

Dear Grant Families,

Welcome to the 2019-2020 school year at Grant Elementary. The Grant staff eagerly looks forward to forming a strong and positive partnership with you and your child. Since you are your child's first and most influential teacher, collaborating together will best prepare your child for future academic and social success.

In this Grant Handbook you will find many useful items such as our safety, snack, and bus policies, information about visiting Grant School and important educational and curricular priorities. Our policies are made to keep your child safe in the most stimulating learning environment possible. **Please note that to improve the safety of our students, staff and parents, the district installed secured entrances at all of our district buildings. When entering Grant you will be buzzed in once the school day has started. All visitors are required to check in at the office before proceeding anywhere in the building.** Your cooperation is greatly appreciated.

The Wausau School District Parent/Student Handbook will be available for you to view on-line. To access the Wausau School District handbook please go to: http://www.wausauschools.org/parents/parent_student_handbook. **The district handbook is available in English, Hmong and Spanish.** Please note that there are opt out policies in this handbook. The Wausau School District's Key Interests in making current and future educational decisions as well as The Grant Mission, Vision and Fundamental Beliefs about educating young children are included. These Interests and Beliefs as well as our Wisconsin State Standards drive our curriculum and school goals related to literacy achievement and social/emotional development.

The expectation for all of our children is that "We are Responsible, Respectful and Safe". These expectations and core values are the cornerstones of our work on social-emotional and behavior skills at school. All of the rules can easily be applied at home. Talk about the rules and praise your child enthusiastically when you see him/her follow these rules at home.

We are thrilled to have you and your child be part of our Grant family, where state recognized programs, and fun individualized learning opportunities occur every day so that **every** student has the same opportunity for success. Please feel free to call our school office with any questions. If we are unavailable, we will return your call as soon as possible. Erica Taylor, our friendly secretary is available to help you with any questions or concerns you may have.

Your Partner in Education,

Colleen Berkhahn, Principal, and the Grant Staff

Grant School Vision Statement

It is the vision of Grant Elementary School to provide a rich learning environment, and work with the community to meet the challenges of a changing world.

Grant School Mission Statement

It is the mission of Grant Elementary School to provide all students with quality instruction for life and learning.

Mission Statement, Wausau School District

It is the mission of the Wausau School District to provide students with the skills they need to be successful.

To address this mission, the Wausau School District will . . .

- *Attract, develop, and retain an exceptional staff,*
- *Provide a safe, secure, and nurturing learning environment,*
- *Meet each student's individual instructional needs,*
- *Continuously improve instructional programs,*
- *Involve families and other community members as partners in the learning process.*

GRANT SCHOOL PERSONNEL 2019-2020

Principal: Colleen Berkahn

TEACHERS:

Carlson, Karen	EL
Fochs, Sheri	Grade 5
Garski, Renee	Title I
Hiles, Chelsie	Kindergarten
Hoppenjan, Margaret	Grade 4
Lucht, Stacy	Grade 5
Mertes, Michelle	Grade 1
Meyer, Ella	Kindergarten
Parent, Bree	Grade 1
Savage, Mary	Spec. Ed.
Schmidt, Susan	Grade 3
Seanor, Laura	Grade 2
Simons, Elizabeth	Grade 2
Stotmeister, Karissa	Grade 3
Streich, Maesa	Spec. Ed.
Sweeney, Sara	Spec. Ed.
Tarpey, Shantese	Title I
Thomas, Lisa	Bilingual
Witter, Joelle	Grade 4
Zompolas, Larissa	Grade 3

SUPPORT STAFF:

Bach, Megan	Health Aide
Baine, Kevin	Head Custodian
Gabriel, Jennifer	Enrichment Coordinator
Gehrke, Joanne	Custodian
Gosse, Donna	Title I Aide
Johnson, Jennifer	Food Service
Juedes, Suzanne	LD Aide
Krueger, Sheri	Food Service
Kramer, Lori	VI Aide
Moua, Touly	Bilingual Translator
Rasmussen, Jane	Special Ed Aide
Reger, Kari	Library Media Aide
Richardson, Laurie	Building Aide
Schroeder, Kimberly	Title I Aide
Taylor, Erica	Secretary
Tucker, Mary	Tech Aide

ENCORE STAFF:

Anderson, Rebekah	Art
Barkholz, Dawn	VI
Bauer, Tonya	Library Media Specialist
Brunner, Melanie	Psychologist
Hawbaker, Sally	Speech
Pathologist	
Jaglinski, Amy	GT
Connor, Kearsten	DHH
Karpinsky, Ashlee	Social Worker
Monahan, Kira	Music
Niziolek, Rachel	Orientation & Mobility
Puetz, Nancy	Audiologist
Rass, Kathleen	OT
Selby, Kendy	Science
Simons, Lesley	Counselor
Whalen, Ryan	Physical Education

Grant School Daily Schedule

8:30 a.m.	Incoming Bell
8:35 a.m.	Classes Begin
11:40 -12:20	Lunch / Recess - Grades 3-5
11:40-12:20	Recess/Lunch – Grades K-2
3:30 p.m.	Classes Dismissed

GRANT ELEMENTARY SCHOOL PARENT HANDBOOK

ACCIDENTS:

If a student is injured at school, he/she is to tell a staff member immediately. The office staff will notify the child's parent(s) in the event the injury demands a doctor's attention. It is extremely important that you review and return the Census Verification Report (emergency contact information), which was sent home, so you or a designated person can be contacted during the school day if it is necessary for the safety/health of the student. In case of even a minor head injury, the child's parents will be notified.

The Wausau School District does **NOT** provide any type of health or accident insurance for injuries incurred by your child at school.

AFTER SCHOOL USE OF BUILDING:

Extra-curricular activities, G2M (Growing Great Minds), Girl Scouts and Brownies, Boy Scouts and Cub Scouts, and other activities are scheduled after school hours. Contracts are required before any group uses the facilities. Please visit the following link for more information. Those groups contracting the facilities are restricted to the designated contracted areas. To access the rental form please click on the following link: [Facility Rental](#).

AGR:

Grant School has received state funding for numerous years through the Achievement Gap Reduction (AGR). This funding reduces the class sizes in grades K-3 to approximately 18 students. Selection of participation is limited to schools that meet the criteria set by the Wausau School District. Performance objectives are created annually with pre and post-testing completed. Grant School will benefit from the AGR program again this year.

ATTENDANCE:

Regular school attendance contributes to a successful school experience. Attendance patterns established in the early school years tend to transfer to the student's middle and high school years. Parental support of regular attendance and punctuality in arriving at school contributes to your child's immediate and future school success.

Attendance procedures are necessary to provide accurate information for required state reports and to help the school maintain adequate supervision of its students:

1. When a child will be absent from school, the parent is asked to call the school secretary (261-0190) before 9:00 a.m. Messages may be left before 7:30 a.m. on the school voice mail system. **Phone calls will be made to your home on the day of the absence if no message is received.**
2. If a student must leave for an appointment during the school day, a note from a parent or guardian is requested, as well as a note from the doctor upon return. To the degree that it is possible, doctor and dental appointments should be scheduled outside of the school day.
3. Parents or those designated by the parent to pick up students during the school day must do so through the Main Office.

BEHAVIOR:

Responsible, respectful and safe student behavior is critical to the development and maintenance of a positive educational environment. It is also essential to the individual and collective emotional and physical safety of the student body. Our focus is to guide students to the development of responsible, respectful and safe behavior. A description of our PBIS (Positive Behavioral Interventions and Support) Program is located on page 20 of this handbook.

BIRTHDAY PARTIES/TREATS:

Please do not send party invitations to school. There can be hurt feelings when some children are not invited to a birthday party. If you intend to send birthday treats to school, please contact your child's teacher to discuss a day and time of the week that would work best for sharing this food item. Any food items that are sent to school need to be purchased and pre-packaged from a store. No homemade products are allowed due to the increasing number of children who have severe food allergies. Please review the Grant School Snack Guidelines on pages 22 of this handbook.

BREAKFAST PROGRAM:

All students receive free breakfast at Grant School. Breakfast begins at 8:00 a.m. in the gymnasium. Students also have the option to eat breakfast at home.

CARE/RESPONSIBILITY FOR INSTRUCTIONAL MATERIALS:

Parents and students will be fined for damages caused through neglect or misuse of school-owned instructional materials (e.g. textbooks, library books, etc.) or if these materials are lost.

CELL PHONE USAGE

It is not recommended that students bring cell phones to school, and the school is not responsible if the phone is lost or stolen. If a student brings a cell phone to school, it needs to remain in their backpack. The phone should not be seen or heard until the student has exited the school building at the end of the school day. If an adult sees a student with a cell phone during the school day it will be taken, held until the end of the day and returned to the student. Cell phones are not allowed on field trips.

G2M- Growing Great Minds

This program provides extensive programming for our students outside the school day. Classes are offered before school, after school, and during the summer. An Enrichment Coordinator works to arrange and supervise the classes. Watch for information about our programming to come home in the student's daily folder.

COMMUNICABLE ILLNESS:

Teachers have a legal responsibility to send home any child who is unclean or who displays symptoms of a potentially communicable illness. Parents will be notified by telephone before a child is sent home. All students in the classroom will receive notification if 2 or more children are sent home with head lice. Communicable diseases for which there may be restrictions regarding school attendance include:

chickenpox	infectious hepatitis	pink eye	scarlet fever
German measles	influenza	ringworm	staphylococcus
head lice	mumps	scabies	whooping cough

CONFERENCES:

Parent-teacher conferences are an important factor in a child's successful school experience. The goal of regular home-school communication is to more readily meet student needs and to maximize each individual student's educational opportunities. Conferences give teachers and parents the opportunity to share successes, discuss problems and concerns, and to ask/answer questions regarding classroom and/or school programs and policies.

Parents are encouraged to contact the classroom teacher or principal whenever questions or concerns arise. A meeting or conference can be scheduled if needed. Conferences for students in grades K-5 will be held during the first and third quarters. You will receive scheduling information prior to conference dates detailing specific dates and times.

CROSSING GUARDS:

Student crossing guards are deployed at the following corners: 4th Ave. and Oak St., 6th Ave. and Oak St., and 5th Ave. and Oak St. Crossing guards employed by the Wausau Police Dept. are located at 6th Ave. and Bridge St. Students must obey crossing guard directions at all times, and must cross only at corners with crossing guards.

CUSTODY/LEGAL INJUNCTIONS:

The only way a school can legally exclude a parent who does not have primary custody from seeing or picking up their child at school is with a written injunction issued by a court of law, a copy of which must be provided to the school. In the case of an adult who is not a parent, the policy on ATTENDANCE, page 5, point #3, will apply, unless there is a legal injunction on file against this person.

DIRECTORY INFORMATION:

NOTICE: The Wausau School District, pursuant to the Family Educational Rights and Privacy Act and State Statute 118.125(1)(d) and (2)(l) has designated the following as Directory Information as provided in said Act and Statute:

Student's name; present address; telephone listing; date and place of birth; current grade; parents' 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.

Directory Information may be disclosed to any person within thirty (30) days of this published notice, unless any parent, legal guardian or guardian ad litem, or eligible student informs the district that all or any part of the directory information may not be released without the prior consent of the parent, legal guardian or guardian ad litem, or eligible student.

E-MAIL:

E-mail for Wausau School District employees is available through the Wausau School District's website, <http://www.wausauschools.org>. Should you have any difficulty you may always e-mail Mrs. Berkhahn at cberkhahn@wausauschools.org and the message will be forwarded.

EMERGENCY PLANS:

In order to provide for the safety of the students during severe weather and other emergencies, the following plan has been established for Grant Elementary School:

1. Natural Disaster: If the school receives sufficient warning of a natural disaster, all students will be sent home. If the warning does not allow time for students to return home safely, they will be kept at school until such time that a safe departure can be effected. When the emergency is a severe storm, pupils will go to their assigned position on the first floor of the building where maximum protection is available. Students will remain there until the danger passes. Teachers and/or other school personnel will supervise students throughout the emergency.
2. Fire: Students will exit the building and move to assigned outdoor locations as practiced during monthly fire drills.
3. Bomb Threat: Students will follow the same procedure as practiced in fire drills for evacuation of the building. When necessary, students will then be taken to St. Anne's School until a search of the school building can be completed.
4. General Instructions: Because the principal's office must serve as a clearing house during emergencies, students will not be allowed to telephone home and parents should not telephone the school. This will keep the phone free for the exchange of important information. Parents will be notified of the school's decision to send students home or keep them in the building via a repeated radio bulletin aired on the Wausau radio stations or a School Messenger automated phone call.
5. Lockdown With or Without Intruder: An emergency response procedure is in place for intruders/weapons in the building. Students will remain in a lock down situation unless law enforcement requires an evacuation to St. Anne's School. Parents will be kept out of the building until the all clear is given.

See INCLEMENT WEATHER section, p. 13, for information specific to snow days.

EXTRA-CURRICULAR ACTIVITIES:

Grant School offers a variety of extra-curricular activities and special programs throughout the year. These activities are an important part of a student's school experience. Offerings include the following:

Volleyball	Reading Incentive Programs
Basketball	Book Bowl
Track & Field	Growing Great Minds (G2M)

Organizational information will be sent home with students prior to the first session of the activity and the events will appear on the newsletter calendar.

FACT NIGHT:

Families And Children Together (FACT) Nights are held throughout the school year. These nights include a snack, a prize drawing, family games, a student project and instructional information. Look for FACT Night information in the Gazette.

FORMS REQUIRED:

The following forms must be on file for all students:

1. School district registration form - filled out once for each child when registering at Grant School.
2. Census Verification Report - updated for each child at the start of each school year.
3. Immunization record (see IMMUNIZATION section, p.12, for more information).
4. Google and internet safety permission.

The following forms must be on file, if appropriate:

1. Free/Reduced Lunch Form.
2. Medication Forms (see MEDICATION section, p. 15, for more details).

HOMEWORK:

The Wausau School District believes:

- that the mastery of basic skills is essential for a sound education;
- that meaningful practice over a period of time is necessary to attain mastery learning;
- that homework allows students an opportunity to explore educational experiences beyond the classroom.

It is both appropriate and necessary for students to be assigned some homework. It is the intent of the Wausau School District to encourage standards for homework that will maximize it as a meaningful and reinforcing part of the students' program of learning.

Ten to fifteen minutes of daily recreational reading to a parent or independently is a very effective practice for developing reading comprehension and expanding one's vocabulary.

Kindergarten Homework Expectations

Purple Folder:

Parents need to check their child's purple home/school folder daily, sign, and return it to school the following day. Homework and class assignments will be communicated through the daily home/school folder or note/letter. Check on the Purple Folder Log or SeeSaw to see what your child has done in school that day, discuss with your child what they have done at school daily.

Reading:

Student reads or is read to for 10-15 minutes every day. When Big Book of Blending sheets are sent home please participate with your child in the attached activities and send back to school with signature when completed.

Math:

Practice numeral recognition and writing numerals (0-20). Practice counting and identifying numbers 0-100. This can be done at home or when you are out in the community with your child.

First Grade Homework Expectations

Reading:

Parents should listen to their child read the story enclosed in their child's book bag when it's sent home and complete any other activities included. Parents should also help their child study for their unit Memory and Pattern word tests. Reading homework should generally take 10-15 minutes every night. We highly recommend parents read to their child each day to instill a love of literacy.

Math:

It is recommended that students complete homework math pages when sent home in purple folder. We may provide other resources to work on at home that are optional for extra math practice.

** Parents should check the purple folder each night. In first grade, we believe additional practice of skills learned in school helps solidify the foundational skills of learning. It is the expectation that each child will have 15-20 minutes of homework per evening. Additional work may be sent home with your child if they receive extra reading support, miss school, or need extra time to complete an assignment.

Second Grade Homework Expectations

Reading:

Students are to read nightly for 10-15 minutes. This reading may include a Superkids passage that has been sent home, a book bag book provided by the school, or library books or personal reading material. Parents/guardians and students can talk about the book after it's been read.

Math:

Students are expected to take home and complete any math homework they are given. This will be sent in the purple folder, labeled as "HOMEWORK" and will need to be brought back to school by the intended due date. Students are expected to practice addition and subtraction facts with their deck of cards (sums to 20) 3-4 times a week. **Parents/guardians need to check the purple folder each night, sign and return it to school each day.

Third – Fifth Grade Homework Expectations

Reading:

- All students are expected to read a minimum of 20 minutes each night, including weekends.
- Students are to write the title of the book they read in their assignment notebook.

Math:

- Students may receive work to practice at home, based on need.
- Students are encouraged to practice their math facts at home.

Assignment Notebooks

- All students fill out assignment notebooks each day at school.
- All students are to complete the homework and have a parent/caretaker check that it is completed and then sign the assignment notebook. (Sign only one night at a time)
- Teacher will check for homework completion, parent signature and comments the following day.

IMMUNIZATION CLINIC:

An immunization clinic is held at the Lakeview Professional Plaza, 1200 Lake View Drive, Room 200, Wausau.

Evening clinics: First Monday and third Thursday of the month.

Afternoon clinics: First and third Wednesday of the month.

Morning clinics: Second and fourth Friday of the month.

Call the Health Department for times or appointments, 715-261-1900.

Immunizations offered are:	DPT/DT/TD	Red and German Measles
	Oral Polio	Hepatitis B
	Mumps	Varicella

Children needing this protection are invited to the clinic and must be accompanied by a parent or legal guardian. The clinic cost is \$7.00 per dose for these immunizations.

IMMUNIZATION LAW:

It is Wisconsin law that within thirty (30) school days after the beginning date of school, all students in grades kindergarten through twelfth grade submit written evidence of complete immunization. The minimum requirements which were established by the State Department of Health are as follows:

K through 5: 4 DPT/DT/TD 4 Polio 2 MMR 3 Hepatitis B 2 Varicella

MMR vaccine must be received on or after the first birthday.

WAUSAU SCHOOL DISTRICT EMERGENCY SCHOOL CLOSING PLANS

When it is necessary to close or delay the opening of school, one of the plans listed below will be followed. School closing or delay information will be sent to you via School Messenger®, the District's electronic notification system, and announced over the following radio and television stations:

WSAU (AM) 550	Wausau	WOZZ (FM) 94.7	Wausau	WSPT (FM) 97.9	Wausau
WIFC (FM) 95.5	Wausau	WDEZ (FM) 101.9	Wausau	WJMT (AM) 730	Merrill
WRIG (AM) 1390	Wausau	WSAU (FM) 99.9	Wausau	WMZK (FM) 104.1	Merrill
WXCO (AM) 1230	Wausau	WSPT (AM) 1010	Stevens Point	TV Channel 7 & 9	Wausau
WHDG (FM) 97.3	Rhineland	WRLO (FM) 105.3	Northwoods	WRHN (FM) 100.1	Northwoods
WMQA (FM) 95.9	Minocqua	WOBT (AM) 1240	Northwoods	WLKD (AM) 1570	Northwoods

EMERGENCY PLANS

PLAN FOR - SCHOOL CLOSING

Media Announcement - ALL WAUSAU PUBLIC AND PRIVATE SCHOOLS WILL BE CLOSED TODAY

1. Schools **WILL NOT** be open for instruction.
2. Students **ARE NOT** to report.
3. Teachers, secretaries/ aides, and school nutrition staff (who work less than calendar year) **DO NOT** report to their respective schools.
4. Custodians and maintenance staff are to report to their respective work areas, or as assigned by the Director of Buildings and Grounds, as soon as safety will allow.
5. Calendar year staff assigned to the following locations will report to work as soon as safety allows: Longfellow Administration Center, East and West High Schools, Horace Mann and John Muir Middle Schools, and Maintenance and Operations Building (MOB).
6. All extra-curricular and evening activities will be canceled.

PLAN FOR - YELLOW SCHOOL BUS DELAY

Media Announcement - WAUSAU PUBLIC AND PRIVATE SCHOOLS WILL BE OPEN AT THEIR REGULAR TIME. FIRST STUDENT (YELLOW BUSES) WILL BEGIN THEIR ROUTES ONE (1) OR TWO (2) HOURS LATE. ALL 4K AND EARLY CHILDHOOD CLASSES ARE CANCELED.

1. All 4K and Early Childhood classes are canceled. Teachers and support staff will report.
2. **ALL STAFF WILL REPORT** to their respective schools/buildings at the regular time.
3. Metro Ride (Express) buses will run routes at their regular time.
4. Students will report to their schools at the regular time unless they are riding a yellow bus.
5. Breakfast and school lunches will be served at the regular time.
6. School dismissal will be at the regular time.

EARLY OR EMERGENCY DISMISSAL

1. Weather or mechanical breakdown may sometimes call for early or emergency dismissal. Each parent should be sure that their child is instructed where to go in case it is necessary for the child to arrive home from school early.
2. District-wide emergency dismissal information will be announced via School Messenger® and on the radio and television stations listed above.
3. A mechanical breakdown in one school will not affect regular dismissal of the remaining schools in the District.

ANY ANNOUNCED SCHOOL CLOSING IS FOR THAT DAY ONLY

Outdoor recess

Students will be expected to remain on the playground before school and during recess periods. Please dress your child accordingly. Winter coats, snow pants, warm hats, mittens and boots are essential during the winter months.

If it is necessary, for medical reasons, for your child to remain indoors, please send a note to your child's teacher explaining the circumstances.

LIBRARY:

We would like to encourage you to read books with your child and let him/her tell you about the pictures and story. A book from the school library needs to be returned on library day. Each book is stamped for two weeks and must be returned before other books can be checked out. Please help your child learn the following rules for the library books:

1. Find a safe place where the library book can be kept - away from pets and younger children. If the book is kept in the same place each time, it is easier to find it on library mornings. Also, this special place will keep the library book from becoming mixed in with your own books.
2. Remind children to have clean hands when they look at books and to turn the pages from the upper right hand corner.
3. Send a book bag or backpack on library day so the library book is covered in bad weather.
4. Fines will be assessed for lost or damaged books.

LOST AND FOUND:

The Lost and Found rack is located in the main hallway near the office. Students who have lost items should check for missing belongings on this rack.

LUNCH PROGRAM:

Three options are available to Grant School students at lunchtime. Students may receive a **free** hot lunch, bring a cold lunch from home, or leave with a parent/guardian.

One carton of milk is furnished with each **hot** lunch. Both white and chocolate milk will be available on a daily basis; cost is .45 cents per carton. Milk cards may be purchased for \$9.00 and are good for 20 cartons of milk if your child/children choose to bring a cold lunch.

Menus for breakfast and hot lunch are available on the Grant School website. A peanut butter and jelly sandwich is available in place of the main entrée on a daily basis.

Parents are welcome to eat lunch with their children. Adult hot lunch is \$3.55 per person and may be purchased at the office. Please bring the exact amount or a check as the office doesn't have change. Our food is prepared and delivered from Wausau West each day. We ask that you please call the Grant office at 715-261-0190 by 8:50 a.m. if you are planning to eat hot lunch so that we can order enough food for that day.

MEDICATION:

The following procedure for administering medications by school personnel has been adopted by the Wausau Board of Education:

1. The administration of medication to students shall be done only in exceptional circumstances wherein the child's health may be jeopardized without it.
2. Students requiring medications at school shall be identified by parents and/or physician to the school nurse, teachers, and other school personnel. Students observed by school personnel self-administering unauthorized medication should be reported to their parents.
3. After identification, the school nurse or properly appointed representative for the school shall make a home contact to identify the type, dosage and purpose of said medication.
4. Written statements shall be required of:
 - a) The family physician, who shall indicate the necessity of said medication being given the child during school hours (prescription medications only).
 - b) The parents, who shall request and authorize the designated school personnel to give said medication in the dosage so prescribed by the physician and thereby releasing any school personnel from liability should reaction result from the medication (prescription and non-prescription medications). Medication of any kind may not be given at school without this consent.
5. The physician shall then be requested by the parent to prescribe duplicate bottles of said medication if it is necessary that it be taken during school hours. One bottle will be kept at home and the other bottle will be kept in the office under the care of the school supervisor. Both bottles shall contain the name and telephone number of the pharmacy, the pupil's identification, name of the physician and the dosage shall be supervised by the school nurse or other designated school personnel at a time conforming with the physician's indicated dosage schedule.

MONEY SENT TO SCHOOL:

When you send money to school for **any reason**, please put it in an envelope with student's name, the amount of money, and the purpose of the money. If you send a check, make it payable to Grant School. Children should only come with cash for specific school purposes.

NEWSLETTER AND OTHER COMMUNICATIONS:

The school newsletter, *The Grant Gazette*, will be distributed every other Friday electronically via email unless a paper copy is requested. All school-wide newsletters and communication will also be available on our school website, <http://grant.wausauschools.org/> Bulletins and written communication will be sent home with the family representative, which is the oldest school age child in the family. Some teachers also choose to send home classroom newsletters.

NON-DISCRIMINATION POLICY:

The Wausau School District, in accordance with Title IX of the Educational Amendments of 1972 and other federal and state regulations, hereby declares that it is committed to the principle of equal education and employment opportunity and, accordingly, does not discriminate as to race, color, religion, sex, age, handicap, or national origin.

Any inquiries or complaints alleging non-compliance with Title IX of the Educational Amendments of 1972 or other federal or state regulations shall be referred to the Title IX Coordinator of the Wausau School District:

415 Seymour Street Wausau, WI 54403 715-261-0551

NON-SMOKING GUIDELINES:

There is to be no smoking on all school property. The following guidelines will be used in response to offenders:

Elementary Students:

First Offense - Talk, Warning, Parent Notification

Second Offense - In-School Suspension with Parent Notification

Third Offense - Suspension from School and Parental Conference

Adults Other Than Employees

First Offense - Talk, Warning

Second Offense - Immediate Removal from Premises

Third Offense – Ticket

PARKING LOT:

The parking lot adjacent to the school building is closed for approximately 15 minutes before and after school. We need to ensure the safety of our students during these high traffic times. The Safety Patrols will block the entrance to this lot while they are on duty. If you are in the parking lot during either of these high traffic times, you will have to wait to depart. Please do not ask our Safety Patrols to allow you to leave the parking lot. They need to monitor and assist students with crossing at the 5th Avenue and Oak Street intersection.

PATROLS:

The Safety Patrol is made up of a group of fourth and fifth grade students. They set a good example, promote safety and assist children at crossings and in school.

Student Safety Patrols will be posted at the following corners from 8:10 to 8:30 a.m. and 3:25 to 3:40 p.m.:

Oak and 4th Avenue Bridge and 6th Avenue (w/adult crossing guard)

Oak and 5th Avenue Oak and 6th Avenue

Mrs. Witter supervises this program.

PICK-UP/DROP-OFF:

In the interest of safety, it is critical that certain procedures be followed for picking up and dropping off students. Thank you for your help in this area.

Please do not use the parking lot for loading and unloading children. The children are not used to looking for moving vehicles in this area. Please do not park on the north side of Oak Street between 4th and 5th Avenues. This is designated the bus pick-up zone. There are many places you can park to pick up your children. Please remember to have your children cross at the corners with the assistance of our Safety Patrols.

PLAYGROUND REGULATIONS:

At least two teachers or aides are on playground duty before school and during lunch and afternoon recess. **There is NO SUPERVISION before 8:15 a.m. or after school.** Students are expected to follow the directions of the adult in charge at all times. Rough play or inappropriate language will not be tolerated on the playground at any time.

Bicycles, scooters and skateboards are not to be ridden on school grounds during the school day. Bicycles must be placed in the bike racks near Oak Street and locked. Scooters and skateboards should be brought inside the building.

PTO (PARENT/TEACHER ORGANIZATION):

Parents of students at Grant Elementary School and its teachers are invited to participate in the Grant PTO. This organization is concerned with creating and maintaining the best possible educational opportunities for students of Grant School. Meetings are held the first Monday of the month. All parents are invited to attend these meetings. The PTO sponsors a number of activities for students and their families. Examples include a Spring Carnival, Holiday Chalet, Book Fair, and Sock Hop.

GRANT PTO OFFICERS – 2019-2020

President: Pat Thompson
Treasurer: Rosalie Doering

Meeting dates are the first Monday of the month at 6:30 p.m. in the teacher's lounge. Free child care is provided.

SCHOOL SAFETY

Please note that to improve the safety of our students, staff and parents, the district has installed secured entrances at all of our district buildings. When entering Grant, you will be buzzed in once the school day has started. All visitors are required to check in at the office before proceeding anywhere in the building. Your cooperation is greatly appreciated.

STANDARDS BASED PROGRESS REPORTS:

Report cards are issued four (4) times during the school year for first through fifth grade students. Students in Kindergarten will receive report cards at the end of the second and fourth quarters. After you have had the opportunity to review the report card and discuss it with your child, you will be asked to sign and return the envelope to your child's teacher. You may keep the actual report card.

Parents who have questions and/or concerns regarding the report card are encouraged to contact the classroom teacher.

STUDENT DRESS:

Grant School students must follow the Wausau School District Dress Code. Shirts or any clothing or belongings with alcohol, tobacco or drug related designations are forbidden. Bare midriffs are not allowed. Spaghetti straps are not allowed. Parents will be called for a change of clothes if necessary. The full Dress Code is in the Wausau School District Handbook.

STUDENT RECORDS:

All student records maintained by the Wausau School District shall be confidential, except as provided for in this policy:

1. An adult student or the parent or guardian of a minor student shall upon request be shown and provided with a copy of the student's progress record.
2. An adult student or the parent or guardian of a minor student shall, upon request, be shown in the presence of the principal and/or his/her qualified designee the student's behavioral records. Such student or parent or guardian shall, upon request, be provided with a copy of the behavioral records.
3. All students records shall be provided to parents or adult students, upon request, within a reasonable period of time not to exceed 45 days.
4. The judge of any court of this State of the United States shall, upon request, be provided by the school district clerk with a copy of all progress records of a student who is the subject of any proceeding in such court.
5. Student records shall be made available to teachers, counselors, psychologists, speech therapists, social workers, and to other employees with legitimate educational interest who hold certification, licenses or permits as required under Section 115.28(7) who work with students in the Wausau School District.

TARDY POLICY:

Students who are not in their classrooms by 8:35 a.m. are considered tardy and must stop in the school office. A form stating the reason for being late will be filled out, one copy will be given to the teacher, and one copy will be filed in the office. Excessive tardies may result in a parent citation for "aiding to the truancy of a minor." Please make every effort to have your children here on time.

TELEPHONE INFORMATION:

Teachers are not available for telephone calls during the student/teacher contact hours, which are 8:30-11:40 a.m. and from 12:20-3:30 p.m. If you call during these times, the school secretary will take a message or help you leave a voice mail message.

Phone messages for students will be delivered directly to the student's teacher. **Please do not leave messages for your children unless it is an emergency.**

Transportation arrangements should be made before school. Students are allowed to use the phone to contact parents when necessary.

TRUANCY:

Our goal is to identify those students whose absences meet the state requirements for habitual unexcused truancy. Letters will be sent home for each unexcused absence. By state statute, a student is considered a habitual truant after five unexcused absences. A referral for truancy is made to the Wausau Police Department after the fifth unexcused absence.

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, please notify the office in advance of the anticipated absence. Teachers may assign work for the student to complete while out of school and/or make-up when back in school.

VISITATION AT SCHOOL BY PARENTS:

You are welcome to visit school at any time. However, you are asked to check ahead of time to make sure the class is not going on a field trip, participating in testing, or engaged in other activities that would make it difficult for a visit. Teachers are available to talk to you, 7:45-8:15 a.m. and after 3:30 p.m., when they are not engaged in supplemental instructional activities with the students. Please call ahead to make an appointment with your child's teacher, as many times teachers are required at meetings either before or after school and are not available to meet. Please call the principal's office if you have a question, concern or suggestion regarding our school. Sign in at the office, to obtain a visitor pass prior to a classroom visit.

VOICE-MAIL:

Voice mail is an option for leaving messages both during and after school hours. Call the school number, 715-261-0190.

VOLUNTEERS:

Parent volunteers are a valuable resource at Grant School. Classroom teachers appreciate volunteer assistance in listening to children read or reading to them. The library program also relies heavily on parent assistance in checking out and shelving books.

Parents interested in volunteering for any of these activities should contact Jennifer Gabriel, the Out of School Enrichment Coordinator. She will assist you in the process of registering on the O.N.E. Volunteer Network.

WEAPONS:

Knives, guns, or weapons in any form are not to be brought to school for any reason. Students violating this policy will be placed on In-School Suspension for the appropriate days to match the offense.

WITHDRAWALS AND TRANSFERS:

If a family moves out of the Grant attendance area, the office should be notified prior to the move.

PBIS Overview

Dear Grant School Parents,

We are excited about continuing the Bulldog Behavior guidelines. PBIS (Positive Behavioral Interventions and Support) is a framework supported by the Wisconsin Department of Education and the Wausau School District. It is a school-wide strategy of teaching all students the behaviors that support learning.

At Grant School we have established clear rules for the behaviors we expect. We call this our Bulldog Behavior matrix. All of the rules fall under our big three ideas: Responsibility, Respect and Safety. We are teaching students how to be responsible, respectful and safe in seven common areas around school. Students are learning the voice levels required for each area. We are teaching students Body Basics (rules for paying attention during instruction) and Line Basics (rules for waiting and walking in lines). Your child will hear the rules, watch videos of the kinds of behaviors we are expecting, and participate in a school-wide celebration.

All staff at Grant School will be using the same language to help all students understand and learn the bulldog Behaviors. With common expectations and language around the school, students will benefit from a more positive learning environment. Students will be rewarded with Bulldog Bucks. Bulldog bucks can be saved and redeemed for motivational items at our school store weekly. All tickets will be saved to fill a large jar in the office, at which time the entire school will have an all-school reward!

We look forward to having a great year with you and your child.

Sincerely,
Grant School PBIS Team

WSD FOOD ALLERGY/INTOLERANCE POLICY

Approximately six million children in the U.S. under the age of 18 have a food allergy. Studies indicate that 16-18% of school-aged children with food allergies have had a reaction in school (Food Allergy and Anaphylaxes Network). In an effort to maintain a safe school environment for our students with life-threatening food and other allergies, the Wausau School District Board of Education has recently approved updates to the Food Allergy/Food Intolerance Policy. This updated policy can be found online at http://www.wausauschools.org/UserFiles/Servers/Server_808843/File/District/5920.pdf .

You can help keep all students safe by following the policy.

- If your child's classroom has a scheduled snack time, each student will need to supply their own snack.
- Snacks must be free of nuts or nut butters, such as peanut butter or Nutella.
- You are strongly encouraged to send non-food items for your child to share with the class for special occasions. Colorful pencils, erasers, or a game make great party treats.
- If you choose to send a food item for the class to share, it will need to be store-bought with an intact ingredient label. Allergy information on the label should insure that the treat is free of all nuts and nut ingredients. Please save homemade treats for parties at home.
- Parents who send a cold lunch from home may continue to pack the foods of their choice for their child.

Grant School Snack Guidelines

Below are guidelines for food and beverages brought to school to be served for snacks or treats. Some students may be allergic to certain items, such as soy, dairy, nuts or peanut butter. To ensure the safety of all, please check with your child's classroom teacher before deciding on what treat your child brings to school. All treats shared with others MUST be store-bought and contain a list of ingredients. With your commitment to healthy lifestyles and good treat decisions, you model for the children of Grant School the importance of good nutrition.

1. Fruit and Vegetables
 - In-season fresh fruit and vegetables
 - Individually packed fruit cups, raisins, dried cranberries, dried cherries and apples with caramel dip
 - Carrots, broccoli, cauliflower with low-fat dip
 - Fruit and vegetable platter
2. Cookies, Cereal Bars, Snacks
 - 100% fruit snacks, fruit bars
 - Frozen fruit bars, frozen yogurt
 - Low-fat pudding, yogurt cups or sticks, yogurt parfaits
 - Crackers
 - Fat-free popcorn
 - Beef jerky
 - Fruit or grain trail mixes
 - Mini bagel sticks
 - Whole grain bread products
 - Animal Crackers, Graham Crackers, Fish Crackers
 - Hard or soft pretzels, plain or flavored
 - Mini rice cakes, flavored
 - Low-fat sports bars, Nutri Grain bars, granola bars, enriched Rice Krispie Treats
 - Baked chips, tortilla with salsa, baked munchies, cereal and pretzel mixtures
 - Dry cereal, individual servings
3. Beverages (except water and milk) should be 12 oz. or less, when available
 - 100% juice is preferred
 - Fruit Smoothies
 - Milk, non-fat, plain or flavored, Milk Chugs
 - Flavored water or plain water
 - Low-fat yogurt drink

WSD Continuous Nondiscrimination Notice

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

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

Lub Wausau School District txwv tsis pub leejtwg ua saib tsis taus ib tus neeg twg txawm yog hais tias nej yog pojniam los yog txivneej, yog haiv neeg dabtsi, ntseeg dabtsi, poj koob yawm txiv yog leejtwg, nyiam pojniam los yog txivneej li cas, muaj mob nkees li cas los yog xiam oob qhab li cas. Kevcai nyob rau tebchaws no txwv tsis pub leejtwg yuav ua saib tsis taus nej yog nej tuaj nrhiav haujlwm ntawm peb txawm yog nej yog haiv neeg twg, muaj noob nyoog li cas, cev nqaij daim ntawv yog xim dabtsi, nyiam pojniam txivneej, ntseeg dabtsi, los yog muaj kev xiam oob qhab li cas.

Yog leejtwg ntseeg tau hais tias lub khoog tsev kawm ntawv Wausau School District ua tsis raws li txojcai thiab/los yog cov lus teev tseg nyob rau Title VI, Title VII, Title IX, Section 504 los yog Txojcai Tiv Thaiv Haiv Neeg Mekas uas Xiam Oob Qhab, nej sau tau ib tsab ntawv tsis txaus siab tuaj rau tus saib xyuas tej teebmeem zoo li no uas yog tus WSD Equity Director nyob tom Longfellow Administration Center, 415 Seymour Street, Wausau, Wisconsin 54402-0359, los yog hu rau nws ntawm tus xovtooj 715-261-0549.

El Distrito Escolar de Wausau no discrimina contra las personas por motivos de sexo, raza, religión, nacionalidad, ancestro, credo, embarazo, estado civil, orientación sexual, o discapacidad física, emocional, mental o de aprendizaje. La Ley Federal prohíbe cualquier tipo de discriminación en la educación y empleo por motivos de edad, raza, color, nacionalidad, sexo, religión o discapacidad.

Cualquier persona que crea que el Distrito Escolar de Wausau ha aplicado inadecuadamente los principios y/o reglas del Título VI, Título VII, Título IX, Sección 504 o del Acta para Americanos con Discapacidades, podrá presentar una denuncia ante el Director de Igualdad del Distrito Escolar de Wausau al Centro de Administración Longfellow, 415 Seymour Street, Wausau, Wisconsin 54402-0359, o por teléfono al 715-261-0596.

