Ted Hunsberger Elementary School

Student-Parent Handbook

2026-2027



2505 Crossbow Court
Reno, Nevada 89511
Office: (775) 851-7095
Fax: (775) 850-6204

https://www.washoeschools.net/hunsberger

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Ted Hunsberger Elementary School

Office of the Principal

2505 Crossbow Ct.

Reno NV 89511

Phone: 775-851-7095

Fax: 775-850-6204

August 10, 2026

Dear Hunsberger Families,

On behalf of the staff at Hunsberger Elementary School, we would like to welcome you to the 2026-2027 school year! We are very excited to work with you and your child in our goal to achieve academic excellence. We understand that students make greater gains when we work as partners to support our students. We look forward to another successful year!

During parent conference weeks, we will share progress monitoring information with you about your child. We strongly encourage parents and guardians to attend our conference weeks during October and February this year to learn about your child's growth and progress.

The staff and administration at Hunsberger feel privileged to be a part of this school family and community. We thank you for your support and look forward to working with your child and your family.

Sincerely,

Erin Dawson

Proud Principal

Welcome to the 2026-2027 School Year!

This handbook will serve as an introduction and foundation to Ted Hunsberger Elementary School. Please take some time to peruse/read over it before the school year starts. We will do our best to keep everyone updated regarding any changes to this calendar or additional events or happenings.

Mission Statement

At Hunsberger Elementary, we are committed to educating all students to the highest levels of academic achievement, to enable them to reach and expand their potential, and to prepare them to become productive, responsible, ethical, creative, and compassionate members of society.

Non-Discrimination Statement: The Washoe County School District is committed to nondiscrimination based on race, color, national origin or ethnic group identification, marital status, ancestry, sex, sexual orientation, gender identity or expression, genetic information, religion, age, mental or physical disability, military or veteran's status in educational programs or activities, and employment as required by applicable federal and state laws and regulations. No District employee, including, without limitation, administrators, faculty, or other staff members, nor students, shall engage in acts of bullying, harassment, or discrimination on the premises of any public school, school-sponsored event, or school bus in the district. Prohibited behaviors include cyberbullying, sexual harassment, hazing, intimidation, and retaliation.

Disclaimer: This document contains references to Board Policies and other documents pertaining to the rules and regulations of the Washoe County School District. The district reserves the right to revise any of these documents during the school year.

OBJ WCSD Safe and Respectful Learning Environment Policy

Student Behavior

HUSKY CORE VALUES



At Hunsberger Elementary School we are values driven. Values help guide our attitudes, behavior, direction, and help guide us forward together. We want our students, staff, parents, and other stakeholders to be in harmony with each other. This **unity** brings us closer together as a community where we are kind to each other. Being **kind** involves acting **selflessly** for the benefit of our community. We look to help each other and think of others just as much as we think of ourselves. When we can **honor** others along with ourselves, our group becomes stronger. Let us say **yes** to achieving a goal of progress in our community.

Sharing Responsibilities:

Ted Hunsberger Elementary School will include parents and families in school decision-making, governance, parent surveys, parent/faculty association and committees, and implementation of a School Performance and Parent Engagement Plan. We also involve parents in the process of school review and improvement through our Parent Involvement Policy, which will be reviewed and revised before each new school year by parents, teachers, and administrators. For this meeting, we will provide flexible meeting times, transportation, childcare, or home visits, as applicable. Our school shall, with the assistance of parents, collaborate in finding ways to best reach out to communicate with, and support families as equal partners in their children's education, and to coordinate and sustain strong ties between parents and our school.



Important Phone Numbers and Websites

Hunsberger Office	(775) 851-7095
WCSD Main Office:	(775) 348-0200
Judy's Kidz	(775) 853-1903
WCSD Police Department:	(775) 348-0285
WCSD Nutrition Services:	(775) 353-5930
Washoe County Library (South Valley's Branch):	(775) 851-5190
Washoe County Social Services:	(775) 784-7301
Washoe County Health Department:	(775) 328-2400
Family Resource Center:	(775) 204-1408 ext. 1
Children's Cabinet:	(775) 856-6200
Child Find:	(775)689-2854
Early Childhood:	(775) 333- 3731
Crisis Call Center:	(775) 784-8090

WCSD Website:
www.washoeschools.net
Hunsberger Website:
https://www.washoeschools.net/hunsberger

OFFICE

Principal: Erin Dawson
Dean of Students: Jorie Turner
Administrative Secretary: Michelle Brown
Clerical Aide: Sandi Pickett
Nurse: Sarah McCalden
Clinical Aide: Sabiene Hesse

KINDERGARTEN	1ST GRADE	2ND GRADE
Genesse Greene Michelle Herschbach Krista Wieser	Christy Donahue Beth Geerling Michelle Mackay Lori Woodburn	Krista Anderson Debbie Reynold Isela Vizcarra Brittney Peterson
3RD GRADE	**4TH GRADE**	**5TH GRADE**
Angie Cagle Julie Martin Katie Senn Christi Wilson Aaron Grossman (SWAS 3rd)	Luonne Gerow Kelly Lorenzetti Melissa Moore (SWAS 4th/5th) Amy Piper (SWAS 4th/5th) Summer Thorson (SWAS 4th)	Chauncey Ashby Paige Erikson Kate Mitrovich Melissa Moore (SWAS 4th/5th) Amy Piper (SWAS 4th/5th)
STAFF	**SPECIAL EDUCATION**	**SPECIALS**
School Counselor: Ellen (Lou) Eftimoff **School Psychologist:** Mary DeLorme **Gifted & Talented Teacher:** Kimberlee Yates	**Resource Teacher:** Dawn Colletto **Strategies Teacher:** Trinity Gomez **CLS Teacher:** Jen Cubrilovic **Speech Pathologist:** Lisa Morris	**Computers:** Aylssa Goyhenetche **Library:** Lisa Schoenfeld **Music:** Stephanie Urmston (Kinder) Bryan Smith(1st-5th)
KITCHEN	**FACILITIES MAINTENANCE**	
Kitchen Manager: Liya Hu	**Site Facilitator Coordinator:** Jaime Nunez **Custodian:** Cecilia Martinez Jessie Gomez	

2026-2027 Balanced Calendar

July 2026							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 0
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

August 2026							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 16
						1	
2	3	4	5	6	7	8	August 4 - 6 - Teacher Professional Dev. Day
9	10	11	12	13	14	15	August 7 - Teacher Work Day
16	17	18	19	20	21	22	August 10 - First Day of School for Students
23	24	25	26	27	28	29	
30	31						

September 2026							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 21
		1	2	3	4	5	
6	7	8	9	10	11	12	September 7 - Labor Day
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

October 2026							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 16
				1	2	3	October 5 - 9 - Fall Break
4	5	6	7	8	9	10	October 12 - Teacher Professional Dev. Day
11	12*	13	14	15	16	17	October 16 - End of Grading Period
18	19	20	21	22	23	24	October 23, 26-29 - Conference Week
25	26	27	28	29	30	31	October 30 - Nevada Day

November 2026							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 17
1	2	3*	4	5	6	7	November 3 - Teacher Professional Dev. Day
8	9	10	11	12	13	14	November 11 - Veterans Day
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	November 25 - 27 - Thanksgiving Break
29	30						

December 2026							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 13
		1	2	3	4	5	
6	7	8	9	10	11	12	December 17 - End of Grading Period
13	14	15	16	17	18	19	December 18 - Teacher Work Day
20	21	22	23	24	25	26	December 21 - January 1 - Winter Break
27	28	29	30	31			

January 2027							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 19
					1	2	December 21 - January 1 - Winter Break
3	4*	5	6	7	8	9	January 4 - Teacher Professional Dev. Day
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	January 18 - Martin Luther King, Jr. Day
24	25	26	27	28	29	30	
31							

February 2027							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 19
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	February 15 - President's Day
21	22	23	24	25	26	27	February 23 - College and Career Readiness Assessment for high schools only.
28							

March 2027							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 15
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	March 12 - End of Grading Period
21	22	23	24	25	26	27	March 22 April 2 - Spring Break
28	29	30	31				

April 2027							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 20
				1	2	3	March 22 April 2 - Spring Break
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30		

May 2027							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 20
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						May 31 - Memorial Day

June 2027							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 4
		1	2	3	4	5	June 2 - 4 Contingency Days in Session
6	7	8	9	10	11	12	June 4 - End of Grading Period
13	14	15	16	17	18	19	June 4 - Last Day of School
20	21	22	23	24	25	26	^June 7 - 9 - Teacher Work Days if school is canceled
27	28	29	30				June 19 - Juneteenth

	Number of Days per Quarter	44	39	48	49	180
*October 12, 2026, November 3, 2026 and January 4, 2027 are non-student days used for professional development but counted as school days in session per NAC 387.140	Number of Days per Semester	83		97		180

Teacher Work Days: August 4 - 7, 2026 & December 18, 2026. ^Addional possible teacher work days if school is canceled June 7-9, 2027.

Teacher Professional Dev. Days: October 12, 2026, November 3, 2026 and January 4, 2027

Daily Schedule and Hours

Regular school days

School Hours

Kindergarten-5th Grade
Monday, Tuesday, Thursday, Friday: 9:30 AM-3:30 PM
Wednesday (early release): 9:30 AM- 2:45 PM

Regular Office Hours

8:00 AM- 4:00 PM
Every day school is in session, unless otherwise posted.
Teacher Work Hours: 9:00 AM- 4:00 PM

Lunch

Kinder and 1st Grade: 11:30 AM
2nd and 3rd Grade: 12:00 PM
4th and 5th Grade: 12:30 PM

Release of Students during School Hours

Early release days

Early Release Days occur most Wednesdays throughout the school year. On these days, students will start school at 9:30 AM and end their school day at 2:45 PM. In the event of a canceled early release on Wednesday, families will be notified by the school district, and students will be released at the normal time of 3:30 PM.

Delayed start schedule (Snow days, etc.)

In the event of a delayed start, the TV and Radio Stations will begin announcing the DELAYED START of school by 6:00 AM. In addition, you will find all information on the district website @www.washoeschools.net, or on the WCSD Facebook page.

In the event of a 2-hour delayed start, school will begin at 11:30 AM. The school will end at the regular 3:30 PM dismissal time. If a 2-hour delayed start is called on a Wednesday, early release will be canceled, and dismissal will be at the 3:30 PM dismissal time. Students are NOT to arrive at school until 10 minutes before the delayed start times, as there will be NO playground supervision in the morning and there will be NO before-school programming.

Hunsberger Policies and Procedures 2026-2027

Attendance

Absences

Attendance is the shared responsibility of parents/guardians with the assistance and support of the school staff and the community. The responsibility for implementing the attendance policy rests with the parent/guardian, student, teacher(s), and school.

If your child is going to be absent, please follow the following steps:

1. Call Ted Hunsberger Elementary at 775-851-7095 before 9:30 AM. We have a 24-hour answering machine for you to leave a message after school hours.
2. When your student returns to school, if you have not contacted the office, please send in a signed note stating the date(s) and reason for the absences. Absences reported after 3 days will be marked unverified (UNV).

Examples of circumstantial reasons for absences are:

- religious
- legal
- bereavement
- emergencies
- pre-arranged
- personal business

Chronic Absenteeism

The type of absence, excused or unexcused, no longer matters. All absences, unless they are school-related, count toward chronic absenteeism. While no student will be retained or fail a course due strictly to absences, it is still extremely important that schools and families work together to monitor absences closely and ensure that barriers to attendance are removed.

The entire attendance policy, WCSD Board Policy 5400: WCSD- Attendance Policy

Transportation, Parking Lot, and Busing

Parking Lot Procedures (see map below)

We regularly work with our school police officers, as well as the sheriff's office, to talk to our students about pedestrian safety. In addition, we are asking for your help to ensure that all our students and their families can safely come to and from our building before and after school while accessing our crosswalks, parking lots, and sidewalks.

- The **Bus Loading Zone** is for loading and unloading from 9:00-9:30 AM and 3:00-3:45 PM. The adjoining parking lot in front of the school is for staff parking and visitors use from 9:30 AM to 3:00 PM.
- When picking up or dropping off your child, you can meet them at that designated **Pick-Up/Drop-Off Zone** or park in the parking lot and walk your child safely to and from your car.
- If your child is enrolled in **Judy's Kidz**, you must enter the building to check them in and out with the programming staff.
- Please stop and yield to pedestrians using the **Crosswalks.**
- Avoid any distractions while driving and remind your children to do the same when walking to or from school.
- Please remember to obey all traffic laws and the traffic patterns that have been put in place here at Hunsberger and in the community along your commute.

School Bus Safety

Please speak with your student(s) about riding the school bus safely. The safety of all our students on the bus is very important to us. We have initiated a progressive plan to ensure that students follow all safety protocols while riding a bus to and from school.

Incident 1: Conference with student and parent phone call home

Incident 2: 1–2-day bus suspension

Incident 3: 3–5-day bus suspension

If you have any questions or concerns about transportation, please contact the Transportation Department at (775) 353-5900. WCSD Transportation Policy

Bikes and Scooters

Any student riding a scooter or bicycle to school must supply a lock. The school is not responsible for any loss, damage, or theft. Scooters and bikes are NOT to be ridden on school grounds. Once students are on school grounds, they will need to walk their bike or scooter to the bike rack. Students will need to remove and leave the wheel at home from any wheelie shoes if they are worn to school.

Parent Pick-up Zone and crosswalks

KEY:

= Parent Drop-Off/Pick Up

= Bus Loading Zone

= Visitor/Staff Parking

= Entrance to School



Please be cautious of all crosswalks and remember it is our teachers helping out there!

Parent communication and student progress

Report Cards

Report cards are issued on a quarterly basis (4 times per year). They are designed to give you a written report on the educational progress of your child. You can also check their progress daily on Infinite Campus. Please call the office at (775) 851-7095 if you need assistance.

Parent-teacher conferences

This year, Hunsberger Elementary School will be holding one Parent/Teacher Conference week. The students will have early release on those days (1:20 PM). Please make every attempt to attend. Parents are also encouraged to confer with teachers at any time during the year.

Classroom Newsletters and School Updates

To provide better communication between home and school, please join the Ted Hunsberger Elementary School ClassDojo account. You will also receive a Weekly Message from the principal. In addition, you will periodically receive Phone Calls regarding important schoolwide events, information, and reminders.

Infinite Campus and Student enrollment

Infinite campus

Infinite Campus allows you to follow your student's progress throughout the year, as well as communicate with the teachers. We recommend that you check your child's Infinite Campus at least monthly, if not weekly. Please call the office at (775) 851-7095 if you need assistance setting up your Infinite Campus account.

- Please keep your Infinite Campus password until your child graduates. If you have a change in phone number or address, please notify the office so that your Infinite Campus can be updated, and teachers know how to best get in contact with you.
- Some of the advantages of checking your Parent Portal on a daily/weekly schedule are:
    - Grades
    - Class Assignments
    - Attendance
    - Behavior
    - To-do list of assignments that are due or overdue

- Assessment Data (State testing results – SBAC, i-Ready, etc.)
- Immunization records
- A family calendar that organizes all your children, even if they attend different schools
- A graduation planner

Registering or withdrawing your student

All students returning to any school in Washoe County, including Hunsberger Elementary, must have an updated, completed registration for every school year.
Registration information must be completed online through your Infinite Campus Parent Portal.
The primary address holder is the guardian who must register your student.
If you have any questions, please contact the office at (775) 851-7095.

Student Record Requests

All student record requests must be made through the district office.

WCSD Student Records and Information Policy

Emergency procedures

Emergency procedure drills

The district has emergency procedures in place for staff and students, which are practiced schoolwide on a regular basis. We will practice one drill per month, per state procedures, even in the cold weather. Throughout the school year, we plan on practicing all three steps of our evacuation plan as well as stay put procedures. The best thing we can have in an emergency is a plan and the knowledge that comes from practicing it before we need to use it in a true emergency. These drills include:

- Evacuations & Fire Drills- Each classroom has an assigned spot on the schoolyard as their first step to go to and account for all members of the class. All persons in the building must evacuate when the fire bell rings.
- Secured Campus
- School Lockdown
- Emergency Medical Event
- Earthquake (Drop-Cover-Hold)

Parent reunification

In the event of an emergency, and it is appropriate to send students home, parents will be notified by the school district where to report to reunite with their child. A photo ID will be required to release your child to you.

Emergency contact information

For the safety of your child due to an illness or accident, it is imperative that the school have your current telephone numbers for work and home, as well as updated cell phone numbers. We have Parent/Guardian Update Information Forms in the front office, which you can use to update any important information.

If you plan on being out of town for a day or longer, please let the school know who will be responsible for your child in case of an emergency, i.e., Illness or accident

Volunteers and Visitors

VOLUNTEERING

New Volunteer Management System is Now Available! We're excited to announce the launch of our new Volunteer Management System through **Raptor Technologies**. This updated system streamlines the application process, enhances school safety, and makes it easier than ever for you to stay connected and engaged in our schools.
We appreciate your continued support and commitment to our students and staff!

Volunteer Screen and Background Checks

Once you are cleared, please remember to schedule all volunteering and classroom visits with the classroom teachers. Always check in at the office.
All volunteers and visitors must wear a visible badge while on campus.

VISITORS

Checking In: All visitors will enter through the front doors and check in at the office where you will sign in and receive a Visitor's badge; please wear the badge during your entire visit. Because we value instruction and limited interruptions to the learning environment, all classroom visitations must be arranged in advance with the classroom teacher and visitors must have a completed & approved volunteer application on file.
WCSD Protocol for Visitors to District Properties

Field Trips

We always encourage and appreciate our parent chaperones during our field trips. Volunteers must commit to attending the entire field trip and returning with the students to the school on the school bus. For the safety of all children, chaperones will need to submit a volunteer application. Students cannot ride with a parent to and from a field trip; students must ride the bus.

We appreciate your patience and compliance in keeping our school safe.

SCHOOLWIDE EXPECTATIONS



STUDENT POSITIVE BEHAVIOR SUPPORTS

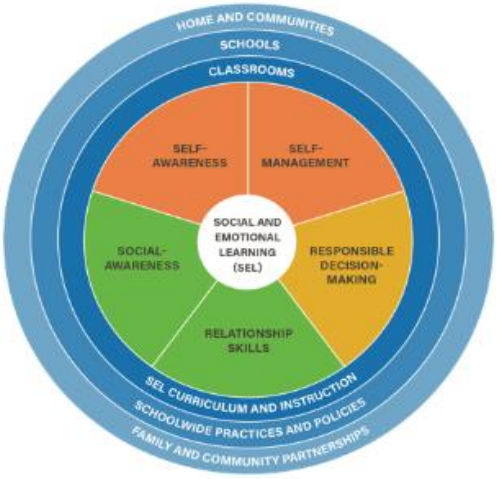
POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS)

Positive Behavior Interventions and Supports (PBIS) is part of the multi-tiered system of supports that:

- provides early behavioral help, rather than waiting for a student to fail.
- provides school-wide expectations that are explicitly taught, and expected behaviors are positively reinforced.
- provides an improved way for school teams to meet the individual needs of your child.
- provides instruction at different levels or tiers depending on the needs of each student.
- is available to all students to help them succeed and to increase student achievement.

Social Emotional Learning (SEL)

Social and Emotional Learning (SEL) is a lifelong process where children and adults acquire knowledge, skills, and dispositions related to the five competencies. Hunsberger Elementary School implements Sanford Harmony, a program that focuses on the five competencies to help develop a strong sense of emotional well-being.



Bullying

Every student has a right to learn in a respectful, safe, and inclusive learning environment. A safe and respectful environment is necessary for students to have equal access to all school programs and activities and is integral to student success. The District acknowledges its role in providing students with an understanding, appreciation of, and respect for the differences of others.

The administration and staff at Hunsberger Elementary School take bullying reports very seriously. The legal term “bullying” covers bullying, cyber-bullying, harassment, sexual harassment, discrimination, and retaliation. Please let your child know that if they do not feel safe, or you do not think they are safe to notify their teacher, administrator, counselor, or any staff member of the school so that we can assist your child immediately. Please call the school at (775) 851-7095 if you have any questions or concerns about this issue.

WCSD Bullying and Harassment
WCSD Student Behavior Manual
WCSD Gender Identity Policy
WCSD Safe and Respectful Learning Environment Policy

Health

To help our school and our community curtail the spread of Illnesses, please keep your child home from school if he/she, or anyone in the home, is feeling ill, has a fever and/or a cough. See the district website for an updated self-screening guide: Self Screener

Please call the school and notify the office of the reason for your child's absence (775) 851-7095



If you are feeling ill, vomited, have a fever and/or a cough, call our office so that we may assist you by phone.

(775) 851-7095



TECHNOLOGY

ELECTRONIC DEVICES

Please leave all electronics at home. If your child must bring a cell phone to school, it must be kept off and in their backpack throughout the school day.

- If a student must bring a cell phone, it is not to be carried into classrooms during assessments, semester exams or other testing situations.
- Smartwatch is not to be used during school hours on campus.
- If you must text or talk with your student during the day, please call the office.

WCSD Use of Personal Electronic Device Policy

INTERNET SAFETY

Students must be responsible for accessing only appropriate websites and reporting any accidental "hits" of inappropriate sites. Rules for the use of the computer are posted in the computer lab and are discussed with the students. Those who do not comply with usage rules may temporarily forfeit their usage privileges.
WCSD Responsible Use and Internet Safety Policy

STUDENT EMAILS

All students are provided with an email account by the district. The account is provided with access to Microsoft's Office 365 suite. The account can be accessed wherever the student has Wi-Fi capabilities. The account remains the same throughout the student's career in the district. The format for student e-mail addresses is student ID number @washoeschools.org. (i.e. 123456@washooeschools.org) Users are responsible and accountable for their actions when using district systems. Every user of the e-mail system has a duty to ensure they practice appropriate and proper use of this system.
WCSD Student E-mail Policy

MISCELLANEOUS

DRESS CODE

Ted Hunsberger Elementary School does not have a school uniform; however, all WCSD dress code rules and expectations are enforced to maintain a productive, safe learning environment.
WCSD Student Dress Code Policy

Meals & Snacks

Lunch:

Students may bring a sack lunch or a "cold" lunch, or they may choose to purchase lunch in the cafeteria.
Menus can be found online on the school district website under Nutrition Services.
Free & reduced lunch is available for those who apply and qualify.

Snacks/Birthdays:

Please communicate with your child's teacher ahead of time to arrange for a short snack/treat if you wish to celebrate something special for your child. We have monthly snack/treat days.

Homework

Homework is at the discretion of the classroom teacher. Please reach out to your student's teacher for further clarification.

WCSD Homework Policy

WCSD Plagiarism and Cheating Policy

Toys

All toys must remain at home as they cause a disruption to your child's learning.

We are not responsible for loss, theft, or damage to any items that your child brings to school or stores/leaves on campus.

Lost and Found

Please mark your child(ren)'s name on all lunchboxes, sweaters, coats, and personal belongings for easy identification and so that staff can return lost items to your child directly. Please regularly check the lost and found in the cafeteria.

Animals on campus

Animals are prohibited from being on campus unless the animal is in training or is trained as a service animal. WCSD Service Animal Policy