

Wausau School District
Riverview Elementary School

PARENT HANDBOOK
2017-18



4303 Troy Street ~ Wausau, WI 54403
Telephone: 715.261.0030 ~ Fax: 715.261.3905
www.wausauschools.org/riverview

Riverview Staff 2017-18

STAFF	RM.	EXT.	POSITION
Place, Andy	32	41031	Principal
Knapp, Patty	32	41030	Secretary
Hall, Kristin	214	41214	4K Teacher
Szekeress, Danica	220	41220	4K Teacher
Zinda, Julie	216	41216	4K Teacher
Husnick, Donna	211	41261	EC DHH Teacher
Stenz, Stacy	211	41211	EC Teacher
Battenberg, Morgan	202	41202	4K Speech and Language Specialist
Kleczewski, Christine	14	41014	Kindergarten Teacher
Richardt, Cindy	5	41005	Kindergarten Teacher
Urmanski, Shelly	15	41015	Kindergarten Teacher
Differt, Kayla	102	41102	First Grade Teacher
Pearson, Kim	2	41002	First Grade Teacher
Smith, Jessa	1	41001	First Grade Teacher
Wanish, April/Bauman, Deb	4	41004	First Grade Teacher
Adams, Carolyn	10	41010	Second Grade Teacher
Heil, Kari	12	41012	Second Grade Teacher
Witt, Laura	11	41011	Second Grade Teacher
Bauman, James	7	41007	Third Grade Teacher
Kinney, Cheryl	8	41008	Third Grade Teacher
Villiard, Betsy	9	41009	Third Grade Teacher
Burmeister, Michelle	22	41022	Fourth Grade Teacher
Zunker, Melissa	20	41020	Fourth Grade Teacher
Forbes, William	23	41023	Fifth Grade Teacher – Teacher In Charge
Helke, Casey	24	41024	Fifth Grade Teacher
Knotek, Linda	21	41021	Fifth Grade Teacher
Althoff, Heather	3	41003	Special Education Teacher
Adams, Matt	106	29957	GT Resource Teacher
Boettcher, Sara	104	41037	Psychologist
Boller, Amy	25	41025	Special Education Teacher
Boulanger, Kris	126	41034	Counselor
David, Patty	26	41026	ELL Resource Teacher
Holdridge, Julie	27	41036	Special Education Teacher
Klug, Deb	27	30969	OT Specialist
Kressel, Renee	107	41107	Speech & Language Specialist
Lenselink, Angela	108	41108	Music Specialist
Lodahl, Mia	208	34388	PT Specialist
O'Donnell, Denise	6	41006	K - 5 th Grades Science Specialist
Pulkinen, Trenny	101	41101	Title 1 Teacher
Rodziewicz, Kathy	31	41028	IMC Specialist
Schmidt, Kelley	103	41103	Art Specialist
Smith-Payant, Shelly	104	28062	Social Worker
Straub, Laura	102	41102	Title 1 Teacher
Sullivan, Christin	117	41117	Physical Education Specialist
Welch, Julie	N/A	23713	District Nurse

STAFF	RM	Ext / Voice No.	POSITION
Bittner, MaryAnn	N/A	N/A	Building Paraprofessional
Cordova, Andrea	211		EC DHH Interpreter
Erickson, Nicole	18	N/A	Evening Custodian
Fernstaedt, Crystal		N/A	Evening Custodian
Gadow, Kasey	211		EC DHH Interpreter
Glovinski, Greg	16	41016	Building Level Tech
Glovinski, Jenny	27	41036	Special Education Paraprofessional
Haboush, Gina	28	N/A	Health Paraprofessional
Her, Cher	220	41101	4K Building Paraprofessional
Hill, Brenda			4K Special Education Paraprofessional
Jacobi, Kelly	106	41006	Parent Partnership Coordinator
Kalinoski, Michelle	27	41036	Special Education Paraprofessional
Kitzrow, Mary	25	41025	Special Education Paraprofessional
Koskey, Vicki	121	41033	Food Service
Kromrei, Tammy	27	41036	Special Education Paraprofessional
Kuklinski, Jackie			4K Special Education Paraprofessional
Leffin, Kathy	27	41036	Special Education Paraprofessional
Lotharius, Michael	18	41032	Head Custodian
Lyne, Pat	18	N/A	Evening Custodian
Mattice, Denise	121	41033	Food Service
Mergen, Chris			4K Special Education Paraprofessional
Olson, Becky	200	41040	4K Building Paraprofessional
Radtke, Lori	101/102	41101/41102	Title 1 Paraprofessional
Rosso, Kay	121	41033	Food Service Manager
Thao, Nyia			4K Building Paraprofessional
Vue, Mai	216	41102	4K Building Paraprofessional
Weckwerth, Bobbi	28	41043	Building Paraprofessional
TBD	24	41024	ELL Paraprofessional
Zajackowski, Dana	28	41042	Building Paraprofessional

If you would like to leave a message for staff after hours, please dial their extension once you reach Riverview's voicemail.



“Welcome back for a great year!”

ATTENDANCE POLICY

Regular school attendance is essential for students to reach their full potential as learners. Students will be excused for the following reason:

1. Personal illness
2. Funeral and religious services as requested by the parents or guardians
3. Medical and Dental appointments with a Dr. note that could not be scheduled outside of the regular school day.
4. Serious personal or family crisis
5. Parental excused absences such as family vacation, etc. The school must be notified in writing in advance. The maximum number of days allowed under this rule is 10 days.

Parents are to call the school when their child is going to be absent. Absence calls should be made by calling the school office 715-261-0030 by 9:00 a.m. Voicemail is on until the school office opens each day. You may leave a message for attendance on the secretary's voicemail. If parents fail to call in an absence, the school will attempt to call the parent to verify absence.

Attendance accounting will be kept in the office. Attendance will be counted as follows: 8:35-9:00 am arrival=tardy, 9:00 am-12:00 pm arrival= $\frac{1}{2}$ day absence. If student leaves more than 30 minutes early $\frac{1}{2}$ day absence will counted. Students who arrive late or leave early must be checked in/out through the office. There is a sign in/out slip that must be filled in when leaving/returning to school. If a person other than the parent will be picking up the child/children, the school office and teacher should be notified. This is for the protection of your child.

AWARDS

Riverview School will be giving out awards to students. The following activities will be recognized: Book Bowl, Art Cluster, 4 on 4 Basketball, Football, Volleyball, Spinners, Traveling Spinners, Track & Field, Student Council, Kiefer Swenson Track, Citizenship Awards, Leadership, Reading Club, Safety Patrol, Presidential Academic Awards, and Talent Show.

BOOKS

Textbooks are furnished to your child/children free of rental charge. We ask that they take care of them and return them in the Spring with no more than ordinary wear and tear. Students will be required to pay for any excessive damage due to neglect.



I-Pads

Each student in grades K-5 will have access to a school issued I-Pad. Please see the I-Pad procedures and information handbook for specific rules and expectations.



TRANSPORTATION

The Wausau School District contracts busses and drivers through First Student. Bussing is provided for students who reside 2 miles away from school. Bussing is also provided for students who live in the Town of Texas. First Student will inform you via postcard of the pick up and drop off times for your child the week prior to the start of school. If you are eligible for transportation and intend to use it, you must complete a form each year. Comments concerning the operation of bussing services should be addressed to either First Student 842-2268 or the school. Behavioral expectations as well as the bus conduct flowchart can be found on pages 18 & 19 of this handbook.

- 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 Riverview 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
 - Safety Patrols
 - Safety patrols are made up of the 5th graders that attend Riverview. They set a good example, promote safety and assist children at crossings and in 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 15mph when in a school zone
 - Make sure children are in an appropriate car seat for their age, height, and weight
 - Do not block cross walks and driveways with vehicle

School Bus

- Children are able to ride the bus if they are outside the 2 mile radius of the school. Please note the information below when busing your child to school.
- Bus safety
 - Always stay seated on the bus
 - Do not shout or hang out the windows

Never go under the bus if you drop something under it, tell the bus driver

TRANSPORTATION TO BABYSITTER FORMS

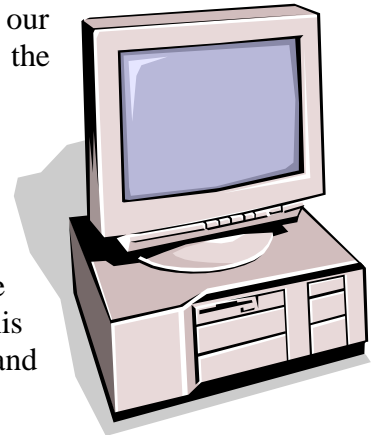
If you will be requesting that your child be transported to a babysitter, you must complete a Transportation to Babysitters Form, which is available in the office. The babysitter's address must be located within the Riverview School bus transportation area.

COMPUTER LAB

The purpose of the computer lab is to integrate technology into our curriculum. Technology is a tool to enhance and enrich learning across the curriculum.

INTERNET USE

Use of the Internet has become an important part of your child's educational experience. Students have easy and frequent access to the Internet. The Wausau School district has taken steps to eliminate the chance of students accessing inappropriate or harmful material. This includes careful direction and supervision of students, blocking software and enforcement of rules for usage.



CONFERENCES

The importance of parent/teacher conferences cannot be over-emphasized. Your attendance at these meetings reinforces to your child/children your concern for his/her academic and social progress. Further information will be received at a later date regarding the days and times when conferences will be held at Riverview School. However, we would like to invite the parents to feel free to discuss their child's progress with their classroom teacher at any time they may deem necessary. Please make an appointment in advance via note, e-mail or personal telephone call.

DENTAL AND DOCTOR APPOINTMENTS

If your child has an appointment for other than an emergency reason, we would appreciate it if the appointment could be arranged after school or during vacation.

Students will be asked for a note from the doctor or dentist upon return to school.

PBIS

PBIS is our Positive Behavioral Interventions and Support program at Riverview School. It sets forth the specific behavioral expectations for our students. It gives us school wide expectations for the children and a common language to communicate these expectations. Here are the main expectations:

Hallway: “0-1 Voice” - no talking and “Line Basics” - face forward, no talking, hands by side, quiet walking feet, and walk on the right.

Bathroom: “0 Voice” - No talking.

Lunchroom: “1 Voice” - whisper

Behavior Tracking Forms

If a child is not following these rules, reteach the correct behavior and have them demonstrate the correct behavior. If they continue to not follow the rules, you should fill out a Behavior Tracking Form on the child. See sample included in your packet. Make sure to fill in all of the sections on the form except for the Administrative Action section. These forms help us to track and analyze student behavior.

1. If the behavior is a **minor behavior** (See form and attached sheets for further explanation), send the white copy home, the pink copy goes to the office, and the gold copy stays with the child’s teacher.
2. If it is a **major behavior** (as explained on the Major behaviors sheet), send the white copy home, the pink copy goes to the office and is placed on the clip outside of Mr. Place’s door, and the gold copy stays with the child’s teacher.

Roadrunner Riches

Roadrunner Riches are used to acknowledge positive behaviors. They are handed out by staff when they see a child following the expected behaviors.

DISCLOSURE OF DIRECTORY INFORMATION

Any parent(s) who does not wish to have any telephone and address information disclosed to the school public has fourteen (14) days to notify the school that they do not wish to have such information disclosed. Request forms to withhold directory data are available through the school office. Requests to withhold directory information must be submitted each school year. Please refer to the Wausau School District Policies for Parents and Students Handbook for more information.

EMERGENCY CARDS

At the start of the school year, parents will receive a computer generated emergency sheet. Please make necessary corrections on the emergency sheet, sign, and return to your child’s homeroom teacher. We must have an emergency sheet for each child attending Riverview Elementary School. A new sheet must be turned in whether or not there are any changes from last year. If the school does not have an emergency sheet for your child, it will not be possible to contact you or another responsible party if an emergency situation occurs.

Please keep the school office up-dated if there are changes during the school year.

FEES

Fees may need to be collected from students for field trips, performing art performances, etc. You will be notified of any fees that need to be collected by your child's classroom teacher.

GIFTED & TALENTED PROGRAM

Nominated students are tested for the gifted and talented program during the second semester of second grade. Parents and teacher may recommend students for G/T testing. Students will not receive direct services from a gifted/talented resource teacher. This teacher will work directly with classroom teachers in order to differentiate curriculum to better meet the needs of all learners.

GROUP ORGANIZATIONS

RIVERVIEW PARENT/TEACHER ORGANIZATION

All parents, guardians, and staff are automatically members of the Riverview Parent/Teacher Organization. The organization consists of parent volunteers, teachers, staff, and the school principal. Meetings will be listed in the bi-weekly newsletter. All parents are encouraged to attend. The purpose of the organization will be to provide parents a means to gain information and have input in the educational program at Riverview School.

HEALTH

ACCIDENTS AT SCHOOL

In the event your child is injured at school, you will be notified by telephone. Should a serious injury arise, school officials will act in accordance with district policy. All attempts will be made to locate the involved child's parents or guardian. If the child's parents or guardian are unreachable and an ambulance is required, school officials will take needed action based on the authority of the parent signature and authorization of the child's emergency card.

ACCIDENT INSURANCE

The Wausau School District does not provide any type of health, dental, or accident insurance for injuries incurred by your child at school. If you do not feel that your insurance is adequate, or if you do not have insurance, we encourage you to review the student insurance program offered through Student Assurance Services Inc. Information brochures for student accident insurance are available upon request. All forms are due to the agency within two weeks of the start date for school. If you are interested in obtaining this insurance, please complete the form and mail directly to Student Assurance Services Inc., or return to the school office.

ILLNESS AT SCHOOL

In the event that your child becomes ill at school, the office will try to contact the parents, guardians, or other contacts listed on the emergency card for transportation home. While waiting for transportation, your child will remain in the health room. Parents or designated persons are asked to pick up ill children from school as soon as possible for the comfort and security of the sick children, as well as other children.





Snack Policy



Any snacks to be **eaten in the classroom** must be **nut-free**. Individual student snacks may not be shared with another student.

Teachers may provide a store-bought, nut-free daily snack for all students. Parents may send in boxes of snacks for the class provided they are nut-free, store-bought, and labeled with ingredients. No home-made treats of any kind are allowed to be shared with the whole class. (Snacks for the individual student may be home-made.) Birthday treats must be nut-free, store-bought, and labeled with ingredients. Peanut butter and other nuts may be eaten only in the cafeteria.

Illness

Keep your child home from school for:

- **Vomiting or diarrhea** more than one time in 24 hours. Keep home for 24 hours after last episode.
- **Fever** (temperature greater than 100.5 degrees.) Child must be **fever-free without fever medicine** for 24 hours before returning to school
- **“Pinkeye”** May remain in school if there is no fever and the child can avoid rubbing eyes.
- **Strep throat.** Keep home from school until throat culture is read and until 24 hours of antibiotic treatment is completed
- **Lice.** May return to school immediately after treatment.

Medications



All medication to be given at school must be brought to school in the original bottle by a parent or other adult. A parent signature is required for over-the-counter medicine to be given. A parent signature and a doctor signature are required for prescription medicine.

Balloons



No latex balloons are permitted at school.

Kira McGinnity RN 715-261-0914

Kathy Becker RN 715-261-0750

Julie Welch RN 715-261-0713

MEDICATION POLICY AND PROCEDURES

All prescription and non-prescription medications must have the proper form on file before the school office can administer any medications. Please see the District’s Handbook for complete information. Forms are available in the school office.

If medications are discontinued, parents must pick up all student medications kept in the health room. No medications will be sent home with students. If medications are not picked up by the parent, they will be discarded.

ASTHMA INHALER INFORMATION

In September 1999, Wisconsin ACT 77 went into effect allowing children with asthma to carry and use their inhalers while in school when written permission has been given to the school from their physician and parent/guardian (if a minor). A Practitioner/Parent Medication Administration Consent Form must be on file in the school office before a child is allowed to store or self-administer an inhaler at school.

The Wausau School District already allows older students and those who are responsible to carry and use their inhalers as needed. Parents of minor children will now have the choice of either 1) having their child carry and self-administer the inhaler or 2) store their child's inhaler in the health room and use it according to physician and parent instructions with an adult supervising. Please review the possibility of self-administration with your child's doctor when getting the form signed.

A Practitioner/Parent Medication Administration Consent Form must be completed even if your child is able to self-administer an inhaler.

IMMUNIZATIONS

The Marathon County Health Department nurses do not visit the school on a regular basis. If you have any question relating to your child's health or health records, please refer them to the school office. Also, the Wausau School District has an R.N. on call for Riverview School.

Wisconsin State Law has standard requirements for immunizations. Each year an information sheet listing these requirements is sent home.

INVITATIONS TO HOME PARTIES

We find that school is a captive place for certain things and we try to screen the volumes of handouts that people, groups, and businesses would like us to distribute to our students. Along with that come invitations to parties at homes. We ask that you find another way to distribute invitations to students.

LIBRARY-IMC

Our library contains books and other learning tools and devices that are available for student checkout. Students are responsible for any fines that are issued due to lost or damaged materials.

LOST AND FOUND

Each year many costly items end up in our Lost and Found. Unfortunately, many of these items are never claimed. We ask parents to label all easily lost items. Found items will be kept for approximately 30 days and then will be donated to a community agency.

LUNCH PERIODS

Students are required to stay on the school grounds during the lunch hours. If you would like to have your child/children come home for lunch, please send a written notice to the office and classroom teacher.

MAKE-UP WORK

Arrangements may be made to have work sent home with another student, or you may stop to pick up make-up work. It is very important that you give advanced notice when requesting homework.

HOMEWORK POLICY

The Wausau School District has a policy on homework. Please check the District's Handbook for the policy.

MILK/LUNCH PROGRAM

Parents/guardians are required and expected to maintain a positive balance in their child's account.

The Wausau School District Nutrition Services Department uses an automated meal accounting system to record breakfast, lunch, and a la carte transactions and to monitor all meal account transactions. Students are issued a meal account ID number upon enrollment with the Wausau School District (WSD). In addition, students are issued a meal card with their ID number to access their individual account for all purchases. This meal system functions as a **debit system**, similar to a checking account and requires parents/ guardians or students and staff **to prepay** into the account and to maintain a positive balance.

WAUSAU SCHOOL DISTRICT POLICY 3705

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS AUXILIARY AGENCIES/CAFETERIAS School Meal Account Charges and Collection

To maintain the fiscal integrity of the Wausau School District's School Nutrition Services Program the Board of Education shall:

- Incentivize appropriate household responsibility for payment of costs that a student incurs while using the program,
- Pursue the critically important goals of providing students with adequate nutrition, and
- Minimize the extent to which any student is stigmatized due to insufficient funds to pay for a meal.

Administration shall maintain, implement, and clearly communicate a written administrative rule on the subject of meal charges and the collection of funds within the District's School Nutrition Services Program. With respect to meal charges, the rule must particularly identify how students who pay the full-price (paid rate) or reduced price for a federally-reimbursable meal are affected by not having enough money (either in hand or in their nutrition services account) to cover the cost of a meal at the time of the meal service.

The administrative rule shall be consistent with this policy, including the following parameters:

1. The Superintendent of Schools or his/her designee shall ensure that the Chief Finance and Business Services Officer, the Director of School Nutrition Services, and school principals are consulted in developing and revising the written administrative rule regarding meal charges and collections.
2. The rule shall be clearly communicated to District families annually.
3. The rule shall be clearly communicated to District employees who have responsibility for the application and enforcement of the rule.
4. The rule may differentiate meal charge and collection procedures by specific grade levels.
5. The rule may permit students to charge (i.e., incur a negative balance as a debt) a limited number of meals or other nutrition services items that are offered for sale. The rule may also set other relevant restrictions and conditions on any such negative balances.
6. The rule may provide for one or more alternate meal options that may be made available to some or all students with a charge to the student's account, and the rule may also set other relevant restrictions and conditions on the provision and receipt of alternate meals.
7. The rule shall set procedures for allowable adult low balances.
8. The rule shall set procedures for the reclassification of delinquent debt as bad debt within the Nonprofit School Nutrition Service Account.
9. The rule shall set procedures for donations to pay debts in student school Nutrition Service accounts.
10. The rule shall provide that balances owed within a student's nutrition services account at the end of a school year may be carried over from one school year to the next.

Questions regarding this policy may be directed to the Director of Nutrition Services, Lee Nielsen 715/261-0806 or lnielsen@wausauschools.org.

Students may purchase a \$9.00 (20 cartons) milk card to use at snack or lunch. Each time that a carton of milk is consumed, the card will be punched accordingly. Milk cards will be available in the office. If paying by check, check must be for milk money only.

The cost of the lunch program will be \$2.25 per meal (40¢ reduced). Cost for the breakfast program is \$1.35 per meal (\$.00 reduced). Breakfast is served daily from 8:00 a.m.-8:30 a.m. Milk is included with each purchased meal and can also be purchased for 45 cents per carton with cold lunch.

A separate check needs to be made out for school meals. Money for lunch cannot be applied with other school activities. The Wausau School District Food Service department has preprinted envelopes (please use these envelopes) for you to make a deposit on your child's account. A place to drop off your payment is located inside the multi-purpose room, please feel free to use this service. Payments may also be sent with your child to drop in the box or give to the teacher. Please write your checks for lunch or milk card to Wausau School District Food Service (WSD Food Service).

Parents and visitors may join their child(ren) for lunch. The fee is \$3.50 per meal. Federal guidelines prohibit us from deducting a visitor's meal from a student's account. If you are joining your child for lunch, please contact the school office prior to 9:00 a.m.

LUNCH MENU CHOICES

Children who choose to eat hot lunch may select their meal choice from the published menu or the alternative lunch menu. Alternative Lunch Menu – Monday-Friday will be a Ham and Cheese or PB&J sandwich. Each lunch option also includes milk.

NEWSLETTER

The Riverview newsletter is published bi-weekly and contains articles of interest on our school programs, future dates, and room news. If you have information that you would like to have included in the newsletter, please contact the school office the Friday before the week you want it in the newsletter. The Riverview newsletter will be updated bi-weekly on our school web page. There will be a monthly calendar with school events included in the newsletter.



NON-DISCRIMINATION GRIEVANCE PROCEDURE

The School District of Wausau, 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 Educational Amendments of 1972 shall be referred to the Title IX Coordinator of the School District of Wausau.

PLAYGROUND

Playground supervision starts at 8:15 a.m. each school day. There is no playground supervision after school. The following rules have been established for the safety of the students:

EQUIPMENT

- (a) Children are not allowed to stand, ride double, or jump from the swings.
- (b) Standing on or jumping from the horizontal bars will not be permitted.
- (c) Children are not permitted to pull anyone from any piece of equipment.
- (d) Children are to stand away from the equipment when waiting their turn.
- (e) Children are instructed on the importance of taking turns on the use of the equipment.
- (f) Only one person at a time will be allowed to slide down the slide, feet first, in a seated position. No standing at the bottom of the slide.



BALL PLAYING

- (a) No hardballs or “super” balls will be permitted on the playground until after school hours.
- (b) No balls will be permitted to be kicked or thrown against the building, fence, or playground equipment.
- (c) Ball games will be played away from the building, blacktop, or areas where groups of children are playing.

MISCELLANEOUS

- (a) The throwing of rocks, sticks, or snowballs will not be permitted at any time.

- (b) The use of inappropriate language is not permitted.
- (c) Children may play only in the area bounded by the fence.
- (d) No bicycles, rollerblades, skateboards, or rollerskates are allowed on the playground during school hours. Children will not be permitted to play or loiter around the bicycle racks.
- (e) Children are not allowed to climb the fence, backstops, swing poles, basketball standards, or the building at any time.
- (f) Sliding on the ice is not permitted. The ice rink may be used only when supervised and students are wearing ice skates.
- (g) Children are not allowed in the entryways during the recess period.
- (h) Snow castles or forts will be permitted on the back portion of the playground only.
- (i) Jump ropes must remain on blacktop and only used for jumping rope.
- (k) Any student who cannot handle free play on the playground will be restricted to the building.

PROCEDURES FOR DEALING WITH TEACHER REQUESTS

A great deal of time and thought goes into class list development. The current and next grade level teachers, along with all specialists, take part in determining the best possible learning environment for each child. The teaching staff examines areas such as personality, learning styles, social and instructional needs, peer relations, and academic ability. An attempt is made to match teacher and child and maintain an overall balance within the classroom setting. Also, particularly in the intermediate grades, your child will most likely spend time with each grade level teacher in an academic area. Parents are asked not to make requests for a specific teacher. Keeping the above information in mind, the following placement criteria are used in determining class placement for the upcoming year.

Class Assignment Criteria

Male, Female, Learning Disability, Cognitive Disability, Gifted & Talented, Speech and Language, Limited English Proficiency Level, Title I Reading, ADD/ADHD, Behavioral Concerns and Learning/Achievement Level (High, Average, Low).

SAFETY PATROL

This program is one of the most important which is carried out at Riverview School. It is for the protection and safety of your children. The children are expected to follow the directions given by the safety patrol members at all times. To help you plan your day and help us to keep control of the many boys and girls, we ask that they arrive when the patrols are on duty. Unless a child has required work to do at school, he is expected to leave the building at dismissal time. Children should leave for home immediately upon dismissal time so that they have the crossing protection offered by the safety patrol. Your cooperation in this matter will be greatly appreciated. The times when the patrol members are on duty at the street crossing are as follows: 8:15-8:30 a.m. and 3:30-3:40 p.m.

SCHOOL SAFETY PLAN ~ VISITING SCHOOL POLICY

The purpose of a school safety plan is to provide a safe and secure environment for students and staff. All school staff members are required to wear a picture identification card while at school. All visitors are required to sign in at the office and wear a visitor nametag while at school. Please note that if you eat lunch with your child at school, you will need to obtain a visitor nametag from the office. Exterior school entrances will be locked during the school day.

STUDENT DRESS

Riverview School does not have a specific dress code for students. We simply ask that parents see that their children come to school dressed “seasonably and reasonably.” Articles of clothing advertising alcohol or tobacco products are considered to be inappropriate. The District does have a specific dress code on “hats” and “coats.” See the District Handbook for complete details.

TELEPHONE

The school telephone is a business phone and is used to conduct school business. The children will be allowed to use the phone on an emergency basis only.

TREATS FOR CLASSROOMS

For the health and safety of all students and staff, Riverview School adopted a policy regarding treats brought to school as of September 2006. We are asking that when providing treats or snacks for classroom celebrations or student birthdays, etc., only products which are commercially produced be brought to school. No homemade snacks, treats, or beverages will be allowed. All food and drink items for consumption must be prepackaged and/or made in a commercial kitchen or bakery and have an intact ingredient label. Please be aware of ingredients of these items to assist staff in selections for students with allergies. Providing healthy options for children is strongly encouraged. Wausau School District guidelines recommend fresh fruit and vegetables, dairy products, along with cookies, cereal bars, and other healthy snacks. Thank you for your support and adherence to this school policy.

WITHDRAWALS AND TRANSFERS

In the event that a family contemplates moving from Riverview School or the Wausau School District, such information should be sent to the child’s teacher and school office prior to moving. The teacher will complete the proper records for the office to forward to the new school.

WEATHER (INCLEMENT/SEVERE)

On days of inclement weather the front door will be open for children to enter the building upon their arrival at school. Those children arriving prior to 8:15 a.m. will be required to stay in the front entryway. When it is necessary to close or delay the opening of school, one of the plans listed below will be followed:

1. Plan A - All Wausau Public Schools will be closed today.
2. Plan B – First Student will begin their routes one or two hours late. Schools will be open at their regular time.

School closing or delay information will be announced over the radio and television stations, as early as possible. In order to provide for the safety of the children during severe weather and civil defense emergencies, the following plan has been established for the Riverview School. Please read this information carefully so that you are familiar with protective measures being taken to ensure the safety of all children.

1. If the school receives sufficient warning (approx. 1-1/2 hr.) of a severe storm, buses will be called and all children will be sent home. *Parents should instruct their children where to go in case parents are not home.*

2. If the warning does not allow time for children to return home safely, they will be kept at school until such time that a safe departure can be affected. Teachers will continue to supervise their respective groups until the emergency is over and children are dismissed. When the emergency is a severe storm, pupils will be instructed to go to their assigned safety areas in the building. When in position, pupils will assume a seated position with arms covering the head. Should it be necessary for children to stay overnight, sleeping facilities will be arranged utilizing classrooms and the gymnasium.
3. Parents will be notified when possible of the school's decision to send the children home or keep them in the building via a repeated radio bulletin aired on the Wausau radio stations.

If a thunderstorm occurs at dismissal time:

- Classroom teachers will hold students in room.
- If possible, a School Messenger message will be sent to all parents notifying them of the alternative dismissal plan.
- Principal or designee will place red flags on the fences to alert parents that an alternative dismissal plan is being implemented.
- Specialists will assemble by exterior doors, directing parents to their children's classrooms.
- 4K students will be in the front entryway, per usual dismissal.

Please check on line for the WSD Parent Handbook
for more details on policies.

www.wausauschools.org

Board of Education & Administration
Wausau School District Policy Manual

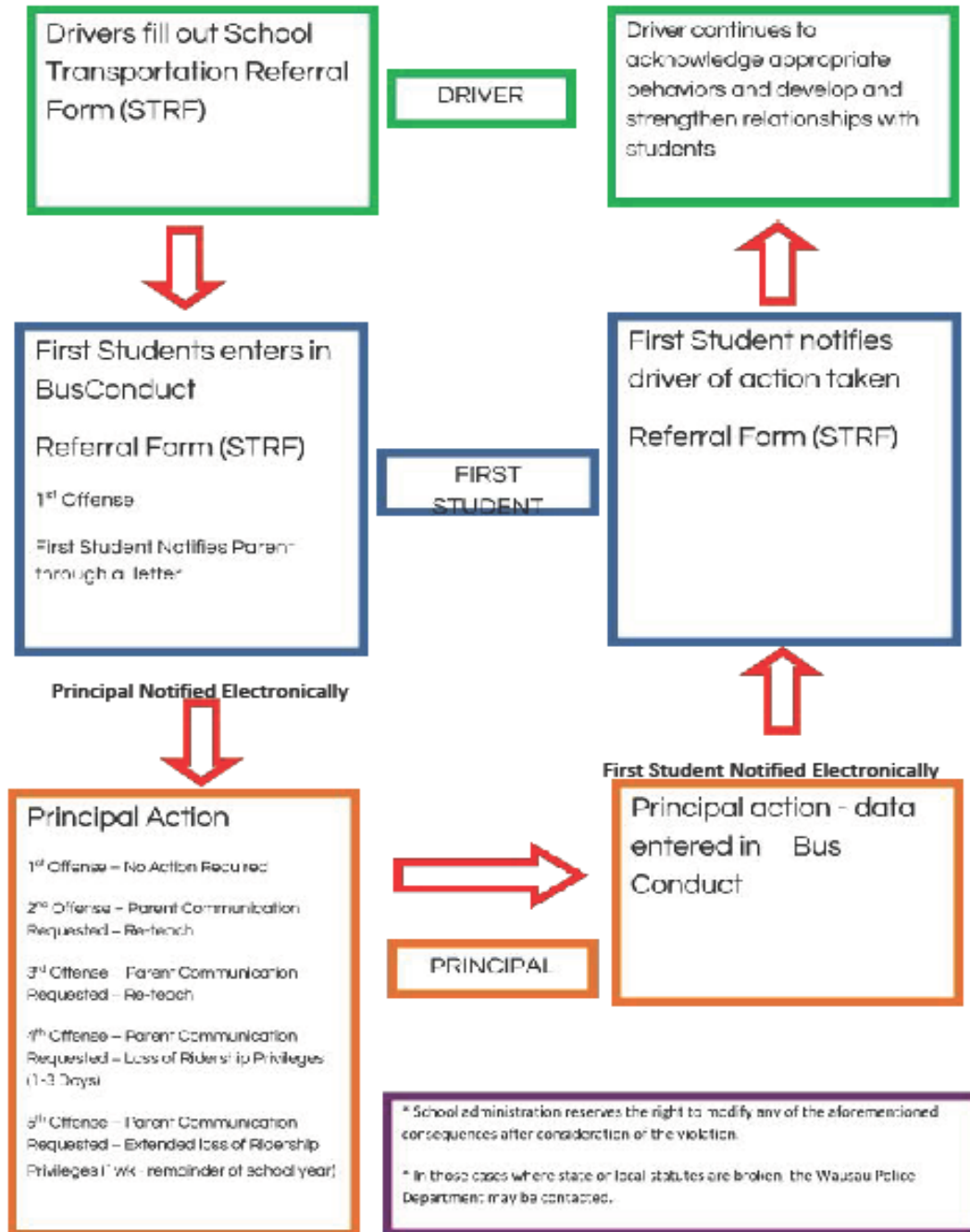
If you would like a printed copy, please send a note
with your child to school.

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.

DISTRICT-WIDE BUS CONDUCT FLOW CHART



TRANSPORTATION EXPECTATIONS

	<p>First Student & The Wausau School District, In partnership.</p>	
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	SAFE	RESPECTFUL	RESPONSIBLE
Seat – Aisle	<ul style="list-style-type: none"> Keep hands, feet, body, and objects to yourself Sit and remain seated Face forward at all times Report illegal activities Put away food, drink, candy, and gum 	<ul style="list-style-type: none"> Use kind words and level 2 voices Follow bus expectations Follow directions of driver and/or monitor Put away food, drink, candy, and gum 	<ul style="list-style-type: none"> Report unsafe behavior to driver and/or monitor Report Sleeping student to driver and/or monitor Ride assigned bus Report illegal activities Ride assigned seat if given one
Enter – Exit – Transfer	<ul style="list-style-type: none"> Keep hands, feet, body, and objects to yourself Face forward at all times Hold on to the hand rail Wait for the bus to stop before entering or exiting or transferring bus 	<ul style="list-style-type: none"> Use kind words and level 2 voices Put away food, drink, candy, and gum Follow bus expectations Follow directions of driver and/or monitor 	<ul style="list-style-type: none"> Report illegal activities Ride assigned bus/get approval for changes Report unsafe behavior to driver and/or monitor Take belongings with you when leaving bus Report Sleeping student to driver and/or monitor