

School District of Elmbrook

Elementary Parent Handbook

Brookfield Elementary School

Burleigh Elementary School

Dixon Elementary School

Swanson Elementary School

Tonawanda Elementary School

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MISSION OF THE SCHOOL DISTRICT OF ELMBROOK

The mission of the School District of Elmbrook is to educate and inspire every student to think, to learn, and to succeed.

VISION FOR THE SCHOOL DISTRICT OF ELMBROOK

The School District of Elmbrook is recognized as a world class school district with an uncompromising commitment to achieve powerful results for all students. Staff, families and the community relentlessly collaborate to develop meaningful connections with every student to ensure success.

The culture of the district is built on a commitment to excellence, continuous improvement, and celebrating success.

DISTRICT POLICIES AND PROCEDURES

Board of Education policy books are available for review in all school building offices and libraries. All policies are also available at <http://www.elmbrookschoools.org>.

Policies in the following series should be reviewed annually by parents.

Students:

<http://www.elmbrookschoools.org/elmbrook-school-district/board/district-policies/5000-students.html>

Instruction:

<http://www.elmbrookschoools.org/elmbrook-school-district/board/district-policies/6000-instruction.html>

Community Relations:

<http://www.elmbrookschoools.org/elmbrook-school-district/board/district-policies/1000-school-district-and-community-relations.html>

All district annual notices are available at www.elmbrookschoools.org/annualnotices.

SCHOOL DAY SCHEDULE

	START TIME	DISMISSAL
Kindergarten through Fifth Grade	8:50 a.m.	3:43 p.m.

All students are expected to be in their classrooms by 8:50 a.m. or they will be counted tardy. Children are expected to go directly home after school unless they are participating in a special activity or are under a teacher's supervision. We ask that you communicate with your child and send a note to your child's teacher if it is necessary for them to go somewhere other than home after school.

Open Enrollment Program

Wisconsin's inter-district public school Open Enrollment program allows parents to apply for their children to attend school districts other than the one in which they live. The Open Enrollment program is also available to current district residents, who move out of the district during the current school year and wish to return to Elmbrook School District in the fall of the coming school year, or who anticipate moving out of the District prior to the coming school year and would like to be eligible to return at that time. The Elmbrook District and the other District must both give approval, with the parents having the final decision once the school boards have approved the request. Students may return to their resident school District at any time. Parents are responsible for transportation of their children to the other District under the Open Enrollment law.

The Open Enrollment application period is established in state law as beginning on the first Monday in February and ending at 4:00 p.m. on the last weekday in April. Once the application period begins, applications can be completed online at www.dpi.wi.gov. A lottery system is used to fill Open Enrollment seats and establish grade level waiting lists.

According to Wisconsin Act 304 and Elmbrook School District policy 5112.4, if the Board determines that a nonresident pupil attending the district via the Open Enrollment program is habitually truant from the District during either semester in the current school year, the Board may prohibit the pupil from attending the District in the succeeding semester or school year. Habitual truant has the meaning given in Statute 118.16 as a student who is absent from school without an acceptable excuse under sub. (4) and s. 118.15 for part or all of five or more days on which school is held during a school semester.

For more information call the Elmbrook Open Enrollment Coordinator, at 262-781-3030, ext. 1191.

Special Education: IDEA 2004

All children with disabilities for whom the District is responsible are provided a free appropriate public education. Children who are suspected of having a disability are referred for an evaluation to determine if they have a handicapping condition in one of the following areas:

- Autism
- Cognitive Disability
- Emotional/Behavioral Disturbance
- Hearing Impairment
- Specific Learning Disability
- Other Health Impairment
- Orthopedically Impaired
- Significant Developmental Delay
- Speech or Language Handicap
- Traumatic Brain Injury
- Visual Impairment
- Any combination of the above named by the State Superintendent of Public Instruction

If a child is determined to have a disability through the evaluation process, an Individualized Education Program (IEP) is developed to identify the goals, objectives, supportive and related services the child requires to benefit from the educational process. Following the development of the IEP, an appropriate educational placement will be determined and offered to the parents/guardians.

All children with disabilities and their parents are guaranteed nondiscriminatory due process with regard to identification, evaluation, and placement procedures. A review is conducted annually to evaluate each child's educational program. A reevaluation is conducted at least every three years to determine if the child continues to require special education services.

Child Find Screening

The District offers a screening to identify children age birth to five who are suspected of having a disability. If a child has a vision, hearing, behavioral, speech/language, learning or orthopedic problem, parents can contact the Special Education Office at 262-781-3030, ext. 1190 for more information regarding a screening/assessment.

School Social Worker Services

The school social worker assists school staff, students and/or parents to develop, implement and evaluate plans to help students and families. The school social worker helps to identify factors that can make school a more successful and happier experience for students. Through the use of assessment, counseling, consultation and coordination of services, the school social worker effectively serves students, parents, school and community.

School Psychologist Services

The school psychologist assists school staff and parents in a better understanding of the individuality of the developing child. The school psychologist helps to enhance the social, emotional and intellectual adjustment of children through the provision of assessment, consultative and counseling services as well as through program planning. The psychologist's expertise in child development assists staff in developing educational plans that are appropriate to the individual needs of students.

Title IX Coordinators and Complaint Process

Any person may report sex discrimination or sexual harassment to the Title IX Coordinators in person, or via email or telephone at any time of the day via *The Discrimination/Harassment/Bullying Complaint Form* attached to [policy 6005-Equality of Educational Opportunity-Pupil Nondiscrimination/Anti-Harassment](#) on page 4 and 5 of the accompanying practice statement.

Title IX Coordinators:

- Tanya L. Fredrich, PhD Assistant Superintendent for Teaching and Learning: Student Services
fredrict@elmbrookschoools.org
(262) 781-3030 ext 1188
3555 North Calhoun Rd, Brookfield, WI 53045
- Michael Sereno, Ed.D Assistant Superintendent of Teaching and Learning: Curriculum, Instruction & Assessment
serenom@elmbrookschoools.org
(262) 781-3030 ext 1115
3555 North Calhoun Rd, Brookfield, WI 53045

VISITORS AT SCHOOL

The School District of Elmbrook's top priority is the safety and security of our students and staff. The District implemented a visitor management application, Raptor, to strengthen our school security procedures, coordinate volunteers, and inform our emergency planning. All parents, guardians and guests (volunteers, contractors, etc.), upon entering our building during normal school hours, will need to:

- Enter through the front office;
- Provide a driver's license for scanning in the Raptor system to verify one's identification and perform a scan against the national database of sex offenders;
- Receive a printed ID badge prior to proceeding.

Upon subsequent visits to a school in which you have already registered guests will only be required to state their name and receive a badge.

The Raptor guest registration process is generally efficient and helps ensure office staff members do not grant any adult inappropriate access to our students.

Frequently Asked Questions

What if a visitor does not have a valid driver's license?

If a visitor does not have a US government-issued ID, a school office staff member can accept any form of identification and manually enter the person's name into the Raptor system.

What is done with the information collected from my identification?

The Raptor system will check to ensure that registered sexual offenders are not entering our schools. The Raptor system checks the visitor's name and date of birth for comparison with a national database of registered sex offenders. The registered sex offender database is the only official database checked by the Raptor system. No other data from the ID is gathered or recorded and the information is not shared with any outside agency.

Will I be required to sign in if I only drop something off in the office?

Sign in and a visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the office or pick up paperwork.

COMMUNICATION

MyElmbrook – Parent Web Portal

Please visit www.elmbrookschoools.org and select your child's school for the latest news, announcements, events, lunch menus and documents. Under announcements parents can sign up to receive daily announcement emails. Parents will also receive a weekly email newsletter filled with all the news, announcements and calendar events.

Email

Staff members e-mail addresses follow the format of the first seven letters of their last name, followed by the initial of their first name @elmbrookschoools.org (example: pleistec@elmbrookschoools.org). Staff members check their e-mail during the day, but it should not be used to relay urgent, time-sensitive messages.

Voice Mail

When calls are received during regular business hours they will be greeted by the office staff. Rather than taking written messages, the caller will be transferred to voice mail. After hours, callers will be greeted by a voice mail recording and prompted with menu options. Calls will be returned in a timely manner. Again, voice mail should not be used to relay urgent, time-sensitive messages.

Contacting a Staff Member

If you want to talk to a teacher or other support personnel, either write a note, email a message or call the school and leave a voicemail message. The teacher will usually respond within a day. Teachers cannot be interrupted during instructional times. Appointments should be scheduled during non-student contact time.

Messages for Teachers About Students

If you wish to relay a message to a teacher or if your child is to take another bus home, wait for a ride, go to Brownies, etc., please write a note, with the date, teacher's name, and grade level and send it with your child.

Leaving School During the Day

Your child may not leave the school grounds during the school day except with a parent or other approved adult.

Please send a note to make such arrangements. If you must pick up your child during the school day, send a note to your child's teacher that day indicating the reason for your request and the time you will pick up your child. All students need to be signed out prior to leaving the building during the day. This applies to both planned appointments and sudden illnesses.

Custodial Parent

If there are any restrictions on a non-custodial parent's contact with a child, the school must have a copy of the court order.

Non-Custodial Parent

Non-custodial parents of students may receive school bulletins, report cards, and other school communications, upon request, unless denied by a court order.

DISTRIBUTION OF MATERIALS

Permission to distribute materials electronically and/or post materials in the lobby entrance must get superintendent approval, if district-wide distribution is needed, or by the building principal if material is to be distributed within the school.

ATTENDANCE/ABSENCES

Excused Absences

If your child will be absent from school, *please call the health room before 8:30 AM* to inform us of the reason for your child's absence. Before and after school hours you may leave a message on our voicemail regarding your child's illness. Be sure to state your child's full name and the name of his/her teacher. If you want to be called back, please indicate so in the message. If the absence is the result of a communicable disease, please inform the school nurse. Your school may require a note from your doctor or a health official in order to return to school. According to District Policy 5113, a parent/guardian is required to verify all excused absences in writing. Each school district is required by law to keep careful records of student attendance. Each school must also determine if each absence is excused or unexcused. The following are considered by the Board of Education as excused absences:

- Illness – mental or physical. Medical verification may be required.
- Family emergency or crisis.
- Attendance at the funeral of a relative or friend.

- Appointments with medical specialists. Such appointments are to be made, whenever possible, when school is not in session. When emergencies arise, appointments as early or as late in the school day as possible are recommended. Verification of appointments may be required.
- Family trips that can be taken only during the normal school term. The intent of this statement is to provide opportunity for students to accompany their parent/guardian on a vacation, which cannot be scheduled when school is not in session. A parent/guardian shall be required to notify the building principal/designee prior to leaving on vacation, of the pending absence for the purpose of reviewing the student's attendance record and overall performance record. Student vacations or trips without parent/guardian accompaniment are not excused absences.
- Attendance at special family celebrations or religious holidays.
- Attendance at special events of educational value as approved by the principal/designee. This statement does not excuse attendance at baseball games, rock concerts, "Skip Days," picnics, etc.
- A written request from the parent or guardian received prior to date(s) of absence for no more than ten (10) accumulated days in a school year as per Wisconsin Statute 118.15.

Students absent for reasons other than those identified as excused by the Board of Education shall be considered unexcused and truant. Absences due to missing the bus or suspension from the bus are unexcused absences. All excused absences require parent/guardian written verification which is to be submitted to the principal/designee prior to re-admittance to school. (Policy and Practice Statement 5113 – Attendance and Excuses.)

Make-Up Work

If your child is absent *three or more days*, it is appropriate to request homework. Write a note to your child's teacher and have a sibling deliver it to the appropriate teacher upon arrival at school. You may also leave a homework request on the attendance voicemail before 8:30 AM. Since teachers have busy schedules, a one-day notice must be given for homework notices to be honored.

Students shall be allowed to make up work missed due to an excused absence and shall be graded on the quality of the product produced. Students may receive a failing grade on all daily classroom work missed due to an unexcused absence, but will be permitted to make up major tests and projects within a reasonable period of time. Students shall be graded on the quality of the product produced.

Request for Work Prior to Absence

Teachers may provide assignments prior to an anticipated absence when possible. When planning of lessons and preparations of materials are not possible prior to the anticipated absence, assignments will be provided upon the students' return to school.

VACATIONS

When considering a family trip that would cause your child to miss school, we encourage you to check with your child's teacher to determine the potential impact of the missed instructional time. While parents may request homework in advance, they need to recognize that many homework tasks are only appropriate once classroom instruction has taken place, and therefore may need to be completed upon the student's return. Parents are required to notify the building administrator and health room prior to leaving on vacation by completing a "*Family Vacation Request*" form.

Should I Send My Child to School

When deciding whether or not to send your child to school, consider the following information:

Fever: A fever is a warning that all is not right with the body. No child with a fever of 100 degrees or higher should be sent to school. Do not allow a child to return to school until he/she has been free of fever for 24 hours without the use of fever-reducing medication.

Cold, Sore Throat, Cough: The common cold presents the most frequent problem to parents. A child with a “heavy” cold and a persistent cough belongs home in bed, even though he/she has no fever. If your child complains of a sore throat, and has no other symptoms, he/she may go to school. If white spots can be seen in the back of the throat or if fever is present, keep him/her home and call your practitioner.

Rash: A rash which may be the first sign of one of childhood’s many illnesses may cover the entire body or appear in only one area. Do not send a child with a rash to school until your doctor has said that it is safe to do so. A practitioner note is required upon your child’s return to school stating that they are non-contagious.

Stomach Ache, Vomiting, Diarrhea: A stomachache is a common childhood complaint and does not always require absence from school. Consult your practitioner if your child has a stomach ache which is persistent or severe enough to limit his/her activity. A child who is vomiting or has diarrhea should be kept at home until symptom-free for 24 hours without the use of medication. Call your practitioner if prompt improvement does not occur.

Doctor Visits

Any time your child visits their practitioner during the school day please obtain a doctor note indicating your child had an appointment and is medically excused from school. If your child is evaluated by their doctor for symptoms related to illness or injury, please obtain a doctor statement indicating your child is released to return to school and is non-contagious, as appropriate.

School Nurse

School health services are a primary component of every student’s educational environment. The school nurse protects and promotes the health of students in order to maximize their potential to learn and grow. As an integral part of the educational team, the nurse ensures that the medical needs of students are met within the school environment. School nurses may be part of Board approved curriculum classroom instruction, including Human Growth and Development, and infection control such as hand washing and health promotion. Vision and hearing screening for select grades is provided throughout the school year, and upon request. The nurse is available to discuss health services, preventative health care, medication and any other health concern parents may have regarding their children.

Health Room Assistants

Health Room Assistants staff the health room during school hours. They are trained to provide first aid and other health services to injured and ill students under the direction of a school registered nurse.

Health History

To ensure a safe environment for all students, your child’s medical history will be updated periodically. Information regarding health conditions, including asthma and allergies as well as any other health concerns

affecting your child during the school day, will be incorporated into his/her health record and shared with appropriate school personnel with parent permission.

Kindergarten Eye Health Examination

State Law 118.135 requires school districts to request that each child entering kindergarten provide evidence of examination by a licensed optometrist or physician. A form is available on the district website for kindergarten students for reporting of the results of such examination.

Illness or Injury at School

In the event that a student becomes sick or injured at school, he/she will be referred to the health room. If it appears your child cannot return to the classroom, every effort will be made to contact you, or the person(s) you indicated as emergency contacts, so that you can assume responsibility for transportation and care for your child. Students must always report to the health room if ill or injured prior to leaving school. Home is the best place for a sick child.

In case of serious illness or injury, the student will be transported by an emergency vehicle to a medical facility. Parents may designate a medical facility; however, emergency medical personnel will make the final determination. The parent/guardian is responsible for payment of the charge for ambulance conveyance. The parent/guardian, when available, or person(s) designated as the student's emergency contact shall be notified as soon as practical.

Emergency Transport to Hospital

Paramedics/Emergency Medical Technicians will transport to the following hospitals:

- Elmbrook Memorial Hospital
- Children's Hospital of Wisconsin
- Froedtert Memorial Lutheran Hospital
- Community Memorial Hospital of Menomonee Falls
- Waukesha Memorial Hospital
- West Allis Memorial Hospital
- St. Joseph's Hospital

Animals at School

It is recognized that animals in a classroom as part of enrichment activities relating to learning experiences are a valuable way for students to learn life sciences. However, the health, safety, and welfare of students, staff, and animals are paramount. We rarely permit animals within our school buildings or on school grounds. Please contact the health room or Principal for detailed procedures regarding a visiting animal. (Policy and Practice Statement 6157 – Safety in Classroom Instruction and Policy 6007 - Student Use of Service Animals.)

Immunization Requirements

Wisconsin Law 252.04 requires that all children enrolling in a public school be immunized against diphtheria, tetanus, pertussis, polio, Hepatitis B, measles, mumps, chicken pox and rubella. Immunization information shall be recorded on the student immunization record when a student enrolls in the district. Parents shall provide a record of additional state-mandated immunizations received after enrollment in order for the student's record to be updated. These requirements may be waived for an individual student for health, personal, or religious reasons. (Policy and Practice Statement 5141 – Physical Examinations and Immunizations.)

Students may be exempt from immunization requirements if:

- A statement signed by a licensed physician is on file at the school health room stating that immunizations may be detrimental to the student's health.
- A statement signed by the parent is on file at the school office stating that immunizations are contrary to the religious or personal convictions of the family.

Emergency Contact Information

Annually parents are required to update their child's emergency contact information during the registration process. Throughout the year, if there is any change of information that the school should have, such as a parent changing work places, change in dentist or doctor, please inform the main office. We need to keep this information current for all medical and school emergencies.

MEDICATION

Medication

To ensure the safety of all our students, the district has written guidelines regarding administration of medication to children. School personnel who may administer medication include the nurse, principal, and/or individuals designated by the principal or nurse.

State Law and School Board Policy specify definite guidelines for the handling and dispensing of medication for students while in school. State Law (Statute 118.29) has established separate procedures for medication prescribed by a practitioner and non-prescription medications (over-the-counter). The appropriate forms can be obtained in the health room or district website.

Parents are responsible for the delivery of prescribed and non-prescribed medication to and from the health room at the elementary and middle school levels and for those high school students for whom self-administration is not authorized. (Policy and Practice Statement 5141.4 – Medication.)

Prescribed Medication: Prior to administering prescribed medications, the school must be provided with a signed, written authorization from the parent, and signed written instructions from the prescribing physician.

Non-Prescription Medication: Non-prescription medication can only be administered by school personnel with written parental approval, provision of the medication or per stock medication as authorized by parent. Dosage should be per label recommendations for student's age or weight. If the medication is not recommended for children, or the parent is requesting more than the recommended dose, a physician's order will be required. Written instructions must be signed by the parent and shall include:

- Child's name, name of medication, prescribed dosage, route, and frequency.
- Conditions and circumstances requiring the administration.

Medication Containers: Medications to be administered at school must have the following information printed clearly on the original container:

- Child's full name and grade.
- Name and dosage of the medication.
- Frequency of administration.
- Physician's name (prescribed medications only).

Pharmacists usually are willing to provide 2 containers, one for home and one for school.

Unused Medication: Only send the exact amount of medication needed at school. Unused medication will not be returned to any student to be transported on the bus unless authorized to self-carry. Parents must come to the health room for unused medication or it will be disposed of. ALL CONSENT FORMS MUST BE RENEWED EACH SCHOOL YEAR AND/OR ANYTIME A MEDICATION IS CHANGED.

Inhaler Law

Asthmatic students; possession and use of inhalers. While in school, at a school-sponsored activity or under the supervision of a school authority, an asthmatic student may possess and use a metered dose inhaler or dry powder inhaler if all of the following are true:

- The student uses the inhaler before exercise to prevent the onset of asthmatic symptoms or uses the inhaler to alleviate asthmatic symptoms.
- The student has the written approval of the student's physician and, if the student is a minor, the written approval of the student's parent or guardian.
- The student has provided the school Health Room with a copy of the approval or approvals under 2.

ALLERGIES

Parent/Guardian Responsibilities Include:

- Inform the school district nurse/health room assistant (of your child's allergy(s)).
- Participate in developing a Health Care Plan (HCP) with the school district nurse and share information with appropriate school staff.
- Provide the school district nurse with up-to-date epinephrine auto-injectors and medication consent form signed by a parent and licensed Health Care Provider.
- Notify staff of my child's health needs if participating in before school, after school, and extra-curricular programming and provide appropriate medication including epinephrine. It is the parent(s) responsibility to communicate the location of the medication to the coaches and other extra-curricular program supervisors.
- Consider providing a medical alert bracelet for your child.
- Provide the school nurse with a written statement if student no longer has allergies by a licensed healthcare provider.
- Notify and inform the bus company of child's special consideration and discuss emergency protocol.
- Parents may provide a copy of their child's HCP.
- Be willing to go on your child's field trips or participate in room parent activities, if possible and if requested.

Periodically teach your child to:

- Recognize the first symptoms of an allergic/anaphylactic reaction and communicate it immediately as s/he feels a reaction is starting.
- Know where the epinephrine auto-injector is kept.
- Not share snacks, lunches, or drinks.
- Understand the importance of hand-washing before and after eating.
- Report teasing, bullying and threats to an adult authority.

Latex Allergies

The district recognizes that allergic reactions to latex have become an increased health risk, sometimes life threatening. Therefore, no latex gloves or latex balloons are permitted in schools. As an alternative, we suggest Mylar balloons. Not only are they latex-free, they also are longer lasting than the traditional balloon.

Food Allergies

Parents/guardians of children with life-threatening food allergies should do the following:

- Parents need to notify the health room staff about life threatening food allergies. Parents and practitioner need to complete the Anaphylaxis Emergency Plan form which can be located on the district website or in the Health Room.
- Parents should discuss with their child the foods that are life threatening and the need to avoid them. School lunch menus are provided in advance and should be discussed with your child.
- If your child has a food allergy and will be participating in the school lunch program, the child's health care provider and parent must complete a Nutritional Accommodation Form which is available in the Health Room or on the district website.
- Any questions regarding food ingredients should be directed to the Food Service Supervisor at 262-781-3030, ext. 1148.
- It is your responsibility to provide a lunch from home if your child is unable to follow through with the decision not to choose the food that produces the allergic reaction.
- Parents should discourage students from sharing food as part of a preventative allergy program.
- As in other life threatening conditions, an I.D. bracelet/necklace is strongly recommended.

Peanut Allergies

In recent years there have been an increasing number of students and staff who experience allergic reactions to peanuts or peanut products. This can be a potentially life-threatening situation should he/she be exposed to products containing peanuts, peanut oil, or peanut butter, e.g., Chex mix, peanuts in foods, and chocolate. In order to prevent an allergic reaction from occurring the following guidelines will be adhered to:

- An action plan has been developed for staff. Staff will be trained to detect allergic reaction signs and respond immediately using special allergy response kits that may be housed in the cafeteria, classroom, and always in the health room.
- Peanut products will not be served to students with known allergies.
- Parents of students should provide "self-contained peanut-type foods" only for their child, i.e., snack packs containing peanut butter for morning snack.
- A "peanut safe" table will be designated in the lunchroom for students with non-peanut product lunches to sit. Lunch menus already contain notices regarding peanut products provided for student choice.
- Students will not be allowed to trade food or share utensils.

MEDICAL RELEASES FOR PHYSICAL EDUCATION/RECESS

If your child is unable to participate in physical activity, a written note is required with an explanation of the injury and/or illness. We will honor parent requests, however, after three (3) days of inactivity a doctor's release will be required. Students excused from Physical Education will also be excused from recess during the same period of time.

CRISIS PLAN

The Crisis Plan was coordinated through a district-wide administrative effort in conjunction with the City of Brookfield and Elm Grove Fire and Police Departments. The plan addresses multiple concerns and crises. The goal is to keep the children in safe areas away from immediate danger.

If we do have a crisis, please do not call the school. Our first priority will be to initiate the Crisis Plan and get everyone in a safe area. To keep parents informed in the event of a crisis we will utilize the School Messenger phone messaging system to deliver a message. The system could be used for emergency closings such as water or heating problems, bomb threat evacuation, and other unforeseen emergencies. During an emergency situation, when we would need to evacuate the facility quickly, all students who reside within the school's boundary, and are assigned a bus route, will be required to take the bus home. When you are notified that your child may be picked up from school or another location, you must check your child out with your child's teacher or the staff member in charge. Each child must be accounted for during the crisis and as we are releasing students.

EMERGENCY DRILLS

Schools are required to hold monthly fire drills, safety drills twice per year, and tornado drills in spring. Each classroom has a route and exit procedure posted. Teachers will review this with their students on the first day of school and perform regular follow-ups to ensure safety. Students and teachers are assigned a place in the building and are taught proper procedures and positions they should assume for emergency drills of this kind. Please discuss the importance and necessity of these drills with your children.

ELECTRONIC DEVICES

In accordance with Wisconsin State Statute 118.258, student use of electronic communication devices, including two-way communication devices such as cellular phones, Smartphones, or instant messaging devices is prohibited during the instructional school day. Students who must have phone or electronic devices during the day, must keep them in their lockers or backpacks. The District shall not be responsible for the safety or security of personal electronic equipment that students choose to bring to school. (Policy 6177 – Appropriate Use of Technology.)

Students who violate this policy shall be subject to disciplinary action, including loss of privilege to possess device if repeated violations occur. The device may be confiscated and parents may be required to pick up the device from the school principal or designee. Students shall not have cell phones, laser pointers, radios, CD players, electronic games, i-pods, etc., on school property, including buses, unless pre-approved by the classroom teacher.

INTERNET ACCESS

The School District of Elmbrook allows first through twelfth grade students adult-supervised access to filtered sites on the Internet as an integral part of the curriculum. Inappropriate usage may result in suspension from technology. A parent/guardian may choose to deny access to the Internet for their child by opting out during online registration. (Policy 6177 – Appropriate Use of Technology.)

MEDIA INTERVIEWS AND PHOTOS

The School District of Elmbrook allows the media limited access to kindergarten through twelfth grade students in areas of the school campus to interview, photograph, and videotape for informational purposes. A parent/guardian may choose to deny media access to their child by opting out during online registration. (Policy and Practice Statement 1410 – District and Media Access to Students for Information and Promotional Purposes.)

VIDEOTAPING OF STUDENTS

Videotaping by parents/guardians of their own child is permitted at grade level and all-school programs and events. In all other situations pre-authorization by the child’s teacher is required when parents/guardians desire to videotape their child during normal school hours. This is requested in order to minimize disruption of the educational process and to avoid conflicts with confidentiality of students.

VOLUNTEERS AND CONFIDENTIALITY

All volunteers are expected to maintain strict confidence about the students' records, school problems, and your personal opinions about teachers. You may be exposed to a situation whereby a family problem is brought to the foreground or student may be redirected for improper behavior. These situations must always be treated confidentially. It is extremely important to avoid gossip and hearsay. Volunteers serving in District schools must complete the volunteer application available from their child’s school. (Policy and Practice Statement 4530 – Volunteers.)

DRESS CODE

Clothing

We ask that parents dress their children in clothes that support a productive learning environment. Clothing should not be distracting or disruptive to the environment. Please reference Policy 5132 for entire district Dress Policy.

- Midsections must be covered at all times (belly, sides and back).
- Revealing clothing such as short shorts, halter tops, and shirts with spaghetti straps are to be avoided.
- Undergarments shall be fully covered at all times.
- Hats and hoods may only be worn outside of the school building in a non-controversial manner.
- Clothing should fit appropriately; neither too tight, baggy, nor short.
- Clothing may not display images with tobacco, drugs, alcohol, weapons, inappropriate language/pictures and/or slogans, and may not advocate violations of school rules or the law.
- Other dress items not mentioned herein, but that are found to be disruptive to the learning environment or that pose a safety concern, will be addressed by school administration and staff.

- In the event that a governmental agency declares a public health emergency due to a communicable disease, face masks are required to be worn by every individual, on the bus and in all areas of district property to combat the uncontrolled spread of the disease. A face mask means a piece of cloth or other material that is worn to cover the nose and mouth completely. The face mask shall not display tobacco, drugs, alcohol, or vulgar language or pictures, or that advocates other violations of school rules or the law. If there is a medical reason a student cannot wear a mask, they will be required to provide medical documentation to the school nurse.

Students who wear clothing that violates these guidelines will be required to change in the Health Room or at home.

Footwear

For safety reasons gym style shoes (tennis shoes) must be worn daily for gym, indoor and outdoor recess (except for boots in winter) and any other physical activity deemed appropriate by staff. Any type of foot apparel with wheels attached is prohibited. Flip flops are not allowed on the playground or areas with wood chips.

Cold Weather Outdoor Clothing

Please pay particular attention to cold weather. We ask that students have a warm jacket, snow pants, hat, gloves and winter boots for outdoor recess. Please label your student's outdoor garments with his/her name.

RECESS

All students are required to participate in outdoor recess. The following wind chill scale will be used:

- Above 10 degrees wind chill: Outside for recess
- Between 0 to 9 degrees wind chill: Shortened recess
- Below 0 degrees wind chill: Inside for recess

All elementary schools use a live, local weather website to determine temperature and wind chill.

SCHOOL LUNCH PROGRAM

Each elementary school has a hot lunch program available to students. Student prices can be found at www.elmbrookschoools.org/lunch. One half-pint of milk is included with each meal. Additional milk may be purchased.

Lunch monies are collected from students, recorded in their accounts and deposited. You are not limited in the amount you deposit into your child's account. Any monies remaining in your child's account at the end of the school year will be rolled into the following school year. Fifth graders moving on to middle school will also have their balances carried over.

- Initial low balance reminders are printed twice monthly when account balance is at or below \$10.00. These are distributed through schools as a reminder to replenish funds in accounts.
- If you have more than one child attending the elementary school, you need only to write out one check, but you must fill out the deposit envelope completely, breaking down the amount to be deposited in each of your children's accounts.

- Students will only be allowed to charge the equivalent of five (5) lunches to their account once it has gone into a negative balance.
- Students who have exceeded the charge limit will not be able to use their accounts and will need to bring a lunch from home until the account is brought up to date.
- If no attempt has been made to satisfy the account balance, the account will be submitted to the district business office for collection and the school will be notified.
- Deposits to your child’s lunch account may be made at www.mypaymentsplus.com. There is a nominal service fee connected with online deposits. You may also make deposits by sending a check made payable to your child’s school. Please send it in an envelope that includes your child’s name and “lunch money” written on it. Deposits are also accepted at the District Food and Nutrition Office at the Central Administrative Office.
- Parents are encouraged to monitor their child’s lunch account activity at mypaymentsplus.com. You can view the account balance, purchase history, and set up low balance email notifications.

Each full day of school, the hot lunch program offers the students/parents two choices of entree. A current lunch menu can be accessed through the District’s website at www.elmbrookschoools.org/lunch. Please review the menu with your child. Parents may send juice or other nutritional drinks for their child in non-glass containers. Our lunch menus do not offer soda and we discourage this type of beverage at lunch.

The classroom teacher will take a lunch count each morning for that day. Students sign up for their lunch choices on the classroom SmartBoard when attendance is taken. The options a student has are:

- Choice of entree (all entrees include a half pint of milk)
- Milk only (or additional milks)
- Bag or cold lunch from home.

Students may qualify for free or reduced price lunches if they meet the standards set by the National School Lunch Program. If you qualify, return the completed application to the school office or the District Food and Nutrition Office. If your financial circumstances change throughout the year, please call or stop by the office to receive the proper forms.

Any questions regarding a student’s lunch account can be directed to the District Food and Nutrition office at 262-781-3030 ext. 1148 or 1175.

HOMEWORK

Homework is defined as the out-of-class tasks that a student is assigned as an integral element in the education process. It provides practice of skills and application of principles based upon class work. Homework can enrich school experiences, promote a permanent interest in learning, and stimulate individual initiative, personal responsibility, and self-direction.

Homework is assigned with an expectation that it will be completed. Homework that is not finished at home, despite additional time given, will be completed at school during free or recess time. Late homework will impact effort or work habit grades. Homework is assigned to establish responsible work habits and practice skills taught in class. Long-term projects that will strongly influence the achievement grade should be completed at school. All homework should receive feedback but not all homework grades should be recorded. (Policy and Practice Statement 6154 – Homework.)

Recommended Homework Time Guidelines

Time required of students to complete assignments varies, therefore, homework activities need to be planned to meet individual learning profiles. Though it is impossible to predict the time necessary for all students to complete assignments, because of different learning rates and age levels, the following is suggested:

5K – One to three nights per week for an average of 15 minutes per day

Grades 1 & 2 – One to three nights per week for an average of 15 minutes per day

Grades 3 & 4 – One to three nights per week for an average of 30 minutes per day

Grade 5 – Two to four nights per week for an average of 45 minutes per day

- Special note for Grades 1 – 5 - When reading is part of the assignment, the amount of time spent on homework may exceed the guidelines by no more than 15 minutes.
- Time spent on assignments that are part of electives, such as musical instrument practice, is in addition to the above guidelines.
- Homework may be assigned on weekends or extended weekends, but should be a part of the weekly average listed above.
- Homework should not be assigned over long holiday breaks when it must exclusively be done during the break or on nights when there is a special school-wide event. (i.e. concert, family night, etc.).
- If there are unusual or extenuating circumstances that will exceed the above recommended guidelines, the teacher will communicate to the student and parent at least one week in advance.
- The teacher will devise, implement and communicate a fair and timely procedure for evaluating homework.

Responsibilities of the Teachers

- Homework assignments should be tasks that students can perform successfully with a degree of independence appropriate for their age and ability.
- Assignments should be directly related to instructional objectives and curriculum outcomes.
- The teacher will explain to students:
 - The purpose of the assignment and how it is related to the topic(s) they are studying
 - The best way(s) to do the assignment as well as the teacher's expectation for the finished product
 - That mistakes are a natural part of the learning process.
- Homework will be evaluated in a timely and relevant manner by grading, commenting on, and/or spot-checking.
- Teachers are encouraged to assign homework on a regular basis. Due to the fact that homework should have different purposes for different grade levels, expected time spent on homework should increase as the student progresses through school.

Responsibilities of the Parents

Parents are encouraged to support the completion of homework, communicate with their child's teacher about specific assignments, and provide appropriate feedback. Ways parents can further support their child with homework include:

- Provide a daily homework time.
- Establish a quiet environment.
- Have the necessary materials or supplies handy.
- Encourage their child to accept responsibility for the work and to complete the assignment.
- Help their child with homework if a problem arises, but only after the child has tried his/her best to solve it on his/her own. In no case, however, should parents do homework for their child.

- Praise and support their child's best efforts.
- Communicate questions or concerns regarding homework with their child's teacher.

Responsibilities of the Student

- Students are expected to complete all assignments.
- Students are expected to do their best work.
- Student's work should be done neatly.
- Students are expected to do their homework on their own and only ask for help after they have given it their best effort.

Additional Responsibilities

It is reasonable to expect that not every class activity or lesson missed will be able to be duplicated.

- Students are responsible to complete missed assignments if they are absent from school. If a student is absent for more than two days due to health or family emergencies, the teacher may provide selected examples of class work for the student to complete at home in a timely manner.
- If a student is absent because of vacation, the teacher may give work that is appropriate for the self-study and/or assign selected work when the student returns to complete at home within a reasonable amount of time. Some teachers will prefer to assign specific tasks, while others will ask students to complete some general projects, related to their experience, such as a travel journal or map project.
- Whenever possible, parents should inform the classroom teacher of their child's upcoming absence. One week notice is recommended.

GIFTED/ADVANCED LEARNERS

The School District of Elmbrook utilizes the Wisconsin Integrated Gifted Education Model as a guide to gifted/advanced learners program development. Formal identification is based on multiple criteria and is ongoing in grades K-5. Each year, student information is reviewed to identify growth and change. This analysis determines which students may benefit from further screening. The Teaching and Learning Specialists assist the classroom teacher with curriculum modifications that support programming for gifted/advanced learners. (Policy and Practice Statement 6142.1 – Gifted/Advanced Learners Identification and Procedures.)

GROUPING FOR INSTRUCTION

To ensure that all students maximize their potential, the schools within the District shall develop plans that address the diverse needs of students, have flexibility, and use a variety of organizational strategies based on best practices. In grades kindergarten through twelve these practices may include but are not limited to: cooperative learning, flexible grouping, subject matter acceleration, multiple grade placement, independent study, whole class instruction, peer tutoring, and support groups. The District shall provide on-going training for staff in the use of appropriate instructional techniques that will facilitate implementation of the plans that are developed. Flexible instructional grouping has been found to be educationally beneficial in all grade levels and curriculum areas. (Policy and Practice Statement 6142.2 – Grouping for Instruction.)

CONFERENCES AND REPORT CARDS

Conferences

A Parent-Teacher Conference is scheduled for each child in Grades K-5 at the end of the first quarter. An optional conference is scheduled at the request of the teacher and/or parent at the end of the third quarter. However, we encourage you to meet with your child's teacher, either in person or by phone, whenever you have a concern. Parent conferences are designed to provide:

- An update of your child's academic and social development.
- An opportunity for parents to share concerns about their children.
- A mutual discussion of children's strengths and weaknesses.
- A chance to cooperatively develop plans for children's continued growth.

Report Cards

Student report cards are available through the Infinite Campus Parent Portal for all students in grades one through five upon the completion of each quarter of the school year. A kindergarten student report card will be available upon the completion of the second and fourth quarters. Please call your child's teacher any time you have questions regarding his/her progress.

ACCESS TO STUDENT RECORDS

Access to a pupil's educational records is limited to the parent(s), the legal guardian(s), and the professional staff members who need to study the records for legitimate educational purposes. A parent who wishes to examine his/her child's records shall complete the Request to Inspect Pupil Records form and contact the building principal to set up an appointment to review the records. Release of pupil record information to an outside source is strictly controlled. (Policy and Practice Statement 5125 – Student Records.)

STUDENT FEES

Student fees are collected during registration, prior to the beginning of each school year, for items such as workbooks, textbook rental, and classroom newspapers. The annual amount may change.

If your child damages his/her textbooks a fee will be assessed at the end of the year. Fees are assessed for torn pages, bent covers, writing on covers or edges, or any other damage that is beyond the normal wear on the texts.

Students may qualify for free or reduced student fees if they meet the standards set by the National School Lunch Program. If you qualify, return the completed application to the school office or the District Food and Nutrition Office. If your financial circumstances change throughout the year, please call or stop by the office to receive the proper forms.

HOLIDAYS AND BIRTHDAY CELEBRATIONS

Exceptions to these guidelines will not be permitted, so it is very important you and your child make choices accordingly when planning birthday treats and inviting fellow students to birthday parties.

If you do not want your child to participate in holiday or birthday celebrations for personal or religious reasons, your desires will be honored. Please contact the classroom teacher about what your child may or may not participate in and to decide what he/she will do during these events.

Birthday Treats

Students who choose may celebrate their birthdays by bringing treats to school to share with classmates. Parents electing to send treats for birthday celebrations must adhere to the following guidelines, which are intended to balance the celebration of each student and the need for continuity of schedules and instruction in classrooms:

- Birthday treats must be easy and quick to share and to eat. For example, cakes that need to be cut and served, and ice cream that needs to be kept cold and scooped, are not to be sent.
- Birthday treats may only be shared during class time with students who are in your child's classroom, not with friends or teachers in other classrooms. Children will not be permitted to travel the halls delivering treats to friends during the school day.
- Birthday lunch celebrations for students (e.g., pizza parties, sub sandwich parties) are not permitted anywhere in the school, including the classrooms and the cafeteria. This applies to large and small groups of students.
- Birthday treats should not contain foods to which classmate(s) are allergic.
- Parents are expected to provide napkins and plates with their treats as necessary. Classroom teachers do not keep supplies for birthday treats.

Party Invitations

Parents and children are expected to respect the following guidelines when inviting friends and classmates to birthday celebrations. Invitations may be brought to school and distributed to friends at school ONLY if:

- The entire classroom is being invited to the party.
- All of the girls in the classroom are being invited to the party or all of the boys in the classroom are being invited to the party.

Invitations may NOT be brought to school and distributed to friends if your child is selectively inviting members of his/her class and/or other friends in the school. In these circumstances, you should mail or otherwise invite friends outside of the school day.

FIELD TRIPS

Field trips are an important part of learning for children. They provide opportunities for children to apply what they've been taught in the classroom and learn more about the community in which they live.

Each student will need to have written permission to participate in field trips. Parents will be notified when field trips are scheduled. A cost may be involved. It is especially important to dress children appropriately for field trips. A child who is comfortable will benefit most from out-of-school learning.

Field trips are designed to extend classroom learning. We expect the same behavior out of school as we do in school. Students who become discipline problems will remain at school for future trips.

Teachers and accompanying adults will assist in the supervision of students. No siblings or other children will be allowed to attend. (Policy and Practice Statement 6153 – Field Trips.)

FUNDRAISERS

Students should not sell fund raising items at school or on the bus. Information and a sign-up sheet for each fund raising event per organization may be put in the lounge for the staff.

GIFTS TO SCHOOL PERSONNEL

Remember the intent of the gift. It should be from the child and he/she should be involved as much as possible in the selection, production, and delivery of the gift. Other possible options for gifts are: A gift to the school in the teacher's name, a gift to a charity, a letter of commendation for his/her personnel file, a gift made by the child. The amount of the gift should be kept to a reasonable amount. (Policy 5137 – Gifts to School Personnel.)

PERMISSION SLIPS FOR AFTER SCHOOL EVENTS

If there are after school activities that will occur on a routine basis, please write a note to your child's teacher before the first activity. Please do not send emails regarding these activities in the event of a substitute teacher. Your note should state the activity and what day of the week the activity will take place. Please review your child's schedule with him/her weekly so your child knows where they are to go after school.

SCHOOL CLOSING

Closing School Due to Weather or Emergencies

Schools may be closed due to inclement weather or emergencies. If a storm occurs during the night or early morning and Elmbrook Schools are closed, the announcement will be made via the School Messenger phone messaging system. Additionally, the announcement will be made through local media and posted on the district website at www.elmbrookschools.org.

The decision to close the schools during the day due to weather or emergencies will be made by the Superintendent of Schools. Once the decision is made, the regular end-of-the-day bus schedule will begin immediately with the elementary schools being the first to be picked up, followed by the middle schools and finally the high schools. Information about the closing of schools will be announced via the School Messenger phone messaging system. Upon emergency dismissal, the procedure will be to place your child on his/her assigned bus. On-site after-school child care (YMCA) will not be operational when schools close.

Early School Closing

In an emergency, students may be released from school early. With students arriving home at an unusual hour of the day, the possibility exists that some of them may not find anyone at home and perhaps be unable to get into the house. Such a situation could be extremely frightening, especially to younger children. To prevent any serious incident from arising, we feel that each student should be fully instructed by their parents on what they are to do in case they arrive home and find no one there. We suggest that parents make arrangements with at least two of their neighbors to whose homes their child may go, if necessary. The district's School Messenger system will place an automated call to parents/guardians with early release details.

TRANSPORTATION

The following is intended to provide parents with information regarding who to contact for resident transportation questions or problems.

Type of Question or Problem	Initial or Primary Contact	Secondary Contact, or if problem is not being resolved
Address Change	School Office	n/a
Bus Stop Location Change or Schedule Change	Go Riteway 414-249-5048	School Office first, then Transportation Office 262-781-3030, ext. 1191
Routing Problem	Go Riteway 414-249-5048	School Office first, then Transportation Office 262-781-3030, ext. 1191
Student Behavior Problem	School Office	School Principal or Designee
Bus Driver Concern	Go Riteway 414-249-5048	School Office first, then Transportation Office 262-781-3030, ext. 1191

It is recommended that parents have a contingency plan in place for their children to follow if they do not get picked up by their assigned bus in the morning.

SCHOOL AND BUS CONDUCT

The primary function of the elementary school is to provide students with the fundamental building blocks of knowledge which will allow the student to achieve in a safe and caring environment. Each student has the right to the best educational opportunities that school, teachers, parents, and the community can provide. To accomplish this goal, a school must maintain an atmosphere conducive to teaching and learning.

The school community believes in teaching students to be life-long learners and problem solvers. Our school has a behavior management, which includes the principles of a positive behavior intervention program. We have developed expectations for behavior in all settings throughout the school. The ultimate goal is to have children take responsibility for their own actions and behaviors. Staff will help children to reflect on the situation, make better choices and apply these to future situations. Should a student not meet the expectations, it is up to the adults in the school and at home to help teach the student how to act in a more appropriate manner.

In most situations, we feel that children have the right to make a mistake and correct it before we institute consequences. However, when consequences are placed on a child, they are designed to extinguish inappropriate behaviors in a way that children will be able to understand their mistakes and make better choices in the future. These consequences vary, depending on:

- Number of times which the child has not followed the expectations.
- Severity of the actions.
- Developmental level of the child.

Possible consequences include, but are not limited to, detentions, time-outs, call to parent, letter home, in-school suspensions, out-of-school suspensions and bus suspensions. In some cases, the severity of the actions

leads us to make a parent contact immediately. Parent communication may be more frequent when the needs of the child make it necessary.

Behavior management, for the most part, begins in the classroom. The teacher will work with children to modify their inappropriate behavior. Para-professionals will continue to be in place during the lunch/recess hour to be an immediate contact for children when problems arise. If the inappropriate behaviors continue or increase in severity, the child will be referred to the associate principal or principal for assistance. (Policy 5131.1 – Classroom Code of Conduct.)

Bus Conduct

Students should:

- Always wait until the bus stops and the flasher lights are on before crossing the road.
- Always cross in front of the bus, never behind the bus. Stop and look before crossing.
- Enter and leave the bus in an orderly manner.
- Remain seated at all times when the bus is moving.
- Be considerate of others at all times.
- Use quiet voices to maintain a safe environment. Excessive noise or disturbances may bother the driver and create unsafe conditions.
- Ride only the bus assigned. Get on the bus in the morning and off at night at your designated stop. A signed note from parents containing any special request must be given to your teacher.

Students should not:

- Eat on the bus.
- Extend feet into the aisle while seated.
- Throw waste materials on the floor, out the window or around the bus.
- Shout from bus windows.
- Extend any body part or item out the window or throw any item out of the window.

The principal/designee may suspend a student from bus transportation whose conduct on the bus is such that it represents a threat to the health, security or safety of the passengers on the bus. (Policy and Practice Statement 5144.1 – Bus Conduct.)

VANDALISM

Employees are required to report to the Building Administrator any damage done by students or other persons to District property. Persons responsible for damage to District property will be expected to make proper restitution as determined by the Principal or Superintendent. (Policy and Practice Statement 5131.5 – Vandalism.)

WEAPONS

Weapons or imitation weapons of any kind are not permitted in any school facility, on any school grounds, on school buses, or at any school-sponsored function. (Policy and Practice Statement 5131.8 – Weapons.)

