



Cumberland

ELEMENTARY SCHOOL

Cumberland School Handbook

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

Main Office 963-3943 ext. 2 FAX 963-3945 Clinic 963-3943 ext. 3
www.wfbschools.com/schools/cumberland

Welcome to Cumberland School! Please note that some of the information provided here will be modified throughout the 2020-21 school year, based on safety considerations related to COVID-19. Details regarding changes will be shared as necessary. Students are expected to follow all established safety protocols while in attendance at school.

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.

- Providing a high-quality challenging education is our collective responsibility.
- Equitable teaching and learning is based on this right.
- An education that reflects and stretches his or her abilities and interest.

2. Instruction must be rigorous and relevant.

- Every student must be taught essential knowledge that is deep, rich and vital.

- Flexible and engaging learning environments are needed to meet the dynamic needs of all students.
- 3. Purposeful assessment drives instruction and affects learning.**
- Purposeful assessment practices help families, teachers and students reflect and set goals.
 - Different types of assessments are used to guide teaching and learning.
- 4. Learning is a collaborative responsibility.**
- Students, teachers, family members, and the community collectively prioritize education.
 - Educators collaborate with their colleagues to support innovative classroom practices and set high expectations for themselves and their students.
 - Students are given opportunities to work together to achieve goals.
- 5. Students bring strengths and experiences to learning.**
- Every student learns in their own unique way.
 - Unique personal history enriches classrooms, schools and the community.
 - Diversity is our greatest asset.
- 6. Responsive environments engage learners.**
- Creativity, awareness, inquiry, and critical thinking are part of instruction.
 - Responsive learning environments adapt to the individual needs of each student.
 - 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.**
- 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 (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 me 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. I look forward to the joy of working with you and your child(ren) this year. Thank you for the trust you place in us.

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

Justin Nies, Associate Principal
Justin.nies@wfbschools.com

Entry and Dismissal: All students will line up and enter with their classes. Students are met outside by their classroom teachers and escorted into the building. Students are dismissed at the same doors. **Please wait outside the building for your child to be dismissed at the end of the day.**

Inclement morning weather: Administrative determination of inclement weather conditions is based on temperature and wind chill (zero degrees or below) as well as precipitation. During inclement conditions signs will be posted on the entry doors to inform students that they may enter the building and report to their assigned areas to wait prior to the start of the school day. 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.

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.

CLINIC AND ABSENCE REPORTING

Clinic: Room 111 Telephone: 963-3943 ext.3 Email: Cumberland.clinic@wfbschools.com

ATTENDANCE/ABSENCE REPORTING

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 to school late, s/he is tardy and must report directly to the clinic to get a tardy pass. Students displaying repeated tardiness or absences will be referred to the principal. 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 clinic to report the absence at 963-3943 ext. 3 or email the clinic Cumberland.clinic@wfbsschools.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 clinic, the absence is marked as Unexcused.

Family Trips

We strongly encourage family vacations 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 clinic 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.

STUDENT INJURY OR ILLNESS:

If a student becomes ill or is injured during the school day, s/he will report to the clinic. 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 clinic 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 clinic on an unusually frequent basis.

Children are excluded from school with a fever at or above 99.6 degrees (oral temp) or 100 degrees (via ear) 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.

By state statute (Wis.State Statute 948.21) an adult is required to supervise a child who is home due to illness.

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 clinic 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 clinic on the day that the student will bring the medication to the clinic. 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 clinic or through a link on the 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 clinic 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 clinic 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 clinic for a re-entry pass.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS (PBIS)

PBIS: Positive Behavior Intervention and Supports, or as we call it here at Cumberland “Positive Behavior in School.”

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 student. 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 touched every step. That's just what we want!" These tickets are then entered into weekly drawings. All adults at school will follow the expectations, as well. 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. Cumberland students are historically well behaved and the PBIS structure gives us a way to share common expectations across environments and to celebrate. We are excited about PBIS and we are already seeing Cougar Pride!

Weekly drawings: School adults give out tickets randomly during the day to students who are demonstrating target behaviors. Students enter these tickets into a weekly drawing. 10-15 names are drawn and winners currently choose a Cumberland Pride bracelet or pencil. The award selection changes throughout the year.

School wide recognition:

All weekly tickets are collected in a school wide container. When enough tickets have been accumulated, we have a school wide recognition event.

Insert: Detailed expectations for all common areas are shown on the Cougar Pride Behaviors matrix.

SCHOOL DISTRICT CODE OF CLASSROOM CONDUCT

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

Bullying

“The School District of Whitefish Bay strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and school buses and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The school district consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.”

Excerpted from WFB School Board Prohibition of bullying Policy (411.3)

Bullying will not be tolerated at our school. The administration, guidance team, paraprofessionals, supervisors and teachers all work to provide a safe and secure learning environment for all. Bullying is conscious, aggressive behaviors by a person that are directed repeatedly towards a specific individual. These behaviors are habitual, intentional, premeditated and involve an imbalance of power or strength. Bullying behaviors result in significant disciplinary action which may include suspension either in or out of school. Through our guidance program, PE classes and classroom contracts, we strive to teach our students the importance of respect and fair play to foster positive peer relationships. Students are encouraged to report to an adult if they are having concerns or conflicts with classmates.

Disciplinary Consequences:

Within the classroom, teachers will teach and reinforce expected behaviors. When a student's behavior does not meet the classroom expectation, the teacher will use a progressive approach of re-teaching, reinforcement and consequence. If negative classroom behavior is habitual or significant, the student is referred to the office. A progressive discipline approach is used. Consequences may include:

- lost recess minutes
- opportunity to spend time with the guidance counselor developing the needed skills, strategies, or behaviors
- temporary removal from the problematic environment (classroom, lunchroom, recess)
- community service
- suspension

When a child is sent to the principal's office, parents will be contacted to work through repeated or serious misbehaviors. Exceptional cases of misbehavior such as fighting, weapon possession, profanity, etc. may immediately result in the following: in-school suspension, conference with parents, or out-of-school suspension. Biting is considered very dangerous due to health risks and may result in a suspension.

Weapons and Drugs

Bringing weapons and/or drugs to school is deemed as grounds for immediate suspension and potential expulsion. Refer to the School District Policy Handbook for specific definitions and consequences regarding weapons/drugs on school property. Look-alike weapons are not allowed for Halloween or school projects.

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.

Electronics

All electronic devices such as cell phones, iPods/MP3 players, electronic games, e-readers or iPads that a student brings to school are to be turned off and stowed in backpacks when the student arrives at school. These devices are not allowed to be used by students during the school day without teacher permission. Students bring these items to school at their own risk. The school assumes no responsibility.

SMART watches are permitted unless they become a distraction to learning.

Dress Guidelines

As your child(ren) reach for school clothes, please help them dress within these guidelines.

- Spaghetti straps and halter or strapless tops are not permitted.
- Shorts in the upper grades need to be mid-thigh. (Determine the minimum length by extending the arm down to the side. Use the tip of the longest finger as the minimum length.) No short shorts are allowed.
- No caps, hats or hoods are allowed to be worn inside the building/classroom except on specific event days.

- Clothing with images or text that pose substantial disruption to the learning environment is not permitted.
- Shoes should be safe for playground running and play. Athletic shoes and non-restrictive clothing are required for physical education classes
- Winter Gear: All students go outside to recess when the wind chill is above zero. Students need to wear boots and snow pants to leave the blacktop. Students should be dressed to remain outside comfortably for 25 minutes.

SAFETY AND SECURITY

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

No parking or student drop off and pick up in the staff parking lots. Cumberland Connects parents may use the south parking lot after school.

We expect both parents and students will:

- Only cross the street at the cross walks.
- Drive within the posted speed limits.
- Not double-park or make U or Y turns
- Never cross the street between buses/cars.
- 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 5-10 minutes before the first bell at 8:00 a.m.

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.

Visitors: Visitor protocols for 2020-21, based on COVID-19 will be determined at the District level and communicated to families.

Parking

The parking lots located at the north and south end of Cumberland School are for **STAFF USE ONLY**. Please do not block the driveway to parking area and do not drop off students in the driveway as this creates a safety hazard. The handicapped parking space is to be used only by cars with a handicapped license or hang tag. This space should not be used for loading or unloading.

NO STUDENTS ARE PERMITTED IN THE PARKING LOT. PLEASE DO NOT USE THE LOT FOR PICK UP OR DROP OFF OF STUDENTS.

Out of respect for safety, parents are encouraged to identify a meeting spot with their child that is located one or two blocks from school or to organize car pools to alleviate congestion in the school area. **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.

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.

Bicycles/ Ripsticks/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 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 ripsticks must be locked in the bike rack area and are not to be brought into school.

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 Holy Family School or the Whitefish Bay High School Field House. 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), WMYX (99.1 FM), and WKLH (96.5 FM). One can check the Whitefish Bay Schools website as well.

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 or in their classrooms until the threat of danger passes.

PARENT/GUARDIAN INVOLVMENT AND COMMUNICATION

Orientation

Parent/guardian Orientation occurs during the evening in the first month of school for Senior Kindergarten through Fifth Grade. Junior Kindergarten's orientation is scheduled on the JK student's first day of school. Times are included in the registration packet. Orientation is an opportunity for you to visit your child's classroom and meet the teacher.

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, and computer lab schedules.
- Other relevant information.

Children should not accompany their parents to school on this evening.

Thursday Folders

Each Thursday, an electronic Thursday Folder link is sent to family email accounts. The electronic Thursday folder contains the weekly letter from the Principal, a classroom specific newsletter, 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 Schools sponsored programs can be included in the Thursday Folder.

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.

Communication with Teachers

Parents are encouraged to contact their child's teacher or specialist teachers via phone or email regarding any questions or concerns. 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. Parents/guardians are encouraged to communicate directly with the teacher with any questions or concerns.

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

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 are asked to attend one conference together and to sign up accordingly.

Parent Teacher Council

Parent Teacher Council (PTC) is an advisory group of parents/guardians and teachers. Membership on the Parent Teacher Council consists of the principal and eight (8) parents. Two teachers attend each meeting. Meetings are typically held the first Tuesday of each month at the school. The purpose statement of the Parent Teacher Council is:

The Parent Teacher Council exists to assist the principal by addressing concerns and opportunities that affect the whole school community, acting as a sounding board for ideas, and serving as a communication vehicle for parents.

Parent Teacher Organization

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.

MISCELLANEOUS

Assessment Programs

A system-wide standardized assessment program for children is implemented during the school year. These assessments help the teachers evaluate programs, design lesson plans and differentiate instruction. These tests include:

- STAR is administered three times yearly with 1st-5th grade students.
- The state required test is taken annually by third through fifth grade students.
- STAR Early Literacy is the universal literacy screener used with K4/K5/1st grade.

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 or eat lunch together, or being allowed to sit in a special place in the classroom. **Food treats are not allowed.**

Counseling & Guidance

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

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 feel that their child is spending an inordinate amount of time on homework, they should call the teacher to discuss this concern.

Homework Roles and Responsibilities for Students and Parents (WFB policy 345.3)

Expectations for parents 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. Check 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.

Snacks

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 too 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.

Balloons

Latex balloons are not permitted on the school campus or in the building. All campuses are latex free.

Lunch

Students are welcome to go home for lunch, however, it is expected that a parent/adult will be supervising the students during this time at home. Students going home for lunch will be dismissed when their lunch period begins. Parents can meet the child in the office and sign him/her out. Upon return to school the child is signed back in.

Teachers/supervisors make every effort to monitor students' activity during the lunch period. Students are supervised as they leave the classroom/locker area at the start of the lunch period as well as in the lunchroom and on the playground.

Milk (1% and skim) is sold on a daily basis for ten cents with non-fat chocolate milk sold on Tuesdays and Fridays to 1st-5th grades. Milk punch cards, valid for 20 milks, are available for \$2.00 and can be purchased in the office or in the lunchroom during lunch periods

We ask that parents help children make good 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 and include healthy food that the child will eat and not waste. Trading or sharing food is discouraged. Do not send glass containers in a child's lunch.

CLASS PLACEMENT

Class Placement Protocol

The classes at each grade level represent heterogeneous groupings with consideration for the learning needs of each of the students. We consider the needs of individual students and we strive to create classes balanced in terms of gender, behavior, student effort and achievement, 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 classroom teacher.

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 provides a way for parents to give information for consideration related to student classroom placement for next year. It is available in the office. To understand how the process works, it is important to understand our guiding principles.

Guiding Principles related to student placements are:

- All teachers in the building are skilled professionals who are able to differentiate to meet the wide range of student learning needs.
- Grade level teams, the guidance department, special education teachers, the Instructional Resource Coordinator (IRC) and the 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, academically, emotionally, and socially.
- Children change and grow continually.

Tentative groupings are created by the grade level team before the school year ends, taking into consideration everything the classroom teacher knows from working with the student throughout the year, input from Specials and Guidance, and information from the Optional Placement Information form.

These tentative groupings continue to be reviewed and revised as needed throughout the summer based on new residents enrolling or students transferring out of Whitefish Bay. Lists are finalized right before the August registration days. It is at that time that the incoming teacher gets his/her class list.

Until this time, the incoming teachers are not involved with placements except in special circumstances. Final placements are the responsibility of the administration.

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

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

