

Brookfield Elementary School

2530 North Brookfield Road, Brookfield, WI 53045 – Phone: (262) 785-3930 Fax: (262) 785-3934

Dear Families,

Welcome to Brookfield Elementary School! The students and their learning take top priority as we work together with families toward a comprehensive education for all. We strongly believe that once you capture a child's heart, you have their mind.

The mission of Brookfield Elementary School is to...

- 🐾 Capture hearts
- 🐾 Inspire minds
- 🐾 Ensure success for all

We also believe:

- 🐾 In preparing students for an ever-changing world.
- 🐾 Curriculum and instruction must be relevant, challenging, and linked to best practice research.
- 🐾 Teaching and learning approaches should respond to diversity of backgrounds, abilities, skills, learning styles, and motivation levels.
- 🐾 Effective assessment and evaluation processes promote quality learning with frequent and specific feedback.
- 🐾 A safe, positive, and supportive environment is an important foundation for student learning.
- 🐾 Individualized, personalized high expectations challenge everyone to reach their full potential.
- 🐾 Collaboration and communication enhance relationships and enable staff, parents, and students to make responsible and informed decisions.

We also strongly value the partnership between home and school. We invite you to be an active and participatory team member in the education of your child! You can do this by...

- 🐾 Reading with your child every night.
- 🐾 Showing interest in their home and school work.
- 🐾 Visiting the school and talking with the staff.
- 🐾 Staying informed through multiple modes of communication, including but not limited to
 - Our website at <http://www.elmbrookschoools.org/brookfield-elementary/index.aspx>
 - Teachers' notes and progress reports.
 - Impromptu communication with staff via phone calls or email with any questions or concerns you may have.

Within the pages of this handbook, you will find a wealth of important information. Please review it and discuss the appropriate portions with your child. If you have any questions or need additional information, feel free to call us at 785-3930.

Sincerely,

The Staff of Brookfield Elementary

Y BASE

West Suburban YMCA & Elmbrook Schools
Before & After School Engagement

Before & After School Programs:

The YMCA of Greater Waukesha County, West Suburban Y branch and Elmbrook Schools are now partnering to offer Y BASE, the YMCA Before and After School Engagement Program. Enrollment is now open. Registration forms and information can be found at www.gwcymca.org/YBASE or call 414-454-4625.

Behavior/Discipline (PBIS – Positive Behavior Interventions & Supports)

We have developed a comprehensive and proactive system for behavior and discipline. Positive Behavior Interventions and Supports (PBIS) is a means by which we teach expected behaviors to all students and respond with appropriate consequences when these behaviors and expectations are not met. Our school wide PBIS team meets regularly over the course of the year to review our school rules and how we will address positive and negative behaviors throughout the school day.

We follow the “Bobcat Way” in all areas of our school. This includes

- Being safe.
- Being respectful
- Being responsible

These expectations will be posted in every classroom, and will also be taught at the start of the year and reviewed as the school year progresses. Expectations in common areas such as the bus, hallways, classrooms, playground, bathrooms, and cafeteria will be taught and reviewed. In all situations, we will reference the Bobcat Way to ensure that our students are following the rules we have established with one another.

Bobcat WE's Brookfield Elementary Expectations						
	Bus	Hallway	Classroom	Playground	Bathroom	Cafeteria
We are safe.	Keep hands, feet and objects to yourself.	Keep hands, feet and objects to yourself.	Keep hands, feet and objects to yourself.	Enter and exit building quietly and calmly.	Keep floors dry and clean.	Keep hands, feet and objects to yourself.
	Stay seated and face the front. (Kindergarteners sit in the front rows).	Stay to the right side of hallways and stairwells.	Use materials and equipment as “tools not toys.”	Wear closed-toed shoes (gym shoes) to play on wood chip area.	Tell an adult if there is a problem.	Have a calm body while waiting in line and eating.
	Walk slowly to and from the bus.	Walk directly to destination.	Stay in your personal space.	No tag on equipment and woodchip area.	Two or fewer students allowed at a time per class if not a class break with teacher.	Eat your own food-no sharing.
		Silence and slow time (voice level 0 or 1).		Stay within playground boundaries.		Walk at all times.
We are respectful.	Follow directions of the driver.	Work quietly (voice level 0 or 1) in the breakout areas.	Listen to and follow directions the first time.	Include others. Be kind, be fair and share.	Respect privacy for self and others.	Listen to the supervisors.

	Use kind words (please, thank you, greetings, friendly tone).	Keep hands off displays or others' lockers.	Listen to others.	Solve problems peacefully.	No writing on bathroom walls or stalls.	Practice good manners (please, thank you, greetings, friendly tone). Include others.
	Use 1 or 2 voice.	Use level 0 voice when passing through the halls.	Use voice level 0, 1 or 2 depending on teacher instruction.	Use voice level 0/1 when lining up and be ready to watch for adult signal.	Use voice level 1.	Use voice level 1 or 2.
We are responsible.	Save food, toys, electronics & instruments for home.	Keep locker and area clean.	Give your best effort each day, all day.	Dress safely for weather and play.	Wash your hands.	Raise your hand if you need something.
	Keep bus clean.	Close locker quietly.	Keep materials organized.	Line up when the signal is given.	Use closest bathroom and return to class quickly.	Work together to keep space clean.
	Remember your belongings.	Listen for announcements.	Follow classroom routines.	Bring it out, bring it back.		Take lunch choice selected in morning.

Voice levels: 0=Silent 1=Whisper 2=Indoor 3=Outside

We encourage all families to review these expectations with their children regularly.

There are times when student behavior does not meet our expectations, and in most cases, this behavior can be addressed immediately with the assurance that it will not occur again. It is the ultimate goal that children will reflect on their behavior and continually learn to be responsible and contributing citizens.

On occasion, further consequences may need to be implemented. These consequences may include, but are not limited to, removal of privileges, parental contacts, or providing an opportunity for children to rectify the situation. On very rare occasions, referral to the Principal or Associate Principal may become necessary, at which time further consequences may be implemented. Please see the Code of Conduct Policy 5131.1 for a more detailed description of District wide expectations and consequences.

Bringing Things to School

Unless approved or requested by the classroom teacher, students should bring to school only school-related materials and acceptable recess equipment. Students should avoid bringing toys, electronics, CD players, Ipods, cell phones, etc., to the classroom or on the bus since they may be distracting or disruptive. Students should not bring things of value to school (e.g. large amounts of money, personal stereos, valuable sports trading cards) since they can easily be lost or stolen. The school is not responsible for lost or stolen items.

Bus Discipline

The bus supervisor or bus driver will report the names of students who cause disturbances on the bus to the principal/designee. Copies of bus discipline reports are sent to parents. After two notices, the student may be temporarily suspended from riding the bus. Only the principal/designee has the authority to suspend a student from transportation privileges after being advised of the nature of the offense. Other disciplinary measures may also be implemented. A situation of misconduct that is of serious threat to the welfare of the passengers, or of an extreme disrespectful nature to the driver and his/her authority over the operation of

the vehicle may result in an immediate suspension with the student and parent/guardian advised of the cause for the suspension as soon as possible. Continued misconduct may result in permanent removal from the bus.

Communication

Communication is a vital tool in the success of students. We have instituted many means in which you can communicate to staff about your child's education and events happening in his/her classroom, at Brookfield Elementary, in the Elmbrook School District, as well as within the community:

Assignment Notebooks: (grades 2-5) An organization tool used by students, teachers and parents to communicate daily homework assignments, reminders and messages.

Cellular Phones: Student Acceptable Use of Personal Electronic Devices

See District Policy 6177 for a detailed description of the use of personal electronic devices.

Take Home Folders: A means of distributing classroom specific materials on a daily basis (homework), field trip permission slips, concert dates, classroom newsletters, etc.)

E-Mail: Typically the staff members address will follow the same format of the first seven letters of their last name, followed by the initial of their first name @elmbrookschoools.org. example: smithm@elmbrookschoools.org (Michael Smith). Please know that teachers are only able to check and answer email when they are not teaching. In case of an emergency or to alert a classroom teacher of different plans for student transportation please contact the school office.

Weekly E-Mail Blasts: The District sends out a Weekly E-Mail Blast to all parents/guardians in our database to alert you of upcoming events, calendar date, celebrations and news worthy information.

Fax: 262-785-3934

MyElmbrook – Parent & Student Editions: MyElmbrook is a personalized web portal for Elmbrook parents and students. It features school and district news; daily announcements, calendar and course information; important forms and documents; alerts for unexcused absences, overdue library books and low food service account balances; links to key parent and student resources; and more. Parents will receive weekly e-mails of important news and announcements in MyElmbrook. Parents may also subscribe to daily e-mail announcements and text message alerts from MyElmbrook. MyElmbrook can be accessed from www.elmbrookschoools.org by clicking on "Parent" or "Student" in the upper right-hand corner. A login and password are required due to personalized content in the portal. **A Personalized Web Experience!**

ParentLink: ParentLink is an automated phone messaging system used to relay essential information in a timely manner. At this time the primary use of the system is to communicate emergency situations such as a school closing. In such a case when school would be canceled for the following day a recorded message will be sent to each family's home phone number. If school is cancelled during the day a message will be sent to all phone numbers that we have on file for a family (home, work, cell, etc.) For those students who live between two different households, ParentLink messages will automatically be sent to both households as long as you have given us the contact information for both homes.

Telephone:

- Brookfield Elementary Main Office-262-785-3930
- Health Room-262-785-3932
- District Administration Office-262-781-3030

Typically, students are not allowed to receive or make telephone calls during the day. In the case of emergencies (e.g.. illness, missed bus, etc.), calls will be made from the office or health room.

Voice Mail: When people call during regular business hours they will be greeted by the office staff. Rather than taking written or e-mail messages the caller will be transferred to voice mail if the staff member is not available. After-hours callers will be greeted by a recording and menu options. Calls will be returned in a timely manner.

Website: <http://www.elmbrookschoools.org/brookfield-elementary/index.html> for General School Information and announcements.

Crisis Plan/Safety Plan

Safety Plan: A detailed safety plan has been developed to ensure the safety of all members of the Brookfield Elementary Community. The plan includes specific procedures to follow when the safety of our students and staff may be compromised.

- Exterior doors: All exterior doors will remain locked when school is in session. Anyone entering the building must do so through the secured front office.
- Identification badges: All staff are required to wear identification badges at all times. Volunteers are also expected to check in at the office and wear a badge at all times and complete a Volunteer Application as well as have a background check.
- Strangers around school: All staff have been instructed to introduce themselves to unfamiliar faces and request that individuals return to the office to register if they are not wearing a visitor badge.
- Playground emergencies: All supervisors and staff carry radios so they are able to contact the office immediately should an emergency arise.
- Exterior threats or danger outside of the building: A building wide plan has been developed and reviewed with all staff and students.
- Interior threat or danger within the building: A building wide plan has been developed and reviewed with all staff and students.
- Evacuation: In the unlikely event that the building would need to be evacuated, a building wide plan has been developed and reviewed with all staff and students.
- Fire and tornado procedures: A building wide plan has been developed and reviewed with all staff and students.
- Safety drills: fire, tornado and lock down drills will be practiced regularly in accordance with state and local regulations.

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 such instances we will utilize ParentLink, a phone and e-mail messaging system. In this instance, the office would initiate a message to be delivered to parents. 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 Brookfield Elementary and are assigned a bus route will be required to take the bus home. When you are notified that your child(ren) may be picked up from school or another location, you must check your child(ren) out with your child(ren)'s teacher or the staff member in charge. Each child must be accounted for during the crisis and as we are releasing students.

Lockers

Lockers are for storing school books/supplies, outerwear and lunches during the school day. Personal items such as pictures, mirrors, etc. are allowed by must be adhered to the locker by a magnet – to maintain the

lockers NOTHING CAN BE TAPED ONTO THE LOCKER. No lotions, soaps, perfumes or glass objects are to be brought to school and stored in lockers. Locks will not be utilized at the elementary level.

Mascot/School Colors



Our school mascot is the Brookfield Elementary Bobcat. The Bobcat was selected by our students during the 2000-2001 school year when we moved to the new building. Our school colors are: blue, red & white. These colors merged in 2012 when Hillside and Brookfield Elementary communities united. Students again voted at the end of the 2012-2013 to continue the color scheme.

Meet and Greet/School Pictures

School pictures will be taken during the Open House/Meet and Greet scheduled for August 31st from 2pm to 5:30pm. Additional information about how to purchase your student's pictures is posted on the Registration website. Students/parents will receive the pictures several weeks prior to the make-up picture day. A retake picture day has been scheduled the evening of the PTO Book Fair in November for those students who missed the original date or who are not satisfied with their pictures. Also, a yearbook is published each year from these classroom pictures as well as candid pictures that are taken throughout the school year. Yearbooks are available to order in spring and delivered to students before the end of the school year.

- Classrooms Open-Meet your Teacher: 2pm to 4pm
- Student Pictures – Gym: 2pm to 5:30pm
- PTO Social – Playground: 2pm to 5:30pm
- PTO Scholastic Book Fair Preview – Library: 2pm to 5:30pm

Playground Rules

Refer to Brookfield Elementary Behavior Expectations Matrix above.

Parent Teacher Organization



The Brookfield Elementary Parent Teacher Organization's mission is to support our administrators and educators in their efforts to secure the highest education advantages for each child. We provide a vital link between home and school, facilitating communication and goodwill. We sponsor activities and special projects that enhance students' experiences and our school culture.

Brookfield Elementary has an extremely active PTO and the organization supports the school and the staff in a wide variety of ways. Parent volunteers:

- assist teachers in the classrooms.
- assist the staff in the library, office and health room.
- actively participate as parent representatives on school committees.
- plan traditional social events for both families and school staff.
- organize annual fund raisers (Fall Fundraiser, Scholastic Book Fair, Spring Bada Bing Carnival, Fun Run, Restaurant Nights, Spirit Wear, Country Springs Splash for Cash...)

The money raised is channeled directly into school programs such as High Interest Day, Faculty Appreciation events, the annual Family Social, Family Fun Run, Brookfield Players Drama Club, 5th Grade Farewell, Fine Arts Enrichment programs, Science Fair, Parent Network, Author Visits, classroom donations and Spring Fling Carnival.

As a Brookfield Elementary parent you are automatically a member of the PTO. Your participation is the best way to quickly get to know other parents, teachers and staff. The school really depends on its volunteers! We look forward to having you join us!

Parties/Celebrations

Students should not give other students gifts at school, unless it is part of a class or school activity. Invitations to out-of-school parties may be distributed at school only if **all** students in your child's class will receive one or all boys/all girls. 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 decide what he/she will do during these events. For school parties, students may go home early, spend the time in the Library., or participate in other activities mutually agreed upon by the teacher and parents.

P.I.N. (Parent Information Night)

Parent Information Night is an opportunity for parents to come to Brookfield Elementary and hear about the various classroom/special area experiences their child(ren) will be having specific to the grade level/homeroom. It will give parents a chance to get to know all of their child's teachers. The meetings will be held in the evening of Thursday, September 15th.

School Pictures

School pictures will be taken during the Open House/Meet & Greet on Wednesday, August 31st between 2:00p.m. and 5:30p.m. Additional information about pictures is posted on the Registration website. Students/parents will receive the pictures several weeks later prior to make-up picture day. A retake picture day has been scheduled the evening of the PTO Book Fair for those students who missed the original date or are not satisfied with their pictures. Also, a yearbook is developed each year from these classroom pictures and candid pictures are taken throughout the year. These are available for order and are delivered to the students prior to the end of the school year.

Special Days

Special days, such as High Interest Day, School Spirit Wear Days, and School Tools sales are scheduled periodically. Please watch for details emailed to parents/guardian every Friday

Student Directory

For the 2017-2018 school year, the Brookfield Elementary Parent Teacher Organization will be utilizing *MySchoolAnywhere* to create an online student directory. Parents are able to confirm and edit data to be published and decide what contact information (if any) they would like to share with the rest of the Brookfield Elementary community.

Transportation

Because of the lack of sidewalks, etc., the School Board has chosen to provide transportation for all students. Proper behavior is expected on the bus as a prerequisite for riding. As students unload from the buses they are expected to proceed to their designated grade level entrance door. Students will be dismissed by their

teachers at the end of the day and are to proceed in an orderly and safe fashion to the bus via the same route they used to enter the school.

We encourage ALL students to ride the bus. If pick-up is necessary, each student must present a written note signed and dated by the parent stating their intentions to their classroom teacher. If the student does not come with a note he/she will be required to take their assigned bus home.

If an emergency situation should arise that would require a change and a note was not written, calls regarding dismissal transportation changes can be taken and will be transferred directly to the classroom teacher 10 minutes prior to the end of the school day. This will insure that the message is received and communicated to the appropriate student. It is not recommended that voice mail messages be left concerning transportation changes. Often, teachers do not have a chance to check their messages prior to dismissal and substitutes do not have access to this information.

Students who ride their bikes to school should lock their bikes in the rack and proceed to their designated grade level entrance door. No bike riding is permitted during the school day. *We also strongly suggest that all bike riders wear safety helmets.*

Students who walk to school should line up at their grade level's designated door until the 8:35 a.m. bell rings. Students should **not** arrive earlier than 8:35 a.m., since **the playground is not supervised before school**. If students should arrive slightly earlier than 8:35 a.m., they are to wait at the designated grade level entrance doors for the 8:35 a.m. bell. At dismissal, walkers are to assemble in the designated area by the bus supervisor and will be dismissed as a group. Supervision is not provided beyond the school grounds which includes crossing any street.

* Students who walk to school should line up at their grade level's designated door. Students should **not** arrive earlier than 8:35 a.m., since the playground is not supervised before school. At dismissal, walkers are to assemble in the designated area by the bus supervisor and will be dismissed as a group. Supervision is not provided beyond the school grounds which includes crossing any street.

* *For the safety of our students, please be aware that during a severe weather watch all walkers and bicycle riders will take their assigned bus home.*

If concerns about the bus arise, you may contact the bus company (Go Riteway) directly at (414) 249-5048.

School District of Elmbrook

Elementary Parent Handbook

Brookfield Elementary School

Burleigh Elementary School

Dixon Elementary School

Swanson Elementary School

Tonawanda Elementary School

TABLE OF CONTENTS

Mission of The School District of Elmbrook	3
Vision for The School District of Elmbrook	3
District Policies and Procedures	3
School Day Schedule	3
Student Support Services	4
Communication	5
Distribution of Materials	6
Attendance/Absences	6
Vacations	8
Health	8
Medication	10
Allergies	11
Medical Releases for Physical Education/Recess	12
Crisis Plan	13
Emergency Drills	13
Electronic Devices	13
Internet Access	14
Media Interviews and Photos	14
Videotaping of Students	14
Volunteers and Confidentiality	14
Dress Code	14
Recess	15
School Lunch Program	15
Homework	16
Gifted/Advanced Learners	18
Grouping for Instruction	18
Conferences and Report Cards	19
Access to Student Records	19
Student Fees	19
Holiday and Birthday Celebrations	20
Field Trips	20
Fundraisers	21
Gifts to School Personnel	21
Permission Slips for After School Events	21
School Closing	21
Transportation	22
School and Bus Conduct	22
Vandalism	24
Weapons	24

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.
Early Release (Every Thursday During School Year)	8:50 a.m.	2:46 p.m.

All students are expected to be in their classrooms by 8:50 a.m. or they will be counted tardy. Students not riding the bus should arrive between 8:40 a.m. and 8:45 a.m. Parents should enroll their children in the Before School Program if they need to arrive at school prior to 8:40 a.m.

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.

STUDENT SUPPORT SERVICES

Chapter 220 Voluntary Student Transfer Program

The Chapter 220 program allows non-minority suburban resident students to attend school in Milwaukee. Applications to attend a Milwaukee Public School in the fall should be submitted by suburban parents to the Elmbrook Chapter 220 office during the application period. For more information call the Elmbrook Chapter 220 Coordinator at 262-781-3030, ext. 1191.

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.

COMMUNICATION

MyElmbrook – Parent Web Portal

Please visit www.elmbrookschools.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 @elmbrookschools.org (example: pleistec@elmbrookschools.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.

HEALTH

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 SchoolMessenger 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 processes 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.

- 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.

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.elmbrookschools.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.elmbrookschools.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 SchoolMessenger 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 SchoolMessenger

phone messaging system. Upon emergency dismissal, the procedure will be to place your child on his/her assigned bus. On-site after-school childcare (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 Parentlink system will place an automated call to parents/guardians with early release details.

RESIDENT BUS TRANSPORTATION QUESTIONS/PROBLEMS

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	School Office	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.)