

2016-17 LINCOLN ELEMENTARY SCHOOL  
HANDBOOK FOR PARENTS & STUDENTS

**Phone –715-261-0965**

# LINCOLN ELEMENTARY SCHOOL

## 2016-17 STAFF

Mrs. Julie Schell  
Mrs. Julee Pelot

Principal  
Secretary

### Regular Education Teachers

Mrs. Cherish Byrd	Kindergarten teacher
Mrs. Suzanne Giese	Kindergarten teacher
Mrs. Kay Peterson	Kindergarten teacher
Mrs. Christine Giebel	Grade 1 Teacher
Mrs. Lori Strodthoff	Grade 1 Teacher
Mrs. June Wilhelm	Grade 1 Teacher
Mrs. Ann Hessil	Grade 2 Teacher
Mrs. Brenna Pecosky	Grade 2 Teacher
Ms. Yer Thao	Grade 2 Teacher
Mrs. Heidi Imhoff	Grade 3 Teacher
Ms. Mary Hardel	Grade 3 Teacher
Mrs. Megan Gast	Grade 3 Teacher
Mr. David Hagedorn	Grade 4 Teacher
Mr. Kevin Woosencraft	Grade 4 Teacher
Mr. Bryan Niemeyer	Grade 5 Teacher
Mrs. Tanya Kramar	Grade 5 Teacher

### Special Education Teachers

Mrs. Victoria Carroll	Special Ed. Teacher
Ms. Alisa Pergolski	Special Ed. Teacher
Mrs. Molly Stenger	Special Ed. Teacher
Mr. Will Nygaard	Special Ed. Teacher

### Language Learner (ELL) Teachers

Mrs. Kou Vang	ELL Teacher
Mrs. Halle Veenstra	ELL Teacher

### Support Teachers

Mrs. Elizabeth Burke	Title I Teacher
Mrs. Pong Thao	Title I Teacher
Mrs. Darci Mick Beversdorf	Physical Education
Mrs. Nichol Kellenberger	Art
Ms. Melora Cumberland	Music
Ms. Kris Poncek	Guidance Counselor
Mrs. Kelly Knudsen	Librarian
Mrs. Heather Dusselmann	Science Specialist
Mrs. Amy Jaglinski	GT Resource Teacher

### Support Specialists

Mrs. Ashlee Karpinsky  
TBA  
Mrs. Debbie Klug  
Mrs. Barbara Berghammer  
Mrs. Kathy Becker  
Mrs. Alicia Reimann

School Social Worker  
Occupational Therapist  
Physical Therapist  
Speech/Language Clinician  
School Nurse  
School Psychologist

Support Staff

Mrs. Mindy Haase  
Mrs. Diane Lenz  
Ms. Julie Christian  
Ms. Tracy Cortright  
Ms. Angela Thiel

Building Aide  
Sp. Ed. Instructional Aide  
Sp. Ed. Instructional Aide  
Sp. Ed. Instructional Aide  
Sp. Ed. Instructional Aide

Mrs. Mary Wolfe  
Mrs. Debby Krenz  
Mrs. Nancy Dreikosen  
Mr. Xang Lee  
Mr. Chee Yang  
Mrs. Va Lor Yang  
Mr. David Reimann  
Mrs. Darlene Grasmick  
TBA  
Ms. Megan Warosh  
Mrs. Betsy Blaschka  
Mrs. Cindy Schulz  
Mr. Thao Van Dong

Title I - Aide  
Title I Instructional Aide  
Parent Partner Coordinator  
ELL Aide  
ELL Aide  
ELL Aide  
Bldg. Level Technology Aide  
Food Service  
Food Service  
Health Aide  
Head Custodian  
Custodian  
Custodian

**ENROLLMENT INFORMATION**

- A. Parents of students returning to Lincoln School do not need to fill out a new registration form.
- B. Parents of students new to the school must fill out a registration form.
- C. An emergency information sheet **must be on file for every child**  
Emergency information sheets have been sent home. Please update the information and return the sheet to school.
- D. A form has been attached to this bulletin that should be filled out if there has been a change in information provided on last year's registration form.

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

### **STUDENT DAILY SCHEDULE**

8:15 A.M.	Playground supervision begins
8:35 A.M.	Start time/tardy bell
10:05 – 10:20	K-1 Recess
2:00 – 2:15	2-3 Recess
1:40 - 1:55	4-5 Recess

### **Lunch Schedule**

11:40-12:20	Kdg
12:00-12:40	1 <sup>st</sup> grade
11:40-12:20	2 <sup>nd</sup> grade
11:50-12:30	3 <sup>rd</sup> grade
12:10-12:50	4 <sup>th</sup> /5 <sup>th</sup> grade
3:30 P.M.	Dismissal

**Note:** The **first** 20 minutes of each lunch period is **outdoor** recess.

**Note:** When your child arrives at school, he or she should report to the playground. Students are expected to remain on the playground and should not be entering the building before the 8:30 bell. Supervision begins at 8:15 a.m. Please do not send your children before supervision is available. Please dress your children appropriately for the weather conditions since they are expected to be outside for recesses during the school day.

### **PLAYGROUND SUPERVISION**

Supervision will be provided on the playground from 8:15-8:30 a.m. in the morning and during the recess and lunch period. **Students should not report to school prior to 8:15 a.m.** 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.

### **CURRENT EVENT PUBLICATIONS**

Some teachers use current event publications as a regular weekly lesson. The school pays for these weekly publications. Your child's teacher will provide further details.

### **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.

### **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.)

### **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.

### **FOOD ALLERGY/FOOD INTOLERANCE POLICY**

The Wausau School Board has recently 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.

### **PARENT TEACHER CONFERENCES**

Parent teacher conference dates will be published in the first month of school. Parent teacher conferences are held in the 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.

### **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.

### **SCHOOL VISITS**

Parents and other interested citizens are always welcome at Lincoln School. For the safety and security of all of our students, **please check in at the office and obtain a visitor's pass before going to a classroom area for any reason. Thank you for your cooperation in this safety policy.**

### **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, [www.wausauk12.org](http://www.wausauk12.org), for more information. If you have questions, please contact Parent Partner Coordinator, Nancy Dreikosen at 715-261-0970.

### **SAFETY TO AND FROM SCHOOL**

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.

## **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. Therapy dogs, in intermittent targeted use, may visit a classroom where no allergies are present.

## **THE PRINCIPAL'S OFFICE**

This office is interested in helping your child receive the best possible educational experiences. If I may be of service to you in any way, please feel free to contact the school office at 715-261-0965, or email Mrs. Schell at [jschell@wausauschools.org](mailto:jschell@wausauschools.org).

## **STUDENT ACCIDENT INSURANCE**

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.

## **LOST AND FOUND**

Please periodically check our Lost and Found box located in the hallway across from the office, especially if you suspect your child has misplaced or lost any item. Children should label their belongings such as boots, jackets, gloves, etc. Found items are disposed of twice per year.

## **PTO MEETINGS – 2016-17 SCHOOL YEAR**

The PTO meetings are held on the fourth Thursday night of each month. The meetings start at 6:00 p.m. and are held in the library. Everyone is welcome. A teacher representative will attend monthly meetings. Your PTO provides an important communications link to the school and we welcome all parents to join us for our meetings to provide feedback and ideas for continued family connections!

Programs include popcorn once a month, the collection of Box Tops for Education labels, Campbell soup labels, and milk caps. These fundraisers greatly enhance the opportunities and resources we can afford our students!

The PTO officers for the school year are:

President	Mark Holdhusen
Secretary	TBA
Treasurer	TBA
Faculty Representatives	Teacher rep. from grades K-5
Principal	Julie Schell

### **ABSENCES**

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 have 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.**

### **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.

### **SCHOOL HEALTH REGULATIONS H49.01 SCHOOL ATTENDANCE**



1. All teachers, school authorities, and health officers having jurisdiction shall not permit the attendance in any private, public, or parochial school of any pupil afflicted with a severe cough, a severe cold, itch, scabies, lice, or other vermin, ringworm of the scalp, ringworm of the exposed portions of the body, impetigo, epidemic jaundice, infectious conjunctivitis (pinkeye), or any communicable disease, so designated by the State Board of Health unless specifically exempted in the rules. The teachers in all schools shall, without delay, send home a pupil who is obviously sick even if the ailment is unknown, said teacher shall inform the parents or guardian of said pupil and also the local health office as speedily as possible, and said health officer shall examine the case and take such action as is reasonable and necessary for the benefit of the pupils and to prevent the spread of infection.
2. Parents, guardians, or other persons having control of any child who is sick in any way, or who is afflicted with any disease covered by this rule shall not permit said child to attend any public, private, or parochial school to be present in any public place.
3. Immunization - Recent State legislation has mandated the following regarding immunization.

**THE LAW:**

- A. Every student, preschool through grade 12, must submit evidence of complete immunization or a signed waiver claiming health, religious, or personal conviction exemption.
- B. The grade-specific requirements are:

GRADE	VACCINE REQUIRED
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.

**POLICY FOR ADMINISTERING MEDICINE AT SCHOOL**

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 or in the school office. If you have questions regarding this policy, please call the school office.

## **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.

## **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. Please see additional information on meal accounts attached at the back of this handbook. If you have questions concerning school hot lunch or breakfast, please contact Food Service Director, Lee Nielsen at 715-261-0809.

## **NOON LUNCH PROGRAM**

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. Monthly lunch menus will be sent home with the Lincoln Log. Changes do occur occasionally and are not the responsibility of the school. All food is prepared at West High School and delivered.

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

Lincoln School also offers a breakfast program for all students which is provided after 8:30 am in the classrooms. There is no charge for the breakfast program. The breakfast offered to each student consists of a grain item, fruit, juice, and milk.

## **Wausau School District's Continuous Nondiscrimination Notice**

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

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

### **BEHAVIOR EXPECTATIONS**

The Lincoln School faculty focuses on the positive choices of all our students! Please review the next few pages in the handbook that outlines our School Wide Behavioral Expectations and Procedures. You will be able to view our flowchart that will explain the process for students and the use of our Minor Behavior form, and our Office Discipline Referral form. The Cool Tools outline our expectations in areas outside the classroom.

Lincoln School rules are set to ensure that every child feels safe, that property and the rights of others are respected, and that everyone has the opportunity to learn. Students who repeatedly violate school rules are subject to consequences that could include but are not limited to: conferencing with the principal or principal's designee, parent phone calls and conferences, loss of recess privileges, and 'in or out' of school suspensions. Our focus is to demonstrate and practice positive learner behaviors, and we will work with students to improve behavior that is safe, respectful and does not disrupt the learning of others.

### **ACKNOWLEDGEMENT PROGRAMS**

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. Students will be involved in the acknowledgement of meeting those expectations in a variety of exciting ways. We are enhancing our acknowledgements and tools this fall, and will be communicating those details to our students and parents in September. More details to come! Also, check out our website for more information on our PBIS (Positive Behavior Intervention Supports) tools and strategies! Go Loggers!!

## **Our Lincoln School Moto:**

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

### **RULES OF CONDUCT**

For the protection of all children the following rules are in effect while on the Lincoln School premises. Please review these with your child:

1. Respectful language is expected at all times.
2. Hands and feet should be kept to oneself. We will act as helpers and not hurters. Pushing, tripping, hitting, and harassment of others will not be tolerated.
3. All students will remain on the school grounds.
4. What is on the ground stays on the ground: rocks, snow, wood chips, etc.
5. Students may ride bicycles to school, but they may not be ridden during the school day. Once students arrive on school property, bicycles should be stored and locked at the bike rack area. All other outdoor equipment with wheels, such as skateboards and rollerblades will require special permission to bring to school, and should not be used within the fence during school supervised hours.
6. Games that are played will follow our school's established safety rules.
7. Softer balls should be used for baseball such as tennis, rubber, or whiffle balls.
8. 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.
9. Laser pointers are banned from school and school property.

### **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.

### **SOCIAL MEDIA GUIDELINES**

For your information and review, attached to the back of the Lincoln School Student and Parent Handbook is the Wausau School District's Social Media Guidelines.

### **STUDENT RECORDS**

For your information and review, attached to the back of the Lincoln School Student and Parent Handbook is the Wausau School District's guidelines concerning student's records and the District's Request to Withhold Directory Information form.

### **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 Coordinator, Nancy Dreikosen at 715-261-0970.

### **IPAD AND HEADPHONE INFORMATION**

**We are implementing a 1:1 digital device program 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 21<sup>st</sup> 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. At some point in time the iPads will come home with students, but more information will be forthcoming on that time. 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. A Parent information meeting will occur in the first month of school with details and information.

All students will be required to have a set of earbuds to use with the iPad. These will be available for purchase at Open House in August.

For more information on the Wausau School District's iPad Handbook click:

[http://www.wausauschools.org/UserFiles/Servers/Server\\_808843/File/Dept%20Documents/Technology%20Services/iPadHandbookOnly16-17.pdf](http://www.wausauschools.org/UserFiles/Servers/Server_808843/File/Dept%20Documents/Technology%20Services/iPadHandbookOnly16-17.pdf)

## **Lincoln Elementary School Playground Guidelines**

### **1. Mutual Respect**

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

Dress for the weather:

- 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 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.”

## **2. Attentive Listening**

Cheerfully follow directions of all Lincoln School adults

## **3. Appreciations/ No Put Downs**

Use appropriate language and be kind to everyone  
Try to include other students in your play