

Cumberland Elementary School Handbook



Cumberland School
4780 N. Marlborough Drive
Whitefish Bay, WI 53211

Main Office, Health Room, and Website Information

Main Office: 414-963-3943 ext. 2

Health Room: 414-963-3943 ext. 3 (Cumberland.healthroom@wfbschools.com)

Website: www.wfbschools.com/schools/cumberland

Welcome to Cumberland School! We appreciate you choosing Whitefish Bay Schools and take the responsibility of nurturing and educating your child or children seriously.

The Whitefish Bay School District has established the following Focus Plan to guide our efforts and ensure exceptional experiences for our students.

District Focus Plan



Whitefish Bay
SCHOOL DISTRICT

FOCUS PLAN



VISION *An Exceptional Place to Learn*

MISSION

The Whitefish Bay School District, in partnership with families and community, is student-centered with a tradition of educational excellence that:

- Supports the individual needs of the whole child in a safe, caring, and inclusive learning environment;
- Empowers students with the knowledge, skills, dispositions, and character necessary to thrive in an ever-changing, global society so that students are life, career, and college ready;
- Honors the diversity of all students and the pursuit of educational equity*.

VALUES

Educational Equity and Excellence:

We maintain high expectations for personal growth and achievement.

Tradition and Innovation:

We acknowledge the past and commit to continuous improvement.

Safety and Well-being:

We strive for a safe and welcoming environment that fosters individual and collective welfare.

Individual and Community:

We develop the talents and skills of individual learners and collaborative teams.

Stewardship and Integrity:

We serve through principled and strategic decision-making and allocation of resources.

GOALS

An Exceptional Place to...

Learn:

Every student will continuously grow to meet or exceed academic learning targets and social emotional competencies.

Work:

Every staff member will experience an environment where they are valued, developed, and supported.

Engage:

The community will be provided with opportunities to be involved in activities that promote collective growth, learning, and well-being.

*Educational Equity "means that every student has access to the resources and educational rigor they need at the right moment in their education, across race, gender, ethnicity, language, ability, sexual orientation, family background, and/or family income" (Wisconsin Department of Public Instruction, 2023).

School Board Approved: April 10, 2024

To give the Focus Plan life at Cumberland, Cumberland Staff developed the following set of shared beliefs and commitments which act as our North Star and guide our short- and long-term work. It is our hope that you see evidence of these beliefs and commitments in our actions and decisions.

This handbook provides much information but if what you need is not here; please call the main office (414-963-3943) so we can help. When you have a question or concern please go directly to the person most closely associated with it first. If your question or concern relates to the classroom, start by talking with the teacher. If you are unable to get the information or resolution needed from the teacher, please contact us so we can problem solve together.

As we go through the year, please look to the Whitefish Bay School website www.wfbschools.com, to access many useful updates and items including a Cumberland School [link](#), a [link](#) to Board Docs for current policies, and the calendar. We look forward to the joy of working with you and your child(ren) this year. Thank you for the trust you place in us. Here's to a successful 2026-27 school year for our students, staff and families!

Respectfully,

Jayne A. Heffron, Principal

Jayne.heffron@wfbschools.com

Chamari Moore, Associate Principal

Chamari.moore@wfbschools.com

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Student Daily Life

Student Entry and Dismissal

All students will line up at assigned doors and enter with their classes for the first two weeks of the school year. Following this, students may enter the building at 7:47, using their assigned doors. Students are dismissed at the same doors. Please wait outside the building for your child to be dismissed at the end of the day.

Weather Conditions at Recess, Arrival, and Dismissal

Students go outside for recess daily. When it is raining or below zero wind chill, students remain inside for recess. Students who are at school are required to go outside to recess unless a doctor's excuse is on file.

Administrative determination of inclement weather conditions is based on temperature and wind chill (zero degrees or below) as well as precipitation. During inclement conditions a staff member will be at the assigned entry doors at 7:45 to let students in. Safety protocols do not allow adults to enter with children. Adults and children are welcome to wait outside until the entry bell, even during inclement weather.

When the weather at dismissal time is potentially unsafe (tornado warning, thunder storm), the dismissal time may be delayed. Students will be kept inside the school until the threat of danger passes.

Positive Learning Environment and Behavioral Supports

We have multiple structures and systems in place to provide the safe, caring and inclusive environment required by the WFB Focus Plan and to accomplish the Focus Plan Goal of "Each student growing continuously to meet or exceed academic learning targets and social emotional competencies."

To these ends, we have implemented a social emotional learning curriculum that includes a morning classroom meeting to start the day, buddy classrooms, and regular all school meetings. These components are important in fostering a sense of community and belonging. Students engage in purposeful learning opportunities to develop relationships, self-regulation and decision making skills. Social awareness and taking personal responsibility skills are embedded into our daily work of being together in a school community with each student an important member of the whole.

We believe that all students can learn and choose behaviors that contribute to the positive environment within each classroom and in the wider school setting.

Cumberland Guiding Expectations

Our overall guiding expectations are:

Be Safe

Be Respectful

Be Responsible

These guiding principles provide clear expectations, a common language, and a common approach to supporting and celebrating expected behavior through the building. We value the partnership of families in reinforcing these expectations.

In accordance with Board Policy [443.7](#) all students in the School District of Whitefish Bay are expected to:

- Demonstrate respect for people, property, and the learning environment
- Show kindness and courtesy to others by treating them with dignity
- Be in class on time ready to begin learning
- Demonstrate effort by listening carefully and following instructions
- Make positive contributions to the school learning environment
- Follow all school rules

Individual elements of what it looks like to be safe, respectful and responsible in common areas are identified. Common expectations across environments are taught and practiced and we celebrate the sense of community we have created as a result of this learning.

	Be Respectful	Be Responsible	Be Safe
Hallways & Stairwells	● 0-1 Voice volume ● Eyes forward ● Hands to self ● Close lockers quietly	● Go straight to your destination ● Keep locker/cubby organized	● Walk ● “Tight to the Right” ● Feet touch every step
Bathrooms	● 0-1 Voice volume ● Wait your turn ● Give others privacy	● Keep areas clean ● “2-2-2”--2 pumps of soap, 2 pulls for paper towels, 2 points for placing in the basket.	● Walk ● Wash hands ● Feet stay on the floor unless sitting.
Lunchroom	● 0-2 Voice volume ● Use kind words ● Follow adult directions	● Stay seated ● Raise your hand for help ● Pick up after yourself	● Walk ● Keep hands to self ● Eat your own food
Playground	● Show sportsmanship	● Be a problem-solver	● Control your body

	• Follow directions of supervisors • Use kind words and actions • Include others and take turns	• Return all equipment • Line up quickly and quietly when bell rings	• Use equipment in the right way • Report unsafe behavior
Great Room Assembly & Performance	• 0 Voice volume during performance • 1 Voice volume during transitions • Clap after performance • Face forward	• Stay with your group • Sit on bottom	• Walk • Hands and feet to self

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- Demonstrate respect for people, property, and the learning environment
- Show kindness and courtesy to others by treating them with dignity
- Be in class on time ready to begin learning
- Demonstrate effort by listening carefully and following instructions
- Make positive contributions to the school learning environment
- Follow all school rules

Communication & School Consequences Related to Behavior Expectations

We believe that students will be people of strong character who will treat others with respect. We have defined which behaviors are handled at the teacher/classroom level and which are handled at the office/administration level.

At the classroom level, the teacher involved will work with the student(s) to reteach and rehearse specific behaviors as needed. When a pattern of behavior emerges, parents/guardians will be notified. It is our hope that this communication will prompt a conversation at home. We know a school-home partnership is crucial for student growth.

In the event of behavior handled at the office level, the Principal or Associate Principal will work with the

student(s) to reflect on what happened and develop a plan for moving forward. Follow up steps may include information gathering from all involved, restorative steps if/when appropriate, educational opportunities and consequences as necessary. In some cases, a formal plan may be developed, while in others a brief conversation or reteaching may be sufficient. These responses are intended to guide students toward positive behavior and are typically progressive. Communication with parents/guardians will occur as needed, based on the nature of the situation and level of concern.

Serious behavior that is unsafe, significantly disruptive, inappropriate or in violation of policy may result in suspension (in-school or out-of-school), aligned with district guidelines.

Safety and Security

Cumberland School seeks to provide a safe, caring and secure environment for our students, staff and guests. These guidelines will help ensure safety for everyone.

To and From School and Parking:

To maximize safety, we expect parents/guardians and students will:

- Cross the street only at crosswalks.
- Not double-park or make U or Y turns.
- Park only in the assigned areas for designated time limits.
- Set up a "safe route" to walk to school.
- Plan a family meeting place away from busy corners and congestion.

As listed above, it is expected that children will cross only at corners and that parents/guardians will model this behavior. This is especially important at dismissal time when there is a considerable amount of congestion. Please do not drop off students to cross mid-block on Marlborough or Ardmore. This is extremely dangerous for students and drivers. Crossing guards are posted at corners close to school to help your child safely across the streets. Crossing guards are not on duty during the lunch periods in January and February.

Crossing guards are assigned to the following intersections:

- Hampton and Marlborough
- Hampton and Ardmore

Supervision and Arrival Time

There is no student supervision on the playground before or after school. We ask that students arrive at school not more than 5 minutes before the first bell at 7:47 a.m.

Before and After School Building Access, Playground and Field Use

There is no student supervision on the playground after school. Students who remain on the playground after school are expected to follow school rules and meet behavioral expectations. If a student demonstrates a repeated pattern of unsafe or disruptive behaviors on school grounds after dismissal, their families will be contacted to develop a plan.

Connects, the District's fee based before and after school care program through the Recreation Department, provides supervised care at Cumberland until 6:00. Connects programming has priority use of the playground area after school. Non-Connects students or adults will avoid interacting with Connects students or staff and may not join into games or equipment use led by Connects staff.

After School Building Access

Students do not have access to the building after school from the playground, except when in the Connects program. If a student needs to re-enter to get a forgotten item, s/he is to enter through the office. The office is open until 3:45. Connects staff will not provide access to non-Connects students/families, and Custodial staff may not open classrooms for students to retrieve forgotten items.

No Dogs on School Grounds

No dogs are allowed on any Whitefish Bay School grounds. If you bring your dog when walking to or from school, please arrange a meeting place with your child across the street from school so the dog is not on school grounds.

Parking

The parking lots located at the north and south end of Cumberland School are for staff use only. Please do not pull into the parking lots for student pick up or drop off. Please do not block driveways to parking lots or neighbors' homes. The handicapped parking spaces are to be used only by vehicles with a handicapped license or hang tag. This space should not be used for loading or unloading. Cumberland Connects parents may use the south parking lot after school. Buses have priority for drop-offs and

pick-ups on Marlborough Drive. Please obey posted signs, as this area is monitored and ticketed by the Whitefish Bay Police.

Parents/guardians are encouraged to identify a meeting spot with their child that is located one or two blocks from school or to organize walking school buses or car pools to minimize auto congestion in the area.

Bicycles, Electric Bicycles, Scooters, and Electric Scooters

Students are expected to walk all bicycles and scooters, including electric bicycles and electric scooters, while on school grounds. Bikes should be secured with locks at the bike rack. The use of bike helmets is strongly encouraged. Scooters must be locked at the bike racks and cannot be brought into school.

Student Attendance and Health Information

Health room and Absence Reporting

Health room: Room 111 Telephone: 414-963-3943 ext.3

Email: Cumberland.healthroom@wfbschools.com

1. How to Report an Absence

Our absence call system is a safety measure. Whenever your child is absent, please contact the Health Room by phone or email as early as possible. When reporting, please provide:

- Your child's full name
- The specific reason for the absence

Important Note: If the Health Room does not receive a call or email from a parent/guardian, the school will attempt to contact you to ensure your child is safe. Unreported absences will be marked as Unexcused.

2. Understanding Absence Types

To help us maintain accurate records, please note the difference between types of absences:

- Family Excused Absences (Vacations, Family Events, Illness): While sometimes unavoidable, these absences count toward your child's standard allowable excused absences for the school year. According to Wisconsin State Statute, 118.15(3)(c), parents/guardians may excuse their child for up to 10 days each school year for any reason.
- Documented Medical Absences: Absences due to illness, medical appointments, and/or therapies

can be formally excused by health care professionals so they do not negatively impact your child's attendance record. Without a medical note from a health care professional, these absences will count towards your child's standard allowable excused absences.

Please turn in medical or dental notes! We strongly encourage families to request a school excuse note at every doctor, dentist, and/or therapy appointment. Please submit these to the Health Room when your child returns, either by sending the paper note into school or emailing an electronic copy to Cumberland.healthroom@wfbsschools.com

3. Tardiness

Students are expected to arrive at school daily in time to line up and enter with their classes. Being on time ensures that students can fully participate in morning routines alongside their peers without missing important instructions. Starting the day together sets every student up for focus and academic success.

4. Attendance Monitoring

The school closely monitors attendance patterns. The front office will contact families if a student develops a pattern of repeated tardies and/or absences so we can partner together to support your child's regular attendance.

Student Injury or Illness

If a student becomes ill or is injured during the school day, s/he will report to the health room. If the child is unable to remain at school, parents will be notified. If they cannot be reached, the health aide will contact the people listed on the child's *emergency contact form*. The health room cannot treat serious injuries or illnesses. They will apply ice as needed and keep your child as comfortable as possible until parents/guardians arrive. The health aides will also contact parents/guardians if a child is visiting the health room on an unusually frequent basis.

Children are excluded from school with a fever, defined by the CDC and the NSHD, as a temperature of 100.4 or greater (axillary, orally, or tympanically). Students with a fever must remain out of school for 24 hours after being fever free without medication. This rule also pertains to students who vomit due to illness. Students who have vomited must remain out of school for 24 hours after vomiting.

Unless there is a doctor's excuse, we expect that when students return from an absence, they will be able to participate in all class activities including physical education, recess, and other class events.

Please notify the health room of the following: any specific health conditions or allergies, any communicable disease such as chicken pox, or any immunizations received by your child throughout the year.

Medication Administration

Medications may be delivered to school by an adult or a parent may call the school health room on the day that the student will bring the medication to the health room. No medication is given to a student without completion of the medication permission form by a parent/guardian. The medication must be in a container with the current pharmacy label on it. Medication [forms](#) are available at this link or in the school office and health room. The information needed on these forms includes the prescription number, name of medication, strength of medication, amount of pills left at the health room and the dosage/frequency of the medication.

Medical/Dental Appointments

We suggest that medical/dental appointments be scheduled, whenever possible, outside of the school day. If a child does need to leave school for an appointment during school hours, the parent/guardian needs to notify the classroom teacher and health room with the type of appointment and the time that s/he will be picking up the child.

For safety reasons, parents/guardians are required to come to the school office at the appointed time and sign the child out from school. If the child returns the same day, s/he checks back in with the health room for a re-entry pass.

Family Trips

We strongly encourage family vacations to be taken during scheduled school vacation periods as there are enormous amounts of daily discussions/activities at each grade level that cannot be replicated once the student returns following a vacation. When a family trip will occur during school days, please send a written notice to the child's classroom teacher and notify the school health room ahead of time.

No makeup work will be given prior to student absences with the exception of religious holiday observances. Necessary makeup work will be assigned upon the child's return to class with a time allotment reflective of the amount of school days that were missed. Absences will be marked in accordance with the [Attendance Policy](#).

Student Support and Safety

Bullying, Harassment or Hazing

The School Board seeks to provide a safe and positive learning environment for all students. Bullying, harassment, and/or hazing disrupts both a student's ability to learn and the school's ability to educate its students in a safe environment. Therefore, the Board will not tolerate student bullying, harassment, and/or hazing in any form while on District grounds or at any District sponsored events. Please see WFB School Board Policy 411.1 at this [link](#) for the complete policy and related rules.

Threatening Behavior

In 2017, Wisconsin passed Act 143, further requiring all employees of Wisconsin public school districts to report potential threats of violence to local law enforcement. If a staff member believes in good faith that a student(s) made a serious or imminent threat(s) which jeopardizes the health and safety of others, it is their legal obligation to immediately report the facts and circumstances to the police. While "serious or imminent" may imply some discretion, school employees will always err on the side of caution in order to ensure the safety of all school community members.

It has been our observation that at times students use threatening words casually, such as between friends when playing at recess. Other times, students use threatening words impulsively, when they are in an emotionally charged situation. And, on rare occasions, an elementary student uses threatening words purposefully and intentionally. When students use this language on social media, nuance and intent cannot be easily determined.

Students must refrain from any language or gesture that may seem threatening to school personnel or to others. We strongly encourage parents/guardians to discuss this with students at home so that they are aware of this legal requirement. At school, age-appropriate specific teaching about this requirement is embedded into guidance lessons each fall.

If you become aware of any potential threat to students or staff while the school office is closed, please call the WFB Police Department directly at 414-962-3830 or use the Speak Up Speak Out Wisconsin reporting system. Created by the Office of School Safety, SPEAK UP, SPEAK OUT allows students and community members to confidentially report tips on potential harm or criminal activities directed at school students, school employees, and schools. This [link](#) takes you to their website.

For all emergencies, call 911.

Weapons and Drugs

School Board policy [443.6](#) states that no student shall possess, use, store, transfer or make accessible to another person any weapon while the student is (a) at school or under the supervision of a school district authority, regardless of the student's location; (b) in any building or facility or on grounds or premises owned, occupied or controlled by the District, at any time; (c) in any District-owned vehicle or on any form of District-provided transportation, at any time; and/or (d) participating in or attending any District-sponsored program or activity.

Students determined to have violated the weapons policy are subject to appropriate disciplinary action, which may include referral to the School Board for possible expulsion.

Please review Board Policy [443.4](#) for information on student use of alcohol, tobacco, and other drugs.

Vandalism

Disciplinary action for vandalism will be taken, and costs will be assessed to students who willfully break, damage, or deface school property, facilities or equipment. Board Policy [731.1](#) provides more guidance.

Cell Phones, Smart Watches/Wearables

Technology resources provided by the School District are for educational purposes only. Acceptable uses are those which support the District mission and are in alignment with [WFB School Board Policy 363.2: Acceptable Use](#)

Cell Phones and Smart Watches: To maintain the integrity of instructional time and to maximize face to face communications during the day, cell phones, Smart watches and all wearables are to be turned off and kept in the student's backpack during school hours. Call the main office during the school day for timely messages for students.

The District shall not be responsible for the safety or security of cell phones or Smart watches that students bring to school. Students who bring any personal electronic device(s), including cell phones or Smart watches to school do so at their own risk. In the event a Smart watch or cell phone is not used as permitted, families will be contacted and progressive steps will be taken including the creation of a student specific plan as needed.

Further information is available in policy [443.5: Student Use of Personal Electronic Devices](#) .

School Counselor

School counseling services are available for all students and are an integral part of the total school regular education program. School counselors work with students, teachers, administrators, and parents/guardians in a variety of ways with the goal of helping students reach their full potential. School counselors can be reached by calling the main office.

Parent/Guardian Involvement and Communication

Orientation

Parent/Guardian Orientation occurs during the evening in the first month of school. Times will be communicated in mid August.

During orientation your child's teacher will provide you with detailed information concerning:

- Core academic curriculum.
- Daily instructional schedules.
- Homework expectations.
- Assessment information.
- Specific classroom procedures.
- Art, music, physical education, library, world language and computer lab schedules.
- Other relevant information

Children do not accompany parents/guardians to school this evening. This is an adults only event.

Cumberland Family News

Each Monday, the Cumberland Family News is posted on our website and sent to family email accounts. This weekly communication contains the weekly letter from the Principal, school wide information and PTO flyers and information. It can be accessed online through the wfbsschools.com/Cumberland link. If

your family does not have email, please inform the office so we can send a paper copy home with your child. .

Only flyers for Whitefish Bay School District sponsored and co-sponsored programs (This includes PTO.) can be included in the Cumberland Family News.

Communication with Teachers

Parents/guardians/guardians are encouraged to contact their child's teacher or Encore/specialist teachers via phone or email regarding any questions or concerns via note, email or call. Email is generally the most efficient. Staff addresses are available on the [Cumberland School](#) website. The pattern for the e-mail address of a staff member is the staff person's first and last name separated by a period @wfbschools.com. For example, Jayne Heffron's email address is Jayne.Heffron@wfbschools.com

Phone/voice mail messages can also be left during non-school hours by calling 414-963-3943.

Our goal is to partner with families in order to support all learners. Our teachers' work day is spent working directly with students and/or planning learning activities. Elementary teachers plan instruction and review assessment information for six subject areas in addition to tending to the real time physical, social, and emotional needs of students. Responding in real time to phone messages or emails limits the capacity to fully engage in this primary work. To best support students and families, we will target a 24-48 hour work day response to communications from students and parents/guardians. For matters of public safety or emergencies please contact the Police Department. For all other matters that require immediate attention, please contact the school office directly.

Two Household Families

As we focus our work on your child, it is our protocol for all communication to go to both households. In this way, all adults working with the child have the same information at the same time. Please note that when a teacher gets a question from one household, s/he will send the response to both.

As a school, we believe all adults from school and home are working with the child's best interest in mind. Together, we are the strongest team.

Parent-Guardian/Teacher Conferences

Two scheduled conference periods take place during the school year to discuss student progress. Fall conferences are scheduled for all students. Spring conferences are optional and can be requested by either the teacher or the parent/guardian. Open communication between home and school is an integral part of any successful school experience.

Two-household parents/guardians sometimes request separate conferences. This is often problematic as the dialogue, discussion, and conclusions in each conference may vary. Therefore, parents/guardians are asked to attend one conference together and to sign up accordingly.

Dress Guidelines

The School Board believes that appropriate student dress is an important part of creating a school environment that is safe, conducive to learning and free from disruption. With that in mind, in accordance with School Board Policy [443.1](#), the following student dress code standards shall be enforced in the District during the school day and at all school-supervised activities and functions.

1. Students shall dress appropriately for the school environment. Student attire that causes, or is likely to cause, a material interference with school operations or a substantial disruption to the school environment will not be permitted.
2. No student shall be permitted to wear any clothing that depicts, promotes, or advertises alcohol, illegal drugs, tobacco, or nicotine products, criminal activity that would threaten any person's health, safety or property, criminal gang affiliation/activity, profanity, pornography, or violence that would constitute a violation of law or school rules.
3. Clothing and/or accessories that can reasonably be expected to cause excessive maintenance problems, injury, or property damage may not be worn.
4. All students go outside for recess when the wind chill is above zero, and students should be dressed to remain outside comfortably for 25 minutes.
5. Clothing must cover the majority of the torso and buttocks.
6. No caps, hats or hoods are allowed to be worn inside the building/classroom except when transitioning in and out of the building, or on specific school-based event days. Exceptions or accommodations may be granted by an administrator on an individual basis for medical, religious, or other student-specific reasons.

7. We recommend that students wear shoes that are safe for playground running and active play each day. Athletic shoes and non-restrictive clothing are recommended for physical education classes to help students participate safely and comfortably.
8. Students participating in activities or events representing the District shall be expected to dress appropriately, including adhering to any applicable directives, so as not to detract from the group or the occasion.

Students are expected to know and abide by these expectations. Students who are dressed in a manner that does not fit within these guidelines may be asked by school staff to change their clothing or address the dress code violation. If the student refuses, the student will be subject to discipline.

School staff shall be responsible for enforcing student dress code standards on a fair, consistent, and nondiscriminatory basis.

Wisconsin Statutes 120.13

Parent Teacher Organization (PTO)

The PTO is an integral part of our school life. We have a strong culture of volunteerism at Cumberland. The PTO provides many valuable services, programs, and supports, including fundraising. All parents/guardians are encouraged to join the PTO and participate as often as possible.

Volunteer and Service Opportunities

There are many ways to volunteer to support Cumberland School and our students. Volunteering is completely optional and we are grateful for the thousands of hours of volunteer service families provide during school. We also recognize that many parents/guardians work during the day or have other responsibilities that prevent them from volunteering during the school day. Service to and support of the school can happen outside the school day in multiple ways. These include becoming a member of the PTO, volunteering at a PTO event, creating materials for a classroom teacher, helping your child with homework, staying current with Family Newsletter information, attending Parent/Guardian-Teacher Conferences, attending a School Board meeting, and coming to student concerts and other performances.

To ensure the safety of our students and staff, all school volunteers must complete the district approval process. Step 1 is to complete the [Volunteer Application](#). Human Resources will follow up with

information on additional paperwork, background checks, and online training required based on your volunteer level. Approved volunteers are eligible to serve in any school building, and their status remains valid for two school years. Please remember that you may attend up to two special events a semester as a visitor. This would include class parties. If you plan on attending more than two special events a semester you will need to be approved as a volunteer.

There are two types of volunteers:

- **Level 1 Volunteers** support activities during the school day on school property and are supervised by school staff. Examples include helping in classrooms, the library, or at lunch.
- **Level 2 Volunteers** assist with activities that take place outside normal school hours or off school grounds, such as field trips. Level 2 volunteers may be unsupervised with students and require additional steps. **Room Parents must be approved at Level 2.**

If you are interested in volunteering during the school day, please contact your child's teacher in advance. Drop-in visits or classroom observations by a parent or guardian are not permitted, as they can disrupt instruction ([WFB Board Policy 860](#)). While volunteering, please turn off cell phones and follow all district expectations related to safety, confidentiality, and inclusion.

For more information or to begin the volunteer process, please visit the link [[HERE](#)].

Out of School Event Invitations

We recognize that families host parties or events for a variety of occasions. To avoid students being excluded or pressured to attend an out of school party/event, invitations may not be handed out to students at school for any non-school sponsored event.

Additional Information, Organized Alphabetically

Balloons

Latex balloons are not permitted on the school campus or in the building due to allergies.

Birthday Celebrations

Students are welcome to celebrate birthdays at school with a non-food activity or treat. Some of the ways that students have celebrated birthdays include donating a book to the classroom library, having a family member come in to read to the class, bringing in small items to share (i.e. stickers, pencils, bookmarks, etc.), or being allowed to sit in a special place in the classroom. Food treats are not allowed.

Class Placement Protocol

The development of class lists is a complex and collaborative process. We consider the needs of individual students and strive to create classes that are balanced in terms of gender, academic and social/emotional skills, learning styles, and language development. Among other factors in the mix are class size, number of sections, and levels of support needed. The process of creating these groupings is taken very seriously and begins early in the spring with the child's current grade level team, supported by specials and support staff.

Parents/guardians/guardians/guardians are welcome to share information regarding their student's learning styles and needs in order to assist this process. The Optional Placement Information Form is made available each spring. To a better understanding of this process, our guiding principles are listed below.

Guiding Principles Related to Student Placements:

- All teachers in the building are skilled professionals who are able to differentiate to meet a wide range of student learning needs.
- Grade level teams, the guidance department, special education and support teachers, Encore teachers, and administration work closely together to ensure consistency of curriculum across all classrooms.
- Children benefit from exposure to a range of teaching styles and structures.
- The current classroom teacher has worked daily with the student throughout much of the school year and has a deep body of knowledge about the student's academic, social, and emotional strengths and opportunities.
- Children continually change and grow, ready for new experiences each year.

Please know that we make a substantial investment of time and thought in creating each year's class groupings. The Placement Information Form is completely optional and whether we receive a form or not, your child's needs are carefully considered.

Emergency School Closing

Occasionally, it is necessary to close schools due to a snowstorm or other emergency. The policy of the Whitefish Bay School District is to close schools when the weather conditions present a serious threat to the health and safety of the children and staff.

In the event of an emergency during the school day requiring evacuation of the school, students will be relocated to a nearby, pre-established location. Parents/guardians will be notified via an automatic phone call system and/or school email.

When a storm occurs during the night and the Whitefish Bay Schools are to be closed, a repeated announcement will be made over the local radio stations: WISN (1130 AM), WOKY (902 AM), WTMJ (620 AM), W MYX (99.1 FM), and W KLH (96.5 FM). Parents/guardians will be notified via an automatic phone call and this information will be posted on our district website as well.

Homework

One of our goals is to ensure that all students develop effective strategies for continuous learning, including practicing skills and the application of learning in a home environment. Homework is introduced on a limited basis in grade one (i.e. daily reading and completing Dreambox math lessons) and increased through grade five. If parents/guardians feel that their child is spending an inordinate amount of time on homework, they should contact the teacher to discuss this concern. [WEB Policy 345.3: Homework](#), provides further detail.

Lost and Found

Throughout the year, we accumulate many items in the Lost and Found located in the foyer. These items often include lunch boxes, coats, snow pants, shoes and other things that students may or may not notice are missing. Smaller items, like jewelry, keys, hair bands, etc. are kept in the office. Unclaimed items are periodically donated to need-based organizations throughout the school year.

Lunch

All students in grades 5K-5th bring lunch from home. Milk (1%) is sold on a daily basis for ten cents with chocolate milk available on Tuesdays and Fridays to students in grades 1-5. Milk punch cards are available for \$2.00 (20 punches) and can be purchased in the office or in the lunchroom during lunch periods. Fun lunches are organized by the PTO at scheduled times throughout the year for students in grades 5K-5.

We ask that parents/guardians help children make healthy choices for lunch. Please do not send caffeinated drinks, soda or lunch packs with caffeinated drinks or soda; juice and fruit drinks are allowed. Please send lunches/items in containers that the child can open on their own. We ask that glass containers not be included in student lunches.

Personal Hygiene

Staff support students in developing good personal hygiene and self-help skills that align with their age and developmental level. 4K students are escorted to the restroom by a staff member, while older students use the restroom independently. Students are expected to be fully toilet-trained prior to starting the school year.

If a student has an accident or soils their clothing, they will be encouraged to change independently. If a student is unable to do so, a parent or guardian will be contacted to assist. Repeated toileting accidents (three or more) may prompt a meeting with the teacher and school team to discuss appropriate next steps and supports.

Photographs

Related to photographing students, we strive to balance the ability of families to capture special times with meeting privacy and policy limitations. All of our families are given the opportunity to opt out of photographs through registration each year.

- When acting as a classroom volunteer, i.e. listening to readers, running a center, etc., parents/guardians should take no photographs.
- At parties and on field trips, parents/guardians may take photos of their own individual child - not with any other students.
- At public performances and events such as music performances, art shows, etc., parents/guardians can take photos at will. Please do not post photos of anyone else's child on social media without permission.

Recess

Children go outside daily for recess. For your child's health and safety please help him/her dress appropriately for being outdoors, especially during the winter months. Students are expected to be outside during recess periods, except when under medical restriction.

Security Cameras and Electronic Monitoring Equipment

Please review Policy [WFB 731.3 Use of Security Cameras and Electronic Monitoring Equipment](#), which in accordance with Wisconsin Statutes, Family and Educational Rights and Privacy Act (FERPA) Regulations, and the Electronic Communication Privacy Act of 1986, notifies parents/guardians, students, and employees that surveillance cameras are being used on, in, and around district facilities.

Snacks

Many students need a nutritional snack during the morning or afternoon (dependent on lunch time) in order to optimize their learning capabilities. A brief time (approximately 10 minutes) will be allotted in 5K through Fifth Grade classrooms during which the students can eat a snack if they choose to do so. The students will continue to be involved in class activities or individual work as they are eating their snacks.

We ask that parents/guardians send a nutritious snack that can be eaten as finger food without being messy. No beverages are allowed and no gum is allowed at school. Foods that we suggest for snacks include: fresh or dried fruits or vegetables, pretzels, popcorn, raisins, fresh fruit, and cheese.

Visitors and Forgotten Items

All visitors must enter through the main door, Door 1, during school hours and sign in through the Raptor system if entering school. Forgotten items may be labeled and placed on the table in the Door 1 entry. Sign in is not required for this.

Thank you for your review of the Cumberland Handbook and for the support you provide to our students!

