109 N. 56TH AVENUE

WAUSAU, WI 54401

715-261-0205 (SCHOOL OFFICE)

715-261-0213 (STETTIN FOOD SERVICE)

WSD PARENT STUDENT HANDBOOK

Principal

Mr. Kyle Sackett

ksackett@wausauschools.org

Administrative Assistant

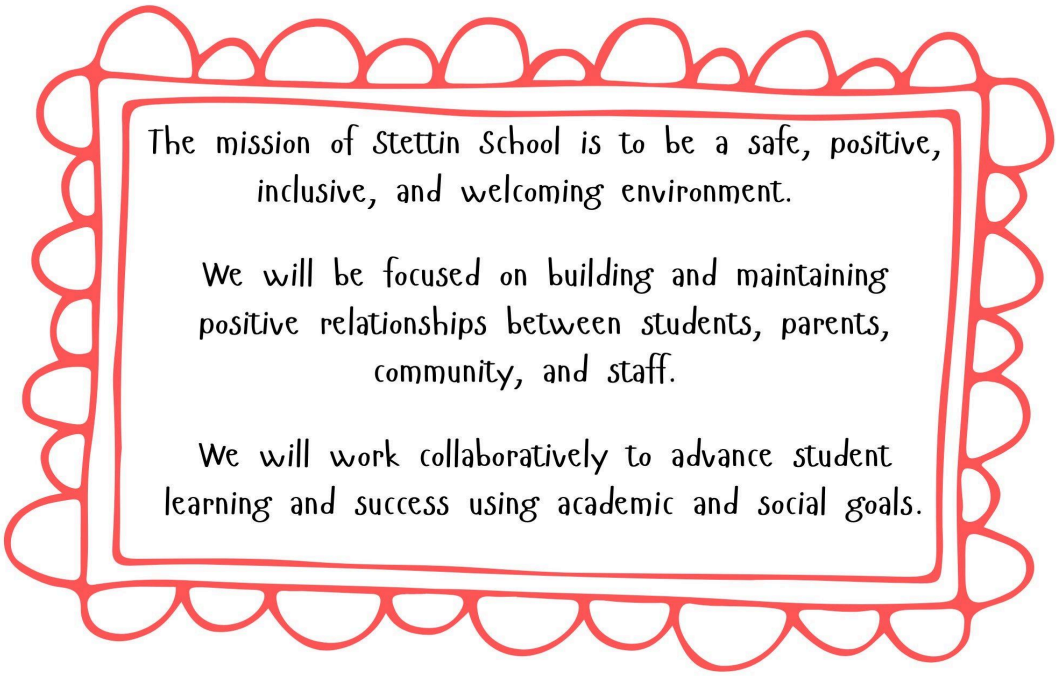
Mrs. Kailey Dejong

kdejong@wausauschools.org

The Wausau School District does not discriminate on the basis of race, age, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including transgender status, change of sex, or gender identity), or physical, mental, emotional, or learning disability (“Protected Classes”).

Welcome to Stettin Elementary!

We are proud to be part of a school community based on a strong collaboration between staff members, students, families, and community. We are a Professional Learning Community who believes in the value of being life-long learners. We believe that it is imperative to build positive, respectful relationships among all members of our school community, as we create a caring and supportive learning environment.



School Hours

- School is in session from 8:30am - 3:30pm
- The tardy bell rings at 8:35am. Students must enter through the main doors and check in at the main office if they arrive after the 8:35am bell.

Student Arrival and Morning Procedures

- Students may arrive between 8:15-8:30am.
- There is no supervision prior to 8:15am.
- Upon arrival students should enter the school through the main door (Door 1). Students will hang their backpacks in the cubbies and then either go to breakfast in the cafeteria or outside for recess.

- Breakfast is available for any students who wish to participate. Our breakfast will be served in the cafeteria from 8:15-8:30 each day through your Food Service account.

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 pm)
- Parents picking up their children after school should remain in their vehicles or school yard until the 3:30 bell. At 3:30 our students will exit through the main door.
- **Parents must escort their child to and from the sidewalk and car.**
- **Students are not allowed to cross the parking lot without an adult.**
- Scooters, bikes, rollerblades, etc are only to be used on the way to or from school while on the sidewalk or paths. Items should be removed or "walked" once students reach the school grounds.
- First Student Bus Co. should be contacted with bus questions or concerns (715-842-2268)

Additional Pick-Up and Drop-Off Details

In order to assure that everyone is safe in our busy parking lot, please be sure to follow the following guidelines:

1. Follow the designated traffic flow and park in the spaces provided.
2. If you choose to use the area along the sidewalk, you may not leave your vehicle unattended.
3. When using this sidewalk area, please make sure that your child exits and enters your car on the right hand side of your vehicle (closest to the sidewalk).
4. Refrain from using your cell phone while driving in our lot.

Please remember that the speed limit on city streets while children are present is 15 mph. This will protect our students and student safety patrols.

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/guardians/families to be an active part of our school community. If you wish to visit our school during the day between 8:15-3:30, you will be asked to come to our main doors (56th Ave). After entering our 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 staff will greet you and be able to unlock the door for your entry if needed.
- **Signing In:** Upon arrival at Stettin, all parents/guardians/visitors must sign in and receive a visitor badge, no matter how long you plan to stay. ***A driver's license or other photo ID is needed to sign in***.

Breakfast at School

A breakfast is available at school each day for any students who choose to participate. If your child would like to have school breakfast, they should arrive at school between 8:15-8:25 and go directly to the cafeteria.

Lunch at School

K-5 students will have lunch at school each day.

Each day students may choose to bring a lunch from home or choose the "Hot Lunch" or "Alternate". Monthly menus are available at WSD Nutrition Services

Students who choose to bring lunch from home may purchase a carton of milk during lunch if they choose to do so.

How to Pay for School Breakfast and Lunch

School Meal Prices

Breakfast	Lunch
Reduced Free	Reduced $0.40
Elementary $1.85	Elementary $2.95
Middle School $1.95	Middle School $3.05
High School $2.10	High School $3.25
Adults/Staff/Visitor $2.85	Adults/Staff/Visitor $5.00

Milk purchased individually is $0.45 per carton

*****Apply for Free & Reduced Meals online now! It is convenient, secure, and private*****

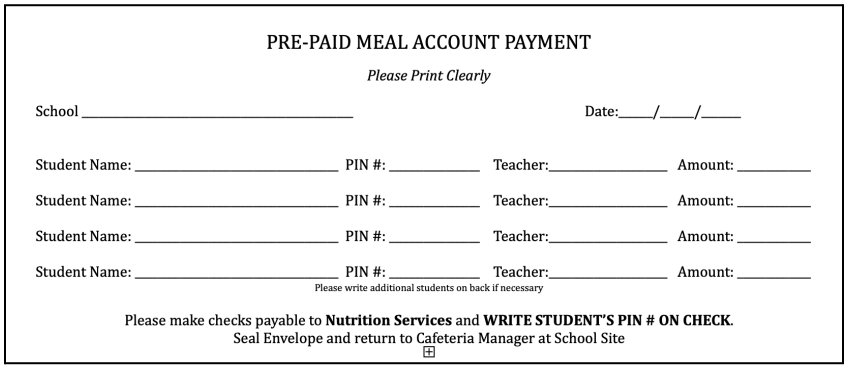
Go to LINQConnect

Meal Account Online Portal

LINQConnect is also our online portal that provides parents with a quick and easy method to make payments to student meal accounts.

Cash or Check Payments

Envelopes are available inside the Stettin lobby vestibule. Simply complete the information on the envelope, add your payment inside, and then drop in the secure collection box located right there as well.



PRE-PAID MEAL ACCOUNT PAYMENT

Please Print Clearly

School _____ Date:____/____/_____

Student Name: _____ PIN #: _____ Teacher:_____ Amount: _____

Student Name: _____ PIN #: _____ Teacher:_____ Amount: _____

Student Name: _____ PIN #: _____ Teacher:_____ Amount: _____

Student Name: _____ PIN #: _____ Teacher:_____ Amount: _____

Please write additional students on back if necessary

Please make checks payable to **Nutrition Services** and **WRITE STUDENT'S PIN # ON CHECK**.
Seal Envelope and return to Cafeteria Manager at School Site

Student Snacks

- Each classroom will schedule a snack time.
- Each student will need to supply their own snack.
- Classroom spaces must be "nut-free" environments. All snacks must be free of nuts or nut butters, such as peanut butter or "nutella".
- Students may not share snacks.
- Students may choose to bring a water bottle to school. Milk will be provided at breakfast and lunch, but not at snack time.

Special Occasions

If you choose to celebrate a special occasion (such as a birthday) with your class, we encourage you to share non-food items. If you choose to celebrate with a treat, please be sure to adhere to the following policy:

WSD Special Occasion Treat Guidelines

All classroom treats must be dropped off at the Main Office or Health Office before school starts to confirm that all requirements are met.

Instructional Technology

Since the 2016-2017 school year, the Wausau School District has been implementing a 1:1 digital device program in the Wausau School District. This program incorporates the use of the Apple iPad.

Why is the Wausau School District 1:1?

The Wausau School District's mission is to advance student learning, achievement and success. To accomplish this mission we must provide teachers the tools required to meet the needs of students in a classroom who don't naturally all learn in the same manner at the same rate and in the same way. 1:1 instructional environments allow teachers to differentiate their teaching to meet the different needs of all students. In 1:1 instructional environments, assignments can be individualized through the use of adaptive technology that gets harder or easier based on student answers. This approach also provides students with immediate feedback as learning occurs. Just as teachers are able to match instruction to students, students have a greater ability to differentiate how they demonstrate learning

The WSD iPad Handbook and iPad Use Acknowledgement include important information for all families.

Visiting and Volunteering in the Classroom

O.N.E. (Our Network for Education) is the Wausau School District's Volunteer Program and supports Key Interest: Foster mutually beneficial partnerships and collaborations that expand learning opportunities and resources. Each school's volunteer program reflects the unique needs of their students and the district-wide program provides an umbrella of support and assistance to each school.

Parents are welcome to visit school and volunteer in their child's classroom under the direction and request of the classroom teacher. Please refer to the WSD volunteer requirements (O.N.E) which are located on the district website. Here you can find important information regarding criminal background checks, a copy of the Volunteer Handbook, a District calendar, and more.
Note: If you had a background check last year and volunteered, you do not need to reapply. The background check is accepted for five years.

Family and School Communication

- Parents/guardians should contact teachers directly with any information to share/questions/concerns. If additional clarification or help is needed, the building principal or pupil service staff are available to assist.
- Our "Wildcat Adventures" newsletter offers up-to-date information on events and activities taking place at Stettin. Our "Wildcat Adventures" is sent via School Messenger email and also posted on our Stettin website bi-weekly on Friday.
- Grades K-5 students will use the daily school folder to provide communication between home and school. The "Stettin folder" should be checked nightly. The "Stettin folder" is provided to students as a gift from our PTO. Additional or replacement folders can be purchased in the office for $1.00.
- Email communication between teacher and parent/guardian is frequently utilized. In addition to email, your teacher will communicate important information with you through our Stettin Canvas accounts.
- School-wide communication will often come through School Messenger (an automated immediate phone and email communication tool).

Infinite Campus Parent Portal

What can an Infinite Campus Parent Portal do for you?

In today's busy world, information must be at your fingertips in a moment's notice. Put Infinite Campus to work for you by creating your personal Parent Portal. You will be able to access some or all of these features:

- Check Bussing Information
- Access Class Schedules
- Check Assignment Completion
- View Student Grades
- Print Report Cards and Progress Reports
- Pay School Fees
- View Payment History
- Update email addresses and Phone Numbers
- Set up personal notifications

Get Connected and Stay Informed

Create or use your existing personal Infinite Campus Parent Portal Today!

If you do not have a Parent Portal Account set up, here are the steps to create one:

- Email Mrs. Dejong kdejong@wausauschools.org for your activation code
- Go to: www.wausauschools.org
- Choose ABOUT WSD click on INFINITE CAMPUS
- Choose INFINITE CAMPUS PARENT PORTAL and click on NEW USER
- Enter the activation code to complete the registration process
- Create your own username and password. Once you have established your own username and password, the activation code will no longer be valid.

Each parent receives an activation code and will need to set up their own parent account. If you experience difficulties, we will assist you via phone or email. Please contact Mrs. Dejong or portal@wausauschools.org

P.T.O (Parent-Teacher Organization)

Stettin's P.T.O. is designed to bring us together to address special needs of our school and our students. The group works together to plan family activities and provide unique opportunities that help make Stettin a special place for all.

The school's P.T.O. is most effective when all families become involved with our events and activities. Even with the most hectic of schedules that most families encounter, being involved in your child's school can be incredibly rewarding. A parent organization does not exist without your help, support, and energy.

ALL are welcome to participate. Details will be included in our September "Wildcat Adventures".

Distributing Information to Students

WSD Central Office staff must approve information being distributed to students. Please do not ask teachers to directly pass out information to students. This includes community events, announcements, birthday party invitations, scout activities etc.

Recess

Students will have 2 recess breaks each day. Students will be outside for recess unless the "Feels Like" temperature is below zero degrees, it is raining, or there is other extreme weather. Please be sure your child is dressed appropriately for outdoor play.

Attendance, Absences, Tardiness

All students are required to be in regular attendance at school. Health concerns are the primary reason 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.

The school is required to send a letter to guardians when a student exceeds five days of absences per quarter or ten days per semester. Excessive absences and/or tardiness will be further addressed through a designated process working with the family. If the problem continues, the school will follow district and state guidelines for filing a truancy report.

If your child is absent, please call the school office at 715-261-0205 by 9:00am. Attempts will be made to contact guardians at home or work if we have not been notified.

If your child is absent due to a medical or dental appointment, please provide a note from your doctor/dentist/care provider upon return.

Tardiness will be counted for any students arriving between 8:35-9:00. Students who arrive after 9:00 am will be considered absent for either a half or full day.

Leaving school early will be recorded as absent when leaving prior to 3:00pm. If your child will be leaving school during the school day, they should bring a written note signed by parent/guardian stating the reason, time needed to leave, and who will be picking them up. **Office staff will call the classroom when the individual arrives to pick them up**.

Parents/guardians are encouraged to take vacations during scheduled school breaks. Yet, we understand that there are situations in which a student needs to be gone at a different time. State law provides for up to 10 days for excused family absences per school year. Parents/guardians should notify the teacher **and** office staff in advance if they are taking their child out of school for an extended period of time. Teachers may assign work for the child to complete while out of school. Likewise, parents may request that students are given work to complete during their absence.

Advanced notification is necessary for the teacher to supply the family with upcoming assignments.

Medication Policy

In order for the school to administer any medication, a *Medication Administration Consent Form* needs to be on file. All medication must be in its original container with your child's name on it. Prescription medications will also require the physician's signature. Please contact our Health Aide, Julie Guenther, jguenther@wausauschools.org, with any questions.

Please check the district Health Services Page for more information

Student Behavior and Code of Conduct

Students are taught about bullying and harassment and how to report situations. The school 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 and student handbooks posted on the district's website. Your child's safety, self-concept, and well-being are very important to us.

Staff members will address inappropriate behaviors and use professional judgment in addressing issues in order to achieve a safe environment for all. It is important for staff members to provide current and ongoing communication with families as each situation requires. It is not acceptable for staff to discuss students' behaviors with anyone other than the parent/guardian of that child.

Parents/guardians are encouraged to be proactive in sharing concerns with their child's teacher. It is best to find out all of the details in a given situation, as there are often many sides to a story.

Bus concerns should first be addressed by contacting First Student.

What is Bullying?

Bullying is defined as the unwanted, aggressive behavior among school-age children that involves a real or perceived power imbalance. The behavior is reasonably perceived as being de-humanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress. The behavior is repeated, or has the potential to be repeated, over time.

CONFLICT	RUDE	MEAN	BULLYING
Two-Sided	One-Sided or Two-Sided	One-Sided or Two-Sided	One-Sided
Regularly	Occasionally	Once or Twice	Is Repeated
Can occur when there is a difference in opinions	Spontaneous: Unintentional	Typically Intentional	Is planned and done on purpose; malicious
Neither party has hard feelings	Can cause hurt feelings; upset	Can be very hurtful	The target of the bullying can be hurt deeply
Based on both parties striving for an agreement or agreeing to disagree	Based on thoughtlessness, poor manners or selfishness	Based on anger and/or aggression; impulsive cruelty	The bully is attempting to gain control over the target; vicious
Both parties accept equal responsibility without a need to forgive	The offender accepts responsibility and the offended can easily forgive the offender. If two-sided, one or both may take responsibility and/or forgive	The offender may regret the behavior while the offended may have difficulty forgiving the offender. If two-sided, one or both may have regret and difficulty forgiving	The bully blames the target, while the target wants the bully to stop and may suffer damage that will take much healing to repair
Often can easily be resolved without intervention/mediation. Ongoing conflict that escalates to include rude and/or mean behaviors may need mediation through the talking circle process.	Intervention/mediation may be needed. Social skill building could be beneficial. Talking circle process may also be used if both parties agree.	Needs to be addressed with intervention and should NOT be ignored. Talking circle process should be used if both parties agree.	Cannot be resolved through mediation but rather the bully must be stopped through intervention. Healing circle techniques could be used if both parties agree.

The Wausau School District prohibits bullying, hazing, discrimination and harassment or the threat of such activities by a student or group of students against other students or personnel in any form it may take. The Board of Education considers these actions to be a violation of its obligation and Shared Key Interest to provide safe, secure, flexible, inviting, and well-maintained environments that nurture student well-being and enhance teaching and learning, and determines them to be disruptive to the academic atmosphere. All reports of bullying will be taken seriously. Policy 5706

Leader In Me

The Wausau School District continues to create academic and social-emotional support systems linked directly to the needs of our students.

Leader in Me is a whole-district improvement model that uses teaching practices to promote social and emotional learning for students in kindergarten through twelfth grade. *Leader in Me* is based on the *7 Habits of Highly Effective People*, and the work of Stephen Covey. The model empowers students with the leadership and life skills they need to thrive in the 21st century. These principles allow the development of student leaders who not only succeed academically but also are proactive contributors to our school and community.

Through teacher-led instruction, *Leader in Me* students will acquire and apply skills to:

- understand and manage emotions
- set and achieve positive goals
- feel and show empathy for others

- establish and maintain positive relationships
- make responsible decisions
- work well with others
- use leadership skills in and out of the classroom

Thank you for assisting the Wausau School District in building a system of student support. Your support will ensure that each student has the opportunity to receive the assistance they need to achieve social-emotional success. If you would like to learn more about Leader in Me, please refer to the Parent's Guide or reach out to any staff member in our building.

Classroom and Teacher Assignments

Each spring our teachers and staff work collaboratively to assign class and teacher placements which best meet the academic, social, and emotional needs and goals of each individual student. Staff member teams who know each student and how they learn best place students in the upcoming classroom. Students are notified of their 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 Mr. Sackett.

2025-26 Stettin Staff

Grade	Teacher	Email address
K	Jenna Strojny	jstrojny@wausauschools.org
K	Shelby Hurlburt	shurlburt@wausauschools.org
1	Janet Hurst	jhurst@wausauschools.org
1	Kristie Butler	kbutler@wausauschools.org
2	Ashley Langbecker	alangbec@wausauschools.org
2	Margo Ivey	mivey@wausauschools.org

3	Brooke Walder	bwalder@wausauschools.org
3	Cassidy Sroor	csroor@wausauschools.org
4	Kelly Brandt	kbrandt@wausauschools.org
4	Thomas Dziadosz	tdziados@wausauschools.org
5	Rachel Vogel	rvogel@wausauschools.org
5	Taylor Knowles	tschlinkmann@wausauschools.org
5	Kristin Kruzan	kkruzan@wausauschools.org

Special Education	Amanda Jacobson	ajacobso@wausauschools.org
Special Education	Jill Kleman	jkleman@wausauschools.org
Multilingual Learners, Paraprofessional	Xang Lee	xlee@wausauschools.org
Multilingual Learners	Marilyn LaPorte	malaporte@wausauschools.org
Gifted & Talented	Cheryl Borta	cborta@wausauschools.org
School Counselors	Jenna Carpenter Denelle Helgeson	jcarpenter@wausauschools.org dhelgeson@wausauschools.org
School Psychologist	Amanda Melville	amelvill@wausauschools.org
School Social Worker	Madeline Barnes	mbarnes@wausauschools.org
SLP	Meghan Oselka	moselka@wausauschools.org
Art	Chelsey Gilbert	cgilbert@wausauschools.org
Music	Haley Graves	hgraves@wausauschools.org
Science	Kassandra Felts	kfelts@wausauschools.org
Library	Julie Gaskey	jgaskey@wausauschools.org
Physical Education	Taylor Jahr	tjahr@wausauschools.org

Principal	Kyle Sackett	ksackett@wausauschools.org
Admin Assistant	Kailey de Jong	kdejong@wausauschools.org
Health Aide	Julie Guenther	jguenther@wausauschools.org
Head Custodian	Ubone Her	uher@wausauschools.org
Evening Custodian	Chue Her Allen Yang	cher@wausauschools.org anyang@wausauschools.org
Nutrition Services	Ka Xiong Erin Niewolny	kxiong@wausauschools.org eniewoln@wausauschools.org

Paraprofessionals	Jenny Schneider Tavon Wiltzius Christine Jensen	jschneider@wausauschools.org twiltzius@wausauschools.org cjensen@wausauschools.org
Special Education Paraprofessionals	Tammy Horne Ryan Baghun Rochelle Brown	thorne@wausauschools.org rbaguhn@wausauschools.org rbrown@wausauschools.org