

THOMAS JEFFERSON
ELEMENTARY

PARENT - STUDENT
HANDBOOK

2015-2016



Dear Parents and Guardians,

Welcome back to the 2015-2016 school year! The staff at Thomas Jefferson is excited to partner with you in providing a positive and supportive school experience for your child(ren).

It is so important for you to be involved in your child's education. There are many ways that you can partner with us in providing the best education experience for your son or daughter.

- Check your child's folder or planner each evening.
Empty your child's Friday folder each weekend. Please look for important information that can be found in the folder.
- Attend parent teacher conferences. These are scheduled in the fall and in the spring. Because of the number of conferences we ask that both parents attend the same conference. It is important that everyone hear the same information and work together for each student.
- Please complete homework with your child each night. This includes reading with your child.
- Attend family night events. These provide an opportunity for your child to share important learning with you and other members of your family.
- Participate in PTO. This is an excellent opportunity for you to meet with other parents and have a voice in school decisions and policies.

The handbook has a great deal of information to assist you in knowing the various policies to keep your child safe and to assist us in providing the best learning environment for your child.

The staff and I look forward to being a partner with you in your child's education and having a positive and productive 2015-2016 school year. Please feel free to contact me with any questions or concerns you may have.

Yours in Education,

Cathy Prozanski
Thomas Jefferson Elementary Principal

Thomas Jefferson Vision Statement

We envision Thomas Jefferson Elementary to be a professional learning community where all individuals, students, staff, and families, strive to meet high expectations and feel safe and accepted.

Thomas Jefferson Mission and Beliefs Statement

We Believe...

Thomas Jefferson is a school:

- Where all decisions are based on student achievement.
- Where we provide a safe and secure environment that promotes student learning and fosters social and emotional growth.
- Where the community is actively engaged and responsive to the educational needs of our students
- That incorporates technology in order to promote 21st Century skills.

Wausau School District Mission Statement

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 as 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.

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.

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 Coordinator at the Longfellow Administration Center, 415 Seymour Street, Wausau, Wisconsin 54403, 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 Coordinator nyob tom Longfellow Administration Center, 415 Seymour Street, Wausau, Wisconsin 54403, los yog hu rau nws ntawm tus xovtooj 715-261-0500.

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 Coordinador de Igualdad del Distrito Escolar de Wausau al Centro de Administración Longfellow, 415 Seymour Street, Wausau, Wisconsin 54403, o por teléfono al 715-261-0500.

THOMAS JEFFERSON STAFF
2015-2016

PRINCIPAL

Cathy Prozanski - cprozans@wausauschools.org

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Cruz-Cortes, Lorena	ELL Para
Doucette, Deb	Secretary
Hildebrandt, Pam	Special Ed Para
Juedes, Jan	Special Ed Para
Koch, Carol	Title I Para
LaBarge, Judy	Kitchen
Lauer, Meaghan	Parent Partner Coordinator
Lee, Doua	Custodian
Mletzko, Reyna	ELL Para
Monk, Tammy	Special Ed Para
Moua, Choua	ELL Para
Plachetka, Jonah	Head Custodian
Ritchie, Judy	Special Ed Para
Rock, Zoua	ELL Para
Taylor, Erica	Building Para
Thao, Eileen	ELL Para
Tucker, Mary	Technical Para
Warosh, Megan	Health Para
Wyland, Diane	Custodian

Phone Numbers for Thomas Jefferson

Main Office-----	715-261-0175
Food Service-----	715-261-0179
Wausau Child Care-----	715-261-0177
After School Program-----	715-261-0180

Thomas Jefferson School Hours 2015-2016

8:15 am	Playground Supervision Begins
8:30 am	Incoming Bell
8:35 am	Classes Begin
10:05 am - 10:20 am	Recess K, 2, & 3
11:40 am - 12:20 pm	Recess/Lunch 3
11:45 am - 12:25 pm	Lunch/Recess K
11:55 am - 12:35 pm	Recess/Lunch 1
12:05 pm - 12:45 pm	Recess/Lunch 2
12:25 pm - 1:05 pm	Recess/Lunch 4 & 5
2:00 pm - 2:20 pm	Recess 1
2:20 pm - 2:40 pm	Recess 4 & 5
3:30 pm	Dismissal

Please be sure that your child is at school before the 8:30 am bell. They must be in their classroom by the 8:35 am bell or they will be marked tardy.

715-261-0175

<http://jefferson.wausauschools.org/>

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Thomas Jefferson Elementary 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 keep the office updated with changes in phone numbers, both home and work, and emergency contact changes.

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:

The Wausau School District has implemented a new process for requesting the use of any Wausau School District building. All building and field rental requests are now done online - paper forms are no longer processed. Internet access and a valid e-mail address are required to rent WSD facilities.

The Facility Scheduler is ready to be used, by going to the Wausau School District's webpage

- www.wausauschools.org
- Departments & Programs
- Buildings and Grounds
- Facility Rental Procedures.
- This will open the "Facility Rental Procedures" and you can follow the directions from there.

If you have questions regarding this procedure please contact April Susa at (715) 261-0827 or email her at asusa@wausauschools.org.

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 office (715-261-0175) 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 required. To the degree that it is possible, doctor and dental appointments should be scheduled outside of the school day.

3. If a child is going to a doctor/dentist appointment during the school day, it is required that a note from the doctor/dentist be brought to the office after the appointment.
4. Parents or those designated by the parent to pick up students during the school day must do so through the Main Office. The student will be signed out and the office will call the student's classroom.

BEHAVIOR:

Responsible 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 behavior. A description of our PBIS (Positive Behavioral Interventions and Support) Program is on page 17.

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 Wausau School District Healthy Snack Options and Nutrition Standards on pages 22-25 of this handbook.

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.

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. Communicable diseases for which there may be restrictions regarding school attendance include:

chickenpox
 influenza
 scabies
 whooping cough

German measles
 mumps
 scarlet fever

infectious hepatitis
 ringworm
 staphylococcus

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.

Conference dates this year are:

Thursday, October 22 and Tuesday, October 27 from 4:00 - 8:00.

Wednesday, February 24 and Tuesday, March 1 from 4:00 - 8:00.

CUSTODY/LEGAL INJUNCTIONS:

The only way a school can legally exclude a parent who does not have primary/joint 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.

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.

DRESS CODE

- No coats, caps, hoods, or bandanas should be worn inside during the school day. (All hooded sweatshirts should have the hood down during the day.)
- Clothing should always cover the torso (no bare midriff). When standing, the shirt must touch the top of pants or skirt.

- No short-shirts or short-shorts are allowed. A recommended length would be mid-thigh or longer while standing.
- No clothing such as backless tops, halter-tops, strapless tops or spaghetti-strapped tops are allowed, except when being worn as a laying piece.
- Undergarments shall not be visible. Boxer shorts and/or briefs should not be visible. Pants need to be secured around the waist/hip area.
- Any fashion (clothing, dress accessory, hairstyle) that is distracting from the learning process is not permitted. This includes shirts purchased at car races or other public events/areas, which have names of taverns or alcohol written or displayed.
- Fashions that present a safety risk, such as heels or flip-flops, are not encouraged.

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 Thomas Jefferson 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 NTC 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.
5. Code Blue: 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 NTC. Parents will be kept out of the building until the all clear is given.

See INCLEMENT WEATHER section, p. 14, for information specific to snow days.

EXTRA-CURRICULAR ACTIVITIES:

Thomas Jefferson Elementary 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
Football	21 st Century Learning Center Programs
Track & Field	(Kids On The Grow)
Basketball	Book Bowl

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

FAMILY NEWSLETTERS

The Jefferson Journal is sent home every other Friday with the youngest child in the family. It is very important that you check your child's Friday Folder. There will also be a link to the newsletter on the Thomas Jefferson website.

HEARING AND VISION SCREENINGS

Individual audiometric hearing tests and vision tests are given annually to students in grades K, 1, 2, 3, and 5 by the Marathon County Health Department with the help of volunteer parents. A trained technician rechecks any pupil who appears to have a hearing loss or vision impairment. Parents are notified if there is a concern.

This year's screening dates are Monday, February 23, Tuesday, February 24, and Wednesday, February 25. The dates for rechecks is Thursday, March 20.

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

Reading:

Student reads or is read to for 10-15 minutes every day. When guided reading starts, parents should listen to their child reread his/her guided reading book and return it the

next day. Student reviews word study sort when it comes home. After fall conferences, practice sight words.

Math:

Practice numeral recognition and writing numerals (0-20)

**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. Each day, parents should ask their child to tell them one thing he/she learned about at school.

First Grade Homework Expectations

Reading:

Parents should listen to their child read the book in their book bag each night and complete any other activities included. Reading homework should generally take 10-15 minutes every night.

Math:

It is recommended that students practice math facts (flashcards or worksheets) nightly for approximately 5 minutes.

** Parents should also check the purple folder and guided reading calendar. In first grade, we believe homework is necessary to practice skills learned in school. 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 from their book bag (10-15 min) INCLUDING the "work" that may accompany it. Parents/guardians should listen to their child and ask a few questions about it. Once your child has read their book and you have discussed it with them, parents will need to sign and date the sheet that is in their book bag.

Math:

Students are expected to take home 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 the following day.

Students are expected to practice addition and subtraction facts with flash cards (sums to 20) for 5 minutes nightly.

**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:

All students are to practice their math facts each night, including weekends.

Additional Homework

Students may receive additional homework, depending upon the need.

Assignment Notebooks

*All students fill out assignment notebooks each day at school.

*Parents are to check for homework assignments each night.

*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, by the Marathon County Health Department, is held at 1000 Lake View Drive, Suite 100, Wausau, WI 54403.

Evening clinics 4:00-6:00 pm: First Monday and third Thursday of the month.

Afternoon clinics 2:00-4:00 pm: Second Wednesday of the month.

Morning clinics 9:00-11:00 am: Fourth Friday of the month.

Call the Health Department for appointments or more information, 261-1900.

A parent or legal guardian must accompany the child that is receiving vaccine.

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.

INCLEMENT WEATHER:

The Wausau School District Emergency School Closing Plan is as follows:

When it is necessary to close or delay the opening of school, one of the plans listed will be followed. School closing or delay information will be announced over the following radio and television stations by 6:00 a.m. or earlier, if possible.

WSAU (AM) 550	Wausau	WIFC (FM) 95.5	Wausau
WXCO(AM) 1230	Wausau	WYCO (FM) 107.9	Wausau
WRIG (AM) 1390	Wausau	WDEZ(FM) 102	Schofield
WSPO (AM) 1010	Stevens Point	WSPT(FM) 97.9	Stevens Point
WJMT(AM) 104	Merrill	WOFM (FM) 94.7	Wausau
Channel 7 & 9	Wausau	WYTE(FM) 95	Plover/Whiting

Emergency Plans

Plan A - School Closing

Media Announcement: ALL WAUSAU PUBLIC AND PAROCHIAL SCHOOLS WILL BE CLOSED TODAY.

1. Schools WILL NOT be open for instruction.
2. Students ARE NOT to report.
3. All extra-curricular or evening activities will be canceled.

Plan B - Yellow School Bus Delay

Media Announcement: FIRST STUDENT WILL BEGIN THEIR ROUTES ONE (1) OR TWO (2) HOURS LATE.

1. Schools will be open at their **regular time**. Half-day Kindergarten will be canceled. Morning classes of Early Childhood and ESL Preschool will be canceled. Afternoon classes of Early Childhood and ESL Preschool will begin at their regular time.
2. Students will report to their respective schools, including all-day kindergarten.
3. Breakfast and school lunches will be served at the regular time.
4. School dismissal will be at the regular time.

Plan C - 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 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 CLOSING IS FOR THAT DAY ONLY

LIBRARY/MEDIA

At the Thomas Jefferson Library, we like to encourage young readers in a wide variety of ways. This includes using a range of tools and technology in our learning, and guiding students to self-select materials based on interest as well as "good fit". We are learning the skills of how to use a library and the resources, but we are also learning to be members of a community as we share, learn and care together.

As we help students develop responsibility with our shared resources, here are a few tips to keep in mind:

Kindergarten will check out one book every other week, on "long library" days, which are an hour class.

All other grades will check out weekly. The expectation is that books are returned within the week. If more time is needed, that is fine too!

We will send notices home on lost and damaged books. Lost books usually show up, so take the time to look. Damaged materials will be assessed a fine for replacement cost.

LOST AND FOUND:

The Lost and Found area is located down the hallway from the Main office. Students who have lost items should check for missing belongings in this area. Found items will be kept for approximately one semester and then will be sent to charitable organizations to avoid large accumulations.

LUNCH and BREAKFAST PROGRAMS:

Franklin, GD Jones, Grant, Lincoln, Hawthorn Hills, and **Thomas Jefferson** Elementary Schools continue the USDA Community Eligibility Provision (CEP). This means, students enrolled in these schools receive a breakfast and lunch at no charge.

Three options are available to Thomas Jefferson students at lunchtime. Students may receive a free hot lunch, choose a free alternate sandwich, or bring a cold lunch from home.

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.

Menus for the hot lunch program will be sent home each month. They are also published in the Wausau Daily Herald. There is a sandwich alternate available for the main entree of the meal on a daily basis, except Fridays.

Parents are welcome to eat lunch with their children. Adult hot lunch is \$3.50 per person and can be purchased while going through the lunch line. Exact change is appreciated. So that we have an accurate lunch count we do need to know if you are planning to eat lunch with your child. **Please call in by 9:00 a.m (715-261-0175).**

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 Thomas Jefferson Elementary. Checks are preferred. Children should only come with cash for specific school purposes.

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:

Dr. Michael Schwei 415 Seymour Street Wausau, WI 54403 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

OUT OF SCHOOL LEARNING

Thomas Jefferson School is beginning its eleventh year of a 21st Century Community Learning Center (21st CCLC) grant entitled Out of School Learning. This grant provides extensive programming for our students outside the school day. Classes are offered for grades 1-5 before and after school. A 21st CCLC Coordinator works to arrange and supervise the classes. Watch for information about our programming to come home soon.

The dates for the 4 sessions this year are:

Session 1 Tuesday, October 6 - Thursday, November 12

Session 2 Tuesday, December 1 - Thursday January 21

Session 3 Tuesday, February 9 - Thursday, March 17

Session 4 Tuesday, April 5 - Thursday, May 12

PBIS OVERVIEW

The Wausau School District and the Department of Education support a framework called PBIS (Positive Behavioral Interventions and Supports). The purpose of PBIS is to promote and maximize achievement and behavioral competence. PBIS is used in thousands of school districts across the country. It is a school wide strategy for helping all students achieve important social and learning goals. We know that when good behavior and good teaching come together our students will excel in learning.

Our behavior expectations at Thomas Jefferson all focus around three big ideas: Respect, Work and Responsibility. At the beginning of the school year students in Kindergarten through fifth grade are taught the behavior expectations in all settings of our school. These settings include the hallways, lunchroom, bathroom, playground, classrooms, and time frames such as before and after school. Students are also taught the behavior expectations for field trips, bus trips, and when there are guest speakers. By teaching and reteaching the behavior expectations, the students understand and know what is expected of them throughout the school day. We use boosters, also

known as reteaching sessions, to help in areas that may need some additional practice throughout the school year.

Students will have the chance to earn jaguar paws as they begin to demonstrate positive behaviors, which can later be used for a variety of rewards. There will be special events and celebrations throughout the school year celebrating all the positive student behavior.

Feel free to visit our school website at <http://jefferson.wausauschools.org/> to find out more information on PBIS under the School Info tab.

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 use the student drop off and pick up area along the east side of the building. Please remember to have your children cross at the corners with the assistance of our Safety Patrols.

PLAYGROUND REGULATIONS:

At least two staff members 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 in the front of the building and locked.

PTO (PARENT/TEACHER ORGANIZATION):

Parents of students at Thomas Jefferson Elementary School and its teachers are invited to participate in the Thomas Jefferson PTO. This organization is concerned with creating and maintaining the best possible educational opportunities for students of Thomas Jefferson Elementary. Meetings are held on the second Thursday 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 Carnival, Holiday Chalet, and Monthly Popcorn Days.

THOMAS JEFFERSON PTO OFFICERS – 2015-2016

President:	Kendra Majernik
Vice-President:	Sara Welch
Treasurer:	Chelsea Cable

Meeting dates are on the second Thursday of the month at 6:30 p.m. in the Library.

REPORT CARDS

Report Cards are issued four times (quarterly) during the school year for 1st through 5th grade students and two times semesterly for kindergarten students.

After you have had the opportunity to review and discuss it with your child, you will need to sign the envelope and return it to your child's teacher. Parents with questions and/or concerns regarding the report card are encouraged to contact the classroom teacher.

SAGE:

Thomas Jefferson Elementary has received state funding for numerous years through the Student Achievement Guarantee in Education (SAGE). This funding reduces the class sizes in grades K-3 to approximately 15-18 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 SAGE program again this year.

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 Thomas Jefferson you will need to use the buzzer that is in the lobby. The office will verify why you are visiting and will buzz you in. All visitors are required to sign in at the office and obtain a visitor badge before proceeding anywhere in the building. Your cooperation is greatly appreciated.

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.

STUDENT SAFETY PATROL & ADULT CROSSING GUARDS:

Student safety patrols are located at the driveway, Crescent Dr., Summit Dr., 4th Ave., at the bus loading area, and at the front pick up area. Adult crossing guards, employed by the Wausau Police Dept., are located at the intersections of Randolph St and 3rd Ave., and Randolph St. and Merrill Ave. Students must obey safety patrols and crossing guard directions at all times, and must cross only at their corners.

Students must go directly home after school unless participating in a supervised extra-curricular activity.

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.

TRANSPORTATION TO AND FROM SCHOOL

Walking and Biking:

Walking and biking to school is not only a fun way for kids to get to school, but it is also healthy and will help your child focus better during school. Physical activity improves mental health, attendance, and academic performance. Walking and biking to school will also help reduce the costs associated with driving your child into school every day. Walking or biking to school also decreases the amount of traffic in the parking lot and around the school. There are many benefits to children walking or biking into school, and there are different ways Thomas Jefferson Elementary has made it safe for your child to walk or bike to school.

Road Safety Tips

- Children under 10 should cross the street with an adult
- Cross the street at corners, using traffic signals
- and crosswalks
- Look both ways before crossing in the crosswalk
- Take the less busy roads to school
- Always walk on the sidewalks or path
- Before crossing the road always make eye contact with the drivers to ensure they see you
- Always walk, never run, when crossing streets
- Wear a properly fitting helmet every time they ride a bicycle

Crossing Guards

- Crossing Guards are put in place to ensure that your child safely crosses the road.
- Adult Crossing Guards are located at the intersections of Randolph St and 3rd Ave., and Randolph St. and Merrill Ave. before and after school

Safety Patrols

- Safety patrols are made up of the older children (4th and 5th graders) that attend Thomas Jefferson. They set a good example, promote safety and assist children at crossings and in school.
- Student safety patrols are located at the driveway, Crescent Dr., Summit Dr., 4th Ave., at the bus loading area, and at the front pick up area before and after school.

Family Vehicle

- Family vehicles are a good way to transport your children to school during inclement weather or when you are running late in the morning. To decrease confusion and congestion in the parking lot please follow the directions below for dropping off your child.
- Parking Lot safety
- Always drive 15 mph when in a school zone
- Make sure children are in an appropriate car seat for their age, height, and weight
- Do not block crosswalks and driveways with vehicle

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.

VOLUNTEERS

Parent volunteers are a valuable resource to Thomas Jefferson Elementary. Classroom teachers appreciate volunteer assistance in accompanying on some field trips, helping with art projects, and listening to children read or reading to them. Parents interested in volunteering at Thomas Jefferson should be sure their volunteer O.N.E. paperwork is filled out. You can find this paperwork by visiting the Wausau School District Website at www.wausauk12.org. Under Departments click on O.N.E. Volunteer Network. This will take you to a section with the forms. You may also contact our Thomas Jefferson Parent Partnership Coordinator, Meghan Lauer.

WITHDRAWALS AND TRANSFERS

If a family moves out of the Thomas Jefferson area, the office should be notified prior to the move. If the student is moving outside of the Wausau School District, the new school will request their records as soon as you register with them.

Healthy Snack Options for Students

Serving healthy snacks to our students is important to providing good nutrition for growth and development, supporting lifelong healthy eating habits, and preventing disabling diseases like heart disease, cancer, diabetes and obesity. Healthy snacks also allow students to perform and learn at their best. Commercially prepared or packaged foods must have labels intact when given to students as snacks in the classroom or on field trips. No homemade snacks or baked items are allowed for distribution to students for snacks because of severe food allergies. At this time, we have many students in the district with severe peanut and/or tree nut allergies. Please do not send snacks that contain peanuts or tree nuts. Read labels carefully before choosing a snack. Please refer to the document "How to Read a Label" for nut allergies. Listed below are some healthy options:

✓ Fruits and Vegetables: The majority of the snacks served to students should be fruits and/or vegetables because they are loaded with vitamins, minerals and fiber.

- o **Apples**
 - o **Bananas**
 - o **Pears**
 - o **Melons**
 - o **Grapes**
 - o **Strawberries**
 - o **Blueberries**
 - o **Oranges**
 - o **Pineapple**
 - o **Dried fruits – apricots, raisins, craisins, pineapple, apples, mangos, papaya, figs**
 - o **Canned or cupped fruits packed in juice**
 - o **100% Fruit Juice Bars or 100% Fruit Juice Boxes**
- o **Carrots**
 - o **Cucumbers**
 - o **Celery Sticks w/Hummus**
 - o **Green Peppers**
 - o **Tomatoes**
 - o **Jicama**
 - o **Sugar Snap Peas**
 - o **Fresh Salsa or Hummus with Whole Grain Corn Chips**

✓ Low-Fat Dairy Products: To help with bone development consider:

- o **String Cheese**
- o **Cheese Cubes**
- o **Yogurt in a cup or tube**
- o **Low-Fat Pudding Cups**
- o **Frozen Yogurt Bars**
- o **Hard Boiled Eggs**

✓ Healthy Whole Grains: For energy and vitamins and minerals choose:

- o **Light Popcorn**
- o **Rice Cakes**
- o **Whole grain tortilla chips**
- o **Whole grain crackers**

- o Whole grain hard or soft pretzels***
- o Whole grain breakfast cereals***
- o Graham Crackers***
- o Animal Crackers***
- o Vanilla Wafers***
- o Fruit Grain Bars (read labels- no granola bars because of the potential for nuts to be in the product).***
- o Low Fat Cheese Crackers***
- o Whole grain bagels or English muffins***
- o Baked Whole Grain Chips***
- o Pretzels, Soft and Hard***
- o Whole Grain Fig Cookies***
- o Whole grain low sugar cereal***

This is a suggested list of healthy snacks. There are other choices available. Please be sure to read labels and check for nutritional value.

In a "Nutshell"

Nutrition Standards & Meal Pattern Requirements For the National School Lunch Program (NSLP) School Year 2014-2015



Age/Grade Groups: K-5, 6-8, K-8, 9-12

Dietary Specifications:

Weekly Calorie Ranges:

K-5:	550 - 650 kcal
K-8:	600 - 650 kcal
6-8:	600 - 700 kcal
9-12:	750 - 850 kcal

Weekly Sodium Limit: Target 1 effective July 1, 2014

K-5:	≤ 1,230 mg
K-8:	≤ 1,230 mg
6-8:	≤ 1,360 mg
9-12:	≤ 1,420 mg

- Weekly Saturated Fat Limit: < 10% of total calories.
- Trans-fat: < 0.5 grams/serving (excludes naturally-occurring trans-fat).

Components:

Meat/Meat Alternate (M/MA)

- Daily and weekly minimums must be met.
 - Daily minimums: K-5, K-8, 6-8: **1 oz eq**, 9-12: **2 oz eq**
 - Weekly minimums: K-5: **8 oz eq**, K-8, 6-8: **9 oz eq**, 9-12: **10 oz eq**
- A minimum of 0.25 oz eq serving is needed to credit.
- Foods with creditable amounts of M/MA offered on salad bars and/or as condiments in amounts greater than 0.25 oz eq per serving contribute to weekly M/MA offerings.
- Tofu and soy yogurt are now creditable as M/MA.
 - Tofu requirements: A 2.2 oz serving by weight of commercially prepared tofu containing at least 5 gm of protein will credit as 1 oz eq M/MA.

Grains

- Daily and weekly minimums must be met.
 - Daily minimums: K-5, K-8, 6-8: **1 oz eq**, 9-12: **2 oz eq**
 - Weekly minimums: K-5, K-8, 6-8: **8 oz eq**, 9-12: **10 oz eq**
- A minimum of 0.25 oz eq serving is needed to credit.
- The new ounce equivalency standards should be used (16 gm = 1 oz eq).
 - Reference: Updated Exhibit A (http://fns.dpi.wi.gov/files/fns/pdf/extra_fbg.pdf)
- All grains credited toward the meal pattern must be whole grain-rich as of July 1, 2014.

Vegetables

- Vegetables and fruits have been separated into individual components.
- A minimum of 1/8 cup vegetable per serving is needed to credit.
- Uncooked leafy vegetables credit as half of the volume served (e.g. 1 cup served = 1/2 cup creditable vegetable).
- Minimum quantities must be met from all subgroups weekly (dark green, red/orange, beans/peas/legumes, starchy, and other).
- No more than half of weekly vegetable offerings can be in the form of juice.
- Mixed vegetable dishes with unknown quantities/serving or mixed vegetable dishes that include starchy vegetables may credit toward total vegetables served and categorized as additional.

Fruits

- A minimum of 1/8 cup fruit per serving is needed to credit.
- Creditable forms of fruit include: fresh, frozen with or without added sugar, canned in water, light syrup or juice, dried, and pasteurized, full-strength juice.
 - Dried fruit credits as twice the volume served (e.g. ¼ cup of raisins credits as ½ cup of fruit).
 - No more than half of weekly fruit offerings can be in the form of juice.
- Snack-type fruit products such as 100% fruit strips, leathers, and drops are not creditable toward the fruit component.

Milk

- A variety of low-fat (unflavored) or fat-free (flavored or unflavored) milk must be offered.

Menu Planning

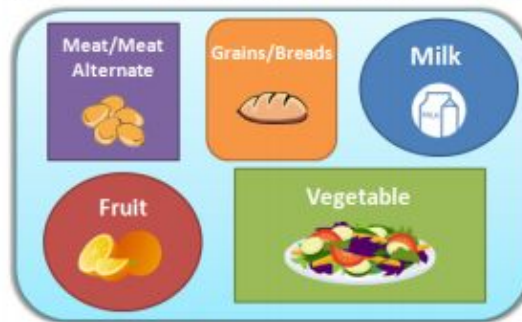
- Refer to the Meal Pattern Table for Lunch at http://fns.dpi.wi.gov/files/fns/doc/ns_08_2012_u.doc.
- All offerings must meet the daily minimum requirements for all 5 components at lunch.
- Each serving line must meet the daily and weekly requirements, including vegetable subgroups, independently.
- All foods and condiments that students have access to as part of a reimbursable meal must be included in the weekly averages for dietary specifications.
- CN labels or manufacturer's product formulation statements are needed to document compliance.

Offer versus Serve (OVS)

- Students must be offered all 5 components at lunch in portions planned to meet the daily minimum quantities for each age/grade group.
- OVS is required at high schools and is optional for elementary and middle schools.
- Under OVS, all students must be allowed to decline up to 2 components.
- All students must select at least a ½ cup fruit, vegetable, or a combination of fruits and vegetables.

Build a Healthy Lunch YOU Get To Pick (at least) 3!

Including (at least) ½ cup Fruit, ½ cup Vegetable, or ½ cup Combo



USDA is an equal opportunity provider and employer.

June 2014