

Cumberland School Handbook



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

Main Office: 414-963-3943 ext. 2

Fax: 414-963-3945

Health room: 414-963-3943 ext. 3

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 Cumberland Guiding Principles for Teaching and Learning act as our North Star, as the beliefs against which we measure our decisions. It is our hope that you see evidence of these principles in our actions and decisions. Progress towards these principles support the district Focus Plan as we work to provide exceptional learning experiences that nurture your child(ren)'s social, emotional and academic growth.

Cumberland's Guiding Principles for Teaching and Learning

- 1. Every student has the right to learn.**
 - o Providing a high-quality challenging education is our collective responsibility.
 - o Equitable teaching and learning is based on this right.
 - o An education that reflects and stretches his or her abilities and interests.

- 2. Instruction must be rigorous and relevant.**

- o Every student must be taught essential knowledge that is deep, rich and vital.
 - o Flexible and engaging learning environments are needed to meet the dynamic needs of all students.
- 3. Purposeful assessment drives instruction and affects learning.**
- o Purposeful assessment practices help families, teachers and students reflect and set goals.
 - o Different types of assessments are used to guide teaching and learning.
- 4. Learning is a collaborative responsibility.**
- o Students, teachers, family members, and the community collectively prioritize education.
 - o Educators collaborate with their colleagues to support innovative classroom practices and set high expectations for themselves and their students.
 - o Students are given opportunities to work together to achieve goals.
- 5. Students bring strengths and experiences to learning.**
- o Every student learns in their own unique way.
 - o Unique personal history enriches classrooms, schools and the community.
 - o Diversity is our greatest asset.
- 6. Responsive environments engage learners.**
- o Creativity, awareness, inquiry, and critical thinking are part of instruction.
 - o Responsive learning environments adapt to the individual needs of each student.
 - o Classrooms, schools, or other systems, are structured to promote engaged teaching and learning.
- 7. Safe and healthy environments address the needs of the whole child.**
- o Meaningful learning happens in a physically, intellectually, emotionally, and socially safe and healthy environment.

*Adapted from Wisconsin's Guiding Principles for Teaching and Learning

Revised 10/2017

The Whitefish Bay School District Focus Plan

Our Vision: The School District of Whitefish Bay, in partnership with families and community, is student-centered with a tradition of educational excellence. We will build upon this tradition by:

- Empowering students with the knowledge, skills, and character necessary to thrive in a changing, global society.
- Respecting the diversity of our students and engaging them as individual learners in an innovative learning community.
- Addressing the needs of the whole child in a caring, inclusive environment.

Our Goals & Key Strategies

Academic Achievement and Engaging 21st Century Learning: Every student will meet or exceed comprehensive learning standards to promote future success within our global society.

1. Develop exemplary, standards-based curriculum and assessment.
2. Develop and implement data-driven, differentiated instruction across all grade levels and subject areas.
3. Develop and implement timely, comprehensive support systems to ensure success for every student.
4. Ensure access to reliable, secure and sufficiently robust technology infrastructure that facilitates transformational educational practice.

Supportive Environment & Whole Child Development: Every student will experience a caring, inclusive learning environment that supports the development of the whole child with balanced attention to physical, social, emotional, and intellectual well-being.

1. Conduct strengths and needs analysis, including the development of a student feedback process to inform the continuous improvement of a caring, inclusive and culturally responsive environment.
2. Provide professional development for all staff members about nurturing the whole child.

The Guiding Principles and Focus Plan provide the lens through which we plan and evaluate programs and developments at Cumberland School. As we work with your children we value the partnerships we build with families and we believe that these partnerships increase the effectiveness of our efforts.

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 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 2023-24 school year for our students, staff and families!

Respectfully,

Jayne A. Heffron, Principal, Jayne.heffron@wfbschools.com

Rebecca Salomon, Associate Principal, Rebecca.salomon@wfbschools.com

Student Attendance and Morning Entrance

Health room and Absence Reporting

Health room: Room 111 Telephone: 414-963-3943 ext.3
Email: Cumberland.healthroom@wfbschools.com

Regular school attendance is crucial for your child's success in school. Attendance is also required by state statute and WFB School Board Policy. Students are expected to arrive at school daily in time to line up and enter with their classes. When a child arrives at school late, s/he is tardy. Students displaying repeated tardiness or absences will be referred to the office. Whitefish Bay School Board Policy 431 including Rules governs all attendance procedures in the district.

There is an absence call system in place as a safety measure for our families. Whenever your child is absent, please call the health room to report the absence at 963-3943 ext. 3 or email the health room Cumberland.healthroom@wfbschools.com. Include your child's name and the reason for the absence. An answering machine allows calls to be made during non-school hours. In the case of unreported absences, the school will attempt to contact parents as early as possible. When a parent/guardian does not contact the health room, the absence is marked as Unexcused.

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 arrive. The health aides will also contact parents 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. Please comply with this Whitefish Bay Health Department protocol as well as all additional protocols related to COVID-19.

When a child is home due to an illness, we expect that an adult will be supervising the child (Wis.State Statute 948.21). Administration will contact the parent(s) or guardian(s) of a child who is being left unsupervised at home when, in our judgment, the State Statute has been violated.

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 can be obtained from the health room or through a link on the <https://www.wfbschools.com/> website. 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 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 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 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 7:42 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 Behavior Intervention and Supports (PBIS), or as we call it here at Cumberland

“Positive Behavior in School”

Behavior Expectations: Positive Behavior Intervention and Supports

PBIS is a systematic approach to identifying behavioral expectations for all common areas at school and teaching these behaviors in an intentional way to all students. The intent is to create a positive school

culture so all students experience “...a caring, inclusive learning environment that supports the development of the whole child with balanced attention to physical, social, emotional, and intellectual well-being.” (WFB Focus Plan Supportive Environment and Whole Child Development goal.) A strong PBIS system has been shown to help students feel safe, to build strong relationships with each other and adults and to increase achievement.

We believe that all students can learn and choose appropriate behaviors. And, we believe that everyone can have fun while doing so!

Starting with one focus area at a time, we teach students the expectations and then acknowledge and reinforce the appropriate behaviors by randomly giving students tickets while stating exactly why s/he is getting the ticket. “I see that your feet touch every step. That’s just what we want!” These tickets are then entered into drawings. The entire school will work towards a school-wide celebration.

Our overall guiding expectations are:

Be Safe

Be Respectful

Be Responsible

Voice levels of 0-4 have been taught (0-silent, 1-whisper, 2-quiet, 3-regular, 4-loud) and individual elements of what it looks like to be safe, respectful and responsible in common areas are identified. The PBIS structure gives us a way to share common expectations across environments and to celebrate shared learning and the sense of community we have created.

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

		Be Respectful	Be Responsible	Be Safe
Hallways	&	<ul style="list-style-type: none"> ● 0-1 Voice volume ● Eyes forward ● Hands to self ● Close lockers quietly 	<ul style="list-style-type: none"> ● Go straight to your destination ● Keep locker/cubby organized 	<ul style="list-style-type: none"> ● Walk ● “Tight to the Right” ● Feet touch every step
Stairwells				

Bathrooms	<ul style="list-style-type: none"> • 0-1 Voice volume • Wait your turn • Give others privacy 	<ul style="list-style-type: none"> • Keep areas clean • “2-2-2”--2 pumps of soap, 2 pulls for paper towels, 2 points for placing in the basket. 	<ul style="list-style-type: none"> • Walk • Wash hands • Feet stay on the floor unless sitting.
Lunchroom	<ul style="list-style-type: none"> • 0-2 Voice volume • Use kind words • Follow adult directions 	<ul style="list-style-type: none"> • Stay seated • Raise your hand for help • Pick up after yourself 	<ul style="list-style-type: none"> • Walk • Keep hands to self • Eat your own food
Playground	<ul style="list-style-type: none"> • Show sportsmanship • Follow directions of supervisors • Use kind words and actions • Include others and take turns 	<ul style="list-style-type: none"> • Be a problem-solver • Return all equipment • Line up quickly and quietly when bell rings 	<ul style="list-style-type: none"> • Control your body • Use equipment in the right way • Report unsafe behavior
Great Room Assembly & Performance	<ul style="list-style-type: none"> • 0 Voice volume during performance • 1 Voice volume during transitions • Clap after performance • Face forward 	<ul style="list-style-type: none"> • Stay with your group • Sit on bottom 	<ul style="list-style-type: none"> • Walk • Hands and feet to self

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 both 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 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

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.

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 space is 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.

Bicycles/Scooters/Skateboards

Students are expected to walk their bikes on playgrounds. 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 if they cannot be folded and stored in a locker. Skateboards and scooters must be locked in the bike rack area and can only be brought into school if they can fit into the student locker.

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.

“Bullying” refers to severe, systematic, or repeated actions that involve the threatened, attempted, or actual infliction of physical harm or psychological/emotional distress on one or more students. Bullying usually (but not always) involves an actual or a reasonable perception of an imbalance of power between the bully and the victim/target.

“Cyber-bullying” is defined as bullying that involves the use of digital technologies, including but not limited to, e-mail, cell phones, text messages, instant messages, chat rooms, and social media. Cyber-bullying is prohibited and treated the same as all other types of bullying.

“Harassment” means behavior directed towards another person which is based in whole or in part, on any legally protected characteristic or classification, including (with respect to a student victim/target) a student’s sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, disability, physical attributes, gender identity or expression, or social, economic or family status.

"Conflict" is characterized by interactions that generally happen in the heat of the moment. Conflict often arises from a difference of opinion and most of the time both parties involved are equally engaged and upset. As opposed to the chronic nature of bullying, harassment, and/or hazing, conflict is neither planned nor ongoing; it tends to occur intermittently, and those involved have shared interest and ability to find resolution. If it is determined to be conflict and not bullying, harassment, and/or hazing, the administration will attempt to work with all parties to eliminate the conflict.

(Excerpted from the WFB Board Prohibition of Bullying Policy 411.1)

Any student who (1) is the target of bullying or harassment; (2) who observes/witnesses any incident involving bullying or harassment; or (3) obtains knowledge of possible bullying or harassment that the student finds credible or upsetting, is strongly encouraged to report the incident(s) to District staff using any of the procedures identified in this rule. Parents, guardians, and others with relevant knowledge/information/concerns related to incidents involving students are similarly encouraged to report such concerns/incidents to the District.

There are several different ways that students, parents and guardians, and others can report concerns related to bullying and/or harassment:

1. At the Building/School Level:
 - a. Making an informal verbal or written report (e.g., via a parent/guardian email) to a building principal, teacher, activity supervisor (e.g. a head coach), or other school staff member; or
 - b. Completing a [“Report of Bullying, Harassment and/or Hazing” form](#) and delivering the form to a building principal, teacher, student services staff member, or other school staff member.

2. At the District Level:

- a. Completing a [“Report of Bullying, Harassment and/or Hazing” form](#) and delivering the form to the office of the District Administrator; or
- b. Pursuing a District-level complaint using the District’s student discrimination complaint procedures. When using these procedures, the complaint may be initially filed with the District’s designated Equal Educational Opportunities Compliance Officer.

(Excerpted from the WFB Board Policy on Reporting Bullying, Harassment and/or Hazing 411.1 Rule 1)

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, as that very likely could result in a call to the police. We strongly encourage parents/guardians to discuss this with students at home so that they are aware of this new 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.

Electronic Devices

Technology resources provided by the School District are for educational purposes only. Acceptable uses are those which support the District mission. The District emphasizes to all users that access to the technology system is a privilege not a right; and the user will be held responsible for his/her actions on the technology system. Inappropriate use of electronic information resources can be a violation of local, state, and federal laws and lead to prosecution under those laws.

Students shall not electronically live stream or record by audio, video or other means any conversations, meetings in or out of the class setting during the school day. Students wishing to record for school or instructional purposes can do it under the discretion of school staff for approved ed tech purposes. If the district is in remote/virtual learning, students need to follow the District's video-conferencing guidelines.

Students failing to abide by the Appropriate Use Policy may lose network/computer privileges and experience consequences that may arise from violations of normal school rules, up to and including expulsion.

(Excerpted from W FB Board Policy 363.2: Acceptable Use)

The District may grant limited permission to possess and use personal electronic devices (PED) at school for the primary goal of encouraging responsible use of technology for educational purposes. For purposes of this policy, "personal electronic device" includes computers, tablets, electronic readers, cell phones, and/or other web-enabled devices of any type. This permission may be for before, during

and/or after the normal school day and in/or in other school supervised settings.

The District shall not be responsible for the safety or security of personal electronic equipment that students choose to bring to school. Students who bring any personal electronic device(s) to school do so at their own risk to possible theft, damage, misappropriation of data/equipment, or other loss.

(Excerpted from WFB Board Policy 443.5 Student Use of Personal Electronic Devices)

SMART watches are permitted unless they become a distraction to learning. SMART watches are not to be used for texting, calls, taking photos or videos, or emailing during school hours. Cell phones and any other devices that have not been deemed appropriate by a school staff member to support learning should be turned off and kept in the student's backpack during the school day.

In the event a SMARTwatch 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.

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. Shoes should be safe for playground running and play. Athletic shoes and non-restrictive clothing are required for physical education classes.
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

Communication & School Consequences Related to Behavior Expectations

We believe that students will be people of strong character who will treat others with respect. Through our PBIS framework, 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 the specific behavior. Parents/guardians will be notified when a pattern of behavior is observed. It is our hope that this communication will prompt a conversation at home. We know a school-home partnership is crucial for student success!

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 will include information gathering from all involved, restorative steps if/when appropriate, educational opportunities and consequences as necessary. Consequences are focused on reinforcing desired behaviors and are typically progressive.

Serious cases of misbehavior that are unsafe, significantly disruptive or inappropriate or in violation of policy may result in suspension in or out of school.

Parents/guardians will be notified.

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

Thursday Folders

Each Thursday, an electronic Thursday Folder link is posted on our website and sent to family email accounts. The electronic Thursday folder contains the weekly letter from the Principal, school wide information and PTO flyers and information. It can be accessed online through the wfbschools.com/Cumberland link. If your family does not have email, please inform the office so we can send a paper copy home in your child's Thursday Folder.

Only flyers for Whitefish Bay School District sponsored and co-sponsored programs can be included in the Thursday Folder.

Communication with Teachers

Parents 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 Teacher/Guardian Conferences

All students will be scheduled for a fall conference. Spring conferences will be scheduled on an as needed basis. Teachers highly value the time set aside for meeting with parents and guardians and we encourage you to sign up for a conference with your child's teacher. Phone conferences can be held during your scheduled time. Teachers are not allowed to schedule conferences outside of these designated days in order to keep intact their regular preparation and collaboration times. If you are unable to attend conferences during the scheduled times and the teacher has a concern, s/he will communicate with you via phone or email. Thank you ahead of time for cooperating with this structure.

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.

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 Thursday Folder information, attending Parent/Guardian-Teacher Conferences, attending a School Board meeting, and coming to student concerts and other performances.

Parents/guardians are asked to communicate with their child's teacher ahead of time regarding their interest in classroom volunteering/visiting during the school day. While in your child's classroom, please be sure that cell phones are turned off. Drop-in visits to meet with the teacher or observe the classroom can be disruptive to the learning process and are not allowed. (WFB Board Policy 860)

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. It is recommended that Mylar balloons are used when balloons are needed.

Counselor

School counseling services are available for all students and are an integral part of the total school regular education program. 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.

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 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.

Dogs

No dogs are allowed on 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.

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. This includes attention to how homework contributes to learning. Homework provides meaningful opportunities for students to reinforce skills, foster individual interests, enrich classroom learning, and strengthen independent application of student learning.

Homework is introduced on a limited basis in grade one (i.e. short mathematics or reading assignments) and increased through grade five. Homework may take as little as 20 minutes in second grade and up to one hour in fifth grade. Homework is expected to be completed and returned to school on the specified due date. In addition to assigned work, students are expected to read at home on a daily basis, as appropriate to their age. 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.

Homework Roles and Responsibilities for Students and Parents/Guardians (WFB Policy 345.3). Expectations for parents/guardians are as follows:

- Promote a positive attitude toward homework as part of the learning process
- Understand and reinforce expectations for the quality of student work
- Provide a structure, a place, and resources needed to help students complete homework
- Provide supervision and support, but do not do the assignments or projects for the student
- Support the need for balance among the many learning activities in the life of a student, including homework

Expectations for students are as follows:

- Set a time each day to do homework.
- Complete homework assignments, checking for work quality and accuracy
- If possible, explain the work that has been done to an adult.
- Ask questions of your teacher if procedures for assignments or the actual content of assignments are not clear
- Plan ahead to make efficient use of the time that has been allotted to complete long term assignments

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 soda or lunch packs with 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.

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 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 and Birthday Celebrations

We recognize that many students need a nutritional snack during the morning in order to optimize their learning capabilities. A brief time (approximately 10 minutes) will be allotted in Senior Kindergarten 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 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: crackers, fresh vegetables, pretzels, popcorn, raisins, fresh fruit, and/or cheese.

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.

Visitors

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.

Weather Conditions at Dismissal

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

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

