrator will share this policy with outside organizations invited to work with District students during school-sponsored activities.
15. Parents and staff are encouraged to use non-food items for special occasions and treats. Food items brought for treats must be store bought with an intact ingredient label listing allergy information.

TEACHER RESPONSIBILITIES

1. The teacher will be trained in the student's allergic symptoms and plan of care and will keep a copy of the student's Severe Allergy Action Plan in a confidential location. The teacher will place a copy of the plan in the substitute teacher folder and share with specialists.
2. The teacher is responsible for notifying the parent and health office of field trips and special occasions one week in advance or as soon as events are known.
3. The food-allergic or food-intolerant child may choose a snack from their snack box provided by parents per their food allergy/intolerance plan.
4. Teachers are responsible for discussing "no food sharing/trading" during school-sponsored activities.
5. Students and staff are encouraged to wash their hands prior to entering the classroom and after eating.
6. The students' food allergen will not be used in class projects, parties, holiday celebrations, science experiments, or any other activities.
7. The teacher will share this policy with outside organizations invited to work with WSD students during school-sponsored activities.
8. The teacher understands if an emergency medication is not supplied, the student may be asked to stay behind from field trips for safety reasons and 911 will be called in the event of suspected anaphylaxis.

FOOD SERVICE RESPONSIBILITIES

1. Food service employees will take measures (are taught to) prevent cross-contamination during food preparation and when serving food.
2. The completed Food Substitution Form will be shared with food service staff by the food service administrator.
3. Picture(s) of the food-allergic student(s) will be placed in the kitchen with food allergies noted so staff can easily identify student(s).
4. Students with severe allergies may sit at a designated "safe" table (with neighboring students who do not have the allergen present in their lunch) based on the Student Food Allergy/Intolerance Parent Questionnaire.
5. When sanitizing tables after lunch, a separate wash and sanitizing bucket AND cloth must be used to clean the "peanut safe" tables in all lunchrooms throughout the District.
6. Food service will provide nutrition information/labels for foods served in Child Nutrition Programs per parent/staff request.

STUDENT RESPONSIBILITIES (based on level of development)

1. Be your own advocate.
2. Do not trade/share food or utensils with other students.
3. Wash hands prior to eating.
4. Do not eat or touch anything with unknown ingredients or known to contain an allergen.
5. Learn how to administer epinephrine and practice often.
6. Notify a staff member if you consumed/ingested something believed to contain a food allergen.
7. Carry epinephrine (if designated to do so in the Medication Consent Form, 2-3) and notify a staff member in the event of suspected exposure or if epinephrine has been self administered.
8. Report teasing/bullying to an adult.

Cross Ref: Policy 5915 – Wausau School District Health Care Policies and Procedures (Appendix A)

- 2-1 Medication Policy and Procedure
- 2-3 Practitioner/Parent Medication Consent Form
- 2-6 Administering Emergency Injections
- 2-8 Epinephrine Administration Instructions
- 2-17 Designated Staff Trained in Emergency Procedures
- 4-19 Medically Necessary Food Substitution Form
- 4-1 Asthma Management Plan

4-2	Individualized Asthma Care Plan
4-17	Severe Allergy Action Plan
4-18	Student Food Allergy/Intolerance Parent Questionnaire
7-21	Allergy/Allergic Reaction

Other Resources

- American School Food Service Association
- National Association of Elementary School Principals
- National Association of Secondary School Principals
- National Association of School Nurses
- National School Boards Association
- The Food Allergy and Anaphylaxis Network
- American Academy of Pediatrics
- Wisconsin Association of School Boards
- American Academy of Allergy, Asthma, and Immunology
- Accommodating Children with Special Dietary Needs in the School Nutrition Programs: Guidance for School Food Service Staff

WAUSAU SCHOOL DISTRICT

Medication Policy and Procedure

The purpose of medication administration during the school day is to provide essential medications to the student in order for the student to attend school or benefit from educational programming. The goal is that all medication will be safely administered to the student. Collaboration between parent/guardian, practitioner, and school health services/staff is encouraged to meet this goal.

Note: 2001 Wisconsin Act 83 defines "practitioner" to include physician, dentist, podiatrist, optometrist, physician's assistant, and advanced practice nurse prescriber.

Whenever possible, all medications will be administered at home, before or after school hours.

Prescription Medication Requirements

The State of Wisconsin Medical Examining Board has determined that when prescription medications are administered, the practitioner prescribing the medication has the authority to direct and supervise the implementation of this service to a registered nurse or staff designated by school principal or nurse. No prescription medication shall be given to a student by an employee of the Board of Education unless the following requirements are adhered to.

- ◆ Written instructions signed by the practitioner for the administration of medication which:
 - Specifies the name of medication, dosage, time, and route of administration, date effective and date no longer effective.
 - Indicates a willingness on the part of the practitioner to communicate with staff (designated by school principal or nurse) who administers the medication.
- ◆ Written instructions signed by the parent/guardian of the student which:
 - Authorizes school personnel to give the medication in the prescribed dosage and to contact the practitioner directly.
- ◆ Written instructions and practitioner/parent signatures are to be completed on the Wausau School District Medication Administration Consent Form and returned to school prior to medication administration. This form must also be on file for students permitted to carry and self-administer inhaler, epinephrine, or insulin.
- ◆ Wausau School District Medication Administration Consent Form must be completed annually and/or whenever there is any change in instructions for medication.
- ◆ Medication to be administered at school must be furnished and delivered to the school by the parent/guardian, and have the following current information printed on the container from the pharmacy:
 - Student's Name
 - Name of medication, dosage, and amount
 - Time and route of administration
 - Practitioner's name

- ◆ Additional Prescription Medication Requirements:
 - The student is responsible for coming to the health area at the designated time for medication administration. Accommodations will be made according to student needs. Effort will be made to contact a student who fails to report.
 - Only a registered nurse may accept verbal orders from a practitioner. In the event a practitioner calls a school with medication orders, a medication form may be faxed and completed by the practitioner, or the school needs to contact the school nurse who will then contact the practitioner.
 - Individuals administering a prescription drug must be authorized to do so in writing by a school principal. (See W.S.D. Medication Administration Authorization Form, 2-2).
 - EpiPen, Auvi Q, and Twinject are the only prescription emergency injection for severe allergic reaction acceptable in the school setting.
 - These specific medications – inhalers, epinephrine, insulin, may be carried and self-administered when practitioner and parent/guardian give their consent/instructions on the condition specific Wausau School District Action Plans. Other medications may be carried and self administered with special approval from school nurse.
 - All medications administered at school, with the exception of inhalers, epinephrine, or insulin (approved to be carried and self-administered) are stored in the health office and locked overnight.
 - Parent/guardian will provide limited quantities of medication, and will provide supplies for injected and inhaled medications.
 - Each time prescription medication is brought to the health area or sent home, medication will be counted by one or two staff members, and the quantity will be documented under the medication tab in Infinite Campus.
 - Each year, by the last day of school, all medications administered at school must be picked up by parent/guardian. Staff members will dispose of medications not picked up and document in Infinite Campus. Prior to sending medication home, a staff member will count, and the quantity will be documented under the medication tab in Infinite Campus. This also applies for parental requests during the school year.
 - If a medication error occurs, the parent/guardian and the school nurse will be notified. The person responsible for the error will complete the Wausau School District Accident Report (form C-27). Original accident report will be sent to the business office. The pink copy will be filed in the student's health record and the yellow copy will be sent to the school nurse.

Non-Prescription Medication Requirements

- ◆ Over the counter medication not FDA approved must be accompanied by a practitioner signature for administration at school by school staff.
- ◆ Individuals administering an over-the-counter drug must be authorized to do so in writing by a school principal. (Practitioner signature not required). (See W.S.D. Medication Administration Authorization Form 2-2).
- ◆ Staff designated by school principal or nurse will administer non-prescription (over-the-counter) medications only with parent/guardian written instructions and signature on the district medication consent form. However, if frequency/dosage is greater than package directions, a practitioner signature will be required.
- ◆ Non-prescription medication administered at school must be furnished by parent/guardian and be in the original container labeled with student's full name. Non-prescription medications administered at school are locked in the health area. Students are not allowed to carry and self-administer non-prescription medication with the exception of cough drops/throat lozenges, lip balms or sunscreens.
- ◆ At the end of each school year, all medications administered at school must be picked up by parent/guardian. Two staff members will dispose of medications not picked up and document and initial this on back of medication record. This also applies for parental requests during the school year.
- ◆ If a medication error occurs, the parent/guardian and the school nurse will be notified. The person responsible for the error will complete the Wausau School District Accident Report (form C-27). Original accident report will be filed in student health record and copies will be given to principal and business office.

Medication Record Requirements

- ◆ Confidential, accurate, written records will be maintained for students receiving medication.
- ◆ A record of all medication stored at school will be documented in Infinite Campus. On rare occasion due to field trips, overnight stays, or with permission of school nurse a paper record may be kept and filed in the student's health record when completed.
- ◆ A daily record of medication administered to each student will be maintained in Infinite Campus. The record will include student's name, medication, dosage/amount, time given. Staff administering medication must initial on the date given. Prescription medication brought to school or sent home will be counted and documented on medication record as noted before.
- ◆ Completed medication consent form will be kept together in a binder and filed in the student health record at the end of each year.

- ◆ Staff should report any unusual behavior of students on medication to person administering medication/nurse. Comments are to be documented in Infinite Campus and parent/guardian/practitioner should be notified as needed.

Responsibilities for Administering Medication

- ◆ The Wausau School District Medication policy and procedure must be followed by staff members supervising at the School Forest and all other field trips.
- ◆ The school principal/nurse is responsible for delegating the administration of medications and the nurse is responsible for supervising the administration of medications. Questions and concerns should be brought to the nurse's attention. It is the responsibility of each person giving medications to a student to be knowledgeable about the student's condition and to follow the written instructions of the practitioner. Unusual behavior or other potential problems need to be reported to the nurse, parent, and practitioner.
- ◆ A medication order that appears to exceed established medical safety parameters will not be administered at school. In these cases, the parent/guardian and practitioner shall be notified by the school nurse and the reason for refusal explained.
- ◆ Each student needs education appropriate for cognitive level about the medication he/she is taking. (The person administering medications may explain to the student the reason for taking his/her medication as ordered).
- ◆ Emergency medications should be unlocked and accessible during regular school hours. All medications will be stored in the health office and locked overnight. Staff who supervise after school events will notify the health office staff and make arrangements to have emergency medication available.
- ◆ Students are not to be left unsupervised in the medication storage area.
- ◆ Medications are to be maintained or arranged in an orderly fashion to avoid confusion and eliminate the chance for error.
- ◆ The school will provide basic supplies as needed, i.e., medication trays/cards, medication cups (paper/plastic), and paper cups for water.
- ◆ An original, legible, pharmacy container provided by the parent/guardian with the student's name, medication name, dosage, amount and time to be given must be verified against the Wausau School District Medication Consent Form instructions. The student medication information should be stored in Infinite Campus.
- ◆ Certain medications must be kept in refrigerator. Labels will denote this.

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- ◆ Check with the nurse regarding the acceptability of opening capsules or crushing pills of any kind. Changing the form can alter the way in which certain medications are absorbed.

Procedure for Administering Medication

- ◆ Identify the student with the medication order. Have someone available who knows the student if the student is not known to you and/or cannot identify him/herself.
- ◆ Even in an emergency, medication for one student will not be given to another student.
- ◆ Wash your hands.
- ◆ Check cupboard/drawer and locate medication. It is important to verify the student with the correct name, medication, dosage, time and route to be given two to three times before the medication is actually given, verifying this information with the practitioner order. Take time to do this to prevent medication errors.
- ◆ Remove the proper dose of medication from the container. Pills are dispensed into the cap or disposable medication cup. Avoid handling the medication whenever possible.
- ◆ Measure doses of liquid medication accurately. A teaspoon is not an accurate device. Use a syringe or marked medication cup. Measure liquids at eye level. Do not pour liquid medication back into the container once it has been poured.
- ◆ Administer or observe administration of oral, inhaled, or injected medication, observing student until after medication administration is complete. Encourage drinking water with medication. Make sure oral medication is swallowed; you may need to visually check the student's mouth.
- ◆ Applesauce, fruit juice, etc., can be used to help students who have difficulty swallowing medication.
- ◆ Return medication container to cupboard/drawer and lock.
- ◆ Students are to dispose of cups in waste container. Staff will follow universal precautions when it is necessary to administer medications or dispose of supplies.
- ◆ Chart the medication given in Infinite Campus.

Wausau School District
Medication Information for Parents

Administration of any medication to students is governed by Wisconsin Statute 118.29.

General Information:

Medication will only be accepted at school in original containers, or labeled pharmacy bottles.

Medication must be transported to and from school by an adult.

Students with permission may carry and self-administer their asthma inhaler, epinephrine, or insulin. Contact your school nurse to make arrangements if your child needs to carry other medications.

Antihistamines for environmental allergies (eg. Claritin, Zyrtec) should be given once daily at home.

Antibiotics prescribed three times a day should be given at home: morning, after school, and at bedtime.

School staff may not administer narcotic pain medication to students.

Medication containing aspirin requires a signature from a medical practitioner.

Prescription Medication:

Prescription medications require practitioner signature. To assist you, staff can FAX the form to your practitioner for signature.

Medications should be in a pharmacy container, with pharmacy label listing student's name, medication name, dosage and schedule.

Information listed on the School Medication Consent form must match the information on the pharmacy container (medication, dose, time given.)

Change in medication, dose or time requires an updated School Medication Consent form and a pharmacy bottle with an updated label.

Over-The-Counter Medication:

The School Medication Consent form does not require a medical practitioner signature unless the dose requested exceeds package instructions or contains Aspirin. Over-the-counter medication not FDA approved, including essential oil, CBD oil, and herbal treatment, should be given at home. If required at school, it must have a practitioner signature for administration at school by school staff. Melatonin to be given at the School Forest or on an overnight field trip requires a practitioner signature.

School Medication Consent

Student Name: _____ Grade: _____ Birth Date: _____
Parent/Guardian Name: _____
Primary Phone: _____ Cell: _____ Work: _____
Diagnosis(es): _____

Prescription medication orders must be completed by practitioner ONLY

Medication Name: _____
Administration Instructions(Dose/Route/Time/s): _____
Effective Date: School Year 20__ - __ (including summer school) OR From _____ To _____

Medication Name: _____
Administration Instructions(Dose/Route/Time/s): _____
Effective Date: School Year 20__ - __ (including summer school) OR From _____ To _____

Medication Name: _____
Administration Instructions(Dose/Route/Time/s): _____
Effective Date: School Year 20__ - __ (including summer school) OR From _____ To _____

Comments: _____

PARENT/GUARDIAN I hereby give permission to staff designated by the school principal or nurse to give the above medication to my student according to the instructions stated above and authorize them to contact the practitioner, if necessary.

Parent/Guardian Signature: _____ Date: _____

PRACTITIONER Practitioner signature directs the above medication administration and indicates willingness to communicate with school staff regarding this medication.

Practitioner Signature: _____ Date: _____

Practitioner Name, Address, Phone

WAUSAU SCHOOL DISTRICT

STUDENTS

5700

WELFARE/DISCIPLINE Student Dress Code

Responsibility for the personal appearance of students enrolled in the Wausau School District shall normally rest with the students themselves and their parents/guardians. Student dress or grooming shall not, however, affect the health or safety of students or disrupt the learning process within the classroom or school.

To assure a healthy and safe school environment for students, the following student dress code guidelines will be enforced:

1. During the school day, hats, caps, bandannas, head coverings, and jackets shall be taken off and placed in the student's locker soon after the student enters the building. These items shall not be worn in the classroom and they shall not be worn in the school building except when the student has immediately entered or is leaving the building.
2. Students will not be permitted to wear any clothing that contains pictures and/or writing referencing alcoholic beverages, tobacco products, sexual references, profanity, promotion of gambling, illegal drugs, and/or gangs.
3. Medallions or other jewelry that identify gang members or gang affiliation or that represent a gang shall also not be worn or displayed in school or at school events. Also, gang clothing is not always restricted to an item of clothing, but may include the way in which a particular item of clothing is worn. No gang insignia may be worn, possessed, used, distributed, displayed, carried, or sold by any student on school grounds or at school-related activities at any time. The reference to "gang insignia" would also encompass items of clothing that signify gang activity by the manners in which they are worn.

This code is not intended to limit the right of the building and/or District administration to establish rules or restrictions regarding other paraphernalia or dress that disrupts or threatens to disrupt the learning environment of any school. If there is a disagreement between students and/or parents/guardians and staff regarding the appropriateness of clothing or other paraphernalia, the principal will use his/her discretion to make the final decision.

Students who violate the rules will be subject to collection of the inappropriate item(s) and/or sent home by the administration for appropriate wearing apparel. A parent/guardian conference will be called to return inappropriate item(s). Repeated violations of school rules may constitute grounds for suspension or other appropriate action to correct the situation.

Legal Ref.: Wisconsin Statutes 120.13(1)(a), 102.44, 922.22(9), 939.625, and 941.38

Adopted: June 12, 1995

Revised and Adopted: April 14, 1997

Updated: July 17, 2008