# STUDENT & FAMILY HANDBOOK

2026–2027 ELEMENTARY SCHOOLS







**Baraboo 4K**
**Al Behrman Elementary(ABE)**
**East Elementary**
**Gordon L Willson Elementary(GLW)**
**North Freedom Elementary**
**West Elementary**
www.baraboo.k12.wi.us

This handbook has been prepared by the elementary school principals to assist families and students in adjusting to school procedures and practices. A careful reading will provide you with important information. As questions come up during the year, please refer to this handbook for reference. We appreciate your input and questions. Strong home-school communication is necessary to provide quality education for your student.

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# Welcome to the School District of Baraboo

Dear Families, Students, and Friends of Elementary Education,

Welcome to another wonderfully exciting year of elementary education at the School District of Baraboo. We are so delighted that you are willing to share your children with us!

The School District of Baraboo has a well-deserved reputation for teaching an outstanding curriculum and producing some of the most academically and civically prepared students in the country. This is a tradition that we would like to share with your student(s), and we can do it with your help.

As we look forward to a year of fast-paced learning, growing, and exploring, it is important to remember that there are many events, people, and factors that affect your student. All of these factors come together to create your student's educational environment and learning experiences every day.

Please take some time as we approach the new school year to look through this handbook with your student(s). Many of the questions you have about what happens in our schools are addressed here, including information about school rules, district policies, calendars, supply lists, registration fees, health services, and other important details that help staff maintain a safe, consistent, and friendly environment where learning is the focus.

If at any time throughout the year you have questions or concerns about something that you hear from your student's school that cannot be answered with the help of this handbook, please contact the building principal. You will find contact numbers and email addresses in this handbook.

All of us in the School District of Baraboo look forward to a new school year full of enthusiasm, opportunities, and LEARNING. Thank you for sharing your student with us, and for allowing us to help you educate them with the best tools around—our teachers!

Have a wonderful year,

John Blosenski, Principal at Al Behrman Elementary
Jori Ruff, Principal at East Elementary
Colleen Pariso, Principal at Gordon L. Willson Elementary
Tyler Lang, Principal at North Freedom Elementary
Stacie Wagner, Principal at West Elementary and Baraboo 4K Program

# School District of Baraboo Vision & Mission

## OUR VISION: What we aspire to be

A leader in education through innovation and continuous improvement with a focus on the whole student.

## Our Mission: What we aspire to do

Engage, challenge, and inspire every student, every day, in every way.

## 2027-30 Strategic Plan

The School District of Baraboo aspires to prepare and inspire all students to grow to their full potential and engage in an ever-changing world. We aim to engage, challenge, and inspire every student, every day, in every way by providing relevant, captivating, and high-quality learning experiences in and out of the classroom that focus on the whole student.

As a District and learning community, we continue to work towards our goals. We are implementing the 2027-30 Strategic Plan and framework to ensure that our work is focused on our mission and ultimately leads to the achievement of our vision. Our District will use a balanced scorecard framework to plan, manage, and report on performance improvement strategies. To learn more, please visit our Strategic Plan & Framework website.

| **Board of Education Members** | | |
|---|---|---|
| Tim Heilman, President | | |
| Karen Nelson, Vice President | Carolyn Bonanno, Treasurer | Ken Ziegler, Clerk |
| Kurt Goeckermann | Joey Rivas | Amanda Sabol |

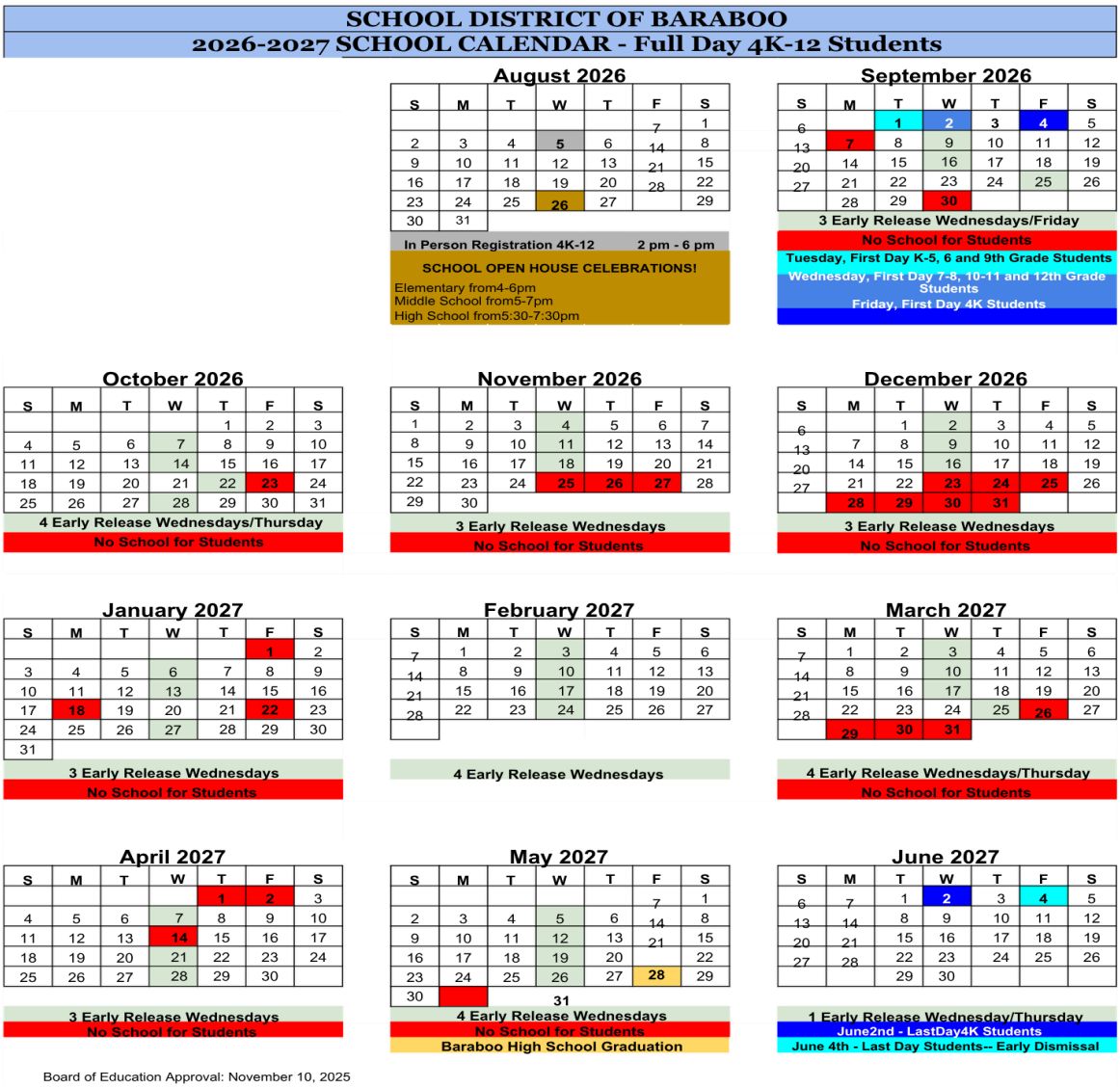
To Contact the Board: board@barabooschools.net

# Contact Information

| | |
|---|---|
| **West Elementary & Baraboo 4K Program**<br>(608) 355-3905<br>Stacie Wagner, Principal | **Baraboo High School**<br>(608) 355-3940<br>Clint Brickl, Principal<br>Brian Visger, Associate Principal<br>Robb Koseor, Associate Principal |
| **North Freedom Elementary**<br>(608) 522-4946<br>Tyler Lang, Principal | **Food Service**<br>(608) 355-3980<br>Rachel Mason, Food Service Director |
| **Al Behrman Elementary School**<br>(608) 355-3910<br>John Blosenski, Principal | **Student Services/Special Education**<br>(608) 355-3918<br>Sean Stout, Director of Student Services |
| **East Elementary**<br>(608) 355-3920<br>Jori Ruff, Principal | **Teaching & Learning**<br>(608) 355-1540<br>Mike Pisani, Director of Teaching & Learning |
| **Gordon L. Willson Elementary**<br>(608) 355-3925<br>Colleen Pariso, Principal | **District Assessment**<br>(608) 355-3950<br>Shelly Gilmore, District Assessment Coordinator |
| **Jack Young Middle School**<br>(608) 355-3930<br>Ryan Ewing, Principal<br>Tyler Fish, Associate Principal | **District Registrar**<br>(608) 355-3955<br>Andrea Romero, District Registrar |
| **District Administration**<br>(608) 355-3950<br>Stephen Considine, Superintendent | |
| Visit the **Staff Directory** for a complete list of staff. | |

| |
|---|
| **Student Transportation**<br>Lamers Bus Lines (608) 448-4851 ext. 2 |
| Visit the **Student Transportation website** to learn more about transportation and busing information. |

# 2026-27 4K-12 Student Calendar




Board of Education Approval: November 10, 2025

| Additional Information |
| --- |
| All Student (EC-12) Registration: August 5, 2026 |
| Tuesday - Thursday , August 18 - 20 New Teacher Orientation |
| August 24 - 28: All Teacher PD, Prep |
| Wednesday, August 26th Open House at All Buildings |
| Tuesday, September 1st- First Day of School (K-5, 6, 9) |
| Wednesday, September 2nd - First Day of School for 7-8 and 10-12 (Not an early dismissal Wednesday) |
| Friday, September 4th - First Day of School for 4K Students |
| Monday, September 7th - Labor Day Holiday |
| Wednesday, September 23rd -- FULL Day for Students/Staff/4K |
| Friday, September 25th -- Early Dismissal for Homecoming Parade |
| Wednesday, September 30th - Professional Development |
| Wednesday, October 21st -- FULL Day for Students/Staff/4K |
| Thursday, October 22nd - Early Dismissal for Parent/Teacher Conferences |
| Friday, October 23rd - Non-Contract Day |
| Wednesday, November 25th - Friday, November 27th - Thanksgiving |
| December 23rd to January 1st - Winter Break |
| Monday, January 18th - Dr. Martin Luther King, Jr. Observation |
| Wednesday, January 20th -- FULL day for Students/Staff/4K |
| Friday, January 22nd Teacher Work Day (4 hours) |
| Wednesday, March 24th -- FULL Day for Students/Staff/4K |
| Thursday, March 25th - Early Dismissal for Parent/Teacher Conferences |
| Friday, March 26th - Non-Contract Day -- Friday before Easter (holiday) |
| Monday, March 29th - Friday, April 2nd Spring Break |
| Wednesday, April 14th - Professional Development |
| Friday, May 28th - BHS Graduation |
| Monday, May 31st - Memorial Day Holiday |
| Wednesday, June 2nd - FULL Day for Students/Staff/4K |
| Friday, June 4th- Last Day for Students - Early Dismissal |
| Friday, June 4th - Last Day for Staff |

See the District Calendar for the most up-to-date information.

# Early Dismissal

The School District of Baraboo has early dismissals on Wednesdays during the school months to allow our staff to gather in their professional learning communities to collaborate, learn new skills, master skills, as well as spend time collaborating on educational topics relevant to continuing to provide quality education to your children.

***Schools will be dismissed two hours early most Wednesdays unless otherwise noted on the calendar. Please note that there is no school for students in Half-Day 4K on Wednesdays; students in Full Day 4K follow the same schedule as students in grades K-5.*** We appreciate your anticipated conversations with your children to create a plan for these early dismissal dates.

If you have questions about our District-wide early dismissal schedule, please contact your student's building principal. Our District website posts the annual school calendar for additional details on school days and other specifics.

# Elementary School Year Fees

| **Elementary School Year Fees** | |
|---|---|
| Registration Fee: Students (4K - 5) ***(Required)*** | $20.00 |
| Sports Pass - Student/Youth (Optional) | $30.00 |
| Sports Pass - Adult (Optional) | $60.00 |

| **School Nutrition Meal Prices: Please check this link** |
|---|

*All students at Al Behrman Elementary School and West Elementary School will receive free breakfast and free lunch through the Community Eligibility Provision from the US Department of Agriculture. Learn more on the BSD Food Service website.

# Elementary Supply List

Please LABEL all supplies with your child's full name. All students will need a pair of gym shoes and something (such as a backpack) to carry items to and from school. Students may also bring a water bottle to use in their classroom.

**Early Childhood Special Education**
(3-year-olds)
Diapers, if needed
One of the following:
Box of tissues
Package of napkins
Antibacterial wipes

**4K Supplies (no student name needed):**

- 2 - 10 pack Classic Color thick Crayola washable markers
- 1 - 8-color palette of Crayola or Prang watercolor paints
- 2 - 2-pack of black Expo dry-erase markers
- 1 - 4 pack Elmer's glue sticks
- 1 - box of Kleenex tissues
- 1 - box of Ziploc sandwich bags
    - Last name A - N
- 1 -box of Ziploc 2 gallon bags
    - Last name  O - Z

**4K Supplies (please include your child's name):**

- 1 - plastic pocket folder
- 1 - wide-lined spiral notebook
- 1 - family picture (4x6)
- 1 - change of clothes (good for all seasons, kept in a Ziploc bag)
- 1 - full-sized backpack without wheels (should easily fit a folder)
- 1 - 12 oz no-spill water bottle (preferably without a straw)

Full-Day students only: 1 child-size sleeping bag inside a large reusable bag.
Your student's teacher will provide more information





# ELEMENTARY SUPPLY LIST

2026-2027 SCHOOL YEAR

## KINDERGARTEN

2 - 24 count crayons
1 - 12 count pre sharpened #2 pencils (no novelty pencils)
3 - 10 count thick washable markers (classic colors)
4 - chisel tip BLACK dry erase markers
6 - small glue sticks
1 - child sized wired headphones (NOT earbuds)
2 - boxes facial tissues
1 - container of disinfectant wipes
1 - pack napkins (Last names A-M)
1 - pack of paper plates (Last names N - Z)
1 - box resealable quart size bags
1 - box resealable sandwich size bags

## 1ST GRADE

2 - 24 count crayons
1 - 24 count #2 pencils (preferably Ticonderoga)
2 - 10 count thick washable markers (classic colors)
1 - 12 count colored pencils
4 - chisel tip BLACK dry erase markers
6 - small glue sticks
3 - Pentel high polymer white erasers OR pink erasers
1 - pair of scissors (child size)
1 - pencil box (not a bag/other)
1 - wide-ruled spiral notebook (single subject)
1 - pocket folder (plain)
1 - 1" binder (plain)
1 - child sized wired headphones (NOT earbuds)
2 - boxes facial tissues

## 2ND GRADE

1 - 24 count pre sharpened #2 pencils (no novelty pencils)
2 - 10 count thick washable markers (classic colors)
1 - 12 count colored pencils
2 - chisel tip BLACK dry erase markers
2 - glue sticks
2 - large eraser
1 - pair of scissors (child size)
1 - pencil box
1 - wide-ruled spiral notebook (single subject)
2 - pocket folders (plain)
1 - 100 count of 3x3 Post-it notes
1 - wired headphones (NOT earbuds)
2 - boxes facial tissues

## 3RD GRADE

1- 24 count pre sharpened #2 pencils (no novelty pencils)
1 - 10 count thick washable markers (classic colors)
1 - 24 count colored pencils
4 - chisel tip BLACK dry erase markers
4 - glue sticks
2 - large eraser
1 - pair of scissors
1 - pencil box
2 - wide-ruled spiral notebook (single subject)
3 - pocket folders (plain)
1 - 100 count of 3x3 Post-it notes
1 - white 1” binder with plastic cover
1- wired headphones (NOT earbuds)
2 - boxes facial tissues

## 4TH GRADE

1 - 24 count pre sharpened #2 pencils (no novelty pencils)
1 - 10 count thick washable markers (classic colors)
1 - 24 count colored pencils
4 - chisel tip BLACK dry erase markers
1 - 5 count colored highlighters
2 - glue sticks
1 - large eraser
1 - pair of scissors
1 - pencil box
5 - wide ruled spiral notebooks (color variety, 1 subject)
5 - pocket folders (color variety, plain)
1 - wired headphones (NOT earbuds)
2 - boxes facial tissues

## 5TH GRADE

1 - 24 count pre sharpened #2 pencils (no novelty pencils)
1 - 24 count colored pencils
4 - fine tip BLACK dry erase markers
2 - highlighters
1 - pair of scissors
1 - pencil box
3 - wide-ruled spiral notebook (single subject)
3 - Pocket folders (plain)
2 - 100 count of 3x3 Post-it notes
1 - binder (1.5" or 2")
1 - wired headphones (NOT earbuds)
2 - boxes facial tissues

# Registration

Please annually enroll your student(s) online using the Parent Portal. If you need support or are new to the Baraboo Schools, please attend the In-Person Registration on Wednesday, August 5th, 2026 from 2 pm to 6 pm at Baraboo High School (for support or contact our District Registrar at (608) 355-3955).

The first day of class for K-5 students is generally the first Tuesday after Labor Day in September, or September 1, whichever occurs first.  The first day of 4K will occur on September 4th this coming school year.

# Elementary School Hours (4K-5)

| School | Al Behrman | | East | | Gordon L. Willson | | North Freedom | | West | |
|---|---|---|---|---|---|---|---|---|---|---|
| Days of the Week | M, T, TH, F | Wed | M, T, TH, F | Wed | M, T, TH, F | Wed | M, T, TH, F | Wed | M, T, TH, F | Wed |
| Parent Drop-Off (Morning) | 7:35 | 7:35 | 7:35 | 7:35 | 7:35 | 7:35 | 7:35 | 7:35 | 7:35 | 7:35 |
| School Start Time (Morning) | Gr 3-5 7:55<br>Gr 4K-2 8:00 | Gr 3-5 7:55<br>Gr 4K-2 8:00 | Gr 3-5 7:55<br>Gr 4K-2 8:00 | Gr 3-5 7:55<br>Gr 4K-2 8:00 | All Grades 7:55 | | All Grades 7:50 | | All Grades 7:50 | |
| School End Time (Afternoon) | Gr 3-5 2:55<br>Gr 4K-2 3:00 | Gr 3-5 12:55<br>Gr 4K-2 1:00 | Gr 3-5 2:55<br>Gr 4K-2 3:00 | Gr 3-5 12:55<br>Gr 4K-2 1:00 | All Grades 2:55 | All Grades 12:55 | All Grades 2:50 | All Grades 12:50 | All Grades 2:50 | All Grades 12:50 |

# Early Childhood Special Education (ESCE)

- Early Childhood Special Education (ECSE) services are provided in partnership with families and community-based early childhood programs to support children in their natural and least restrictive environments, consistent with guidance from the Wisconsin Department of Public Instruction.
- ECSE staff are based at West Elementary School and provide services on Mondays, Tuesdays, and Thursdays, beginning Tuesday, September 8, 2026.
- Service times at West Elementary School are available from 8:00–10:50 a.m. and 11:50 a.m.–2:40 p.m. However, ECSE is not a traditional full-day program. Instead, services are delivered based on each child's individualized education program (IEP), which determines the frequency, location, and type of services.
- In alignment with DPI early childhood guidance, ECSE services may be provided at West Elementary School, within community partner sites, or other appropriate settings to support access, participation, and progress in early learning environments.
- There are no ECSE services scheduled on Wednesdays.

# Baraboo 4K

- **The first day of 4K during the 2026-2027 school year is Friday, September 4th.**
- You are encouraged to make face-to-face contact with teachers at drop-off or pick-up times.
- Site Specific Information:
    - Baraboo Elementary Schools
        - Before the school year, 4K teachers schedule meetings to learn more about their incoming students; please watch for this communication.
        - The School District of Baraboo does not provide staff supervision of students if dropped off prior to the start times listed in the table above.
        - The School District of Baraboo does not provide staff supervision of students if not picked up promptly (no more than 10 minutes) after school. Please be prompt with picking up at (or shortly after) dismissal times. Thank you!
        - Refer to your "home school's" schedule and calendar for additional information.

# Late Pick-Up Procedures

Dear Baraboo Elementary Families,

We're writing to share some important information about our after-school pick-up procedure. **Students must be picked up by 3:10 pm** (1:10 pm on early release days) at the latest. Students must be picked up at this time unless they are enrolled in an official after-school program. Our staff members are responsible for monitoring students until they are safely picked up.

**Late Pick-Up Procedures:**

If your child is not picked up by 3:10 PM (1:10 PM early release), our office staff will take the following steps to ensure their safety procedures to ensure the safety and well-being of all our students.

- **First Late Pick-Up:** We will contact you by phone, email, or a letter to remind you of the 3:10 PM (1:10 PM) pick-up time. We will also inform you that continued late pick-ups may result in a one-time Late Pick-Up fee of $10. This communication will be documented.
- **Second Late Pick-Up:** A letter will be sent via email to remind you again of the pick-up time. The letter will also state that any future late pick-ups will result in a one-time Late Pick-Up fee. This communication will also be documented.
- **Third Late Pick-Up:** A one-time Late Pick-Up fee will be added to your student's account. You will be notified of this charge via email.

If a student is still at school at **3:45 PM (1:45 PM on early release days)**, we will contact either the Baraboo Police Department or the Sauk County Sheriff's Office to assist. An office staff member will remain with your child until law enforcement arrives. All calls to the police will be documented.

We understand that unexpected delays can happen. If you know you're going to be late for pick-up, please call the school office as soon as possible so we can make arrangements.

Thank you for your cooperation and for helping us keep your children safe.

# School Closings & Delays

Notifications will be sent via Infinite Campus. **Please take time to review your communications preferences.**

You may also monitor the District website, as well as local television or radio stations for Baraboo Public School closing announcements.

**Television/Websites**

WISC-TV – Madison (channel 3 or cable 9) https://www.channel3000.com/weather/
WMTV – Madison (channel 15 or cable 5) https://www.wmtv15news.com/weather/
WKOW-TV – Madison (channel 27 or cable 7) https://www.wkow.com/weather/

**Radio**

WRPQ – Baraboo (740 AM and 99.7 FM)
WOLX - Madison (94.9 FM)
WNNO – Wis. Dells (107 FM & 900 AM)
WIBA – Madison (101.5 FM & 1310 AM)
WRDL – Baraboo (102.9 FM)
WRDB – Reedsburg (1400 AM)
WTSO – Madison (1070 AM)
WPDR – Portage (1350 AM)

**Delays**

- Doors open at 9:55 a.m. Drop-off begins at 9:40 a.m.
- BREAKFAST will be served
- **NO morning Early Childhood or AM 4K classes will be held**
- AFTERNOON early childhood classes will be held as usual.

**Closings**

- When schools close early due to inclement weather, students are often dismissed after lunch is served.
- Monitor text messages, email, television, and radio for information about early school closings.
- Discuss instructions with your student in advance so they know what to do.
- Complete and return the school closing form when it is sent later in the year.

***PLEASE DO NOT CALL THE SCHOOL OFFICES AT THESE TIMES.***
***Phone lines are needed for emergencies and to make necessary contacts.***
***Be certain to have an updated school closure/snow note on file with your child's school.***

# Building Visitors

All visitors must report to the building office directly upon entering school property to register and secure permission to conduct a visitation and receive a visitor's pass. This includes School District of Baraboo employees who are not students or staff of that particular school or facility.

Upon entering the building, visitors will be asked to present an identification (ID) such as a driver's license, which will be scanned or manually entered into our Raptor visitor management system. If a visitor, for any reason, does not have a United States government-issued ID, the school staff member can use other forms of identification and manually enter the person's name into the visitor management system. The Raptor system will check the visitor's name and date of birth for comparison with a national database of registered sex offenders and will screen against custom alerts the district/school configures, such as for any no-contact orders that may be in place. The registered sex offender database is the only official database checked by the visitor management system. No other data from the ID is gathered or recorded, and the information is not shared with any outside agency.

See School District of Baraboo Policy 860 - Rule Procedure for Visitors in the Schools for additional details.

# Volunteers

Our district uses the Raptor Background Check to process and provide further protection to volunteer information. All applications will be completed online, no longer requiring volunteers to bring information into the buildings for application.

All information collected on the application will remain confidential and not be shared outside the volunteer program.

Once your application is complete, you will be prompted to set up a Raptor Portal account. This will help to ease the process once you arrive on-site to volunteer. After the account is established, volunteers will receive emails once the application is approved, and 30 days' notice when a renewal is needed.

A minimum of two days is needed to process applications once submitted. It is not an instant approval process, so please plan ahead. Once final approval is received, volunteers will need to have their driver's license with them when they arrive to volunteer so it can be scanned in the check-in process.

Questions? Please contact the Human Resources Department at hr@barabooschools.net.

# Code of Conduct

The School District of Baraboo Code of Conduct provides students and adults with a framework for navigating personal, social, or cultural conflicts. Consistent with restorative philosophies, the Code of Conduct emphasizes the importance of resolving conflicts through acts of social healing, guided restoration, and community development.

Link to the Baraboo 4K-12 Code of Conduct

# Student Attendance

State law requires school attendance. Without regular school attendance, learning cannot take place.

**If your child will be absent or tardy:**

- Call the school office by 9:00 am; if no call is received, an automated call generally goes out to the primary phone number listed in our student management system.
- All schools have voicemail, which can be accessed outside of office hours.

- The child must return to school with a written note which states:
  1. Current date
  2. Child's name
  3. Date of the absence
  4. Reason for the absence
  5. Signature of parent/guardian
- When a child arrives late – Student checks in at the office.

Return-to-school notes from licensed medical providers or school nurses are expected when:

- A student is absent for any length of time due to a communicable disease or condition
- A student is absent for five or more days due to any illness or injury
- Required by a building administrator or other agency

**Parent requests for their child to be absent for more than two days in a row** must be made in writing at least one week in advance to the building principal. (See Policy 431) Students will be given an opportunity to make up work when they return.

**Moving during the school year/change of residence:**

- Notify the school office

- If you will be living in a different attendance area and are requesting that your child remain at the former school, write a letter to the District Office, 423 Linn Street, Baraboo WI 53913 (Attn: District Registrar)
- Understand that families must provide or arrange transportation if the request is approved.
- Please keep updated emergency contact/work/address information on file with the school office.

# Dress Code

Each student may determine personal dress within established guidelines. Student dress should not:

1. Jeopardize the health or safety of the student or other students, or
2. Be disruptive to the learning environment, or
3. Invade the rights of others.

# School-Wide Expectations

➢ Expectations in our schools:

**Be Respectful:**
Examples: Follow directions, keep hands and feet to yourself, use appropriate language, maintain personal space, raise your hand to respond or share

**Be Responsible:**
Examples: Do your school work and turn it in, clear your table in the cafeteria, and dress comfortably

**Be Safe:**
Examples: Walk on the right-hand side of the hallway, enter and exit the building in an orderly fashion, use playground equipment properly, eat your own food, engage in appropriate conversations, make appropriate bathroom choices, bus and playground expectations

- Using modeling and practicing, modeling, visual reminders, and empowering language to teach what the established expected behaviors look like, sound like, and feel like
- Providing students with ongoing practice of expected behaviors and structures for them to reflect and receive explicit feedback
- Using the power of play, community building activities, group reflection, and acknowledgement circles
- Responding to rule breaking through positive language and problem-solving strategies, such as conflict resolution, problem-solving meetings with whole class and small groups; behavior reflection sheets and social conferences with individuals
- Using behavior contracts with students who need additional support

# School Counseling and Student Services

School counseling, student services, including special education services, are provided in each of the school buildings. To inquire about these services, all families/guardians may contact any of the student service staff located in the District Administration Office, at 423 Linn Street.

The following services for each of the buildings can be contacted at (608) 355-3918:

- Director of Student Services
- School guidance counselors
- School psychologists
- Speech therapists
- Special education services
- School social worker

The elementary guidance program is a developmental approach used by counselors in working with children in the classroom, in small groups, or individually.

Please contact your student's school office with questions and to learn more.

# School Health Services

**School Nurses**

- Katie Brescia, MSN, RN is the school nurse for GLW and Baraboo High School. Her main office is located at the high school, and she can be reached at (608) 355-3940.
- Rebecca Christensen, BSN, RN is the school nurse for East School, ABE School, and North Freedom Elementary. She can be reached at (608) 355-3910.
- Heather Stenberg, BSN, RN is the school nurse for the JYMS and West Elementary School. Her main office is at the Jack Young Middle School, and she can be reached at (608) 355-3930.

**Medical Conditions and Concerns**: Parents can disclose medical concerns during the registration process. Please provide any information that would be helpful for your student to stay safe in school, including health conditions, emergency plans, allergies, etc.

- As the school year progresses, please update your school nurse of any changes to your student's health that may affect their health and safety in school.

**Diet Concerns:** If your student requires a special diet due to a medical condition or allergy, please fill out the DPI's Dietary Needs form, located on the School Nurse page. Turn the signed form into your school nurse.

**Clinic Notes and Medical Documentation for School:**

- **Excuses for Physical Education (Gym Class) and recess:** Parents may provide a signed, written excuse to school for 1 day only. Written notes from a licensed medical provider (or a school nurse) are required for exclusion and/or restrictions from physical education beyond one day.
- **Medical Equipment:** Students who have temporary medical equipment (crutches, walkers, slings, etc.) will need a clinic note that lists both:
    - Any restrictions needed in school.
    - Any allowed activities for the student.
    - A length of time for restrictions is also recommended.
    - If your clinic needs a form to fill out for any medical or activity restrictions, they can use the DPI's "Physician Medical Statement Form" found on the School Nurse page.
- **Return to School Notes:** A return-to-school permit from a health care provider will be required under the following circumstances:
    - When a student is absent for five or more days due to any illness or injury
    - When required by a building administrator or other agency

**Requirements for all clinic notes**: All written medical notes **must** have the following:

- Be written on official letterhead or a prescription note from the physician with your student's name and date of birth
- Be dated and signed by the physician or other licensed medical provider (electronic signatures are acceptable).
- Include an end date or date of follow-up appointment.

****NOTES MAY BE VERIFIED WITH THE PHYSICIAN.****

**What if my child is ill or injured while at school?**

- Staff will contact "Emergency Contacts" as established through the registration process and listed in Infinite Campus.
- Parents are encouraged to keep their child's "Emergency Contacts" up to date through the Parent Portal.
- Students must be picked up within 60 minutes of the first phone call notifying a parent or guardian of illness or injury.

**When Should My Child Stay Home?**

The following are guidelines used for determining which illnesses or conditions require temporary exclusion from school. Your school nurse may call you back with questions to determine if your

student can be cleared to return. Students must be fever-free for 24 hours without the use of medication before they can return to school after an illness.

WISCONSIN DEPARTMENT OF Public Instruction

# TOO SICK FOR SCHOOL?

Below are guidelines to help parents and school districts determine when to keep children/students home from school. The recommendations are based on guidelines provided by the Centers for Disease Control and Prevention and state public health professionals. They were developed to help prevent the spread of potentially contagious disease. Home is the best place for a child who is ill. If your child is sick with a diagnosed communicable disease, please notify the school as soon as possible. This notification will greatly assist others who, due to medical reasons and/or treatments, have weakened immune systems and may require immediate and specialized care.



**FEVER**

With fever greater than 100.4° F*. Student may return when fever-free for **24 hours** (WITHOUT use of fever-reducing medicine).



**VOMITING/DIARRHEA**

Any unexplained vomiting episode. May return **24** hours after last episode. Diarrhea = three or more unexplained episodes of watery or loose stool in **24** hours **OR** sudden onset of loose stools. May return 24 hours after last episode.




**COUGH**

Serious, sustained coughing, shortness of breath, or difficulty breathing.



**RASH**

Any new rash accompanied by a fever. May return after rash goes away or clearance given by a health care provider.



**SKIN LESIONS/SORES**

Drainage from a sore that cannot be contained within a bandage OR sores are increasing in size OR new sores are developing day-to-day.



**OTHER**

Symptoms that prevent the student from active participation in usual school activities OR student is requiring more care than school can safely provide.

* Many authorities use either 100 (37.8 degrees Celsius) or 100.4 F (38.0 degrees Celsius) as a cut-off for fever, but this number actually can range depending on factors such as the method of measurement and the age of the person. CDC has public health recommendations that are based on the presence (or absence) of fever. What is meant by this is that the person's temperature is not elevated beyond their norm. In order to provide clarity the Wisconsin Department of Public Instruction supports the use of 100.4°F.

**When Parents can Expect to get a Notification from the School Nurse's Office:**
**The school nurse is not able to fulfill requests from families to be notified of every health office visit. Families are encouraged to regularly check in with the student every day to hear about events and activities occurring during the school day.**

Parents may expect a notification when a student has injuries requiring a medical evaluation, or has illness concerns such as a measured temperature above 100 F. In other situations, nursing judgment will guide if a parent receives a notification.

The nurse (or designee) will attempt to contact the student's parent/guardian listed as the first contact.

**School Medications:** Administer medications at home whenever possible.

- If it is necessary to administer medications at school, a Medication Consent form must be completed and on file at school before any medication can be given by school personnel. This form is available on the School Nurse page, and additional copies can be requested from each school office.
    - The Medication Consent form must be filled out completely, including parent and health care provider signatures. Over-the-counter medications must be in their original manufacturer's package and require a parent signature only. However, if the dose to be administered is not within the recommended dose indicated on the medication packaging, your health care provider signature *is* also required.
    - Prescription medication must be in the original pharmacy-labeled container. You may request an additional labeled container for school from your pharmacy. All label information must match the information on the Medication Consent form, e.g., medication name, dose, and directions.
    - Narcotics: Administration of narcotic medication to a student during the school day is at the discretion of the school nurse.
    - Cough syrups, cold and flu medications will **not** be administered at school, due to safety concerns and sedation issues.
    - Medication is to be brought to the school by the parent/guardian, not by the student.
- Medications not picked up by families at the end of the school year will be destroyed.
- **Homeopathic, Holistic, and/or /Home Remedies:** Due to medication laws and policies, the school district is unable to administer any medication or treatment that is not FDA (Food and Drug Administration) approved. This includes the administration of vitamins, essential oils, CBD oils, and other homeopathic treatments.
- **For safety reasons, no medications are allowed on elementary students or in their belongings:** Students who have medications found on them will have the medications brought to the office, and parents will be notified. Medications will be confiscated and locked in the office for safety until proper paperwork is received or parents pick up.
- Lotions, cough drops, and eye drops are considered medications and would fall under the medication policy of the school district.

**Sunscreen:** Sunscreen is considered an over-the-counter medication and will need a medication form filled out prior to having it in school. It will stay in the school nurse's office for safekeeping.

- Staff do not have time to apply sunscreen to students. Students should be able to appropriately apply their own sunscreen, without getting it into their eyes or mouth.
    - Students who are not able to safely apply their own sunscreen should consider other options, listed below.
- Avoid heavily scented brands that may bother other students or staff.
- Due to safety concerns, aerosolized or spray sunscreens are not permitted.
- Homemade sunscreens are not allowed in schools, as they do not meet DPI requirements for FDA-approved medications.
- **Other options:**
    - Consider applying sunscreen prior to arriving at school.
    - Sleeves, hats, sunglasses, and other clothing items to block the sun's rays are also encouraged.
    - Teach your student to stay in more shaded areas between the hours of 10 AM and 2 PM.
    - Check with your school nurse if you have special circumstances.

**Bug Spray/Insect Repellent**: **Bug Spray is not permitted in school due to the potential for allergic reactions, nose/lung/eye irritations, and unregulated ingredients for various repellants.**

- **Other Options to consider, in place of bug spray:**
    - Consider applying insect repellent at home, prior to school.
    - Do not use any fragrant perfumes/body sprays, bright colored clothes, or scented hair products, which may attract insects.
    - Wear protective clothing to prevent bug bites.
        - Long sleeves
        - Long pants
        - Socks/shoes
    - Insect repellent bracelets are an option.
    - Check with your school nurse if you have special circumstances.

**Immunizations:** Immunization records are required for all students enrolled in the School District of Baraboo, per state law.

- Immunizations are required against measles, mumps, rubella, polio, diphtheria, tetanus, pertussis, hepatitis B, and varicella (chicken pox).
- The school nurse will be notified of all new enrollees and will determine immunization status. Students who have not been immunized according to Wisconsin health standards, or who do not provide written evidence of immunizations, will be required to obtain the necessary vaccinations unless a signed waiver is filed with the school.

- These requirements can only be waived for medical, religious, or personal conviction reasons.
- In the event of a substantial outbreak of a vaccine-preventable disease, the Wisconsin Department of Health may direct schools to exclude unimmunized students, including those with waivers on file.

**Health Screening Programs Offered at the Elementary Schools:**

- Families are encouraged to have their students undergo a professional vision exam prior to starting school.
- Vision screening is normally provided by school health services for students in grades K, 1, 3, and 5 and for any other students referred by teachers or families.
- Hearing screenings are completed by school health services for 1st graders. Additional screenings may be done **by request**. Parents/guardians will be notified if their child/student did not pass the screening. A recommendation for further professional evaluation will be made.
- If you do not want your student to participate in any school nurse screenings, please submit a note to the school nurse when your child starts school to opt out.

**Head Lice:**

If a student is found to have live lice at school, the family of the affected student will be contacted, and the student will need to be treated that night at home. Students may continue to finish out their day in school with live lice, but may be asked to tie back long hair. You may contact your school office or nurse for more information.

- If families need assistance in getting lice treatment supplies, they are asked to notify the school nurse.
- Please notify the school office anytime your student is treated for head lice.

**Emergency Contact Information in the Student Online Portal (Parent Portal):**

If a student becomes ill or has a serious accident at school, a parent/guardian will be notified immediately. It is very important that the school is able to contact you or someone close to you.

- Make sure the information is accurate, complete, and up-to-date. Notify the school office when there is a change in any of the information.
- It is important to include phone numbers of friends, relatives, and/or neighbors who can be contacted and can pick up the student if a parent/guardian cannot be reached in an urgent or emergency situation.

**Pick-up of ill/injured students:** should occur as soon as possible and should not take longer than one hour after the school's notification. *If you have questions or concerns, please contact your healthcare provider, clinic, or school nurse.*

# Food Service

## District Procedure For Breakfast/Lunch

Online payment can be made through the Parent Portal website or through the Infinite Campus "Campus Parent" app. The same username and password will be able to access both places. If a parent needs to obtain their username or password, please contact the District Registrar at registrar@barabooschools.net or (608) 355-3955.

Please contact the Food Service Director if you have any questions or concerns at (608) 355-3940 Ext. 2220.

## Meals:

- Applications for free/reduced lunch must be completed each school year.
- Policy 760 addresses negative balances.
- Adults may participate in the lunch/breakfast program. For lunch, please notify school by 8:30 a.m. of the day that you plan to eat so that lunch is reserved. Payment can be made when you arrive.
- Balances (positive and negative) will be carried over into the next school year.

## Lunch/Lunchroom Procedures:

- Children are expected to use good manners in the lunchroom.
- Children eating school meals are encouraged to taste each item and to eat a reasonable amount of food.
- If a student leaves school for lunch, he/she is expected to return by the time the afternoon session begins.

## Wellness Policy:

- Visit our Healthy Classroom Snack Information for more information on School Nutrition Requirements.

# Recess/Playtime

- All children are expected to participate in outdoor activities/recess unless excused by a healthcare provider in writing.
- Children need to have appropriate outerwear for weather conditions.
- Students may lose recess time if they become a danger to themselves or others, determined by the building principal.
- There may be times when recess is held indoors (weather, certain playground conditions, environmental factors).

- In rare situations, a child may be excused for recess one day at the parent's request. Subsequent and consecutive days require a note from an attending health care provider or school nurse.

# Field Trips

- Are related to the grade-level curriculum and are an important part of the educational program, and give students an opportunity to practice good social behaviors outside of the school setting.
- Outside of the school district requires a special permission slip from the parent/guardian; without this permission, students cannot be allowed to participate in the trip.
- May require a sack lunch, which can be prepared at home or ordered in advance through the school lunch program.
- Require appropriate behaviors from students and adults in order to create a positive impression on others. Their behavior reflects on themselves as individuals, the school community, the school, the class, and the teacher.

*Note: Students who do not participate in field trips are expected to be at school. Alternative activities will be provided.*

## Chaperones

- Are important to the success of the field trip.
- May be limited in number due to space on the bus or at the destination.
- May be asked to drive or ride in a separate vehicle should bus space be an issue or for other concerns.
- Provide support within the small group of students assigned to them.
- Model appropriate language and treatment of others.
- Should consider the activities that will be part of the field trip.
- Should dress appropriately for conditions and wear footwear suitable for walking.
- Will be asked to submit a background check form prior to chaperoning.

# Student Support

- As a district, we are committed to making our schools safe and caring places for all students.
- Methods of student management may vary among buildings and among classrooms.
- Supportive measures may include but are not limited to: fix it plans, restorative circles, and/or "natural" consequences.
- Generally, families are not notified for minor or occasional misbehavior but can expect to be notified at the discretion of the teacher, principal, or other staff member.
- Families will be notified of serious and/or ongoing offenses.

# Other School Procedures

## Child Visitors are not allowed at school

## Party Invitations

Invitations ARE allowed to be distributed if the entire classroom is being invited.

- *Flowers, Balloons, and Gift Deliveries are NOT allowed.*

## Classroom Treats/Snacks

**Personal snacks:**

- Students may continue to bring in their own snacks from home, but sharing with other students will not be allowed for the health and safety of all students.
- **Candy and soda are not allowed.** 458 District Wellness
- Families are encouraged to remember that many students in the district have life-threatening food allergies and are encouraged to limit peanuts/nuts with snacks and lunches.

**No Home-Made Snacks/Meals/Parties**: The district does not allow any homemade goods (including treats, snacks, meals) to be brought in for classroom treats and parties. This includes the Kid Stop program. Birthday treats must follow these same guidelines.

**Snacks that are brought for classroom sharing MUST have the following:**

1. Individually packaged.
2. Nutritional content and ingredients clearly displayed on each pack.
3. Snacks will be encouraged to be peanut-free, nut-free, and healthy, so that all students are able to safely participate in consumption.
4. Families are encouraged to check with teachers to see if there are any specific foods to avoid in individual classrooms, such as gluten allergies or sesame allergies.
5. 4 ounce to 6 ounce juice boxes with 100% Juice are allowed. No juice drinks.

**Suggestions for Healthy Classroom Snack Information (Must be packaged into individual servings by the manufacturer)**

- Water
- Sparkling/carbonated water, no sugar
- Fat-free or low-fat milk
- Fruit smoothies (frozen fruit with yogurt)
- Fresh fruit/100% Juice boxes
- Fresh vegetables

- Fat-free or low-fat yogurt (alone or as dips)
- Canned fruit or fruit cups in water or 100% fruit juice
- Dried fruit with no added sugar
- Whole-grain crackers
- Rice cakes
- Whole-grain pretzels
- Low-fat cheese (slices or sticks)
- Small whole-grain waffles with fruit on top
- Low-fat or air-popped popcorn without butter or salt
- Whole-grain graham crackers
- Jelly (from 100% fruit) sandwiches on whole wheat bread
- Whole-grain bagels or English muffins with cream cheese
- Fat-free or low-fat pudding
- Whole-grain cereal bars
- Baked whole-grain tortilla chips and salsa, low-sodium bean (dips), or guacamole
- Baked chips (small portions)

Healthy Classroom Snack Information

458 District Wellness

## School Telephones

Student use of school telephones will be limited to EMERGENCY use only.

- Forgotten assignments, gym shoes, etc. WILL NOT be considered an emergency.
- After school plans must be made in advance; students will not be allowed to call home for such reasons.
- Written notes are more reliable than telephone or email messages.

## Animals in School

Procedures must be followed before any pets or other animals may be brought to school.

- Certain animals may warrant precautionary measures of some kind.
- Building principals must approve any animal brought to school.
- Animals/Pets may not be on school property without following the Animals in our Elementary School procedure.

## Trading, Buying, or Selling is NOT allowed at school.

**Items prohibited include but are not limited to:**

- Phones/Entertainment Devices/Smartwatches
- Flowers
- Gifts
- Toys
- Games
- Electronic games
- Chains
- Perfume
- Balloons
- Animals/pets
- Trading cards

# Electronic Communication Devices (ECDs)

The following are considered Electronic Communication Devices (ECDs): cell phones, tablet computers, laptop computers, portable hand-held gaming devices, portable battery-powered electronic media players that have a primary purpose of providing a user with personal access to music/audio or video content, headphones, audio headsets, ear buds, smart watches. This list is not inclusive of all possible communication devices, but applies to anything that is portable, wireless, and has the capability to provide voice, messaging, or other data communications between two or more parties.

**No ECDs will be allowed in Elementary Schools except for the statutory exceptions below.**

Statutory exceptions to the restriction on student use of wireless communication devices during instructional time:

1. Use is included in a student's individualized education program (IEP) or a plan developed under Section 504.
2. To manage a student's health care (blood sugar monitors, for example).
3. In the event of an emergency or of a perceived threat.
4. Use authorized by a teacher for educational purposes during instructional time.

Riding the bus (to and from school, field trips, athletics), before and after school, devices may not:

1. Endanger the health or safety of any student or anyone else.
2. Infringe on the rights of others at school.
3. Involve illegal or prohibited conduct of any kind.

Here is the policy link. **When questions arise, please call the school and ask for clarification.**

# Assessment & Grading

- A variety of assessments are used at the elementary level throughout the year to plan for instruction and monitor student growth. These assessments could be checks for understanding as well as opportunities for students to demonstrate what they have learned.
- Students in Grades 3-5 take the State assessment in Spring and families will be notified prior. Results of the State assessments will be provided to families.
- Report cards are sent home two times per year on the Friday following the last day of the second quarter and on the last day of school.
- Families/guardians who have questions are encouraged to contact their child's teacher.

# Library Procedure - Overdue/Lost /Damaged Books

- Each school has a library media center from which students will check out books and other materials.
- Students receive regular notice of overdue books. Students will be reminded about their overdue books and may/may not be able to check out more books until those books are returned depending upon personal situations.
- Once the books are overdue for more than two weeks, phone calls or notes to contact the families about overdue books will be made. If books are overdue for more than one month, a letter will be sent home to the families asking them to look again for the book and, if it is not found, to pay for the lost book.
- Replacement cost of the book will be included in the letter. A check can be written to the School District of Baraboo. If the book is found after it has been paid for, students can return the book for a refund.
- If a book is damaged and can no longer be loaned to others, families will be contacted and given a replacement cost.

# Student Transportation

### Students Who Ride a Bus to School:

- All students taking the bus to and/or from school are issued a student transportation ID card. Students must use their student transportation ID cards to access student transportation services daily to and from school.
- Student transportation is an extension of the school day; therefore, student expectations of the students riding the bus shall be no less than what is required in the classroom.
- More information on student transportation, transportation app, and transportation handbook can be found on the District's Student Transportation webpage and Frequently Asked Questions.

### Students Who Walk to School:

- Families should review and use the safest route to and from school.
- Need to practice basic pedestrian safety rules.
- Should learn what time and at what locations crossing guards are on duty.
- Need to cross busy streets ONLY where a crossing guard is on duty, even if it means walking a little further.
- Must respect the rights of others.

### Students Who Ride a Bicycle to School:

- Families should review and use the safest route to and from school.
- Practice bicycle "rules-of-the-road." Be safety-conscious at all times.
- Wear helmets.

- Respect the rights of others.
- Walk bicycles on school grounds.
- Park bicycles in the designated racks; locks are highly recommended.
- Skateboards, scooters, and rollerblades are discouraged.

### Crossing Guards

Crossing guards are hired and supervised by the Baraboo Police Department or, in West Baraboo, by the Village of West Baraboo. They are on duty from 7:30-8:15 AM and from 3:00-3:45 PM on regular school days at the several high-traffic locations as the city and village determine appropriate.

Concerns or questions regarding crossing guards should be addressed to the appropriate agency.

# Annual Notices

The  School District of Baraboo would like all district families and our community to be aware of the legal information posted annually.  Annual notices are related to students and school programming that school districts are required by law to provide. Questions may be directed to the District Office at (608) 355-3950 or the specific person where noted. Please note that the School District of Baraboo may hereinafter be referred to as “SDB” or “District.”

**General Student Nondiscrimination**

**Title IX Notice**

**Special Education Referral and Evaluation Procedures**

**Family Educational Rights and Privacy Act (FERPA) Directory Information**

**Homeless Children and Youth: McKinney-Vento Homeless Assistance Act**

## Licensing Letter

July 1, 2026

Dear Parents/Guardians,

Federal law requires that we share with you the licensing status of teachers and educational assistants in the School District of Baraboo.

There are some questions you may ask, such as:

- Is my child's teacher licensed to teach the grades or subject assigned?
- Has the state waived any requirements for my child's teacher?
- What degrees does my child's teacher hold?
- Are the educational assistants working in classrooms "highly qualified"?

All teachers in the School District of Baraboo hold at least a Bachelor's Degree. In addition, approximately 53% of our teachers have earned advanced Degrees. To view the State qualifications for your child's teacher, you may visit the Wisconsin Department of Public Instruction at: www.dpi.wi.gov and search for "Educator Licensing".

Educational assistants are required to meet criteria to establish "highly qualified" status. Some may also have teaching licenses.

If you would like more information regarding teacher licensing or specific qualifications, please feel free to call Elizabeth Behning, Director of Human Resources, at (608) 355-3950 Ext. 1025 or e-mail ebehning@barabooschools.net.

Thank you for your interest in the School District of Baraboo.

Sincerely,



Stephen Considine
Superintendent

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