

Back to School Guide

WELCOME BACK
2026-2027



Building Everyone's Success Together

Your resource to prepare for a successful school year!

BUTLER MIDDLE SCHOOL

310 North Hine Avenue
Waukesha, WI 53188
262-970-2900
262-970-2920 Fax
Butlerms.waukesha.k12.wi.us

Laura Jennaro
Principal



Dear Butler Families,

We hope you're enjoying a restful and joyful summer! We are absolutely thrilled to welcome our returning families back and extend a warm, heartfelt greeting to those joining our community for the very first time. Our team is eager to connect and/or reconnect with students and families as we prepare to kick off another year of Building Everyone's Success Together (B.E.S.T.).

This year brings a lot of changes to Butler Middle School. We have been working hard to refine our programs, update our learning spaces, and develop a schedule that supports your child's growth. We know that transition can bring both excitement and questions, and we are fully committed to walking alongside your family every step of the way as we navigate these changes together.

This back-to-school guide provides numerous vital links to help you navigate the start of the upcoming school year. **Please review all pages carefully.**

This year, we will focus on a few key priorities to ensure your child's success:

High Expectations for Academics and Behavior

We believe every student can thrive when held to high standards with the right support. Your child's success, both in their learning and in how they show up as a member of our community, will be at the center of all we do.

Strong School-Home Partnerships

We know students do best when schools and families work together. We are committed to keeping communication clear and consistent through tools like Blackboard, Infinite Campus (for tracking work completion and grades), weekly newsletters, and parent-teacher conferences. We also invite you to get involved by joining our **Parent Advisory Council**, attending school events, and communicating with your child's teacher.

Attendance Matters

Being present at school, on time and every day, has a direct impact on your child's academic and social success. Research shows that students who miss fewer than **9 days per year** (less than one day per month) have the potential to make **MORE than one year's academic growth**. Consistent attendance helps students stay connected, build confidence, and fully benefit from daily instruction. We're here to partner with you.

Let's work together to spark curiosity, unlock potential, and celebrate all the big and small victories along the way. We are honored to be part of your child's journey.

We look forward to seeing you in August!

Warmly,

Laura Jennaro - Principal of Butler Middle School

Important dates for the new school year:

- **August 3rd, student schedules released through IC.**
- **August 12th, from 8:00 - 11:00 AM (*registration information will be released on July 15th - please watch for future communication*).**
 - **Level Up! & 6th Grade Parent Orientation ([SDW Flyer](#))**
 - This is intended for 6th graders. Drop-off is at the main entrance (Door 1). Upon entering, students will check in and then report to the cafeteria.
 - 6th grade parents/guardians of students with last names A–K: Please plan to attend a parent orientation in the GYM from 8:00–9:00 AM.
 - 6th grade parents/guardians of students with last names L–Z: Please plan to attend a parent orientation in the GYM from 10:00–11:00 AM, before Level Up pick-up.
- **August 12th, from 1-2 PM OR 5-6 PM (*registration information will be released on July 15th - please watch for future communication*).**
 - **New to Butler 7th & 8th Grade Family Orientation**
 - Admin presentations for parents will start promptly at 1pm OR 5pm.
 - Additional time will be available for students to walk their schedules after the presentations.
- **August 27, from 4:30 - 6:30 PM**
 - Our **Welcome To Butler** (open house) is an opportunity to tour the building, set up lockers, see your child's classes, and meet their teachers. This will be a meet-and-greet type of atmosphere.
- **September 1st, First Day of School!**
 - Doors open at 7:10 AM
 - Pick up and Drop off
 - If you want to take pictures in front of the building on the first day, park on a side street and walk up to the building
 - **Buses** will use the entrance on Hine Ave.
 - **Car drop-off** will be located through the Butler parking lot, on Michigan Ave, Mooreland Blvd. or Hine Ave.
 - **Car pick-up** will be located through the Butler parking lot, on Michigan Ave, Mooreland Blvd. or Hine Ave.
 - All will enter through the main entrance or **Door 1** at the start of the school day.
 - Late arrivals should enter through the **Main Entrance** or **Door 1**.
- **September 15th: School Picture Day**
 - Students will get their pictures taken and receive their BMS IDs during the school day.

To stay informed, Butler uses a variety of ways to communicate with our school community throughout the school year:

- Bookmark our school **website**: <https://sdw.waukesha.k12.wi.us/o/butlerms>
- Follow us on **Facebook**:
<https://www.facebook.com/ButlerMiddleSchoolSchoolDistrictofWaukesha>
- Log in to **Infinite Campus** and **Blackboard** for regular updates on your child's progress and daily learning.

TABLE OF CONTENTS

[Parent Checklist](#)

[Log-in to your Parent Portal on Infinite Campus](#)

[Infinite Campus is the one stop shop for all school-related activities.](#)

[View Class Schedule](#)

[Required: Online Annual Registration](#)

[Set Up Your Student's Lunch Account](#)

[School Lockers](#)

[School Pictures](#)

[Check Transportation Information](#)

[Pay Fees](#)

[Other Optional Fees](#)

[Accepted Payment Methods](#)

[School Day Schedule](#)

[Safer Student Drop Off Before and After School](#)

[Attendance](#)

[Key Contact Information.](#)

[ADMINISTRATION](#)

[STUDENT SERVICES](#)

[OFFICE](#)

Parent Checklist

Start the school year prepared! ***Complete these tasks before the first day of school***

✓ Log-in to your Parent Portal on [Infinite Campus](#)

[Infinite Campus](#) is the one stop shop for all school-related activities.



A parent portal account is *required* to complete annual registration.

NOTE: A student account does not permit registration access.

→ If you are new to [Infinite Campus](#), please contact IC Help at ichelp@waukesha.k12.wi.us or 262-970-1072 for setup assistance.

→ If you have forgotten your password please contact Ms. Wooley at ewooley@waukesha.k12.wi.us or 262-970-2903 for assistance.

✓ View Class Schedule

Schedules for the 2026-2027 school year can be viewed on [Infinite Campus](#) beginning August 3rd. Every effort has been made to create an appropriate academic schedule and honor elective preferences for each student. To view your child's schedule click on your student's name.

✓ Required: Online Annual Registration

Back-to-school forms, fees, class schedules, bus schedules, and locker assignments will be on [Infinite Campus](#). In addition to the online registration, a separate form must be completed annually for: medications, free and reduced lunch, and an extracurricular code of conduct agreement and concussion form. A Butler Student Handbook parent and student acknowledgement form will be sent home at the beginning of the school year to be signed and returned to school.

****Health Room & Medical Forms**

Students requiring medication during school hours must have completed authorization forms on file with the health room prior to school starting. **A new form is required each school year.** Please find the appropriate form for your student on [this document](#). For further information please see the Nursing Services section on the [Student Services webpage](#).

✓ **School Supplies**

[Butler School Supply List 2026-2027](#)

✓ **Set Up Your Student's Lunch Account**

Deposit money into your student's food service account by credit/debit via [Infinite Campus](#) or cash/check made payable to the School District of Waukesha (SDW). For more information on Food Services, including pricing and free & reduced lunch, click [here](#). Applications for Free & Reduced lunch can now be completed online on the parent portal of Infinite Campus. Please do this as soon as possible to ensure your child is set up for the first day of school.

✓ **School Lockers**

Log-in to [Infinite Campus](#) to view locker assignment and combination beginning August 10, 2026.

✓ **School Pictures**

All students should have their school picture taken for the yearbook and for required Student ID cards. School pictures are available to purchase from VIP.

Pictures will be taken on Tuesday, September 15th. Picture orders will be placed after picture day. Please look for an email sent to you by Visual Image Photography with a link to your child's secure photo gallery.

✓ **Check Transportation Information**

Bus information will be posted on [Infinite Campus](#) only. Postcards will not be mailed out this year

If you have transportation questions please visit the [SDW Transportation webpage](#) for information regarding regular transportation, pay to ride transportation, transportation to an alternate location, and special education transportation. All necessary application forms are located on this webpage. For further questions, please contact Melissa Johnston at 262-970-1150 or at mjohnston@waukesha.k12.wi.us.



Pay Fees

Please click [here](#) for the 2026-2027 School District of Waukesha Student Fee Schedule.

School fees are due by October 1, 2026. The preferred method for payment is by credit/debit on [Infinite Campus](#). Payments can also be made with cash/check made payable to the School District of Waukesha in the main office with Mrs. Motl. If you are in need of financial assistance, please reach out to the Business Office at 262-970-1048 or by email at tperez@waukesha.k12.wi.us.

1. Materials Fee \$60

The materials fee covers items such as book/software rentals and classroom materials. This fee does not cover loss or abuse of school-issued materials to students.

2. iPad Technology Application Fee \$25

Covers the annual cost of applications (apps) used by students in the Waukesha School District. This fee does not cover loss or abuse of the school-issued iPad or accessories.

3. Student Planner \$6

The cost of a student planner will be assessed to all students. Students will receive their planners during the first week of school from their teacher.

Additional Items for Purchase

Yearbook

Yearbooks must be purchased in advance and will not be available for purchase after they arrive in June. [Click here](#) to pre-order your yearbook.

Other Optional Fees

Food Service Account

Hot and cold meals, plus à la carte items, are available for purchase for breakfast before school and during lunch. Deposits may be made to a student's food service account by using credit/debit online through the [Infinite Campus](#) Parent Portal.. Assistance is available to families who qualify for free and reduced lunch. To see if you qualify please complete the [2026-2027 household application](#). **A new application is required each school year.**

Medical Insurance

The School District of Waukesha does not carry insurance to cover students in case of illness or accident at school or during school events. If family coverage is not adequate, insurance is available for purchase. Student's insurance may be purchased. Forms are available online. Completed forms and payment are due at the Main Office on Friday, September 4, 2026.

School Day Schedule

Link to [A/B Daily Calendar](#)

Link to **2026-2027** [School District of Waukesha Calendar](#)

**Please NOTE: For the 2026-2027 school year, there are 4 Early Release days from 7:25 AM to 12:36 PM for staff in-service: October 21st, February 11th, May 28th and the last day of school, June 9th.*

Arrival: 7:10AM

Students who arrive prior to 7:10AM will be required to remain outside of the building until 7:10AM.

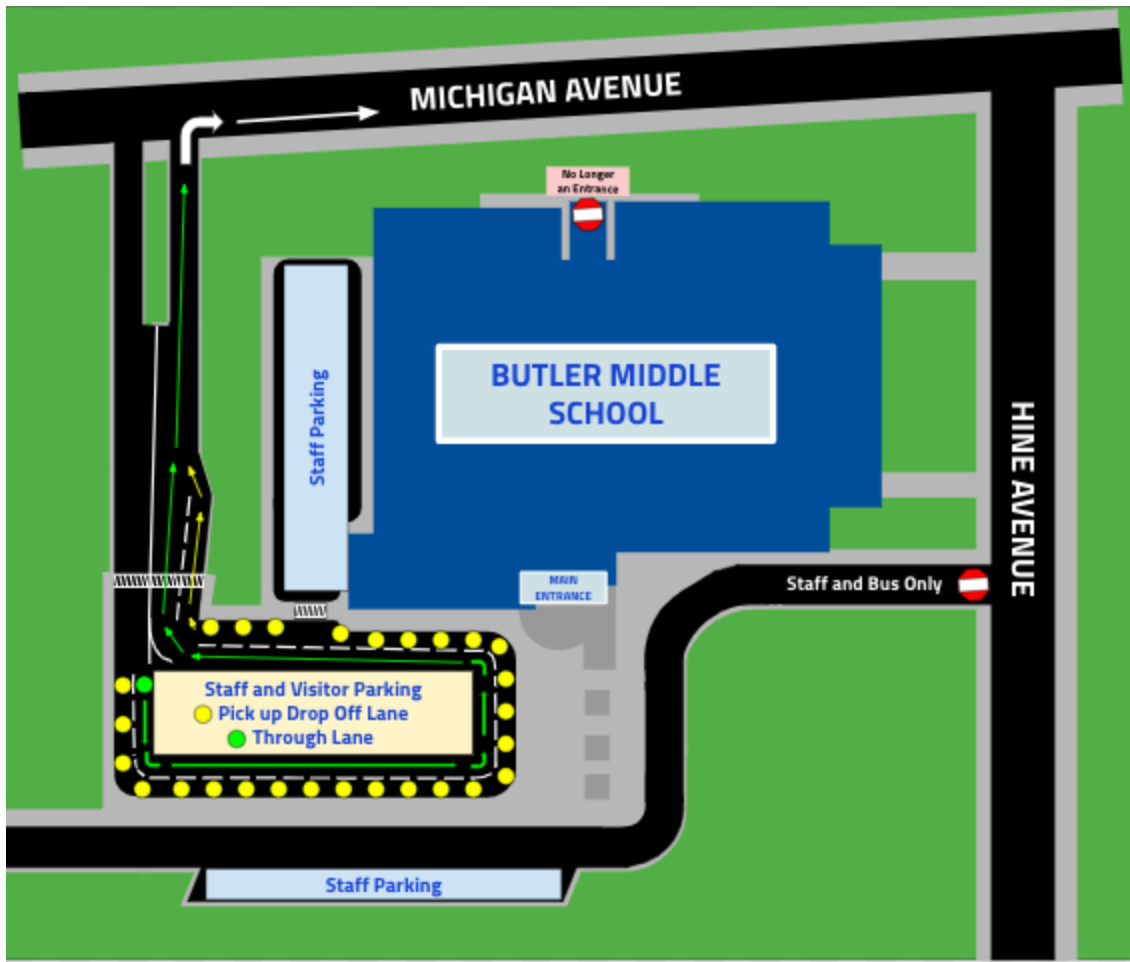
Schedule

7:10AM	ARRIVAL	Students will go to the lunchroom to eat breakfast if wanted and then report to their 1st class for the day.
7:25AM	FIRST CLASS	Classes begin at 7:25AM each day. Students are expected to be in class and ready by 7:25AM. Students who are late must report to the Main Office.
2:36PM	LAST BELL	School day ends after 7th period. • Students will be dismissed after 2:36. Please arrange a pick up location with your child.

Safer Student Drop Off Before and After School

Student Drop-off/Pick-up

- **Parent drop off and pick up will be in our main parking lot off of Michigan Ave at the main office.** As you enter the lot the right lane will be for pickup and drop off and the left lane will be a through lane and to park. As you exit the parking lot you will only be able to make a right turn on to Michigan Ave. The parking lot entrance off of Hine Ave is for Staff and School Buses only.
- Dropping off and picking up during school hours
 - The main office is on the South side of the school off of the parking lot. Students dropped off or picked up during the school day should take place at our main entrance. Students being dropped off, will need to press the door buzzer where office staff will allow the student in. **Students getting picked up will need a prior request made by their parents. Students will then be released when the parent/guardian arrives. Parents must come into the building to pick up their child. A valid photo ID is required for pick-ups.** Anyone picking up your child must be listed in Infinite Campus.



Crosswalks

Students should always use crosswalks to cross the street.

Parking

Visitor parking is available by the main entrance.

Attendance

The School District of Waukesha has streamlined the process for parents so you only need one app to review and report attendance, pay school fees, view grades, sign field trip permission slips, register for clubs/activities, etc, using the Infinite Campus Parent Portal.

Absence Reporting: Parents or guardians can request absences, late arrivals or early pick ups through the Infinite Campus Parent Portal or the mobile app. **Please do not call the school directly to report an absence. Absences must be reported through Infinite Campus.** To report an absence for your child(ren), log into the Infinite Campus Parent Portal. Go to Menu on the left-hand side of the screen, Click "More", then select "Absence Requests". For detailed instructions on how to report an absence, please [click here](#).

Messaging: Please review your contact preferences in the parent portal. Families will not receive any text messages from the district unless they "opt-in" to receive text messages. For detailed instructions on how to review and update your communication preferences, [click here](#).

If you have any questions or need assistance with the Infinite Campus Parent Portal, please contact JChelp@waukesha.k12.wi.us or call 262-970-1070.

Please be aware of the following guidelines for late arrival or early dismissal during the school day:

Late Arrival

Classes begin at 7:25 AM. Students who arrive after 7:25 AM are marked tardy. Please enter Butler Middle school through the Main Entrance (enter the parking lot off of Michigan Ave), ring the buzzer, and report to the Main Office for a pass to class.

Key Contact Information

Butler Main Office Number	262-970-2900	<u>MENU</u> 1 - Health Room
		2 - Principal's Administrative Assistant
		3 - Attendance Administrative Assistant
		4 - Student Services Admin Asst.
		5 - Staff Directory by Name

ADMINISTRATION

Principal	Laura	Jennaro	ljennaro@waukesha.k12.wi.us	262-970-2910
Asst. Principal	Jeffrey	Taege	jtaege@waukesha.k12.wi.us	262-970-2911
Asst. Principal	Leslie	Waltz	lwaltz@waukesha.k12.wi.us	262-970-2960

STUDENT SERVICES

School Counselor	Cory	Klafka	cklafka@waukesha.k12.wi.us	262-970-2927
School Counselor	Kimberlyn	Harrington	kharring@waukesha.k12.wi.us	262-970-2959
Social Worker	Callie	Lederman	clederman@waukesha.k12.wi.us	262-970-2933

OFFICE

Attendance Secretary	Lisa	Tobianski	ltobianski@waukesha.k12.wi.us	262-970-2917
Principal's Secretary	Kelly	Motl	kmotl@waukesha.k12.wi.us	262-970-2905
Health Room	Nicole	Horstmeyer	nhorstmeye@waukesha.k12.wi.us	262-970-2915
Student Services Secretary	Emily	Wooley	ewooley@waukesha.k12.wi.us	262-970-2903