

STETTIN ELEMENTARY SCHOOL PARENT HANDBOOK 2019-2020



Address, Phone Numbers and E-mail Contacts

109 N. 56th Avenue
Wausau, WI 54401

715-261-0205 (School Office)
261-0213 (Stettin Food Service)

[Stettin Website](#)

[WSD Parent Handbook](#)



Principal
Mrs. Kelly Halvorsen

khalvors@wausauschools.org

School Secretary
Mrs. Mary Steffen

msteffen@wausauschools.org



[@WausauStettin](#)



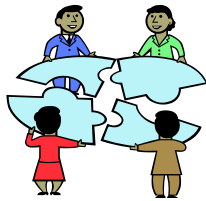
[Stettin Elementary PTO](#)

2019-2020 PTO Officers

	Co-President		
	Co-President		
Jessica Tipple	Treasurer and Spirit Wear	jtipple@wipfli.com	715-297-9182
Tia Missoni	Volunteer Coordinator	tia.jones1112@gmail.com	715-370-0149

Principal – Mrs. Halvorsen

The success of Stettin School is based on a strong collaboration between staff members, students, parents, and the community. We are a Professional Learning Community who believes in the value of being life-long learners. We look to gain from new experiences and adjust to new ideas for the benefit of children. We believe that it is imperative to build positive, respectful relationships among students, staff, and families, and to do so in a caring, learning environment.



As members of a Professional Learning Community, the Stettin Staff has created Shared Mission, Vision, and Value Statements, which will guide and focus our work with All Stettin students...

Mission Statement

As a Stettin school community our mission is to teach, to guide, and to care for all students.

Vision Statement

The vision of Stettin Elementary is to be a safe, academically rich, caring, and positive environment for students, families, staff, and community.

Value Statements

As a member of the Stettin Elementary staff, I will take responsibility for the successful attainment of our school mission and vision.

1. I will advance student learning, achievement and success by keeping it at the heart and as the filter for my decision making.
2. I will use research-based best practice to advance each child's learning, achievement, and success.
3. I will provide a safe, secure, flexible, and inviting environment, which nurtures acceptance, appreciation, and respect for self and others.

Each one of us

CAN MAKE

A Difference.



TOGETHER

We Make

Change.

School Hours

- School is in session from **8:30 a.m.– 3:30 p.m.** The tardy bell rings at **8:35 a.m.** Students must report first to the office if they arrive after the 8:35a.m. bell.
- Morning supervision on the playground begins at **8:15 a.m.**
- There is **NO** playground supervision after school.
- We have a secure entry at our main door located off of the 56th Avenue entrance. Doors remain locked at all times. Visitors will be asked to “buzz in” and our school staff will assist you as needed.
- Our Main Entry will be unlocked at arrival and dismissal only.
- Contact Wausau Child Care at (715) 848-1436 about before or after school child care.



Transportation, Parking, Busing and Child Pick-Up

- The parking area on Stettin Drive is reserved for staff members and buses.
- The main school entrance for parents and visitors is located on 56th Avenue.
- Vehicles parked along the curb **MAY NOT** be left unattended during after school student pick-up (3:15 – 3:45 p.m.). Parents must come and escort their child from the sidewalk to the car. Students are not to cross the lot without an adult.
- Parents picking up their children after school should wait in their vehicles or school yard until the 3:30 bell. At 3:30 our front main door is unlocked for dismissal.
- Students are not to be picked up in front of the flagpole because it backs up traffic.
- First Student Bus Co. (842-2268) should be contacted with bus questions or concerns.
- Scooters, bikes and roller blades are to be used on the way to or from school on the sidewalk or path **ONLY**. Items should be removed or ‘walked’ once students reach school grounds.

Important Safety Reminders for Parents and Visitors to Stettin

- **Secure Entry:** All schools within the Wausau School District continuously review safety procedures and have implemented and created secure entries across the district. We continue to welcome parents and families to be an active part of our school community. If you wish to visit our school during the day between 8:00-4:00, you will be asked to come to our main doors (56th Avenue Parking Lot). After entering the first set of doors, you will be asked to press a button which will indicate to office staff that you are in need of assistance. Our school secretary will greet you and be able to unlock the door for your entry if needed.
- **Signing In:** Upon arrival at Stettin, all parents, visitors, and guests must stop at the main office to sign in and receive a visitor badge, no matter how long you plan to stay.
- **Student Arrival:** All students should enter through the main doors upon arrival (between 8:15 and 8:30 am). Students will hang their backpacks in assigned cubbies and then proceed to the playground until the 8:30 am bell.

- **After School Pickup:** All school doors will remain locked until 3:30 pm. Parents arriving earlier than 3:30 to pick up their child will be asked to wait until 3:30 to enter the building, unless your child needs to leave school prior to the 3:30 dismissal bell.
- **Parking Lot:** In order to ensure that everyone is safe in our busy parking lot, please be sure to follow the following guidelines.
 1. The area in front of the primary classroom doors is for drop off and pick up only. Please do not park and leave your car.
 2. When using this drop-off area, please make sure that your child exits and enters your car on the right-hand side, closet to the sidewalk.
 3. Please refrain from using your cell phone while driving in our lot.
 4. Drive with the flow of traffic. Do not cut through the lot.
- Please remember that the speed limit on city streets while children are present is 15mph. This will protect our student safety patrols and our students walking to and from school.



Before School Open House

Students and families are invited to attend a Before-School Open House. This is an opportunity for students to bring in school supplies, find their desk and cubby location, meet their teacher, pay for annual fees, confirm emergency card information, and ask any questions about the first day. If you are unable to attend the Open House please have all student supplies labeled and sent the first day.

First Day of School

Parents are always welcome to be with their child on the playground and wait for the first bell to ring. Once the second bell sounds, parents are encouraged to give a quick “good-bye” to prevent any separation anxiety. Students need to know if they are taking hot or cold lunch and how they are getting home at the end of the day. Parents should have all necessary forms, including updated emergency card information, returned prior to the first day of school.

School Arrival and Recess

Playground supervision is provided from **8:15 – 8:30 a.m.** Please do not drop off your child prior to 8:15, as there is no adult supervision. Students should enter the school through our main doors. They will hang their backpacks in assigned cubbies and then proceed to breakfast or the playground until the 8:30 am bell. All students will remain outside on the playground until the bell rings at 8:30.

In the case of inclement weather, students will be allowed to enter the building at 8:15 am. Primary students (K-2) will report to the multi-purpose room for indoor morning recess and intermediate students (3-5) will report to the gym for quiet activities. Cold weather requiring indoor recess is defined as regular temperature readings below 0 or wind chill “real feel” temperature below zero. There may also be times when children are given an option of indoor or outdoor recess at the discretion of the principal. Warm jackets, boots, hats and gloves are required in cold, snowy months. If a child wants to leave the blacktop area, snow pants and boots are required.

Milk Cards and Food Service

Milk cards are sold in the school office for **\$9.00** (20 cartons). The milk can be used at morning snack or during the lunchtime. Individual coins are also acceptable DURING LUNCH. Checks, payable to Wausau School District, can be sent in an envelope marked with your child's name and "Milk Card." Financial assistance for milk cards is available for families who qualify for free or reduced lunch

The morning **breakfast program** takes place from 8:15 – 8:30 a.m. The cost for a full paying breakfast is \$1.35. Families qualifying for free or reduced lunch costs receive the same designation for the breakfast program. Students arriving by bus will be given enough time to eat breakfast before going to class.

The cost of an individual **student lunch** is \$2.35. Checks, payable to Wausau School District, can be sent to school in an envelope marked with your CHILD'S NAME and "LUNCH ACCOUNT." It is your responsibility to keep a \$10.00 minimum balance in your child's account. You will receive an automated phone message from the district's main office when your account is below the minimum balance.

Applications for free or reduced lunches are available in the school office. Only ONE application per family is necessary. You may also access the application through this link <https://goo.gl/9FpbMG> .

Students need to know at the beginning of each day whether they are eating hot lunch, the school's alternate turkey sandwich lunch, or bringing a cold lunch. Students will be encouraged to eat what they take to avoid waste and to ensure balanced eating. Parents may join their child(ren) for a hot lunch by calling before 9:00 a.m. each day and paying \$3.55. Students may leave the school grounds for the lunch period if accompanied by a parent. Lunch times per grade level vary each year and a schedule will be provided at the start of the school year.

Student Snacks

If your child's classroom has a scheduled snack time, each student will need to supply his or her own snack. Snacks must be free of nuts or nut butters, such as peanut butter or "Nutella". If you choose to send a food item for your child to share to celebrate a special occasion such as birthday, it will need to be store bought with an intact ingredient label. Allergy information on the label should ensure that the treat is free of all nut and nut ingredients. Please save homemade treats for parties at home.

Please see WSD Board of Education Policy for details online at http://www.wausauschools.org/UserFiles/Servers/Server_808843/File/District/5920.pdf

Daily Recess

Students participate in a 15-minute morning or afternoon recess supervised by teachers and support staff. Assigned times vary and will be provided at the start of the school year. Parents may join their child during recess time, and they must sign in at the school office, and it is best to go through school guidelines and rules in advance of visiting the playground in order to ensure consistency with school expectations.

Please be sure that your child has appropriate outdoor clothing for the weather and season.

Attendance, Absences, Tardiness & Family Vacations

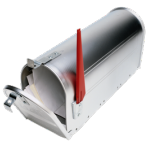
All students are required to be in regular attendance at school. Health concerns are the primary purpose for keeping a child home from school. Please keep in close communication with the school with any specialized health concerns. Students should not attend school if they are too sick to learn and/or their situation is communicable to others.

Parents should call the school office (261-0205) by 9:00 a.m. when a child must be absent from school. Attempts will be made to contact parents at home or work if the office has not been notified

Tardiness will be counted for any student who arrives after 8:35 a.m. Students must report to the office before going to their classroom. Students that are consistently tardy will also receive written notification about the number of times they have been late to school. **The school is required to send a letter to parents if students exceed five days absent per quarter or ten days per semester.** Excessive absences and/or tardiness will be further addressed through a parent meeting. If the problem continues, the school will follow district and state guidelines for filing a truancy report.

If for any reason, your child will be leaving school during the day, he/she should bring a written note signed by the parent stating the reason, time needed to leave, and who will be picking him/her up. The person picking up the child is required to come to the school office and sign the student out. The office will then call down to the classroom for the student.

Parents are encouraged to take vacations during school breaks, and yet, there are situations in which a student needs to be gone at a different time. State law does provide parents 10 days for excused family absences per school year. Parents should notify the office and teacher in advance if they are taking their child out of school for an extended time period. Teachers may assign work for the child to complete while out of school. Likewise, parents may request that students are given work to complete in their absence from school. Advanced notification is necessary for the teacher to supply the family with upcoming assignments.



Parent and School Communication

- Parents and teachers are expected to be in direct communication if there is a concern or important information to be shared. If additional clarification or help is needed, the building principal, office staff, or teacher-in-charge can be contacted.
- The “Wildcat” newsletter offers up-to-date information on events and activities taking place at Stettin. The Wildcat is located online from the Stettin School web page at <http://stettin.wausauschools.org/> on the first and third Thursday of each month. A paper copy of the “Wildcat” will be available in the Main Office upon request.
- Grade K-4 students will use the daily school folder to provide communication between home and school. The folder should be checked nightly for homework assignments and/or communication from the teacher. Written communication can be easily accomplished with the use of the yellow notepad stapled in the inside cover of the folder. Additional folders can be purchased for \$1.00 if lost or destroyed.
- Parent-teacher conferences are scheduled for all students twice a year. This does not limit additional meetings that may need to take place. Parents may request a time to meet with teachers throughout the year.
- E-mail communication is becoming more frequently used between home and school. Parents are encouraged to discuss such means of communication with the classroom teacher as needed.
- School Messenger (an automated immediate phone and email communication tool) may be used to communicate school-wide reminders to parents throughout the year.



Medication Policy

In order for the school to administer any medication a *Medication Administration Consent Form* needs to be on file for your child. All medication must be in its original container with the child's name on it. Prescription medications will also require the physician's signatures. Parents must send a doctor's note explaining the circumstances or medical reasons if it is necessary that your child stay indoors during recess. Normally if a child is too ill to go outdoors, they are also quite often too ill to function well at school; however, isolated situations for indoor recess requests can be presented to the building principal.

Visiting and Volunteering in the Classroom

Parents are welcome to visit school and volunteer in their child's classroom under the direction and request of the classroom teacher. Parents should feel comfortable to inquire about a role they could fulfill in an individual class, as there are different needs for every grade and each teacher. Please refer to the WSD volunteer requirements which are located at the district website at <http://www.wausauschools.org/cms/One.aspx?portalId=808927&pageId=4569767> to complete the required background check and steps necessary to be a volunteer.

Visitors and volunteers must report first to the school office, sign in, and wear a visitor's badge. Parents that want to observe a classroom for a purpose other than volunteering need to make arrangements in advance with the teacher and/or the building principal. Visiting classrooms for the purpose of observing next year's teacher is not an established protocol at Stettin School.

Classroom and Teacher Assignments

Each spring our teachers and staff work cooperatively to assign class and teacher placements which best meet the academic, social, and emotional needs and goals of each individual student. Staff members who know each student and how they learn place students in the upcoming classroom. Students are notified of their tentative teacher assignment prior to the beginning of the school year whenever possible.

We do not accept requests for a specific teacher. Please direct questions to Mrs. Halvorsen.

After-School, Before-School, and Special Lunchtime Opportunities

In addition to the community based activities available to students there are many additional opportunities for students throughout the year. Stettin students are very fortunate to have additional opportunities beyond the school day through the Growing Great Minds (G2M) program. Students may elect to participate in special six-week classes typically offered from 3:30 – 4:30 p.m. Students must be picked-up by 4:30 p.m. in order to continue participating in these elective programs. Occasionally class enrollment may be limited due to the subject matter being taught. Parents are welcome and encouraged to participate by teaching or facilitating one of many classes or activities.

The Wausau School District designed sports and academic programs typically target students in grades 4-5 (football, basketball, track, and volleyball) or students in grades 3-5 (book bowl).

School Closings

The decision to close school is made by the WSD Superintendent of Schools. Information about school closings will be announced over local radio and television stations. It will also be found on the district web site, www.wausauschools.org. Families must plan in advance for early dismissal days due to weather conditions. Parents are expected to complete a school form indicating what their child should do on these unexpected days. Important Reminder: Students riding the school buses are dismissed 40 – 60 minutes later than the announced departure time.

Distributing Information to Students

WSD Central Office must approve information being distributed to students. Local groups and organizations specific to Stettin School (Scouts, PTO, After-school programming, etc.) need approval from the school district office before items can be distributed to students. These approved resources are available on the WSD website.

Parents are not to use the classroom teacher as a direct source for passing out information to students (announcements, birthday parties, scout activities, etc.).

P.T.O. (Parent-Teacher Organization)

Stettin School's P.T.O. is designed to address special needs of the school and the students. The group works to fund budgeted initiatives, plan family activities, and provide unique opportunities that help make Stettin a special place for all. The school's PTO is effective when all students' parents become involved with events and activities. Even with the most hectic schedules that most parents encounter, parent involvement at some level can be rewarding. A parent organization does not exist without your help, support and input. The school office can be contacted for the names and phone numbers of present leaders with the PTO. Monthly PTO meetings target business items, educational speakers, and social events. Childcare is provided by the PTO organization. The "Wildcat" is used as a source of communication to parents.

Student Behavior and Code of Conduct

Students are taught about bullying and harassment and how to report situations if they occur. The guidance counselor also instructs students about how to inform adults about unsafe situations. Student behavior will be addressed under the guidelines approved as policy by the Wausau School Board and the Wisconsin State Statutes for Student Code of Conduct. Both of these policies are outlined in detail in the parent & student handbook posted on the district's website. Hard copies of the handbook are available upon request. Your child's safety, self-concept, and well-being are very important to us.

Staff members will address inappropriate behaviors and is expected to use professional judgment in addressing issues in order to achieve a safe and orderly climate. Students are to be addressed in a dignified manner at all times. It is important for staff members to provide current and ongoing communication with parents, as each situation requires. It should not be the practice of staff members to discuss students' behaviors with any other parents than that child's.

Parents should be proactive in sharing concerns. It is best to find out all of the details in a given situation, as there are typically two or more sides to a story. Bus concerns should be first addressed by contacting the bus company. Most school concerns should initially be addressed with the classroom teacher.

Educating the "Whole Child"

Here at Stettin we understand that it is critical for us to provide an education to each student, which meets both their academic needs as well as their social and emotional needs. As a component of a continuous School Improvement Plan we set annual SMART goals, which serve as our focus throughout the school year. Copies of our school goals are available for your reference at any time. Please contact Mrs. Halvorsen if you would like further information about the Wausau School District goals or our Stettin School goals. Additionally, updates are provided throughout the year at our monthly PTO meetings.

Positive Behavior Interventions and Supports (PBIS)

The Wausau School District has implemented an important initiative, called Positive Behavior Interventions and Support (PBIS). At Stettin, our students know it as living by our Stettin School Core Values.

PBIS is a process for creating safer and more effective schools. It is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom behavior support systems. The process focuses on improving a school's ability to teach and support positive behavior for all students. Rather than a prescribed program, PBIS provides systems for schools to design, implement, and evaluate effective school-wide, classroom, non-classroom, and student specific plans. PBIS includes school-wide procedures and processes intended for all students and all staff in all settings. PBIS is not a program or a curriculum. It is a team-based process for systemic problem solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach and all students can learn.

Stettin began PBIS implementation in 2010. Using the framework provided, we have adopted a unified set of school-wide expectations. You will see these expectations posted throughout the school and your child will be learning them during his or her first days at school. Our unified school-wide expectations (Core Values) can be found in every classroom and non-classroom setting in the school, are as follows:

Stettin School's Core Values

Be Respectful and Kind

Be Safe

Work Hard and Do Your Best

As part of the PBIS process, teachers and other staff members use evidence-based practices to increase student learning and decrease classroom disruptions. We do the following when teaching a behavior:

- * Consistently teach and refer to our school-wide expectations and "Core Values"
- * Connect classroom and non-classroom rules and expectations directly to these "Core Values" identifying specifically what each expectation looks and sounds like in each individual setting
- * Provide students with positive recognition when the expected behaviors are demonstrated
- * Actively engage everyone during instruction
- * Use pre-correcting, prompting, and redirecting
- * Provide positive, immediate, frequent, and explicit feedback
- *CELEBRATE our efforts and progress toward our goals

We also have a consistent school-wide system of data collection. When a student is having difficulty with a specific behavior, in addition to re-teaching the expected behavior, Stettin staff members will document the specific information. Analyzing the collected data provides the staff with an opportunity to create additional learning goals and activities and/or adjust the environment to provide the most effective educational environment for all students. Behavior reports are used as a data point for school improvement.

An example of a "Behavior Tracking Form" is available from Mrs. Halvorsen upon request. These forms are used by our school PBIS team as a piece of data which assist us in identifying areas which we may need to re-teach behaviors.



Playground General Guidelines and Expectations

- Students should report unsafe or dangerous situations to a playground supervisor. They should use the forum of classroom meetings or brainstorming sessions with the school counselor or teacher to address playground concerns like the rules of a particular game, being left out of an activity, not sharing, etc.
- Behavior Tracking Forms will be used to communicate playground problems. Supervisors will be directly involved in re-teaching the expected behavior as well as providing immediate and specific feedback and consequences.
- Significantly unsuccessful behaviors (physical or sexual harassment, weapons, violence, damage to property, disrespect and non-compliance) will be addressed immediately and brought to the attention of the classroom teacher and/or the principal depending on the situation.
- Remember to respond to all playground supervisors respectfully.
- Roller blades, scooters, and bikes are to be dismantled before entering the playground or front walkway.
- Jump ropes, playground balls, & roll-up sleds may be brought from home & shared on the playground.
- Computer gaming systems, I-pods, & other electronic distractions to school learning are not to be brought for use during the school day without permission.
- Stay away from the rocks and the drainage area...supervisors will determine boundaries.

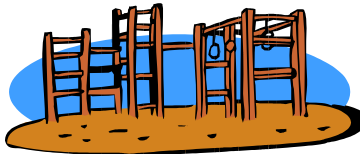
Behavior Expectations on the Blacktop

1. The blacktop is used to play foursquare, tetherball, basketball, circle games, hopscotch, jump rope, and sidewalk chalk.
2. Adults have to be able to see you and you have to be able to see them when you're on the blacktop.
3. Grass, gardens, snow piles, bike racks, icy areas, rocky area, woods, sidewalks, and puddles are not considered part of the blacktop.
4. Establish and follow the agreed-upon rules at the beginning of each recess when playing any games on the blacktop.
6. Be respectful and observe the boundaries for all games in play.



Behavior Expectations in the Field

1. The field is used to play tag, field games like soccer, kickball, whiffle-ball, and football, log roll down the hill, or to just "hang out."
2. Adults have to be able to see you and you have to be able to see them when you're in the field.
3. Black top, snow piles, bike racks, icy areas, rocky area, woods, sidewalks, and puddles are not considered part of the field.
4. Establish and follow the agreed-upon rules at the beginning of each recess when playing any games in the field.
5. Be respectful and observe the boundaries for all games in play.



Behavior Expectations on the “Playbooster” Equipment

1. Slides
 - Check the slide to see if it is clear.
 - Keep moving at the top.
 - Sit on your bottom in the center of the slide.
 - Come down one at a time, feet first.
 - At the bottom, move away quickly
2. Bridges
 - Stay on your feet.
3. Climbing Wall and Ladder
 - Check both ways to make sure it is clear.
 - When done climbing move away so the next person can use it.
 - One person climbs at a time.
4. Bars
 - One person at a time
 - One way only
 - Dismount and move on
5. Pole
 - Check both ways to make sure it is clear.
 - When done climbing move away so the next person can use it.
 - One person climbs at a time

Behavior Expectations on the “Stettin” Equipment

1. Slides
 - Check the slide to see if it is clear.
 - Keep moving at the top.
 - Sit on your bottom in the center of the slide.
 - Come down one at a time, feet first.
 - At the bottom, move away quickly
2. Bridges
 - Stay on your feet.
3. Climbing Wall and Ladder
 - Check both ways to make sure it is clear.
 - When done climbing move away so the next person can use it.
 - One person climbs at a time.
4. Bars
 - One person at a time
 - Dismount and move on
 - Hang from your hands upright
5. Pole
 - Check both ways to make sure it is clear.
 - When done climbing move away so the next person can use it.
 - One person climbs at a time.
6. Web
 - Climb
 - Hang from your hands upright
7. Funnel Ball
 - Round ball gets thrown into the top
 - Take turns

Behavior Expectations for the Bouncer, Swings, and Circle Web

Bouncer

- Stand on your feet
- Hold on to the handles

Swings

- Remain seated & swing straight
- Keep hands on your swing only
- You may push another student on the swing once from behind
- When done swinging, stop; stand up from the seat, and leave
- Take turns using swings

Circle Web

- Climb
- Hang from your hands upright

Winter Weather Guidelines



Winter Weather and Recess: Students will go outside for recess each day that the temperature is above 0 degrees Fahrenheit, or when student safety is not a concern. For that reason is it very important that students have all of the necessary warm outdoor clothing each and every day.

Winter Apparel: Decisions on what is to be worn outside are a school-wide decision to be enforced consistently throughout the grade levels. Such decisions will be shared over the announcements, especially if they fluctuate or change due to special weather conditions.

- **Throughout the winter months, students should wear the following items to school each day: boots, snow pants, a warm coat or jacket, hat, and mittens or gloves.**
- Students' names should be identified on winter clothing that could easily be confused with another.
- During the days of transition, or uncertain weather conditions, it will be announced when it is time that students must wear snow pants and boots outside.
- Students who lost a glove, hat or mitten can go to the Lost & Found to look for that item; however, the clothing articles are not for distribution to a student who doesn't have gloves or hat and/or forgot items at home.
- If your family is in need of any of the warm weather gear required for recess, please see Mrs. Halvorsen. We often have items that are donated by our Stettin community which are available to students in need.

Be respectful and kind on our playground.

Students should remember to respect each other and their snow creations. There are wonderful opportunities to create snow forts and snowmen, and students are expected to work together to create and share rather than destroying the work of others.

Throwing Snow & Safety Concerns

- Students are expected to leave the snow on the ground. Throwing snow is not allowed at any time
- Students without snow pants or boots must remain on the shoveled blacktop during snowy conditions.
- Running and sliding on patches of ice is not allowed.

- On occasion, certain areas of our playground may be limited due to unsafe conditions based on weather situations. These situations will be monitored on a daily basis dependent on current conditions (for example: icy areas of the blacktop or snow banks which present safety hazards)

Sledding Guidelines



We are fortunate to have a unique opportunity here on our Stettin property...sledding☺

- When weather conditions are appropriate, students will be invited to sled during certain recesses. This will be communicated to students on our daily announcements.
- The roll-up, plastic sleds are allowed at recess under the correct conditions.
- Cones will identify the sledding hill. The location periodically changes due to conditions.
- Snow bumps or ramps are not to be built on the hill. Sometimes they get built after hours and need to be removed for student safety.
- Supervisors must determine if conditions are safe to use the sledding hill.
- A supervisor should be at the top of the hill to ensure that all guidelines are enforced.
- Students must wait to go down until others are out of their way.
- Students must sit on the sled (no kneeling) and stay within the designated area.
- Students will go down the hill, get off the sled immediately, watch out for those coming down, and get to the side (cones) to walk back up the hill.
- Students may not hook sleds together to form trains.
- The sleds are designed for individual riders.
- Students may need to take turns and share the sleds.
- Students are to return the sleds and stack them upright in the shopping carts after each recess.
- Only a single warning per recess should be given to a student regarding the rules. A second violation may result in being off of the hill for the remainder of the recess.

Student Dress Code

Wausau School District guidelines and Policy 5700 <https://goo.gl/bmr2kN> are enforced in order to assure a healthy and safe school environment for students.

Cell Phones

Students are asked to keep cell phones turned off and in their backpacks during the school day. In the event that a student needs to call home to their parents during the day, they should notify their teacher or the school secretary. If the phone call is necessary, they will be allowed to use a school phone. The school is not responsible for cell phones that are brought to school.

Wausau School District Meal Account Procedures August 2016

**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.

Insufficient Elementary Student Account Balances

Parents/guardians and WSD staff are required and expected to maintain a positive balance in their child's account. Automated phone calls and emails are sent to households via SchoolMessenger® on Monday and Thursday evenings when the account falls below \$10.00 positive. **Accounts with a zero balance or balance above \$10.00 positive will not receive phone messages.**

Elementary: Parents/guardians will receive negative balance letters weekly when the meal account reaches a negative balance. While we strongly discourage meal charges, we understand that an occasional emergency may make it necessary to charge. When parents/guardians fail to maintain sufficient funds to purchase school meals for their child(ren) or provide a meal from home, District personnel may be asked to intercede on behalf of the student(s). If the parent/guardian continues to not provide their child(ren) with a meal from home or money for the meal account after District personnel have interceded on behalf of the student(s), the District may file a report with an appropriate agency.

Negative -\$10.00 balances and greater: Parents/guardians will be contacted by the Nutrition Services office, school guidance counselor/social worker and/or principal to offer assistance in completing a Free and Reduced meal application or determine if special assistance to the family is needed.

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

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Erin Niewolny	Food Service	
Jen Seliger	Building Aide	
Joan Alters	Building Aide	
Sara Ehmann	Building Aide	
Xang Lee	ELL Translator/Paraprofessional	
Donna Coldwell	Special Education Aide	
Rebecca Reiche	Special Education Aide	
Jenny Johnson	Building Level Tech Aide	