



SCHOOL DISTRICT OF NEW BERLIN  
ELEMENTARY STUDENT/PARENT  
HANDBOOK



**Elmwood**



**Orchard Lane**



**Poplar Creek**



**Ronald Reagan**

Dear Parents,

This handbook is a guide to school policies and procedures. It should answer most of your questions; however, the principal of your school is available for clarification or discussion of issues not addressed. The handbook provides students and parents with the rules, regulations, policies, general information, and expectations under which the School District of New Berlin operates. This handbook is the result of the cooperative efforts of students, faculty, and administration. If you have any questions, comments, or concerns, do not hesitate to contact the principal of your school.

### **District Elementary Mission Statement**

Our mission is to ensure that our students demonstrate skills and knowledge that exceed the community's and society's expectations. We are committed to accomplishing this through a caring and effective school system that is both introspective and dynamic.

## **ARRIVAL AND ATTENDANCE**

We need your child in school every day! Regular attendance is essential for successful progress in your child's educational program. A child should be in school every day he/she is physically able to attend. If a child is well enough to be in school, he/she will be expected to participate in all scheduled activities INCLUDING outdoor recess.

Per state statute 118.16, truancy means any absence of part or all of one or more days from school during which the school attendance officer, principal or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of s. 118.15.

Students that have been truant five (5) part or whole days in a semester are considered habitually truant. Please see the district website for policies on attendance.

[http://www.nbexcellence.org/cms\\_files/resources/5113%20-%20Policy.pdf](http://www.nbexcellence.org/cms_files/resources/5113%20-%20Policy.pdf)

If your child will not be in school at the start of the day for any reason, a parent or guardian must notify the office before the first school bell. The office will be contacting the parents of absent children when a phone call is not received. **Any student arriving after the first bell MUST be signed in at the office by a parent/guardian.** Any student not signed in by parents will be marked with an Unexcused Tardy.

## **ATTIRE**

Since the dress and the personal appearance of students are important factors in maintenance of good discipline on the elementary school campus, it is helpful for parents to assist their children in choosing proper clothes to wear. Foot attire must be worn at all times. *Caps, hats, hoods, and bandannas may not be worn in the school building and must be stored in student areas during the school day.* **Prohibited attire includes but is not limited to:**

- Shirts or blouses that are sheer or overly revealing
- Spaghetti straps
- Midriff blouses
- Tube tops
- Shoes with wheels (Heelys)
- Short shorts
- Overly baggy pants
- Clothing which depicts, displays or promotes alcohol, drugs, tobacco, gangs, explicit images or profanity

The school maintains the right to regulate dress or grooming when the student's appearance presents a danger to the health and safety or has the

potential to disrupt the school or the educational environment. Failure to comply with these guidelines could lead to disciplinary action by the school.

### **ATTIRE (WINTER WEATHER)**

Winter wear for cold weather is essential because children do go outside every day unless it is dangerously cold or wet. Students will need to wear appropriate outerwear dependent on the temperature. If there is snow on the ground, boots and snow pants must be worn to play off the blacktop. Recess will be held indoors if the temperatures or wind chill are below 0 degrees.

### **BACKGROUND CHECKS (Classroom Volunteers and Chaperones)**

Please see the school website for policies regarding background checks for parent volunteers.

[http://www.nbboxcellence.org/cms\\_files/resources/4107Policy1.pdf](http://www.nbboxcellence.org/cms_files/resources/4107Policy1.pdf)

### **BICYCLES**

Some schools in the School District of New Berlin allow students to ride bikes to school. Many roads leading to school are "hazardous" for bicycle traffic. Because of this, students are bussed to and from school. Please check with your school office for more information about whether students can ride bikes to school.

### **BUS INFORMATION**

Durham School Services (262-784-7278) is a private carrier contracted by the District to provide bus service for School District of New Berlin schools. If you have questions or concerns about busses, please contact them. If parents have a change in routine for transportation, the office must receive a written notification or the parent must come to the office to sign his/her child out.

All children are expected to ride to and from school on the bus unless the teacher and/or office are notified in writing of other arrangements. If we have no notification in writing, your child will be put on their regular bus to be transported home. Children are expected to ride their assigned bus. If it is necessary for your child to ride a bus other than the regularly assigned one, a note to this effect should be taken to the office and a Bus Pass will be issued to the student. Due to crowded busses, students may not be allowed to ride home on a friend's bus. At no point will students be allowed to call parents during the day to make bus arrangements to go home with other students.

Bus stop gathering points can become problems in neighborhoods. Children are still under parent supervision and responsibility at the bus stop. Parents are encouraged to develop a neighborhood plan for supervision before and after school.

### **CELL PHONES AND ELECTRONIC DEVICES**

Possession of personal electronic devices, such as electronic paging or two-way communication devices, cellular phones, picture phones, iPods, portable game systems, etc., by students for non-school purposes are prohibited on any school premises or at school sponsored activities. Any device determined by families to be for emergency purposes must be turned off and kept secure with the student's other personal items. Schools are not responsible for lost, stolen, or damaged electronic devices. Any electronic device that is not used in accordance with these guidelines or is visible will be confiscated by school officials and picked up by the student's parent/guardian. Picture phones and/or recording devices are also prohibited in restrooms and locker rooms. Students using picture phones and/or recording devices for inappropriate or illegal use will, in addition to having their phone confiscated, be subject to appropriate disciplinary action.

### **CHILD ABUSE/NEGLECT**

Please see the school website for policies regarding child abuse and neglect.  
[http://www.nbexcellence.org/cms\\_files/resources/5142.5%20Policy.pdf](http://www.nbexcellence.org/cms_files/resources/5142.5%20Policy.pdf)

### **CLASSROOM CODE OF CONDUCT**

Please see the school website for policies regarding classroom code of conduct.  
[http://www.nbexcellence.org/cms\\_files/resources/5131.10%20Policy.pdf](http://www.nbexcellence.org/cms_files/resources/5131.10%20Policy.pdf)

### **COMMUNICATION**

On a weekly basis, all communication will be available electronically on the school web site. This will include teacher newsletters and other pertinent information. The content is limited to school information only. Any non school information must be approved through the District Office. You may access information from groups outside of our school on the "Friday Folder" link on the website.

School newsletters, upcoming events, and teacher newsletters can also be accessed on the district website at [www.nbexcellence.org](http://www.nbexcellence.org).

## **COMMUNITY ACTIVITY GROUPS**

Information about community groups can be found through community and district web sites. <http://www.nbexcellence.org/community/>

## **CUSTODIAL RIGHTS**

Parents must notify and have on file in the office via certified legal document any limitations or restrictions involving a child's custody, as it pertains to a child's safety and security at school. If there is no documentation, it is assumed that both parents have equal access to the child while at school and information regarding his/her progress.

## **DISCIPLINE**

For a school to have a positive impact on developing intrinsic motivation and self discipline, specific behaviors must be expected and actively taught by all members of the adult community. This requires a working partnership between home and school. Good manners and a general sense of care and concern for self and others must be focused on if a quality learning environment is to be established. If for some reason you need to be contacted due to your child's inappropriate behavior, we expect that we can work together to influence your child to make better choices and deal effectively with natural consequences.

Occasionally student conduct at school or on the school bus is severe enough to require immediate parental involvement. Parents will be contacted when a student's conduct is detrimental to the well being of others while at school or on the bus.

## **DISCLOSURE OF PUPIL INFORMATION**

In compliance with Wisconsin Statute 118.125, the School District of New Berlin designates the following personally identifiable information contained in the student's education record as directory information, and must disclose that information without prior written consent to anyone who requests it:

1. Student's name
2. Student's address
3. Student's date and place of birth
4. Student's participation in officially recognized activities and sports
5. Students' weight and height if a member of an athletic team
6. Student's dates of attendance
7. Student's photograph
8. Student's degrees and awards
9. Name of school most recently attended by the student
10. Student's phone number (non-published or unlisted excluded)

If a parent/guardian does not want any or all of these items disclosed, he/she must direct the district by means of a letter addressed to the district administrator within two weeks of the publication of this notice requesting that any or all of the above information may not be released. Such action will result in the removal of the student on any and all lists produced by the district including graduation and other publications available to the general public relating to activities, athletics and miscellaneous programs.

### **DISCRIMINATION AND HARASSMENT**

Please refer to the district website for policies and information regarding discrimination and harassment.

[http://www.nbexcellence.org/cms\\_files/resources/5130%20Policy.pdf](http://www.nbexcellence.org/cms_files/resources/5130%20Policy.pdf)

### **EXTRA CURRICULAR ACTIVITIES**

Before and after-school activities, clubs, and committees may be offered throughout the school year. If offered, you can view information about these activities on the Friday Folder section of the school website.

### **FIELD TRIPS**

Field trips are scheduled as a regular part of your child's learning experiences. Field trips are a privilege to attend – students not behaving appropriately at school may be restricted from field trips. Alternative plans will be made for students not attending field trips. Students are expected to be on their best behavior during a field trip.

Parents interested in being a chaperone on any field trip must complete a background check. Background check forms are available on the district web site.

[http://www.nbexcellence.org/cms\\_files/resources/4107AddendumForm1.pdf](http://www.nbexcellence.org/cms_files/resources/4107AddendumForm1.pdf)

Younger siblings are not allowed to attend field trips with parent chaperones.

If at any time this is a financial burden, please contact the principal. There are scholarship funds available so that all children can participate.

### **HEALTH ROOM PROCEDURES**

If a student becomes ill or is injured at school, the school health room volunteer or office staff will provide care. In the case of minor "illnesses", children will be encouraged to go back to class. The parents will be informed on the condition of their child in cases which are serious enough to warrant communication. If a parent is unable to be reached, the emergency contact(s), which have been provided by the parent, will be called to pick up

the child. Local emergency contacts are suggested to minimize the time the child must wait for someone to pick him/her up. Your assistance in providing complete information on the health emergency card and keeping it updated is appreciated.

When picking up a sick child from school please report to the office to sign out your child.

### **Fever/flu**

Students with a fever need to be picked up from school. Students must be fever free for 24 hours before returning to school.

### **School District of New Berlin - Medication Policy**

Information regarding the District Medication Policy can be found on the District website at

[http://www.nbexcellence.org/cms\\_files/resources/6164.1-Policy.pdf](http://www.nbexcellence.org/cms_files/resources/6164.1-Policy.pdf)

### **HOMEWORK**

Homework is to be relevant to that which is occurring in the class. The specifics of the homework is determined by individual teachers and their learning teams. If a child goes on vacation or is sick during the school year, arrangements to make-up missed assignments must be made with your child's teacher.

### **LOST AND FOUND**

All items of a large size are placed in the lost and found bins in the school. Marking your child's belongings is a big benefit when searching for lost items. Encourage your child to check the LOST AND FOUND to recover lost items. Small or valuable items are kept at the office. Unclaimed articles are given to worthy organizations if they are not claimed at the end of the semester and at the end of the school year.

### **LUNCH PROGRAM**

Students have the opportunity to bring a lunch from home or to purchase a hot lunch. A monthly menu is published on the district website. Hot lunch for students is \$2.10 daily (which includes milk) or \$10.50 per week. Each student will be issued a debit card to be kept in the classroom with the teacher. At lunch, the card will be scanned and the amount for either lunch or milk will be deducted on a daily basis. All money will be deposited with the District only. Lunch money can be placed in an envelope and put in the lock box in the school's main office. Money is collected from this box by district office personnel daily so that accounts can be kept current.

If you choose to purchase either a hot lunch or buy milk for cold lunch, your child will need to have a lunch account with the District. Parents who choose to purchase either lunch or milk are able to use their child's card but will be charged \$3.50 for the lunch. If parents choose to come for hot lunch with their child, the office needs to be notified by 9:00 AM that day so that an extra meal can be ordered.

[http://www.nbexcellence.org/do\\_lunch\\_information.cfm](http://www.nbexcellence.org/do_lunch_information.cfm)

### **PARENT/TEACHER CONFERENCES**

Report cards for grades 1-6 are issued quarterly; report cards for Kindergarten are issued at the end of each semester. Other progress reports are given periodically. Time is also set aside for parent/teacher/student conferences. All parents/guardians are expected to participate in these conferences in the fall. Other conferences will be held by request.

### **PARENT TEACHER ORGANIZATION**

The purpose of the school Parent Teacher Organization is to promote the best interest of students through improved parent/teacher communication and by promoting a better understanding among school board members, teachers, parents, guardians and administrators as well as to raise funds to be used to benefit the students and faculty of the school. The membership of this organization consists of parents and guardians of children attending the school and the faculty/staff members. The general meetings are open to all those wishing to attend. Dates of scheduled meetings appear on the school calendar and on the school web site. For further information about this group, contact the school office or the school website.

### **PARENT TRANSPORTATION**

Parents wishing to walk their child into the building, MUST park in designated parking spaces and walk the child to the building using the crosswalk directly in front of the entrance.

### **PERSONAL PROPERTY**

Students should not bring hazardous, dangerous or disruptive materials to school. Property of this nature will be confiscated and arrangements made with the parents for its return. Students are responsible for the safety and security of their own personal property. Children should NOT bring items of monetary or sentimental value to school.

## **PETS**

For the safety of all children, students are discouraged from bringing pets to school. Permission must be granted by the building administrator PRIOR to bringing an animal to school. Allergies of students must be considered before approval is given. Animals are not allowed to visit the classrooms of students who have allergies.

Children are not allowed to bring any creature (bugs, pets, fish, etc.) on the bus. If your child is sharing a live animal/insect, you must find a way to transport the animal/creature other than on the school bus.

## **SAFETY DRILLS**

All "Drills" (fire, evacuation, tornado, etc.) are held at unexpected times to prepare students and staff to act quickly, efficiently, and without panic. During a crisis situation or drill, students are expected to follow the direction of school personnel and/or police. In the event of a true school emergency, you will be contacted through our school messenger service.

Fire drills will be held monthly. The fire signal is given by the sound of the fire alarm. Students and staff should move to the nearest exit in a quiet and orderly fashion.

At least once a year, a tornado drill is held in all schools. Students and staff are alerted over the public address system. Directions to shelter are posted in each classroom and will be explained in each room on the first day of school and periodically thereafter. Students will walk silently through the building to designated safe areas.

## **SCHOOL/OFFICE HOURS**

Please see the school website for information regarding school hours.

## **SCHOOL BOARD MEETINGS**

The School District of New Berlin Board of Education meets the second and fourth Monday of every month. All regular meetings of the Board are open to the public. You may review the school board meeting agenda or watch the live broadcast on-line through the district web-site at [http://www.nbexcellence.org/do\\_board\\_broadcasts.cfm](http://www.nbexcellence.org/do_board_broadcasts.cfm)

## **SCHOOL CLOSINGS**

In the event of extreme weather conditions, or other similar emergencies, the Superintendent of Schools may make the decision to close District schools. On rare occasions, school may close early.

Closings will be announced through the School Messenger Alert System, as well as listed on the District website and local television stations.

([http://www.nbexcellence.org/parents/do\\_emergency\\_closings.cfm](http://www.nbexcellence.org/parents/do_emergency_closings.cfm)). If school is closed during the school day due to weather or emergency situations, your child will follow the emergency release plan as you have outlined and returned to his/her teacher at the beginning of the school year.

## **SCHOOL FEES**

Full Day Kindergarten - Grade 6	\$91.00
School fees are payable to the SDNB District Office.	

## **SPECIALIST CLASSES**

Students are expected to participate in all classes unless they have a written excuse from a doctor.

***All students are to have gym shoes specifically for physical education class.*** Children will be required to change into tennis shoes for class so they do not mark the floors. Please make sure that the shoes are labeled with your child's name.

## **SCHOOL PROPERTY**

Please see the school website for policies regarding School Property.

Vandalism -

[http://www.nbexcellence.org/cms\\_files/resources/5131.7%20Policy.pdf](http://www.nbexcellence.org/cms_files/resources/5131.7%20Policy.pdf)

## **STAFF DEVELOPMENT DAYS**

Staff development dates are listed on the district calendar and the school newsletter. Lunch will be served early on inservice days and students will be dismissed early on those days. Please check the District web site for dismissal times for each school.

[http://www.nbexcellence.org/do\\_early\\_dismissal.cfm](http://www.nbexcellence.org/do_early_dismissal.cfm)

## **TECHNOLOGY ACCEPTABLE USE**

Please see forms on the district web site.

[http://www.nbexcellence.org/do\\_it\\_policies.cfm](http://www.nbexcellence.org/do_it_policies.cfm)

## **TELEPHONES**

School phones may be used by students only for necessary calls. Children will not be permitted to telephone home for forgotten items. School supplies, assignments, etc., are the responsibility of the student to remember to bring to school.

## **TOBACCO FREE ENVIRONMENTS**

All schools in the School District of New Berlin are Tobacco Free environments. Please see the District website for policies regarding the use of tobacco on school property.

[http://www.nbexcellence.org/cms\\_files/resources/5131.2%20Policy.pdf](http://www.nbexcellence.org/cms_files/resources/5131.2%20Policy.pdf)

## **TRANSFERS**

If you plan to move, please notify the teacher and the office to allow time for a smooth transition to the new school. Student records will be mailed to the new school when a request for records is received in our office from the new school.

## **VACATIONS**

Requests to take your child out of school on vacation need to be communicated to the principal. Please put your request in writing at least two weeks prior to the vacation. School work will be the responsibility of the child and parent and will be expected to be made up.

## **VISITORS**

Parents and visitors are required to check in and out of the school office. Everyone is required to sign in and wear a visitor pass. Office personnel will then direct you to your destination in the building. Students are not allowed to have other children attend class with them unless that child is a registered student.

## **VOICEMAIL/EMAIL**

All staff members have a voicemail which can be accessed by calling the main office number and entering their voicemail number. A complete list of those numbers is available in the school office and is also on our school web site at [www.nbexcellence.org/schools/](http://www.nbexcellence.org/schools/).

All staff members can also be contacted via email. Staff email addresses can be found on the staff directory link on the school district's main web page at [www.nbexcellence.org/do\\_staff\\_directory.cfm](http://www.nbexcellence.org/do_staff_directory.cfm).

### **WEAPONS**

Please see the District website for policies regarding weapons.

[http://www.nbexcellence.org/cms\\_files/resources/5129%20-%20Policy.pdf](http://www.nbexcellence.org/cms_files/resources/5129%20-%20Policy.pdf)

### **WEBSITE INFORMATION**

You can access the district web site [www.nbexcellence.org](http://www.nbexcellence.org) to view useful information about our school as well as all other schools in the District.

Please note that the District website has all school calendars, lunch menus and information, medication forms, school boundary information, Board of Education information as well as all school policies. Information sent home with students is also available online under "Friday Folders".

[http://www.nbexcellence.org/parents/do\\_friday\\_folder.cfm](http://www.nbexcellence.org/parents/do_friday_folder.cfm)

Please see the district website for other District information and policies.

### **SCHOOL BOARD MEMBERS**

Information about the School District of New Berlin School Board can be found on the District website.

[http://www.nbexcellence.org/do\\_board\\_of\\_education.cfm](http://www.nbexcellence.org/do_board_of_education.cfm)

### **DISTRICT ADMINISTRATION**

Information about the School District of New Berlin Administration can be found on the District website.

[http://www.nbexcellence.org/do\\_services.cfm](http://www.nbexcellence.org/do_services.cfm)