



## Be a STaRR parent!

You can practice our STaRR values right along with your child. This newsletter is full of information to help you (and them) be **Safe, Trustworthy And Respectful, Responsible**. Please take the time to read the information. It's also a good idea to keep a copy of these newsletters as a reference, or bookmark our Heritage website to find lots of valuable information.

Thanks for working with our staff to help your child have a successful school year!

## Attendance Line — 849-2035

A reminder to parents to please call the attendance line at 849-2035 before 8:30 AM if your child will be absent or tardy to school. Please provide your name, child's name, teacher's name, reason for absence and if you would like homework collected. Parents may pick up homework at the end of the day on the homework counter in the main entrance. The attendance line is available 24 hours a day. Board Policy 430-Rule (1) requires that students bring a written statement from home upon their return to school. The note is to be signed by the parent/guardian, dated and state the reason for the absence. Without a written note, the absence will be unexcused until clarified. Please help us by providing the required information as stated in the Board policy. Pre-printed Parent Notes are available for FREE in the school office.



## School Hours

Students should not arrive at school before 7:15 AM. The first bell rings at 7:35 AM and school begins at 7:40 AM. Shuttle busers are dismissed at 2:30 PM and regular busers and walkers are dismissed at 2:40 PM.

If your child is late for school he/she must stop in the office to get a pass before going to class.



## School Safety

**Please sign in at the office.** It is very important for all visitors, volunteers and parents to sign in at the office and obtain a visitor sticker during the school day. This applies to all visits, even brief ones to drop off extra clothes or a forgotten lunch.

### *Volunteers*

In accordance with Waunakee Community School District Board of Education policy (#353), all volunteers will need to have a background check completed by the district's central office administration in order to volunteer in the classroom or on field trips. Approvals are valid for three consecutive school years. You may check your approval status through the Parent Portal of Infinite Campus. (See "Volunteer Check" tab.) Forms are available on our school website or in the school office.



## Traffic Safety Program

Following our successful Slow Down Campaign in May, Heritage Elementary and Waunakee Intermediate school staff and parents have collaborated with Public Health of Madison and Dane County to develop a traffic safety program for the streets, parking and drop off areas at our two neighboring schools. Brochures detailing traffic safety rules will be sent home with students on the first day of school. Please do your part to learn, understand and follow these important rules. The safety of our students is a high priority! Thank you for your cooperation.



# Welcome!

## New Staff Members

Alyssa Appleton—Kindergarten Teacher  
Emily Bordeleau—World Language Teacher  
Julie Gengler—Health Assistant  
Ashley Gossett—ESL Teacher  
Kathy Gundrum—Title I Reading Assistant  
Angela Kinstler-Reda—Art Teacher  
Sandy Schleis—Attendance Secretary  
Shannon Schaelzel—Fourth Grade Teacher  
Dawn Soulier—First Grade Teacher  
Lacy Vosen—Special Ed Para Educator



## After School Arrangements

Thank you for completing our new "Daily Going Home Plan" form for your child. A copy of this form, along with a copy of the "Hey, I'm Coming Home Early" form are being sent home with your child to confirm the arrangements you have made. Please make sure this information stays current.

Remember that we must have a *signed note* from a parent if your child's after school arrangements change (example: you will pick them up instead of them riding the bus home that day). Our pre-printed Parent Note pads make this an easy task! Please be sure to review those arrangements with your child *prior* to the beginning of the school day and send a note with them to give to their teacher.

Last minute changes or emergencies should be called into the office **by 1 PM**. Teachers may not have time to check their e-mail, so please do not e-mail teachers of any last minute changes. Thank you for your cooperation with this.



## Recess and Lunch Information

Students are expected to go outside unless the weather does not permit. The recess and lunch schedules are as follows:

Before school:	7:15-7:35 AM
Kdg, 1 <sup>st</sup> & 2 <sup>nd</sup> grade recess:	9:30-10:00 AM
4 <sup>th</sup> grade lunch/recess:	10:45-11:30 AM
Kindergarten lunch/recess:	11:00-11:45 AM
3 <sup>rd</sup> grade lunch/recess:	11:15 AM-12:00 PM
1 <sup>st</sup> grade lunch/recess:	11:30 AM-12:15 PM
2 <sup>nd</sup> grade lunch/recess:	11:45 AM-12:30 PM
3 <sup>rd</sup> and 4 <sup>th</sup> grade recess:	1:30-2:00 PM
Kindergarten recess:	2:15-2:30 PM

## Birthday Books

Student birthdays are included in morning announcements and the children are invited to the office to pick out a book provided by the Heritage PTO. Thanks to the PTO for providing such a great gift!



## PTO BBQ Kick Off

**Wednesday, September 7, 2011**

**4:00-7:00 PM**

### **Heritage and Intermediate Schools**

To celebrate the beginning of 2011-2012 school year, the PTO is hosting the fifteenth annual BBQ Kick Off behind the Intermediate School and Heritage Elementary. The event will occur on Wednesday, September 7 from 4:00-7:00 PM. This is a great opportunity for all families and schools to get together.

## PTO BBQ Kick Off Raffle



The PTO is also sponsoring a raffle on Wednesday, September 7. Raffle tickets will be sold for \$1 each or six for \$5. Raffle tickets and information were mailed in August. If you sold tickets, please be sure to turn in ticket stubs and money collected prior to the 6:30 PM drawing on September 7. Please turn in any unsold tickets as well. Winners need not be present to win.

## Open House and Bake Sale

The staff and students of Heritage Elementary would like to invite parents/guardians to our Open House on



**Thursday, September 29<sup>th</sup> from 5:00-7:00 PM.**

Funds from the bake sale are used for various PTO projects throughout the year. If you would like to contribute, please bring your baked goods to the office by 1:00 PM on September 29<sup>th</sup>. Remember to send items in containers that do not need to be returned. If you are interested in helping at the bake sale please contact the PTO volunteer coordinator, Jill Leland at 608-850-4117.

## Birthday Sundaes



Mr. Carter will be celebrating September birthdays with ice cream sundaes provided by the Heritage PTO on **Tuesday, September 27<sup>th</sup> at 1:30 PM** in the cafeteria. Parents are welcome to join their children for a birthday sundae.

These monthly celebrations will take place on the 4th Tuesday of each month. Summer birthdays will be celebrated as follows: July in January and August in February. June birthdays will be celebrated in June.

## School Picture Retake Wednesday, September 28

If your child missed the picture day at registration, please give a picture package order form, with payment enclosed, to your child's teacher on retake day.



If your child needs to have their picture *retaken* please send you child's picture package to their teacher on retake day.

Extra picture package order forms are available in the information rack outside of the main office.

### Correct Email Addresses

Please help us by keeping us informed of your correct email address. Monthly newsletters, lunch menus, events calendars and more are sent through our school new email system, "Campus Messenger". Emails sent through this service will come from "[infinitecampus@waunakee.k12.wi.us](mailto:infinitecampus@waunakee.k12.wi.us)". Please be sure to include this email in your safe senders list.

There are so many ways to get free email addresses and you can check these often at the public library or other public computer access areas.

### Thursday Folders

In an effort to regularly communicate student progress and school events to parents/guardians, staff will be sending home information in a Thursday folder. Be sure to review student work samples and classroom announcements.

Informational handouts will be given to the youngest student of each family in Thursday folders. Families who opted to receive paper copies of school correspondence will receive this information in Thursday folders. Families who opted for electronic copies will receive information via email.

**Welcome back!**  
**Have a great**  
**school year!**



### Upcoming Dates to Remember

Thurs.	Sept. 1	Students Report
Fri.	Sept. 2	Spirit Day: Heritage STaRR t-shirts
Mon.	Sept. 5	NO SCHOOL: Labor Day
Wed.	Sept. 7	PTO BBQ Kick-Off
	Sept. 12-30	MAP Testing Window
Fri.	Sept. 16	<b>Early Release – 12:40 dismissal</b>
Tues.	Sept. 27	Birthday Sundaes 1:30 PM
Wed.	Sept. 28	Student Retakes/Staff Pictures
Thu.	Sept. 29	Open House (5:00-7:00)
Mon.	Oct. 17	Parent/Teacher Conferences 3:30-7:30 PM
Fri.	Oct. 21	NO SCHOOL
Fri.	Oct. 21	Parent/Teacher Conferences 8AM-Noon
Tues.	Oct. 25	Birthday Sundaes 1:30 PM
Wed.	Oct. 26	<b>Early Release – 12:40 dismissal</b>
Th-Fr.	Oct. 27, 28	<b>NO SCHOOL WEAC Convention</b>
Mon.	Oct. 31	Halloween Parade—8 AM



## Spirit Day!

Friday, September 2

Show your Heritage STaRR spirit!  
Wear your new blue Heritage t-shirt  
or other blue shirt to school.

### MAP Testing

In September, we will be conducting the MAP testing for grades 3-4. The Measurement of Academic Progress (MAP) is a computer test where students and teachers learn what students know. The MAP testing offers us immediate feedback as well as helping students become familiar with standardized testing. We will be testing reading, language and math. One test will be given one day each week. Testing will occur between September 12-30. You can prepare your child by making sure they get plenty of rest and that they eat a healthy breakfast.

## From the Health Office...

As a parent/guardian, you often have to make the decision of whether or not to send your child to school if he/she has symptoms of an illness. Sometimes it's hard to know if the symptoms will go away after a couple of hours, or progressively get worse throughout the day.

As a guideline, fever (temperature of 100 or greater), vomiting, and diarrhea are considered signs of illness and are reasons to keep your child home to prevent exposing well children to illness. Other symptoms such as a severe rash or a severe sore throat (one that did not begin that morning) may also indicate illness and should be considered when deciding whether your child should attend school. Some children at school have immune systems that are fragile. So what may seem a minor illness for one child could be very detrimental to another child.

According to state law H49.01, any teacher, principal, or nurse serving a school may send home for the purpose of diagnosis and treatment, any pupil suspected of having a communicable disease. Some examples are: lice, strep throat, and impetigo. Contact our school nurse, Katie Homar at 209-9950 or the Dane County Public Health Department at 242-6520 if you would like more information.



## **Medications**

Just a reminder that the medication consent forms are in the parent handbook, on the school district website, and in the school office. The consent form needs to be used and signed by the doctor any time prescribed medication is to be given at school. If it is an over-the-counter medication, only the parent has to sign the consent form. All medication needs to come to school in the original container.

## **Immunizations**

All schools in the state of Wisconsin are required early in every school year to document that each student is up-to-date with immunizations that protect against childhood illnesses. In order to make schools safe and healthy places for children to learn, we request your assistance in this task.



We are obligated to send parents letters on official forms notifying them if all appropriate immunizations for their child have not been reported to the school. It may be that your child has received the immunizations but we do not have that information on file. Please call the office to share that information with us (health office 849-2034). It may be necessary for you to call a clinic or health department locally or in a previous hometown to get needed information if you do not have a record.

If immunizations are lacking, your child may need to be immunized by your own health care provider or through the Dane County Public Health Department's free immunization clinics (242-6520). Please call the school health office (849-2034) as soon as the new immunizations are received. We will need to continue to send official notices if we do not have the necessary information at school.

If for personal, health, or religious reasons your child will not be receiving all required immunizations at this time, please read the Waiver section and sign accordingly. A doctor's signature is required for a health waiver to be accepted.

Please return this health information to the school office as soon as possible. We want to insure that all children are adequately protected against illness and have a successful year at school.

Thank you!

Katie Homar, School Nurse  
Cell: 209-9950

## Taher Food Service



### Payment Information

Please send all food service payments and semester milk payments to Food Service at 101 School Drive during the school year. Payments are no longer to be sent to each individual school. The preferred method of payment is to pay online at [www.waunakee.k12.wi.us](http://www.waunakee.k12.wi.us) and go to the Food Service tab for further instruction. The online pay system can be accessed thru Infinite Campus and the pay system is Vanco. The system works as a pre-paid lunch account. The system works with individual student accounts not family accounts. All payments will now be made as a payment to an individual student not a family account. All payments other than online payments are encouraged to be either sent to the Food Service office at 101 School Dr. or dropped off at that location. Please be reminded that your student will be offered semester morning milk only if we have your payment for first semester milk when school starts on September 1st. This payment now is also available as an online pay option. Your milk payment is separate from your lunch account and the semester milk amount is \$31.50 per semester.

### Lunch Information



Food Service continues to work with local farmers to bring farm fresh produce to the students. Students again will be offered 3 choices at each elementary school each day. Your students will have the choice of an entrée, a salad choice or a sandwich choice as well as the other components that determine a USDA reimbursable meal. The student can pick fresh fruits and vegetables from the food bar as well. The food service department recognizes that good nutrition has a positive effect on learning and good health. It is our mission to provide nutritious meals to students, staff and the community, in a caring and customer-friendly environment. Our menu's consist of freshly prepared foods, no trans fats, more whole grains and legumes, fresh fruit and vegetables and foods that are minimally processed and decrease use of foods containing high-fructose corn syrup.

Food Service Office 849-2185 for lunch account questions Kelly Regali

Free/Reduced information at 849-2327 Carie Abarca

Food Service Director 849-2197 Vicki Hoyer

Assistant Food Service Director 849-4137 Ami Shimanek

**NOTE: Heritage office staff do not have access to food service account information (balance or identification numbers). Please contact Taher with any food service related questions.**

Heritage Elementary School

501 South Street

Waunakee, WI 53597

Office: 849-2030

Attendance: 849-2035

Fax: 849-2265

[www.waunakee.k12.wi.us/heritage](http://www.waunakee.k12.wi.us/heritage)

Email: [lradel@waunakee.k12.wi.us](mailto:lradel@waunakee.k12.wi.us)

### **How to Reach Us**

Principal

Dan Carter 849-2030

[dcarter@waunakee.k12.wi.us](mailto:dcarter@waunakee.k12.wi.us)



Administrative Assistant—Principal

LaDonna Radel 849-2030

[lradel@waunakee.k12.wi.us](mailto:lradel@waunakee.k12.wi.us)

Administrative Assistant—Attendance

Sandy Schleis 849-2035

[sschleis@waunakee.k12.wi.us](mailto:sschleis@waunakee.k12.wi.us)



Health Assistant

Julie Gengler 849-2034

[jgengler@waunakee.k12.wi.us](mailto:jgengler@waunakee.k12.wi.us)



Nurse

Katie Homar 209-9950

[katherinehomar@waunakee.k12.wi.us](mailto:katherinehomar@waunakee.k12.wi.us)

Guidance

Carrie Swanson 849-2039

[cswanson@waunakee.k12.wi.us](mailto:cswanson@waunakee.k12.wi.us)



Psychologist

Rachael Hansen 849-2033

[rachaelhansen@waunakee.k12.wi.us](mailto:rachaelhansen@waunakee.k12.wi.us)

Social Worker

Mona Jean Harley 849-2033

[mharley@waunakee.k12.wi.us](mailto:mharley@waunakee.k12.wi.us)



Lamers Bus Service

850-5253

Taher Food Service

849-2185

### **We're on the Web!**

Check out the Heritage website at [www.waunakee.k12.wi.us/heritage](http://www.waunakee.k12.wi.us/heritage). You will find up-to-date school events calendar, parent newsletters, teacher websites, photos from school events taken throughout the year, health and other parent resources, and much more!



## Pet Policy Reminder

The Board of Education has a policy regarding pets visiting the school and in the classroom. To insure the safety of all students and staff, the items below need to be followed:

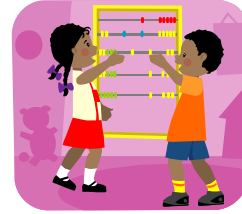
The principal needs to approve a visiting pet.

After the principal approves the pet visit, the parent must submit a copy of the pet's immunization records.

The pet must be on a leash that is no longer than 5 feet long (no retractable leashes).

The pet must be muzzled.

Board policy states that pets should not be on school grounds unless the above are followed. This includes during student pick-up/drop-off, non-school time and during special events. Thanks, in advance, for your cooperation with this.



## Good Practices for Families

**Take Time.** Those moments talking at evening meals and visiting the library, museum or zoo make a difference.

**Read Together.** It's the starting point of all learning. Read with your child(ren). Share a good book with your teen.

**Use TV Wisely.** Limit viewing to no more than two hours a school day.

**Stay in regular contact with your child's teacher.** Check homework every day.

**Join with your child's teachers and principal in having high academic and behavioral expectations for your child to help him/her reach the highest potential.**

## Early Release Days

Please note that school will be dismissed two hours early (at 12:40) on the following days:

**Friday, September 16, 2011**

Wednesday, October 26, 2011

Tuesday, November 22, 2011

Friday, February 24, 2012

Friday, March 23, 2012

Friday, May 25, 2012



## Heritage STaRR Values:

Safe!

Trustworthy

And Respectful

Responsible



## PTO & HERITAGE ELEMENTARY PARTNERS IN EDUCATION

We are looking forward to continuing our extraordinary volunteer program at Heritage Elementary School. The PTO goes a long way toward bringing so many great activities and programs to our school.

We are very excited to announce our PTO Board Members and Coordinators for the 2011-2012 school year.

### Board Members

Co - Presidents:	Danette Waloway	dwaloway@live.com	850 - 5220
	Tiffani Drake	chiffani@yahoo.com	849 - 7020
Principal:	Dan Carter	dcarter@waunakee.k12.wi.us	849 - 2030
Treasurer:	Ann Flayhan	abflayhan@tds.net	850 - 3473
Secretary:	Hope Everson	hopeorjason@hotmail.com	576 - 0756
Teacher Representative:	Michelle Zirbel	mzirbel@waunakee.k12.wi.us	849 - 2035

### PTO Coordinators

Volunteer:	Jill Leland	heritageheropto@gmail.com	850 - 4117
Website Manager:	LaDonna Radel	lradel@waunakee.k12.wi.us	849 - 2030
Square 1 Art:	Andrea Orłowski	tazsoccer02@gmail.com	849 - 7521
Box Top:	Renee Meinholz	rdmeinholz@charter.net	849 - 3111
Staff Appreciation:	Christine Stephenson	cstephenson@wisc.edu	
Spotlight on Staff:	Paul Whitley p	bwhitley@hotmail.com	721 - 1593
BBQ Kick - Off:	Sara Whitley	SAQ0628@gmail.com	957 - 9757
Family Learning Night:	Amy Fassbender	afassbender@waunakee.k12.wi.us	850 - 3987
	Shannon Connors	sconn78@gmail.com	850 - 4423
Cookie Dough:	Roberta Parker	rjparker@retirement.org	850 - 9493
Basket Extravaganza:	Melissa DeSpirito	abcdespirito@tds.net	850 - 6519
	Ann Flayhan	abflayhan@tds.net	850 - 3473
Fall Harvest Dance:	Sara Whitley	SAQ0628@gmail.com	957 - 9757
	Stacey Langheim	maemae10@yahoo.com	850 - 5858
Spring Fling:	Danette Waloway	dwaloway@live.com	850 - 5220

Research shows that kids with involved parents get better grades, have fewer discipline problems, and are more likely to pass their classes and go on to higher education!

As advocates for our children, we sponsor fund-raising projects that generate money for enrichment activities, equipment and academic needs that otherwise might not be available. We strive to foster a sense of community spirit so that all students at Heritage Elementary may experience success. We invite and welcome new ideas from our Heritage parents.

