

Ronald Reagan Parent/Guardian FAQs

Hello! Here are some answers to the FAQs from your friendly office staff.

This is a working document for the 2025-26 school year.

ATTENDANCE:

Absences and Appointments and Early Pick-ups, Oh My!

We must hear from a parent/guardian regarding tardies, absences, appointments, late arrivals, and early dismissals or it will be UNEXCUSED (we can't take student, sibling or neighbor reports for attendance).

There are a few easy ways to do this (listed in order of our favorite):

Preferred method: Email

Please copy all of your student's teacher(s) and office staff on the same email for attendance or end-of-day changes. This lets us know that everyone has the same information. If you email, you don't need to call in or use the IC Absence Request.

Office staff: jennifer.macakanja@nbexcellence.org,
kimberly.mckenna@nbexcellence.org, shelley.sukenik@nbexcellence.org

Second choice: Attendance Voicemail

Call the attendance voicemail (262.789.6588) and leave your student's name, your name, relationship, and the reason for the absence. If it's an early pickup or end-of-day change, please call or email instead.

Third choice: IC Absence Request

Infinite Campus Absence Request works best for arriving late, as well as for half-day and whole-day absences. If you are picking up your student early, it's better to email the office and teacher. Teachers do not receive this notification.

*If you turn in a note from your student's doctor's office following a medical appointment with your student's name and date/time of appointment, the absence will be medically exempt and not count against their attendance record.

Attendance Policy:

The School District of New Berlin attendance policy (Board Policy 5200) complies with §118.15 of the Wisconsin State Statutes regarding enforcement of compulsory school attendance. According to Wis. Stat. § 118.15(3), a child may not be excused for more than 10 days in a school year.

Excused – up to 10 days of absences from school can be excused because the parent/guardian communicated with the office through a phone call, email, or the absence request process in IC

Unexcused – only happens if the school office doesn't hear from a parent/guardian

Exempt – If a note is submitted from the doctor's office following an appointment with your student's name and date/time, the absence will be medically excused and will not be counted against the attendance record. There is never a requirement by the school to take your child to the doctor/dentist/ortho/therapist, but if you do, the absence can be exempt. Field trips, funerals, and occasionally the weather are automatically counted as exempt.

Tardies – the bell for school rings at 8:50am. If your student arrives between 8:51am and 9:05am, they will be marked tardy. We must hear from a parent/guardian about the tardiness or they will be marked Tardy Unexcused. Tardies do add up over time, so please do your best to get to school on time.

Truant – per Wis. Stat. § 118.15(3), a child may not be excused for more than 10 days in a school year. If a student misses more than 10 days of school, their absences will be marked as truant.

The truancy coding overrides anything other than a medically excused or a funeral absence once absences reach 11 days.

Absences Due To Sickness:

- **COUGH/CONGESTION:** although we want everyone to be in school, if your student has a hacking cough or drippy nose and will not have a productive day at school, it's best for them to stay home
- **DIARRHEA:** must stay home until diarrhea is gone
- **FEVER (100+):** must stay home and must be fever-free for 24 hours without medication before returning to school
- **HAND, FOOT & MOUTH:** must stay home until the blisters are done "weeping"
- **LICE:** students can return after they are treated
- **PINK EYE:** can be at school if they can keep their hands away from their faces and wash their hands frequently
- **VOMIT:** must stay home until food is kept down. If your student throws up at home before school, please keep them home

- COVID {following CDC guidelines}: if positive (home test or clinic), student must stay home until well enough to be a productive learner at school AND fever free for 24 hours without fever-reducing medication.

Please also see the **MEDICATION/EPI-PENS/INHALERS/SEIZURE RESCUE MEDS** section.

BACKGROUND CHECKS:

In accordance with Board Policies 3121 and 8120, volunteers who supervise or work directly with our students before, during, and after school hours must submit and pass a background check every 3 years. The SDNB has contracted with Secure Volunteer powered by Background Investigation Bureau (BIB) to conduct these checks for us.

Click this link (found on nbexcellence.org) if you need to apply for a background check: [School District of New Berlin - Looking for Parent Volunteers](#)

If you are unsure whether your background check is current, please contact the school office.

BEHAVIOR MATRIX:

Mrs. Patterson and Mr. Stich meet with every homeroom to review the daily behavior expectations for students in all areas of the building.

In addition, we wanted to share with you the behavior matrix we follow. Please click the link below and read through the document. Review it with your student. Make sure your household is all on the same page with regard to behaviors.

We are partners with you in this work. We will do our best to communicate with you in a timely way, as well as work with you to support the individual needs of your student. [{Behavior Matrix}](#)

EAGLE EXPRESS {EE}:

Our school newsletter is emailed to our families on Fridays. If you missed something in a previous EE, we always post a link, as well as a link to this Parent/Guardian FAQ document.

EMERGENCY CONTACTS:

Check your Notification & Emergency Contacts in Infinite Campus. Please ensure that there are multiple options for parents/guardians or emergency contacts to be contacted in case of an emergency. Please notify us if you are traveling and your children will be staying with friends or family in case of an emergency. If you haven't completed the annual review in Infinite Campus, do so as soon as possible. Here's the [link](#) on how to update/check your emergency contacts.

FEES:

School fees (like the annual student fee, lunch account and field trips) can be paid online from your Infinite Campus. RevTrak is another platform SDNB uses for optional items like Rock'n Reagan Day shirts, Art Club, etc.

FORGOTTEN ITEMS:

If you need to drop off something for your student, please leave it on the cart in the lobby labeled with their first & last name and classroom teacher. We will bring it in and let the teacher know so the student can grab it at a convenient time.

LOST & FOUND:

Our Lost & Found is located to the right of the gym doors. It tends to get pretty full, so if your student is missing something, please have them check (sooner rather than later). At the end of each quarter, any unclaimed items are donated.

LUNCH/RECESS TIMES:


K5	Lunch 11:40-12:05; Recess 12:10-12:40
1st	Lunch 11:15-11:40; Recess 11:45-12:15
2nd	Recess 12:10-12:40; Lunch 12:45-1:10
3rd	Lunch 12:10-12:35; Recess 12:40-1:10
4th	Lunch 11:10-11:35; Recess 11:40-12:10
5th	Recess 11:10-11:40; Lunch 11:45-12:10
6th	Lunch 12:15-12:40; Recess 12:45-1:15

MEDICAL

Medication/Epi-Pens/Inhalers/Seizure Rescue Meds:

DISTRICT POLICY: All medication for students must be brought to and from the office by an adult. The office can receive medication before school starting at 8am.

Medication must be in the original packaging. *No medication can be taken at school without proper paperwork.* PLEASE DO NOT SEND MEDICATION WITH YOUR STUDENT.

 If your student needs to take medication or use an inhaler at school, authorization forms must be filled out for both prescription and over-the-counter medication.

COUGH DROPS & SUNSCREEN: must be kept at the teacher's desk with the Non-Prescription form filled out by a guardian.

District Medical Forms: Check out this [link](#) for medical forms, health care forms and fact sheets. If your student has a food allergy, please ensure that an Eating & Feeding Form is completed so that the kitchen is aware of your student's allergies.

[District Health Service Forms](#)
[Prescription](#)
[Non-Prescription](#)

RECESS

Indoor recess due to cold weather is automatic when the windchill is 0 degrees or below.

SOCIAL EMOTIONAL SUPPORT AND WELLNESS:

Youth mental health is a topic of utmost importance, and we believe that by working together, we can create a supportive environment where our children can thrive. As we begin the new school year, we would like to remind you of the invaluable resources available to our community. For more information, please visit the [School District of New Berlin's Social Emotional Learning](#) page.

In addition, Care Solace offers mental health care coordination services and can help connect you and your child with appropriate community-based providers. Whether it's counseling, therapy, or other mental health services, Care Solace can help you find the support your family may need.

To access Care Solace's coordination services, simply reach out using the following options:

Call 888-515-0595: Their multilingual helpline is staffed 24/7/365.

Visit www.caresolace.com/newberlin: On their website, you can explore mental health providers independently or click "Book Appointment" for personalized assistance through video chat, email, or phone.

By joining hands and working together as a community, we can provide a nurturing and inclusive environment that supports the mental health and well-being of our youth. Let's continue to prioritize their emotional growth, and together, we can create a brighter future for our children.

Thank you for being caring and involved parents and guardians in the School District of New Berlin. Your dedication to supporting our youth is truly commendable.

TRANSPORTATION:

🚗🚌 A friendly reminder to check the Transportation tab in Infinite Campus for your kiddos. If your end-of-day plans differ from what is listed, please email your teachers and the office ladies (as soon as possible). We will always follow what Infinite Campus says if we don't know anything else. We have 700+ kiddos we keep track of and greatly appreciate your help and patience!

Buses

All students in the Ronald Reagan boundaries are assigned a bus route. If you have any questions about your specific route, please contact Durham at 262. 784.7278.

Drop off and Pick Up

Student safety is always our top priority. With that in mind, we ask that all families review [this letter](#), which outlines our pickup and drop-off processes. It includes maps, times and directions. If you need new car tags, Please contact Kim Mckenna at: kimberly.mckenna@nbexcellence.org.

VISITOR'S BADGE (RAPTOR):

If you plan to enter Ronald Reagan when students are present, you will need to check in at the front office to obtain a RAPTOR visitor's badge. Your driver's license or passport are necessary and will be scanned.

If you haven't had your driver's license scanned, you will need to provide it before being allowed to enter the school.

When we hold an event during the school day and parents/guardians/families are invited, we will send out a link in the Eagle Express (our weekly newsletter). This will allow you to sign up and your visitor's badge will be pre-printed and waiting for you.



Any questions? Please contact the office at 262.789.6550 or email Jen Macakanja at jennifer.macakanja@nbexcellence.org.