

South Mountain School Helpful Information

Daily Time Schedule:

Drop off: 8:15am - 8:30am
Incoming bell: 8:30am
Instruction begins: 8:35am
11:45am - 12:05pm KG/1st/2nd lunch
11:45am - 12:05pm 3rd/4th/5th recess

12:05pm - 12:25pm 3rd/4th/5th lunch
12:05pm - 12:25pm KG/1st/2nd recess
Dismissal: 3:30pm

Beginning of Day Routine:

All students begin their day on the playground, weather permitting. Playground supervision begins at 8:15 a.m. For your child's safety, do not send or bring him/her prior to 8:15 a.m. **All students walking, riding a bike or being dropped off by car must use the north entrance.** Students on the bus will be dropped off at the main entrance. Parents are asked to refrain from walking their child to the classroom. This helps us promote essential student independence.

- Incoming bell rings at 8:30 a.m.
- Tardy bell rings at 8:35 a.m. Students must be in their rooms and ready for instruction.
- After 8:35, students will be marked tardy.
- After 9:00 a.m., students will be marked absent.
- If a student is not going to be in school, please call the office at 261-0235 (you may leave a message on the secretary's voice mail) before 8:30 AM.

Per [School Board policy](#) and Wisconsin State Law (statute 118.15), a student is considered habitually truant when absent from school all or part of 5 days in a school semester. The maximum number of days absent allowed under this rule is 10 days. Parents will receive notice of attendance concerns when a child has been absent or tardy for 5 days in a quarter or 10 days in a semester.

Late Arrivals/Leaving Early:

Students who arrive late or leave school early are to be signed in/out via the main office (even if it is just for lunch) by a parent or guardian. A pass will be issued in the office for the child to take to the classroom teacher when they are late. The office will call your child down to the office when you arrive if leaving early.

Snack Time:

Snack time will be provided in all classrooms Kindergarten through Fifth grade. Families should plan to send a healthy snack with their child if they would like them to participate. Please see the [healthy snack guidelines](#) from our nutritional services team. There will no longer be an option for students to purchase milk during snack time, however, families can feel free to send a bottle of water with their child.

Nut Free Policy:

Please help keep all students and staff safe by following the [nut free policy](#).

- **Snacks must be free of nuts or nut butters**, such as peanut butter or Nutella.
- Students with severe allergies will 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](#).

Recess:

All students will have a lunch recess of 20 minutes as well as a grade level recess of 15 minutes during the day. Students will go outside for all recesses unless it is raining or the real feel temperature is below 0. In order to create consistency, we always use the accuweather app and look at the minute cast for Rib Mountain. Please be sure students are dressed appropriately for outdoor recess and are prepared to go outside throughout the day should the weather change.

In order to keep students dry and safe during the winter months, we have set the following guidelines for the playground: If students are not wearing boots they will need to stay in the area by the doors to the building where snow and ice has been cleared. If students are not wearing snow pants they will need to stay in the blacktop areas and away from snow covered areas and equipment.

Lunch:

Students will be scheduled for a 20 minute lunch block as well as a 5 minute transition between their 20 minute recess each day. Students can either bring a cold lunch or plan to take the hot lunch offered each day. There will be a "nut free" table for students with allergies. If parents would like to join their child for lunch we ask that you contact the office in the morning and follow visitor procedures.

Breakfast/Lunch:

2025/2026 School Breakfast and Lunch Meal Prices:

Breakfast: Elem. \$1.85 Lunch: Elem. \$2.95 Guest Lunch \$5.00

Families eligible for free or reduced-price meals will need to complete an [online application](#).

If your student has food allergies and requires a special diet, please be sure that a [Dietary Request Form](#) is completed and on file with the building kitchen manager

and the building health aide by the start of the new school year. [LinkQ](#) is an online portal that provides parents with more than just a method to make payments to student meal accounts. You are able to make payments for multiple students and only pay one transaction fee (\$1.95 per transaction). For questions, please contact the Nutrition Services office at 715-261-0806 or asusa@wausauschools.org.

Dismissal/After School Plan:

Dismissal is 3:30 p.m. If you pick your child up, please be prompt.

If your child is scheduled to ride the bus/walk and a parent wishes to change these plans, a note signed and dated must be sent to school each time. If no note is received, the student's usual after school plan will be followed.

After School Pick Up:

The safety of your child is of great importance to us. In order to provide the safest environment for the students at South Mountain, all exterior doors will remain locked at all times. Parents will not be allowed to enter the building to wait for students.

- All students that are walkers, bikers and card riders will be dismissed through door number 2 on the North side of the building into the cougar loading zone.
- When picking your child up, please use the cougar loading zone located on the north end of the school. This cuts down on congestion by the crosswalk and entrance to the building and allows staff to focus on helping students quickly and safely enter the car. When using the cougar loading zone, please pull your car ahead as far as possible. Please have your visor down and display the visor pick up sign that indicates your child's last name. A staff member will dismiss your child from the loading zone and have them approach your vehicle. Drivers are to remain in the car. Children will enter the car using the passenger side door as this avoids having them walk into traffic. Once you have picked up your child, please merge back into traffic and follow the directions of the staff member using the stop sign at the crosswalk.
- If you would like to park and meet your child at the end of the day we ask that you stand in the coned off area on the North side of the crosswalk. Once you are there, staff members will communicate with one another and have your children exit the cougar waiting area and cross the street using the crosswalk over to you. We will wait until all the siblings are together before crossing them to help limit the number of times we are stopping traffic from exiting the parking lot. Feel free to wait in your car until you see your child/children waiting in the cougar loading zone, this will prevent the coned waiting area from becoming crowded. If there is a need for parents to cross

through traffic over to the cougar waiting area, we ask that you use the crosswalk in both directions.

- If you plan to meet your child at the end of the day and walk or bike home with them we ask that you wait on the East side of the doors in the grassy area. We want to be sure that students safely find their parents, so we will have them wait in the loading zone area until a staff member can be sure they have located a parent. Parents please stand on the grass and leave the concrete area clear so we can avoid congestion as well as avoid people blocking traffic. Please leave the grassy area only for families that are meeting their children to walk or bike home. Students who plan to walk or bike home by themselves (with parent permission) can leave immediately after exiting the building.
- Please be aware that WSD board policy 8390 states; Pets can only be walked on school property during non-school hours, pets must be on a leash and are only allowed to be walked in parks and remote areas not used by staff and students. We ask all families bringing their pets before and after school to stay in the grassy area beyond the bike racks.
- Please refrain from parking in the staff parking lot on the East side of the building at the end of the day as this area is used for bus riders.
- If you are meeting your child at the end of the day to bike home, please be sure to use the sidewalks. Please avoid cutting through the parking lot as this is a very busy time with both staff cars and buses moving through this area.
- If you are playing catch as you wait for students to exit the building please use the grassy areas on the far East/South end of the fields away from the traffic and parking lots. Once students have exited we ask that your family move to the playground to play catch.

Volunteering:

Volunteer opportunities will be posted online throughout the year on the [WSD website](#). Volunteers MUST sign up online and not with the teaching staff. If you already have a volunteer account, log in and select the opportunity you are interested in, (if it is full/locked, you have the option of being put on a back up list.) If you haven't created an account yet, create one by clicking [this link](#). Remember, volunteering in the classroom and going on field trips **require** a criminal background check. These take time to process so please Plan Ahead!

For assistance please contact Katie Crotteau at kcrotteau@wausauschools.org or 715-261-0584.

Visitors:

Upon entering a District school, visitors will be asked to present a valid state-issued ID, which will be checked against the Visitor Management System, a national sex offender database, to ensure that registered sex offenders are not entering our buildings. The system only checks the visitor's name and date of birth for comparison with a national database of registered sex offenders. No other data from the ID is gathered or recorded. The system is not connected to any other database and information is not shared with any outside agency.

Once entry is approved, we will issue a badge that identifies the visitor, the date, and the purpose of his/her visit. Children who do not have a valid ID may be allowed to visit as long as they are accompanied by an adult who has completed the check-in process and has been issued a badge. Substitutes, regular volunteers, and all contractors or subcontractors will be subject to the same procedure as visitors at all times. If identity cannot be verified through an acceptable form of identification, they will not be allowed to proceed past the office area.

A visitor's badge will not be necessary for those who visit our schools simply to drop off or pick up an item in the office. A badge also will not be necessary for those who are picking up their child from the office as long as they are not going into the school building.

The visitor management process will only be used during school hours. Attendees at after-hours events such as performances, ceremonies, or academic/athletic competitions will not be required to complete the process.

Student Friday Folder:

Most written communication from school will be sent home via a student Friday Folder. Teachers will use this folder to send home assignments as well as parent communication items. If it is necessary to distribute items at a family level, the communication will be sent home with the family representative. The family rep is the youngest (in grades K-5) or the only child in the family. Parents are to review and keep the information so they can refer to it as needed.

Parent Bi-Weekly Newsletter:

A bi-weekly newsletter will be sent home electronically every other Friday. It will contain information about upcoming activities, as well as classroom news and special events. If you would like a printed copy of the Newsletter, please contact the Office at 715-261-0235.

Distribution of Information/Invitations to Students:

The Wausau School District Communications Department must approve all information being distributed to our students. Local groups and organizations need approval from them before information is distributed to students. Once approved, all WSD sports opportunities, clinics and area community events are posted on the [WSD website under the E-Flyer tab](#).

Birthday Celebrations:

At South Mountain we work hard to ensure that students' minds and bodies are ready for learning each day. In addition to the hard work our teachers and staff do every day to prepare students for success in the classroom, we can also work to encourage healthy eating and physical activity, leading them to lifelong success. As educators, caregivers and loved ones we all want the best for our students. We encourage you to join us in giving students healthy opportunities to celebrate important events by:

- Honoring your child's birthday by sending non-food treats such as stickers, pencils, erasers, bubbles, silly bands or glow in the dark items are all great options.
- If you choose to send a food item for the class to share, **it will need to be an individual packaged store bought treat with an intact ingredient label on each student package**. Allergy information on the label should ensure that the treat is **free of all nuts and nut ingredients**. [Please click on this link for more information](#).
- Along with this, we ask that parents do not send party or play date invitations to school. Teachers will not distribute invitations at school, as this causes many friendship problems and disruptions. Thank you for your cooperation.

Medications/Health Services:

Students may not have any kind of medications until a [practitioner/parent medication consent form](#) is signed and on file in the school's health office. Assigned staff will then administer necessary medications per physician's orders. Medication must be delivered and picked up from school by an adult. Children are not allowed to carry medication to or from school. **No** medication is to be kept in a student's backpack.

Student Directory Information:

As per the Wausau School District Handbook article 9120B a [written notice](#) must be filed within 14 days of the start of school for any parties who DO NOT want all or any part of a student's directory information released. Directory information includes: Student's name; present address; telephone listing; date and place of birth; current grade; parent's names; dates and places of attendance; participation

in officially recognized activities and sports; weights and heights of members of athletic teams; student's photograph; the most recent previous educational agency or institution attended by the student; degrees and awards received.

South Mountain PTO may produce a student directory to be distributed to South Mountain Families. Please use this information to assist when distributing birthday invitations or attempting to contact other families. The school staff cannot give out contact information on students to other individuals.

First Student Transportation:

The Wausau School District contracts buses and drivers through First Student Transit 715-842-2268, fax 845-3155. Comments concerning the operation of bussing services should be addressed first to First Student Transit. Children are able to ride the bus if they are outside the 1 mile radius of the school. Parents must complete the [First Student/Wausau School District Yellow School Bus Application Form](#) each fall to have their student(s) assigned to a bus route. First Student Transit will inform you via postcard of the pickup and drop off times for your children the week prior to the start of school.

Please take time to familiarize yourself with WSD [Emergency School Closing Plans](#) and [Yellow Bus Arrival times](#) in case of an emergency early closing.

Personal Items:

Students are not to bring to school items such as toys, ipods, electronic games, cell phones etc., which are not essential to learning. The school is not responsible for any broken or destroyed items or for lost items that are brought to school. An exception to this would be approved sports equipment for use on the playground.

If a student chooses to bring sporting equipment from home to use on the playground, they must include other students in any game they are playing. The equipment must remain at the student's cubby and the student can choose to leave the item at their cubby at any given recess. It is the student's responsibility if the toy is broken, lost or stolen.

Items that can be brought to the playground include: footballs, soccer balls, basketballs, baseball gloves, frisbees and jump ropes.

If a student needs to bring a cell phone to school, it must be turned off and in their backpack during the school day. In the event that a student needs to call home to their parents during the day, they should notify their teacher. If the phone call is necessary, they will be allowed to use a school phone. The school is not responsible for cell phones that are brought to school.

Student iPads:

Parents are asked to review the [iPad Procedures and Information Handbook](#) at the start of the school year. All families need to complete a [WSD iPad User Agreement](#) accepting or declining the WSD device insurance upon the student receiving a district iPad. Insurance options, fees and family caps can be found in the [Device Insurance Program Handbook](#). Please remember, if you indicate acceptance of the WSD iPad insurance, coverage will not begin until payment has been received. Payments can be made through the Infinite Campus Parent Portal. If insurance is declined; families assume the full cost of any and all repairs caused by accident, misuse or abuse.

[District Parent/Student handbook](#)-Please use this link for access to all the Wausau School District parent/student policies.

**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.