

2018-19 SCHOOL HANDBOOK FOR PARENTS & STUDENTS



**I will be compassionate! I will be respectful!
I will be responsible! I will be the best me I can be!**

Lincoln Elementary

720 South 6th Avenue

Wausau, WI 54401

715-261-0965



I would like to take this opportunity to welcome all the students and families to the 2018-19 School Year at Lincoln Elementary! I am sure you will find the school to be a welcoming school that embraces diversity and celebrates academic and social successes. We have a terrific staff at Lincoln that is committed to looking out for the best for each and every child! Please know that my door is always open should you need to chat – about the positives or concerns. I may also easily be reached via email at cwhooleyjepson@wausauschools.org

Let's make it a great year here at Thinkin' Lincoln Elementary School!

Best wishes – Mrs. Colleen Whooley Jepson

LINCOLN ELEMENTARY SCHOOL

2018-19 STAFF

Principal: Mrs. Colleen Whooley Jepson

Administrative Assistant: Mrs. Julee Pelot

Kindergarten: Mrs. Suzanne Giese, Mrs. Kay Peterson

1st Grade: Mrs. Christine Giebel, Mrs. Dana Cegielski

2nd Grade: Mrs. Ann Tiffany Hessil, Ms. Yer Thao

3rd Grade: Mrs. Megan Gast, Miss Jenna McKellips, Ms. Allison Neuberg

4th Grade: Mr. David Hagedorn, Mrs. Ashley Zoch

5th Grade: Mrs. Tanya Kramar, Mr. Bryan Niemeyer,

Special Education: Mrs. Alisa Lor, Mr. William Nygaard, Mrs. Molly Stenger,
Miss Maggie Vils

English Language Learning: Mrs. Kou Vang, Mrs. Halle Veenstra

Title One Reading and Math: Mrs. Elizabeth Burke, Mrs. Heidi Imhoff

Gifted and Talented: Mrs. Amy Jaglinski

Art: Mrs. Nichol Kellenberger

Library: Mrs. Jennifer Moore

Music: Mrs. Sana Wressell

Physical Education: Mr. Stephen Brown

Science: Mrs. Renee Heinrich

Counselor: Ms. Kris Poncek

Social Worker: Mrs. Ashlee Karpinsky

School Psychologist: Mrs. Alicia Reimann

School Nurse: Mrs. Kathy Becker

Speech/Language Clinician: Mrs. Sarah Bondioli-Naranjo,

Custodians: Mr. William Schneider (lead), Mrs. Cindy Schulz

Parent Partner Coordinator and G2M Coordinator: Mrs. Nancy Dreikosen

Food Service: Mrs. Rachele DeValk (lead), Mrs. Darlene Ringle

Health Paraprofessional: Mrs. Megan Bach

Building Paraprofessional: Mrs. Mindy Haase

Title One Paraprofessional: Mrs. Diane Lenz

English Language Paraprofessionals: Mr. Xang Lee, Ms. Roxann Mletzko, Mrs. Va Lor Yang

Special Education Paraprofessionals: Mrs. Sibylle Fortenberry, Mr. Patrick Richardson, Ms. Brea Wollenzien, Miss Nicole Yunk

Building Level Technology Support Paraprofessionals: Ms. Jane Jensen, Mrs. Korette Zastrow



AFTER SCHOOL ACTIVITIES

Tutoring, enrichment activities, intramural sports, Girl Scouts and Boy Scouts are scheduled after school hours. Contracts are required before any group uses the facilities. Please contact the Lincoln School office for contract information. Those groups contracting the facilities are restricted to the designated contracted areas.

For a complete after school schedule, contact our Parent Partnership and G2M Program Coordinator, Nancy Dreikosen at 715-261-0970.

APPLICATION FOR FREE OR REDUCED LUNCH

This year, all students attending Lincoln Elementary School will receive a lunch and breakfast at no charge in accordance with the CEP (Community Eligibility Provision) food program. If you have questions concerning school hot lunch or breakfast, please contact Food Service Director, Lee Nielsen at 715-261-0809.

APPOINTMENTS

If students must leave school during the school day for appointments, a sign out form must be completed in the office. **If students are taken to appointments by a person other than a parent, a signed note of explanation and permission from the parent must be presented. For student safety, office staff will call the student to the office after parents arrive.** If you have any questions concerning this policy, please speak with the school principal.

ATTENDANCE

Daily attendance is vital to student academic and social success. The Wausau School District policy regarding student absences states that parents must inform the school when their child will not be in attendance. If you do not phone and inform us, we must attempt to contact you, letting you know that your child is not in attendance. Please make sure you notify the school of absences by **9:00 a.m. The school phone number is 715-261-0965.** If your child has a dentist or doctor appointment during school hours, your dentist or doctor should provide an excuse form for you to bring back to school. We would appreciate it if you would arrange dental appointments as much as possible after school. If your child leaves school for an appointment or another reason, please stop at the office. **If we do not receive a phone call or note from a parent explaining a child's absence, the absence is recorded as unexcused. There is statutory language that outlines habitual truancy in the State of Wisconsin. The WSD abides by this language – see the WSD Parent Handbook on the district's website for details.**

Attendance records are maintained in the office as follows: 8:35-9:00 arrival = tardy; 9:00-12:00 arrival = ½ day absence. If student leaves more than 30 minutes early, ½ day absence will be counted.

BOOKS

Textbooks are furnished for all students. To help protect the books, we ask pupils to cover all their regular textbooks. The covers can be made from newspaper, paper bags, wrapping paper, or other materials. Please try to have them covered by the end of the second week of school.





BREAKFAST AND LUNCH PROGRAM

Lincoln School offers a breakfast program for all students that is provided from 8:00- 8:30 am in the cafeteria. There is no charge for the breakfast program. The breakfast offered to each student consists of a grain item, fruit, juice, and milk.

All students eating lunch at school must remain on the school grounds through the noon hour. Students who do not wish to participate in the hot lunch program may bring a sack lunch or go home for lunch. Students bringing a sack lunch may purchase milk for \$.45 a carton. A parent/guardian must sign out the student at the office to take home for lunch or out to lunch, and must return by the end of the 40 minute lunch period. According to School Board policy, all elementary schools have a closed campus during the school day. Changes do occur occasionally and are not the responsibility of the school. All food is prepared at Wausau West High School and delivered. Lunch menus are available on the Wausau School District's web site.

Lunchroom and noon hour rules will be thoroughly discussed with all students the first day of school and reviewed periodically.

BUS RIDER RULES

To ensure a safe busing experience for your child, certain expectations have been put in place. Please be sure your child is aware of the safety rules for riding the yellow bus. Students who disobey bus rider rules are subject to discipline outlined in Policy 3610 and can lose busing privileges. Bus services are provided by First Student Bus, phone 715- 842-2268.

For rules for bus riders, please refer to pages 29-34 in the Wausau School District's "Policy For Parents and Students Handbook", Policy 3610.

****Reminder:** Non-bus riders may not ride the bus to any location without a note from parents with detailed information and prior approval of the Principal.

DIRECTORY INFORMATION

Any parent who does not wish to have telephone and/or address information disclosed to the school public has fourteen days to notify the school that they do not wish to have such information disclosed. Request forms to withhold directory data are available through the school office. Requests to withhold directory information must be submitted each school year. Please refer to the Wausau School District Policies for Parents and Students Handbook for more information.

ENROLLMENT INFORMATION

Parents of students returning to Lincoln School do not need to fill out a new registration form.

Parents of students new to the school must fill out a registration form.

An emergency information sheet **must be on file for every child.**

Emergency information sheets will be sent home at the beginning of the school year. Please update the information and return the sheet to school.

If you have any questions concerning the above, please call the school office at 715-261-0965



GYM SHOES

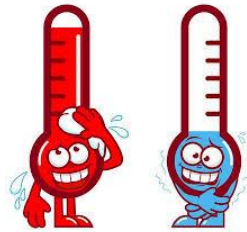
For safety reasons, all pupils are asked to have rubber-soled tennis shoes that they can use for gym class. These should be shoes that they use for gym and can be left at school. (Many parents find it is easier to leave gym shoes at school rather than to remember to send them on gym days.)

HEALTH (Allergies and Insurance)

The Wausau School Board has approved an updated policy on Food/Allergy/Food Intolerance. School Board Policy 5920 explains the changes for treats/food that students, parents, etc. bring to school for special events. **Please note all items must be purchased with the ingredient label on the item. No treats with peanut products or peanut oils are permitted** due to allergies. If you have any questions, please contact our Food Service Director at 715-261-0809.

No latex balloons are permitted at school.

The Wausau School District **DOES NOT** provide insurance coverage for your child while he/she is on the school grounds. This means if your child sustains an injury during the school day, your insurance company, not the school or district, must pay for any medical attention



ILLNESS

Keep your child home from school for :

- Vomiting or diarrhea more than one time in 24 hours. Keep home for 24 hours after last episode.
- Fever (temperature greater than 100.5 degrees). Child must be fever-free for 24 hours before returning to school.
- Strep Throat. Keep home from school until throat culture is read and until 24 hours of antibiotic treatment is completed.

IMMUNIZATION

Every student, preschool through grade 12, must submit evidence of complete immunization or a signed waiver claiming health, religious, or personal conviction exemption.

The grade-specific requirements are: Kdg. to Grade 12 4 DTP/DT/Td, 4 polio, 2 Mumps, 2 Measles, 2 Rubella Hepatitis B series

If your child has had a recent immunization, please contact the health room at school with the name of the student, type of immunization, and date of immunization. Based on our records, the school nurse will be notifying those who are not in compliance. If you have any questions, please feel free to contact the health aide or the school office.

IPAD INFORMATION



A 1:1 digital device program was implemented in the Wausau School District beginning with the 2016-17 school year, incorporating the use of the Apple iPad.

Why a 1:1 digital device program?

1 to 1 programs provide students with a digital device to maximize opportunities for personalized learning, 24/7/365. · 1 to 1 digital devices complement the use of interactive whiteboards, digital resources, and other digital technologies (including digital textbooks). · 1 to 1 digital devices provide for effective two-way communication and collaboration between teachers and students as well as students and students, both in the classroom and beyond. · 1 to 1 programs provide for equity regardless of socioeconomic status.

The main objectives of the pilot include:

- Increasing student engagement and student learning and achievement.
- Providing improved instructional differentiation for students.
- Using formative assessments on a regular (daily/weekly) basis to inform instruction.
- Increasing student fluency in their use of 21st century skills such as critical thinking, problem solving, creativity, collaboration, and communication.
- Providing digital opportunities and accessibility for all students.
- Extending student learning beyond the classroom and school day.
- Increasing collaboration among teachers.

All students will be issued an IPAD the second week of school that will be for learning use throughout the school year. Insurance information on the iPad devices is available to parents online, and through the District Website. The District Elementary iPad Parent/Student Handbook is also available on our Lincoln and the District Website.

INTERNET ACCESS

Wausau School District, Policy 6500, is in compliance with the Children's Internet Protection Act which mandates technology-based filtering on all workstations with access to the Internet. It is the intent of the Wausau School District to provide a safe on-line experience, and filtered access provides one means of limiting inappropriate contact. Additionally, student Internet access is supervised, and students receive instruction on safe on-line practices.

Students are required to have parental permission on file in order to obtain Internet access. Once on file, the permission will remain in effect unless you notify your child's school office of the change.



INVITATIONS TO PARTIES

Unless invitations are extended to an entire class of students, we ask that invitations to parties at home be extended **OUTSIDE** of the school day. Invitations to parties can often distract from the learning environment.

MEDICATION

The Wausau School District Board of Education policy prohibits its employees from administering medication at school unless: 1)The parent has filled out and filed at school a Parent/Guardian Medication Consent Form. 2)The doctor has completed and signed a Physician Order for Medication. These forms are available in our health room, online, or in the school office. If you have questions regarding this policy, please call the school office.

PARENT TEACHER CONFERENCES

Parent teacher conference dates will be published in the first month of school. Parent teacher conferences are held in November and February of the year. Please check our school newsletter for more information. However, you are encouraged to request a conference with your child's teacher at any time you deem it necessary.

PETS ON SCHOOL GROUNDS

Due to safety reasons, no pets – even if leashed – are allowed on school grounds. Please do not enter the fenced playground area, bus pick-up area for students, or the building with pets that are not caged. This policy will be strictly enforced due to safety concerns.

PLAYGROUND GUIDELINES



Safely use playground equipment. No twisting, standing, or jumping off swings. Use slide – feet first one person at a time. Feet first down the slide. No standing on top of equipment. No chasing games (i.e. tag) on equipment

Play games safely and in designated areas: Footballs are used beyond the trees not on the blacktop. Dodge ball is played in the assigned area-with age-appropriate opponents. Kickball/baseball is played on the diamonds with adult supervision (no hardballs allowed). All game rules must be agreed upon and followed.

Playground equipment is to be used as it was intended. Climbing is acceptable on certain playground equipment only, and not anywhere else on the playground.

Treat others with kindness and allow others to join in games.

Laser pointers are banned from school and school property.

Listen politely and respect adult directions.

Dress: Boots are required for all students once snow begins to fall. Boots and snow pants must be worn in winter to be on equipment and in the field. Wear hats, coats and mittens when weather is cold. Coats and sweatshirts are required until the temperature is 60 degrees .

Enter and exit the building in an appropriate manner. Use the bathrooms before going out. If you must enter during recess, ask an adult for permission. Walk and move quietly in the halls when going out or entering the building using the assigned exits. Remember our hallways are “Quiet Zones.”

POSITIVE BEHAVIOR INTERVENTION SUPPORTS(PBIS)



Students at Lincoln School will learn about the Positive Behavior expectations in both the common areas of our school as well as in their respective classrooms throughout the first month of school with regard to both academics and respectful behavior. More specific rules of conduct for the school can be found on our school matrix on the Lincoln website page.

Students will be involved in the acknowledgement of meeting those expectations in a variety of exciting ways. Last fall, with the help of our school counselor and school social worker, a Lincoln Store (Lincoln R Us) was created to support positive behaviors! Students may earn Lincoln Logs through positive behavior, great attendance, and etc. to spend monthly at the store! Go Loggers!!

If a child is not following the school matrix, the unacceptable behaviors will be re-taught. If behaviors continue, a behavior tracking form (BTF) will be filled out. All MAJOR BEHAVIOR tracking forms will be sent home. Upon receipt, we ask parents to sign and return the forms to your child's teacher acknowledging that you did indeed receive the BTF from your child.

PUPIL RECORDS

In compliance with a state statute, all pupil records maintained by the Wausau School District shall be confidential except as provided by board policy. In part, this policy states that an adult pupil or the parent/guardian of a minor pupil shall, upon request, be shown and provided with a copy of the pupil's progress record, and behavioral records. A complete copy of board policy concerning pupil records may be obtained by contacting the school office.

STUDENT DAILY SCHEDULE



8:00-8:30 Breakfast service in the cafeteria (students should eat BEFORE joining the playground activities) 8:15 A.M. Playground supervision begins 8:35 A.M. Start time/tardy bell

Important Note pertaining to breakfast: When your child arrives at school, he or she should enter through the playground gates and enter door number 4 for breakfast BEFORE heading out to the playground. Students should NOT stop in their classrooms or drop their things off in the hallway until 8:30. (Please be mindful that teachers are prepping for the day with students during this time.) Students who are NOT eating should NOT arrive until 8:15. Breakfast will be served from 8-8:30 for all students who walk or ride the bus. Students arriving to school at 8:30 may pick up a bagged breakfast in the office to bring to class.

The school doors open to parents that need early entrance at 8:20 a.m.

In case of severe weather conditions, students will be allowed to enter the building after 8:15 a.m. It is suggested that when such weather conditions exist, you should send your child to school so that he/she will arrive after 8:15 a.m. or closer to the 8:35 a.m. start time.

School ends at 3:30 and students should be picked up promptly.
There is no supervision available for students after 3:45!



SAFETY TO AND FROM SCHOOL

Volunteer student crossing guards are on duty at the corners of Sixth and Stewart Avenues, 12th and Stewart Avenues, and Third Avenue and West Street before school and at dismissal time to assist children in crossing streets safely. Safety patrols are on duty from 8:15-8:30 a.m. and 3:30-3:40 p.m. Mr. Bryan Niemeyer is the Safety Patrol supervisor.

SMOKING REGULATIONS

As a result of action taken by the Wausau Board of Education, **there will be NO smoking at Lincoln School or on the school grounds.** Students are not to bring any smoking materials to school including cigarettes, matches, lighters, and smokeless tobacco. Violation of this policy is a serious offense and students found in possession of any tobacco product may receive a municipal citation and/or be suspended from school.

VOICE MAIL

Parents can utilize the school's voice mail system to leave messages for staff members. Teachers are available for phone calls before and after school. You can call and leave a voice mail message at any time during the day or night. A phone directory is available during evening hours for you to leave voice messages. The school phone number is 715- 261-0965.

VOLUNTEERING AT SCHOOL

All volunteers must complete the Wausau School District paperwork approximately two weeks before participating/volunteering in the special school activity. Please check the Wausau School District web site, <http://www.wausauschools.org/>, for more information. If you have questions, please contact the Volunteer Coordinator at the Longfellow Administration Building, Roxane Hagedorn at 715-261-0584

WSD's CONTINUOUS NON-DISCRIMINATION NOTICE

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

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