

Wausau School District
John Marshall Elementary School
PARENT HANDBOOK
2017-18



1918 Lamont Street ~ Wausau, WI 54403
Telephone: 715.261.0060 ~ Fax: 715.261.2355
<http://marshall.wausauschools.org/>

John Marshall Staff 2017-18

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Kelly Jo Wolff	Spec Ed Paraeducator	Andrew Kraus	Custodian
Sue Harris	Sped Ed Paraeducator	Thomas Stotmeister	Custodian
Lisa Wolters	Building Paraeducator	Kim Paul	Nutrition Services
Tiffany Kraeger	Health Aide	Sue Beck	Nutrition Services
Kori Zastrow	Technology Aide	Sandy Wawrzaszek	G2M Coordinator

W/Staff/9-10-17

If you would like to leave a message for staff after hours, please dial their extension once you reach John Marshall's voicemail at 715-261-0060 or leave a message in the general mailbox.



“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 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 261-0060 by 9:00 a.m. Voice mail is on until the school office opens each day. You may leave a message for attendance on the secretary's voice mail. 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=½ day absence. If student leaves more than 30 minutes early ½ 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 process that must be completed 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

John Marshall School will be giving out awards to students. The following activities will be recognized: Book Bowl, Art Cluster, Basketball, Flag Football, Volleyball, Track & Field, Kiefer Swenson Track, Citizenship Awards, Leadership, Safety Patrol, and Presidential Academic.

BOOKS

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



TRANSPORTATION

The Wausau School District contracts buses and drivers through First Student. Busing is provided for students who reside 2 miles away from school or must cross a hazardous road (example Grand Ave.). 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 715-842-2268 or the school. Behavioral expectations as well as the bus conduct flowchart can be found on pages 17 & 18 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 John Marshall 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 riding a bicycle
 - Safety Patrols
 - Safety patrols are made up of the 5th graders that attend John Marshall. 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 or has to cross a hazardous road (example Grand Avenue). 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 DAYCARE PROVIDER FORMS

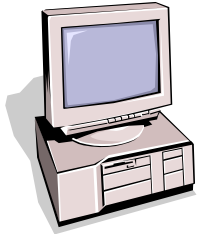
If you will be requesting that your child be transported to a Daycare Provider, you must complete a Transportation to Daycare Provider Form, which is available in the office. The Daycare Provider's address must be located within the John Marshall School bus transportation area.

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 John Marshall 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 are required to bring a note from the provider for all doctor or dentist appointments.

DISCIPLINE POLICIES

Each teacher at John Marshall will have a classroom discipline plan as well as a behavior matrix. This plan will consist of basic rules and expectations to help teachers meet their needs. The discipline plan and behavior matrix, will be posted in the classroom and communicated to parents.

There are, however, areas outside the classroom where certain wants, needs, and rights need to be maintained. The teachers and staff will use a discipline plan with consequences for those areas outside the classroom. Any offenses judged serious will be handled by the principal.

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 INFORMATION

At the start of the school year, parents will receive a computer generated emergency verification 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 John Marshall 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

JOHN MARSHALL PARENT/TEACHER ORGANIZATION

All parents, guardians, and staff are automatically members of the John Marshall PTO 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 assist the school in obtaining materials to support the educational program at John Marshall 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 sheet.

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 sheet for transportation home. While waiting for transportation, your child will remain in the health room. Parents or designated persons are asked to pick up an ill child from school as soon as possible for the comfort and security of the sick child, as well as other children.

HOMEWORK POLICY

The Wausau School District has a policy on homework. Please check the District's Handbook for the policy at <http://www.wausauschools.org>.

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 John Marshall 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.

iPADS

Every student will be issued a Wausau School District iPad device. Parents/Guardians will be responsible to fill out and sign the WSD iPad Contract and WSD iPad Use Agreement. You have a choice to purchase a \$10/year accident policy or decline the accident policy and take full financial responsibility for any loss or damage to the device issued to your child. Please refer to the Wausau School District iPad Procedures and information Handbook for expectations. Feel free to contact the principal with specific questions or concerns.

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 60 days and then will be donated to a community agency.

LUNCH PERIODS

Students are required to stay on the school ground 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.

MEDICATION POLICY AND PROCEDURES

All prescription and non-prescription medications must have the proper form on file before the school health office can administer any medications. Please see the District's Handbook at <http://www.wausauschools.org> for complete information. Forms are available in the school health 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 health office before a child is allowed to store an inhaler at school.

MILK/LUNCH PROGRAM

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 \$2.30 per meal (40¢ reduced). Cost for the breakfast program is \$1.35 per meal (\$.00 reduced). Breakfast is served daily from 7:50 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. Regular cold lunch eaters are encouraged to purchase a separate milk card to keep with their cold lunch bag.

The school lunch program is a pre-payment system requiring all accounts for school lunch or breakfast to be pre-paid maintaining a positive balance. Pre-paying is paying for the meals prior to them being eaten. 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 Nutrition Services department has preprinted envelopes (please use these envelopes) to make a deposit on your child's account. A place to drop off your payment (see picture) is



located in the hallway between the cafeteria and gym, 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 Nutrition Services (WSD Nutrition Services).

Each student is issued one bar coded lunch card for elementary school. Students need to use the card or pin number whenever they are making purchases in the school meal program.

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. Each lunch option also includes milk. A daily alternate lunch item will be available for your child.

NEWSLETTER

The Panther Press newsletter is published bi-weekly and contains articles of interest on our school programs, future dates, and general school 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 Panther Press 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) Children are not allowed in the entryways during the recess period.
- (h) Snow castles or forts will be permitted in designated areas of the playground.
- (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, Intellectual Disability, Gifted & Talented, Speech and Language, Limited English Proficiency Level, Title I Reading, ADD/ADHD, Behavioral Concerns and Learning/Achievement Level (High, Average, Low).

Pick-up Traffic Flow at John Marshall

In recent years, the pick-up/drop-off situation at John Marshall has become dangerous with many “near misses”. Changes have been made to keep our kids safe, but it will take more than structural changes to ensure safety. We need everyone’s cooperation with the new traffic flow and parking guidelines. Please review this information and share with anyone who will be dropping off or picking up kids at school including babysitters, grandparents, etc.

- 1) **Primary car drop off area on Broadway.** The Grassy boulevard has been removed and the sidewalk has been extended to the curb. Please **DO NOT PARK HERE** during drop-off and pick-up times as it causes congestion and creates unsafe environment for our students.
- 2) **Bus lane on Lamont.** During drop-off/pick-up times, this area is for **BUSES ONLY**. Cars are not to use this lane at anytime during drop-off/pick-up.
- 3) **Parking lot.** If you need to leave your vehicle unattended during drop-off and pick-up times, please **PARK IN THE LOT**. The parking lot will be one-way traffic—enter through the old parking lot, exit through the new, angled parking area.

GENERAL SAFETY GUIDELINES

Cars should never be left unattended in drop-off/pick-up zones. This is one of the main problems that causes safety issues. If you need to go into school, use the newly expanded parking lot.

Drop-off/pick-up traffic is one-way traffic. Do not drop your kids on the opposite side of Lamont or Broadway. Drive around the block to drop off on the school side of the street.

Do not double-park during drop-off/pick-up. While it might seem like you’re saving time, it prevents other cars from exiting the area causing more congestion and is very dangerous for our kids.

Put down your cell phone. Nothing is more important than the safety of our kids during these few minutes each day.

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, the Wausau School District 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 with no nuts and products that are commercially produced with an intact ingredients list should 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. 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, 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 and the first grade door on Broadway Ave. will be open for children to enter the building upon their arrival at school at 8:15 a.m. 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 John Marshall 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:

1. Classroom teachers will hold students in room.
2. If possible, a School Messenger message will be sent to all parents notifying them of the alternative dismissal plan.
3. Students will be dismissed when the thunderstorm threat has passed to board buses, meet parent/guardian or walk home.

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



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.